

**ORDINANCE 24-2023**

**AN ORDINANCE UPDATING THE WAGE AND SALARY RANGES, THE NUMBER OF EMPLOYEES AND POSITIONS FOR THE VILLAGE OF MINERVA PARK AND DECLARING AN EMERGENCY**

**WHEREAS**, pursuant to Section 731.10, Revised Code, the legislative authority may provide such employees for the Village as it determines are needed; and,

**WHEREAS**, pursuant to Section 731.13, Revised Code, the legislative authority of a Village shall fix the compensation of all officers, clerks, and employees of the Village except as otherwise provided by law; and,

**WHEREAS**, as part of the budget for 2024, the authorized positions and compensation rates need adjusted.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF MINERVA PARK, OHIO, THAT:**

**Section 1.** The number of hourly and salary full-time employees, positions, and related pay ranges for the Police Department shall be as follows:

<u>Patrol Officers</u>	1	2	3	4	5	6
Hourly Rates	\$30.42	\$32.25	\$34.18	\$36.23	\$38.40	\$40.71
Annual Compensation	63,273.60	67,070.02	71,094.22	75,359.87	79,881.46	84,674.35

  

<u>Positions/JobTitle</u>	<u>Authorized Number</u>	<u>Status</u>	<u>Hourly Rates</u>		<u>Annual Compensation</u>	
			<u>Low</u>	<u>High</u>	<u>Low</u>	<u>High</u>
School Resource Officer	1	Hourly	\$37.32	\$41.93	\$77,620.67	\$87,214.58
Sergeant	2	Hourly	38.40	43.15	79,881.46	89,754.81
Lieutenant	1	Hourly	40.71	45.74	84,674.35	95,140.10
Chief	1	Salary	44.78	50.31	93,141.78	104,654.11

The Police Department is authorized to have 10 full-time and 2 part-time positions, allocated between position levels at the discretion of the Chief of Police. The School Resource Officer’s compensation range is three percent above the patrol officer’s steps four and six. The Sergeant’s compensation is six percent above the patrol officer’s steps four and six. The Lieutenant’s compensation range is six percent about that of a sergeant. The Chief’s compensation range is ten percent above that of the lieutenant. Patrol officers in probation shall be compensated \$.75 less than the hourly rate of starting pay.

**Section 2.** The number of hourly full-time, part-time, and seasonal employees, positions, and related pay ranges within all other departments shall be as follows:

<u>Positions/Job Title</u>	<u>Authorized Number</u>	<u>Status</u>	<u>Hourly Rates</u>		<u>Annual Compensation **</u>	
			<u>Low</u>	<u>High</u>	<u>Low</u>	<u>High</u>
<u>Maintenance Department</u>						
Maintenance Worker 2	1	Part-Time	18.50	22.00	19,240	22,880
Maintenance Worker 1	1	Part-Time	16.00	18.00	16,640	18,720
Laborer	3	Seasonal	12.00	15.50	5,760	7,440

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**(Continued)**

Positions/JobTitle	Authorized Number	Status	Hourly Rates		Annual Compensation **	
			Low	High	Low	High
<u>Swimming Pool</u>						
Office Staff	2	Seasonal	12.00	15.00	5,760	7,200
Assistant Pool Manager	1	Seasonal	20.50	23.00	9,840	11,040
Concession Worker	5	Seasonal	11.00	14.00	5,280	6,720
Lifeguard 1, (0-1 Years Experience)		Seasonal	12.00	14.50	5,760	6,960
Lifeguard 2, (2-3 Years Experience)		Seasonal	15.00	17.00	7,200	8,160
Lifeguard 3, 4+ Year Experience)		Seasonal	17.50	20.00	8,400	9,600
Laborer	2	Seasonal	12.00	15.50	5,760	7,440
<u>Mayor/Administration</u>						
Administration Assistant	1	Full-Time	15.00	22.00	31,200	45,760
Administration Assistant	1	Part-Time	15.00	22.00	15,600	22,880

\*\* Annual Compensation is presented for information only and is calculated based on 2080 hours for full-time employees, 1040 hours for part-time employees and 480 hours for seasonal employees.

