

ORDINANCE NO. O2017-44

**AN EMERGENCY ORDINANCE SETTING COMPENSATION FOR
MUNICIPAL EMPLOYEES AND APPOINTED OFFICIALS,
AND REPEALING PREVIOUS ORDINANCES SETTING SAID COMPENSATION**

WHEREAS, the City Commission of the City of Gallipolis, Ohio wishes to set compensation for municipal employees and appointed officials; and

WHEREAS, the City Manager has recommended in writing the passage of this Ordinance as an emergency measure as it is necessary for the immediate preservation of the public peace, health, safety and property and in order to provide for the usual operations of the municipal departments.

NOW, THEREFORE, BE IT ORDAINED, by the City Commission of the City of Gallipolis, State of Ohio that the following compensation be set for municipal employees and appointed officials:

**SECTION A: COMPENSATION FOR APPOINTED OFFICIALS
AND CLERK OF MUNICIPAL COURT**

SECTION A1: (a) That the City Auditor/Clerk/Treasurer shall receive as compensation the sum of Fifty-Two Thousand Seven Hundred Eighty-Four Dollars (\$52,784) annually, payable biweekly. This compensation is in consideration of services performed as City Clerk (\$10,556.80) and that of the City Auditor/Treasurer (\$42,227.20).

SECTION A2: (a) That the City Manager of the City of Gallipolis, Ohio, shall receive as compensation the sum of Fifty-Two Thousand Dollars (\$52,000) annually, payable biweekly (50% of his salary shall be paid from City Manager and 50% from Project Coordinator).

SECTION A3: (a) That the City Solicitor of the City of Gallipolis shall receive as compensation the sum of Seventy-seven Thousand One Hundred Thirty-eight Dollars (\$77,138) annually, payable biweekly.

SECTION A4: (a) That the Clerk of the Municipal Court shall receive as compensation the sum of Forty-Seven Thousand Seven Hundred One Dollars (\$47,701) annually, payable biweekly; three-fifths (\$28,620.60) thereof being payable from the City Treasury of the City of Gallipolis, and two-fifths (\$19,080.40); thereof being payable from the County Treasury of Gallia County, Ohio.

SECTION A5: LONGEVITY BONUS

All appointed officials and Clerk of Municipal Court shall receive a longevity bonus in accordance with the following schedule:

Five (5) Years of Service,	\$ 75.00;
Ten (10) Years of Service,	\$ 175.00;
Fifteen (15) Years of Service,	\$ 275.00;
Twenty (20) Years of Service,	\$ 400.00;
Twenty-five (25) Years of Service	\$ 600.00

The above longevity bonus is a one-time payment to be paid in a lump sum as a separate direct deposit on the payroll that includes the employee's anniversary date of hire.

Twenty-eight (28) Years of Service	\$1,000.00
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and each year thereafter, to be paid in a lump sum as a separate direct deposit on the payroll that includes the employee's anniversary date of hire.

SECTION A6: SALARIED EMPLOYEE PAY

All salaried employees shall be paid on a bi-weekly basis. Should any year have more than twenty-six (26) bi-weekly periods, salaried employees shall be paid the same for all pay periods as though there were twenty-six (26) pay periods in the year.

SECTION B: COMPENSATION FOR POLICE PATROL OFFICERS

SECTION B1: BASIC PAY PLAN

The following wage ranges payable biweekly, are hereby established as a basic pay plan and are applied to the several classes or positions as created by the City Commission, unless otherwise specified:

SECTION B2: POSITION AND SALARY RANGES

The following position classifications are hereby established in correspondence to the hourly wage ranges:

Wage Range No.	Step 1	Step 2	Step 3	Step 4	Step 5	Job Title
P23	\$16.09	\$16.58	\$17.14	\$17.71	\$18.25	Police Patrol Officer
P24	\$17.71	\$18.25	\$18.89	\$19.56	\$20.24	Police Investigator/ Detective

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SECTION B3: POLICY

SALARY RANGE	MINIMUM TIME IN GRADE	CRITERIA FOR INCREASE
Step 1	0	Entry Salary, Probationary
Probationary	1 Year	Optional Merit
Step 2	6 Months	Optional Merit
Step 3	6 Months	Optional Merit
Step 4	6 Months	Optional Merit

(a) This is to be a merit plan movement upward in pay steps that are to be determined by the merit of the employee as evaluated by the City Manager. Step 1 is to be considered the beginning or entrance level. Step 2 becomes available after one (1) year of service in grade has been completed upon the recommendation of the City Manager. Subsequent increases may occur at 6 month intervals upon the recommendation of the City Manager.

