

**AN ORDINANCE AMENDING ORDINANCE 29-2015 TO PROVIDE A
WAGE AND COMPENSATION POLICY FOR VILLAGE EMPLOYEES**

WHEREAS, Brewster Village Council desires to amend Ordinance 29-2015 to provide a wage and compensation policy for Village employees

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BREWSTER, THAT:

SECTION 1: The following employee wage and benefits shall be adopted and provided in the manner in which this ordinance outlines.

SECTION 2: Contents of this Ordinance

- SECTION 3: Annual Review
- SECTION 4: Pay Range/Grade Plan
- SECTION 5: Implementation of Range/Grade Plan
- SECTION 6: Pay Grades
- SECTION 7: Merit Rewards
- SECTION 8: Conflicting Measures
- SECTION 9: Effective Date

SECTION 3: Annual Review

Village Employee wages, as well as listed Employee Benefits, outlined in this ordinance shall be reviewed by the Employee Compensation Committee beginning in the first week of June of each calendar year.

The Employee Compensation Committee shall consist of the Village Clerk Treasurer, the Mayor, the Village Administrator, the Chair of the Council Finance Committee, and any other individual assigned by Village Council.

This review will be based on such factors including, but not limited to: departmental evaluations, administrative evaluations, employee performance evaluations, the fiscal health of the Village, and other circumstances that may affect the Village at the time of the review.

The Review shall be completed by September 30 of that calendar year and the recommendations shall be presented to Village Council for their consideration.

Village Council shall decide to adopt or modify the recommendations as a part of the Village Budget for the next fiscal year. Village Council shall do so prior to October 31 of the year that the recommendations were received by them from the Employee Compensation Committee.

SECTION 4: Pay Range Plans

For Village employees within the Electric, Parks, Police, Street, Wastewater, Water, Paramedic Services, and Administrative Departments a Pay Range Plan shall be established. The Pay Range portion of the plan shall consist of all Job Classifications assigned to specific pay grades as determined by the Employee Compensation Committee and approved by Village Council.

The pay grades shall consist of a minimum, middle, and maximum rate of pay determined by the Employee Compensation Committee. The Pay Range Plan shall provide a flexible means of employee compensation based on the Review Process outlined in Section 3: Annual Review. Factors to be considered shall include, but not limited to, ability, merit, longevity, applicable licenses and training, appropriate educational accomplishments, and so forth.

SECTION 5: Implementation of Pay Range Plan

Within each Village department there shall be different job descriptions. The job descriptions shall be based on, but not limited to: the knowledge, skills, and abilities required to perform the essential functions of the job.

In the initial implementation of a Pay Range Plan the compensation, current employees will be progressed through the newly assigned pay grade based on length of time employed with the Village and length of time employed with the Village in the specific position. Employees will receive 75% credit

for years spent in the current position and 25% credit for additional years employed by the Village in a different capacity. For example, an Electric Lineman I who has been employed with the Village for 15 continuous years, but only 5 years as an Electric Lineman I would receive 6.25 years of service credit and be placed 20% through the corresponding pay grade.

Future employees shall be assigned to a pay grade that listed herein. Department Heads shall have the ability to hire within the pay grade upon request and approval of the Village Council, but the starting rate of any new employee shall never exceed the midpoint of the pay grade. The employee will then move within the pay ranges of the pay grade based on annual reviews as determined by the Employee Compensation Committee and Village Council.

Job Classifications will be assigned to pay grades based on, but not limited to, knowledge, experience, skills, and abilities needed to perform the essential functions of the position.

Beginning in June of each year, the Employee Compensation Committee shall review the job performance of each Village employee to determine if and the amount of any additional compensation that should be accorded to each employee during the following fiscal year. This determination shall be based on job performance reviews and the recommendations of the applicable department head, and the appropriate administrator or elected official. The department heads and members of the administration shall provide such job performance reviews or recommendations to the Employee Compensation Committee no later than May 15th of each year.

Any movement in compensation by an employee within the applicable pay range will require the authorization of the majority of the Employee Compensation Committee and approval of the Village Council. This process shall be completed by September 30 of that same calendar year.

In the event that current employees that achieve additional applicable qualifications such as training, licenses, certificates, continuing educational degrees, and so forth, the Employee Compensation Committee may consider such improvements and recommend additional compensation to the Village Council.

Recommendations for additional compensation or advancement requests will be included in the annual budget preparation process and if approved will not become effective until the following calendar year. Any increases in compensation, bonuses, merit awards, or promotions will be subject to sufficient available funding and the final budget approved by Village Council.

SECTION 6: Pay Grades

Job Classification	Pay Grade	Minimum	Maximum
Village Administrator	XX	\$40,000	\$90,000
Police Chief	XX	\$40,000	\$65,000
Electric Superintendent	13	25.00	35.00
Wastewater Superintendent	12	21.00	30.00
Water Superintendent	12	21.00	30.00
Journeyman Electric Lineman A	12	21.00	30.00
Electric Lineman Trainee IV	11	20.00	29.00
Assistant Wastewater Superintendent	10	19.00	28.00
Assistant Water Superintendent	10	19.00	28.00
Electric Lineman Trainee III	10	19.00	28.00
Superintendent of Public Services	9	18.00	27.00
Water Technician	8	17.00	26.00
Wastewater Technician	8	17.00	26.00
Electric Lineman Trainee II	8	17.00	26.00
Street Technician	8	17.00	26.00
Electric Lineman Trainee I	7	16.00	25.00
Water Laborer	6	14.00	23.00
Wastewater Laborer	6	14.00	23.00

Full-time Paramedic	5	13.00	22.00
Utility Clerk	4	12.00	17.00
Part-time Paramedic	4	12.00	21.00
Part Time Clerical	3	10.00	15.00
Part Time Meter Reader	3	10.00	15.00
Seasonal Worker	2	8.15	16.00
Part-time Custodian	1	\$ 45.00/week	\$ 63.00/week
Income Tax Administrator	XX	\$7000.00	\$12,000.00

SECTION 7: Merit Rewards - Merit Rewards may be given to employees upon the recommendation of their supervisor and shall be given in a onetime lump sum payment. All meritorious rewards must be approved by the Employee Compensation Committee.

SECTION 8: Conflicting Measures - The above policy replaces any previous version of this policy and supersedes any current policy which may be in conflict with this policy.

SECTION 9: Effective Date - This ordinance shall be in effect at the earliest date provided by law

 Mayor Michael E. Schwab

ATTEST:

 Village Clerk Treasurer K. Kris King

CERTIFICATE

I, K. Kris King, hereby certify that the above is a true copy of an ordinance passed at a regular meeting of the Brewster Village Council held on _____.

 Clerk K. Kris King

I, K. Kris King, Clerk of the Council of the Village of Brewster, State of Ohio, do hereby certify that there is no newspaper printed in said municipality and that publication of the foregoing ordinance was duly made by posting true copies thereof at five of the most public places in said corporation as determined by Council as follows: Office of Brewster Utilities, Belloni's IGA, Brewster Federal Credit Union, Post Office and Brewster Laundromat.

 Clerk K. Kris King