**Section 3.** The salaried positions and related pay ranges shall be as follows:

Position	Authorized Number	Status	Annual Compensation *	
			Low	High
Pool Manager	1	Seasonal	12,000	15,000
Maintenance Superintendent	1	Full-Time	60,000	70,000
Fiscal Officer	1	Part-Time	45,000	55,000
Assistant Fiscal Officer/ Police Clerk/Clerk of Court	1	Full-Time	60,000	85,000
Villager Planner	1	Part-Time	30,000	42,000

\* Part Time estimated hours are 1040, Seasonal Estimate hours are 480

Annual Compensation is presented for information only and is calculated based on 2080 hours for full-time employees and 1040 hours for part-time employees. Part-time salaried employees are assumed to work at least 20 hours per week unless otherwise state.

**Section 4.** The Mayor has the authority to offer a candidate a pay rate for an existing position within the applicable range based upon Village finances, an employee’s level of education, certification/licensure, knowledge, skills and abilities, variety and scope of responsibilities, physical and mental demands and other attributes the Mayor considers necessary for the position.

**Section 5.** Compensation changes for a job title or position changes are available based on performance and attendance, at the discretion of the Mayor and must stay within the hourly rates and/or annual compensation as outlined in this ordinance.

**Section 6.** Merit increases of up to three percent may be awarded to exempt and non-exempt full-time and part-time employees at the discretion of the Mayor and must stay within the hourly rates and/or annual compensation ranges as outlined in this ordinance. An annual evaluation to accompany the merit increase is preferred. Seasonal employees may receive a merit increase upon returning to work for another new season.

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**(Continued)**

**Section 7.** In the absence of the Chief of Police, the Lieutenant may serve as the Acting Chief. In the absence of the Lieutenant, the ranking Sergeant may serve as the Acting Lieutenant. Acting officers shall be filled only by successive ranks. An officer assigned the responsibilities of Acting Chief or Acting Lieutenant must carry out the duties of the position or rank above that which he/she holds. Acting Chief or Acting Lieutenant shall be compensated at the higher of their base hourly rate plus three and a half percent or the bottom of the pay range for which the officer is assigned. Absence is defined as incapacitated or unavailable or unable, as determined by the Chief, or in the case of the Chief, the Mayor, to respond to critical incidents or otherwise make decisions on behalf of the Police department.

**Section 8.** The rates presented in this Ordinance are effective with the first pay period beginning after January 1, 2024. Police Department employees, other than patrol officers, shall receive the same 10 percent increase as that reflected in the steps for patrol officers. Patrol officers shall receive the compensation presented for the step they are in with the first pay period beginning after January 1, 2024. A cost of living increase of four percent may be given to all non-uniform employees effective with the first pay period beginning after January 1, 2024.

**Section 9.** It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that any and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

**Section 10.** All prior legislation, or any parts thereof, which is/are inconsistent with this Ordinance is/are hereby repealed as to the inconsistent parts thereof.

**Section 11.** This Ordinance is hereby declared to be an emergency measure, to be effective immediately upon passage, such emergency being necessary for the preservation of the public health, safety, and welfare of the Village and its inhabitants, to wit: to have salaries in place on January 1, 2024. Therefore, this Ordinance shall take effect and be in force from and immediately after its passage by the Council.

/S/: Tiffany Southard

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Tiffany Southard, Mayor

First Reading: November 9, 2023  
Second Reading: December 7, 2023  
Third Reading: Waived  
Passed December 7, 2023

ATTEST

/S/: Jeffrey Wilcheck

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Jeffrey Wilcheck, Fiscal Officer

APPROVED AS TO FORM

/S/: Jesse Shamp

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Jesse Shamp, Solicitor