(b) Part-time employees shall be paid the appropriate hourly rate for their position at Step 1.

(c) The City Manager, at his discretion, may make an initial appointment to a position within the five (5) pay steps, based upon the experience of the applicant.

(d) Employees moving to a different job title who have been continuously employed with the City for one (1) year, or more shall be classified as Step 2 employees under the new job title.

(e) The City Manager may create new positions within the budgetary fiscal restraints on a temporary basis. However, no new positions may exist past six (6) months without being classified by amending this Ordinance.

SECTION B4: SHIFT DIFFERENTIAL

In addition to their hourly rate all patrol officers and investigators/detectives shall receive the following:

Second shift differential (currently 4:00 p.m. – 12:00 a.m.)	\$0.25 per hour
Third shift differential (currently 12:00 a.m. – 08:00 a.m.)	\$0.30 per hour

SECTION B5: WORKING OUT OF CLASSIFICATION

A patrol officer responsible for the position of Sergeant or Investigator/Detective shall receive the base hourly rate of the classification in which they are working or a 6% wage adjustment, whichever is higher, for all hours actually spent on the temporary assignment. Patrol officers may work in the temporary position of an investigator for specific crime prevention or suppression duties up to 24 hours per pay period.

SECTION B6: UNIFORM ALLOWANCE

(a) Initial Issue: All uniforms used by employees will be furnished by the City at no cost to the employee.

(b) Leather: The City agrees to replace worn leather at least eight (8) years old and to provide such new leather as may become necessary.

(c) Clothing Maintenance Allowance: In the first pay period of November in each year, Detectives and Patrol Officers shall receive a separate direct deposit payment in the amount of \$330.00 for uniform maintenance.

(d) Detectives: Detectives shall be permitted to charge up to three hundred dollars (\$300.00) per year for clothing.

Where an employee supplies evidence that he sustained damage to personal property while performing the duties of his assigned work, provided such damage was not the result of willful misuse or horseplay or negligence on the part of the employee, the Employer shall reimburse the employee for the cost of necessary repairs, or replacement up to a maximum of one hundred and fifty dollars (\$150.00). The maximum replacement value for any jewelry item shall be one hundred and fifty dollars (\$150.00).

The employee shall present the damaged property for the Employer's inspection prior to any repairs or replacement. Any Court-ordered restitution up to the amount paid under this section shall be remitted to the Employer.

Employee handguns, and any equipment authorized by the Chief of Police or his designee for a specific job function on a case-by-case basis are not subject to the one hundred and fifty dollar limitation; the actual repair or replacement value shall apply.

SECTION B7: LONGEVITY BONUS

All patrol officers and investigators/detectives shall receive a longevity bonus in accordance with the following schedule:

Five (5) Years of Service,	\$ 75.00;
Ten (10) Years of Service,	\$ 175.00;
Fifteen (15) Years of Service,	\$ 275.00;
Twenty (20) Years of Service,	\$ 400.00;
Twenty-five (25) Years of Service	\$ 600.00

The above longevity bonus is a one-time payment to be paid in a lump sum as a separate direct deposit on the payroll that includes the employee's anniversary date of hire.

Twenty-eight (28) Years of Service	\$1,000.00
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and each year thereafter, to be paid in a lump sum as a separate direct deposit on the payroll that includes the employee's anniversary date of hire.

SECTION B8: SAVINGS CLAUSE

That nothing in this Ordinance shall be construed to affect any suit or proceeding pending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section B8 of this Ordinance, nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Ordinance.

SECTION C: COMPENSATION FOR ADMINISTRATIVE PROFESSIONALS

SECTION C1: BASIC PAY PLAN

The following salary ranges payable biweekly, are hereby established as a basic pay plan and are applied to the several classes or positions as created by the City Commission, unless otherwise specified.

SECTION C2: POSITION AND SALARY RANGES

The following position classifications are hereby established in correspondence to the salary ranges for administrative professionals:

Salary Range No.	Step 1	Step 2	Step 3	Job Title
A17	\$10.57	\$11.68	\$12.51	Clerk-Typist
A18	\$10.92	\$12.11	\$12.94	Account Clerk I Utility Clerk I Office Secretary
A20	\$11.68	\$12.94	\$13.91	Account Clerk II Utility Clerk II Assistant Utility Office Supervisor
A21	\$12.11	\$13.40	\$14.41	Assistant City Auditor/Clerk Assistant Treasurer Staff Assistant Office Assistant
A22	\$12.51	\$13.91	\$15.00	Administrative Secretary Legal Secretary
A27	\$16.50	\$18.39	\$19.80	Police Sergeant
A28	\$17.14	\$18.89	\$20.24	Police Detective Sergeant
A29	\$19.80	\$20.33	\$20.79	Police Lieutenant
A30	\$20.79	\$21.27	\$21.89	Police Captain
A32	\$23.00	\$25.00	\$27.00	Assistant City Solicitor

SECTION C3: POLICY

SALARY RANGE	MINIMUM TIME IN GRADE	CRITERIA FOR INCREASE
Step 1	0	Entry Salary, Probationary
Probationary	6 Months	Optional Merit
Step 2	1 Year	Optional Merit
Step 3	2 Years	Optional Merit

(a) This is to be a merit plan movement upward in pay steps that are to be determined by the merit of the employee as evaluated by the City Manager. Step 1 is to be considered the beginning or entrance level. An optional merit increase after successful completion of the six (6) months probationary period may be paid at the City Manager's discretion. Step 2 becomes available after one (1) year of service in grade has been completed upon the recommendation of the City Manager. Step 3 becomes available after one (1) additional year of service in grade has been completed upon the recommendation of the City Manager.

(b) Part-time employees shall be paid the appropriate hourly rate for their position at Step 1.

(c) The City Manager, at his discretion, may make an initial appointment to a position within the three (3) pay steps, based upon the experience of the applicant.

(d) Employees moving to a different job title who have been continuously employed with the City for one (1) year, or more shall be classified as Step 2 employees under the new job title.

(e) The City Manager may create new positions within the budgetary fiscal restraints on a temporary basis. However, no new positions may exist past six (6) months without being classified by amending this Ordinance.

SECTION C4: OVERTIME

(a) Overtime or compensatory time will be paid at the rate of time and one-half (1 1/2) for all employees that exceed forty (40) hours worked weekly.

(b) Exempt employees include the Station Fire Fighter, Water Treatment Plant Superintendent, Water Pollution Control Facility Superintendent, Code Enforcement Officer, Chief of Police, Streets/Water/Water Pollution Control Line Maintenance Superintendent, Streets/Water/Water Pollution Control Line Maintenance Assistant Superintendent, Utility Office Supervisor, Tax Administrator, Project Coordinator/Safety Director and Cemetery Sexton. Exempt employees shall not receive overtime for work in excess of forty (40) hours weekly.

SECTION C5: LIVING QUARTERS FOR STATION FIREFIGHTER

The Station Firefighter may live in the quarters at the Fire Station.

SECTION C6: COMPENSATION FOR SALARIED EMPLOYEES

- (a) The Station Firefighter will receive Twenty-eight Thousand Eight Hundred Ninety-one Dollars (\$28,891) annually, payable biweekly. The Station Firefighter will be paid straight time for any hours over forty (40) in a week.
- (b) The Volunteer Fire Chief will receive Three Thousand Six Hundred Dollars (\$3,600) yearly compensation to be paid semi-annually.
- (c) The Assistant Volunteer Fire Chief will receive One Thousand Eight Hundred Fifty Dollars (\$1,850) yearly compensation to be paid semi-annually.
- (d) Water Pollution Control Facility Superintendent will receive Fifty-five Thousand Twelve Dollars (\$55,012) annually, payable biweekly.
- (e) The Water Treatment Plant Superintendent will receive Fifty Thousand Dollars (\$50,000) annually, payable biweekly.
- (f) The Code Enforcement Officer will receive Thirty-seven Thousand Six Hundred and Thirty-nine Dollars (\$37,639) annually, payable biweekly.
- (g) The Code Inspector will receive Three Thousand Five Hundred Dollars (\$3,500) for the final six-month period of each year, beginning immediately following the Rinky Dink Basketball pay season, to be paid biweekly.
- (h) The Chief of Police shall receive Fifty-four Thousand One Hundred Sixty Dollars (\$54,160) annually, payable biweekly.
- (i) The Utility Office Supervisor shall receive Thirty-four Thousand Four Hundred Thirty-one Dollars (\$34,431) annually, payable biweekly.
- (j) The Tax Administrator shall receive Thirty-nine Thousand Forty Dollars (\$39,040) annually, payable biweekly.
- (k) Maintenance Superintendent for the Streets, Water Distribution, Water Pollution Control Collection, Parks and Swimming Pool Departments shall receive Fifty-five Thousand Twelve Dollars (\$55,012) annually, payable biweekly. The Maintenance Superintendent will be paid straight time for 10 additional hours, payable biweekly.
- (l) The Sexton for the Cemeteries Department will receive Thirty-nine Thousand Twenty-seven Dollars (\$39,027) annually, payable biweekly.
- (m) The Project Coordinator/Safety Director shall be the City Manager, receiving 50% of his salary in this capacity and 50% as City Manager.
- (n) The Assistant Purchasing Agent will receive Five Thousand Dollars (\$5,000) annually, payable biweekly.
- (o) The Sports Program Coordinator, will receive Three Thousand Five Hundred Dollars (\$3,500) compensation for Rinky Dink Basketball season, which will be paid biweekly during the first six months of each year.
- (p) The VOCA Grant Administrator will receive Two Thousand and Fifty Dollars (\$2,050) annually, payable biweekly.
- (q) The Special Projects Assistant will receive Two Thousand and Fifty Dollars (\$2,050) annually, payable bi-weekly.
- (r) All salaried employees shall be paid on a biweekly basis. Should any year have more than twenty-six (26) biweekly periods, salaried employees shall be paid the same for all pay periods as though there were twenty-six (26) pay periods in the year.

SECTION C7: POLICE UNIFORM ALLOWANCE

- (a) Initial Issue: All police uniforms to be used by employees will be furnished by the City at no cost to the employee.
- (b) Leather: The City agrees to replace worn leather at least eight (8) years old and to provide such new leather as may become necessary.
- (c) Clothing Maintenance Allowance: In the first pay period of November in each year, the Police Chief, Lieutenant and Sergeants shall receive a separate direct deposit payment in the amount of \$330.00 for uniform maintenance.
- (d) The Detective Sergeant shall be permitted to charge up to three hundred dollars (\$300.00) per year for clothing.

SECTION C8: LONGEVITY BONUS

All administrative employees shall receive a longevity bonus in accordance with the following schedule:

Five (5) Years of Service,	\$ 75.00;
Ten (10) Years of Service,	\$ 175.00;
Fifteen (15) Years of Service,	\$ 275.00;
Twenty (20) Years of Service,	\$ 400.00;
Twenty-five (25) Years of Service	\$ 600.00

The above longevity bonus is a one-time payment to be paid in a lump sum as a separate direct deposit on the payroll that includes the employee's anniversary date of hire.

Twenty-eight (28) Years of Service	\$1,000.00
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and each year thereafter, to be paid in a lump sum as a separate direct deposit on the payroll that includes the employee's anniversary date of hire.

SECTION C9: SAVINGS CLAUSE

That nothing in this Ordinance shall be construed to affect any suit or proceeding pending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 9 of this Ordinance, nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Ordinance.

SECTION D: COMPENSATION FOR OPERATIONS AND MAINTENANCE EMPLOYEES

SECTION D1: BASIC PAY PLAN

The following wage ranges payable biweekly, are hereby established as a basic pay plan and are applied to the several classes or positions as created by the City Commission, unless otherwise specified:

SECTION D2: POSITION AND SALARY RANGES

The following position classifications are hereby established in correspondence to the wage ranges for operation and maintenance employees:

(a) OPERATIONS EMPLOYEES

Wage Range No.	Step 1	Step 2	Job Title
O20	\$12.40	\$14.41	Ass't. Water Treatment Plant Operator Ass't. Wastewater Treatment Plant Operator Water/Sewer Maintenance Person – State Certified
O22	\$13.24	\$15.40	Utility Service Representative
O23	\$14.37	\$16.71	Water Treatment Plant Operator – Class I – State Certified Wastewater Treatment Plant Operator – Class I – State Certified
O24	\$15.25	\$17.67	Water/Wastewater Operator – Class II – State Certified Water /Wastewater Lab Technician
O28	\$16.53	\$19.07	Water/Wastewater Operator – Class III – State Certified Crew Leader – Water Treatment Plant Crew Leader – Water Pollution Control Facility

SECTION D2:

(b) MAINTENANCE EMPLOYEES

Wage Range No.	Step 1	Step 2	Job Title
M15	\$10.81	\$12.40	Laborer
M16	\$11.09	\$12.80	Truck Driver
M18	\$11.70	\$13.54	Custodian Streets Maintenance Person Parks Maintenance Person Water/Sewer Maintenance Person Water Meter Reader
M19	\$12.04	\$13.98	Assistant Mechanic Plumber Carpenter
M21	\$12.80	\$14.88	Equipment Operator Sweeper Operator
M22	\$13.13	\$15.38	Mechanic Crew Leader – Street Maintenance Crew Leader – Parks Maintenance Crew Leader – Water/Sewer Maintenance Crew Leader – Cemeteries Maintenance
M26	\$17.61	\$20.07	Mechanic – ASE Certified/Crew Leader
M28	\$16.53	\$19.07	Water Distribution/WPC Collection Crew Chief Operator – State Certified

SECTION D3: POLICY

(a) This is to be a merit plan movement upward in pay steps that are to be determined by the merit of the employee as evaluated by the City Manager. Step 1 is to be considered the beginning or entrance level. An optional merit increase after successful completion of the six (6) months probationary period may be paid at the City Manager's discretion. Step 2 becomes available after one (1) year of service in grade has been completed upon the recommendation of the City Manager.

Time in position will determine the step given to employee upon adoption of the plan.

(b) Part-time employees shall be paid the appropriate hourly rate for their position at Step 1.

Time in position will determine the step given to employee upon adoption of the plan.

(c) The City Manager, at his discretion, may make an initial appointment to a position within the two (2) pay steps, based upon the experience of the applicant.

(d) Employees moving to a different job title who have been continuously employed with the City for one (1) year, or more, shall be classified as Step 2 employees under the new job title.

(e) The City Manager may create new positions within the budgetary fiscal restraints on a temporary basis. However, no new positions may exist past six (6) months without being classified by amending this Ordinance.

(f) If an operator passes a state exam for Class I, II, III, they will be placed in Step 2 of the correct range. This will be done when the certificate is presented to the City Manager and will be reflected on the first pay period after receipt of the certification. The employee must have completed one (1) year of service with the city before this raise takes effect.

SECTION D4: OVERTIME

Overtime or compensatory time will be paid at the rate of time and one-half (1 1/2) for all employees that exceed forty (40) hours worked weekly.

SECTION D5: WATER DISTRIBUTION/SEWER COLLECTION

(a) Maintenance employees who possess a valid Ohio EPA Water Distribution System Operator's License I or II or who possess a valid Ohio EPA Collection License I shall receive the following hourly amount to be added to their normal rate of pay:

- (1) \$.40 for Class I Water Distribution License
- (2) an additional \$.60 for Class II Water Distribution License
- (3) \$.60 for Class I Sewer Collection License
- (4) an additional \$.80 for Class II Sewer Collection License

(b) Any other employee who possesses these licenses, but does not work in maintenance will receive an additional twenty cents (\$.20) per hour for Water Distribution Certification at any level and an additional twenty cents (\$.20) per hour for a Sewer Collection Certification at any level.

SECTION D6: LAB CERTIFICATION

(a) Water Treatment Plant employees who possess or obtain a valid Ohio EPA Certificate of Approval for performing chemical analysis of potable water and water analysis and who perform such tests at the City's water treatment plant shall be compensated at the rate of twenty (\$.20) per hour over and above their normal rate of pay.

(b) Water Treatment Plant employees who possess a valid Ohio EPA Certificate of Approval for performing bacteriological analysis of potable water and perform such test at the City's Water Treatment Plant shall be compensated at the rate of twenty-five cents (\$.25) over and above their normal rate of pay.

(c) Water Pollution Control Facility employees who possess a Certificate of Approval as a Laboratory Analyst by the Ohio Water Environment Association and perform such tests at the City's Waste Pollution Control Facility shall be compensated at the rate of forty-five cents (\$.45) per hour over and above their normal rate of pay.

SECTION D7: TEMPORARY ASSIGNMENTS

Employees who are assigned to a higher rated classification shall receive a wage rate that is twenty cents (\$.20) per hour in addition to their normal wage rate. Employees who are assigned to a lower-rated classification shall retain the rate of pay of their regular classification.

SECTION D8: OPERATOR/COMMERCIAL DRIVERS LICENSE

Any employee who possesses a valid State of Ohio Commercial Drivers License shall be compensated an additional five cents (\$.05) per hour.

The City will reimburse the cost of the initial CDL and all renewals.

SECTION D9: CLOTHING ALLOWANCE/SUMMER SHIRTS

Each employee in the Operations and Maintenance Classes will be provided with clothing allowance in the amount of \$300.00 as a separate direct deposit the first pay in October of each year.

Each employee shall be provided seven (7) summer shirts with the City logo for each employee April 1 of each year.

City-issued clothing items are benefits that become property of the employees after issue.

SECTION D10: LONGEVITY BONUS

All operations and maintenance employees shall receive a longevity bonus in accordance with the following schedule:

Five (5) Years of Service,	\$ 75.00;
Ten (10) Years of Service,	\$ 175.00;
Fifteen (15) Years of Service,	\$ 275.00;
Twenty (20) Years of Service,	\$ 400.00;
Twenty (25) Years of Service	\$ 600.00

The above longevity bonus is a one-time payment to be paid in a lump sum as a separate direct deposit on the payroll that includes the employee's anniversary date of hire.

Twenty-eight (28) Years of Service \$1,000.00
and each year thereafter, to be paid in a lump sum as a separate direct deposit on the payroll that includes the employee's anniversary date of hire.

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SECTION E: REPEAL OF PREVIOUS ORDINANCES

All previous Ordinances or parts of Ordinances setting compensation for municipal employees and appointed officials of the City of Gallipolis, Ohio, are hereby repealed as of the effective date of this Ordinance.

This Ordinance shall not repeal any previous ordinances or parts of ordinances implementing procedures and policy statements.

SECTION F: SAVINGS CLAUSE.

That nothing in this Ordinance shall be construed to affect any suit or proceeding pending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section E of this Ordinance, nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Ordinance.

SECTION G: EFFECTIVE DATE

This Ordinance shall be in full force and effect immediately upon passage as an emergency measure and shall be effective with the pay period beginning December 18, 2017.

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PASSED: December 5, 2017

ATTEST:

Annette M. Landers
Clerk of the City Commission
Annette M. Landers

Tony Gallagher
President of the City Commission
Tony Gallagher

The foregoing Ordinance is hereby approved as to form.

Adam R. Salisbury
Gallipolis City Solicitor
Adam R. Salisbury

The foregoing Ordinance is hereby certified as to funds according to City Charter.

Annette M. Landers
Gallipolis City Auditor
Annette M. Landers