

**AN ORDINANCE AMENDING ORDINANCE 29-2015 TO ADJUST THE BASE WAGE OF
VILLAGE EMPLOYEES FOR 2017 AND AMENDING ORDINANCE 44-2016, THE EMPLOYEE
WAGE POLICY, AND TO SET ITS INITIAL USE FOR THE 2018 VILLAGE BUDGET,
AND DECLARING AN EMERGENCY**

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

WHEREAS, Brewster Village Council desires to amend Ordinance 44-2016 to better define time period for the initial enactment of the Village Employee Wage Policy contained therein, and

WHEREAS, Brewster Village Council has established an Employee Wage Policy in Ordinance 44-2016 that will be implemented for the 2018 Village Budget

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

SECTION 1: The intent of this legislation is to provide compensation for Village employees in 2017 to bridge the period until the Employee Wage Policy adopted by Ordinance 44-2016 is processed by the Village administration and implemented by Council for the 2018 Village Budget. The following Village employee compensation shall be adopted and provided in the manner in which this ordinance outlines.

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 Section 2: Composition of Employees Wage
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SECTION 1: Verification

This ordinance outlines the wages for specific job titles, available additives, and available stipends. Please note the final wage accorded a specific employee is established by applying a specific job title's base wage and adding the appropriate additives and/or stipends for which that specific employee has attained. These additives and stipends are based on years of service, licenses obtained, and extended job duties. Each of these additives or stipends is to be certified in writing and placed in the specific employee's Employee File to provide verification. Such verification originates from the State of Ohio for licenses and specific agencies for training certification, and in such cases the appropriate Department head and the Village Administrator or the Mayor, as appropriate, shall provide verification in writing. In the case of additives such as longevity the Village Clerk will provide verification in writing. For verification of extended job duties the Village Administrator shall provide such for the utility and street departments, and the Mayor for the Police and Fire Departments based on those Department Head's recommendation.

All verifications shall be in writing and placed in the specific employee's Employee File filed in Village Hall.

SECTION 2: Composition of Final Employee Wage

Village employees' wages will consist of the following factors:

	Base Wage
	Applicable Additives
	<u>Earned Stipends</u>
	Final Wage

SECTION 3: Electric Utility Department

A. Electric Superintendent:

The Base Wage for the Electric Superintendent shall be as follows:

Electric Superintendent \$ 27.36/hour

B. Electric Lineman:

The wages of the Electric Lineman that has completed a lineman's course such as those offered by Ohio Edison, American Public Power, the Village Training Program, or similar accredited training programs and possesses a Journeyman Electric Lineman's card shall be as follows (Note the Journeyman's card = \$ 7500 in annual wages and is included as a part of the Lineman wages listed next):

Journeyman Electric Lineman \$ 26.07/hour

C. Electric Lineman Trainee:

The beginning wage for a newly hired Electric Lineman Trainee shall be as follows:

Electric Lineman Trainee \$ 20.08/hour

For the Electric Lineman Trainee the components of each training level is based on the following:
Trainee Levels – the completion of 2080 hours of on the job training is considered a Trainee Level
Merchant Levels – the completion of Merchant Lineman or equivalent correspondence course levels

Lineman Levels – Successful completion of the four levels of lineman courses offered by AMP
Lineman Trainee Wage above in (C) is the base for the each of the Trainee Levels and the additional wages are earned upon the successful completion of all three training components in each level and are as follows: (Each of the earned Levels is to be verified in writing by the Electric Superintendent and the Village Administrator and filed in the Employee's Folder

Trainee Lineman Level I: \$ 21.02/hour
Trainee Lineman Level II: \$ 22.23/hour
Trainee Lineman Level III: \$ 23.70/hour
Trainee Lineman Level IV: \$ 25.78/hour

For the Trainee that has completed the four levels, after the completion of a fifth year of on the job experience the new Lineman shall then be accorded the full Journeyman Lineman's wage as listed in (B) Electric Lineman above. This shall be verified in writing by the Electric Superintendent and the Village Administrator and filed in the Employee's Folder prior to the additional compensation being initiated.

Electric Certification:

The stipend afforded employees that have completed the Merchant Lineman's Course, or similar electric lineman training course recognized by AMP-Ohio, but have not completed the Village's four year electric lineman trainee's training began in 2000 shall be provided a \$ 1300 annual stipend.

Note: Employees that have successfully completed the Village's Four Year Electric Lineman training course are not eligible for the \$ 1300 Electric Certification stipend

SECTION 4: Water and Wastewater Utility Departments

A. Water & Wastewater Superintendents' base wage shall be the following:

Water Superintendent \$ 22.07/hour
Wastewater Superintendent \$ 22.07/hour

B. A Village Technician may be used in the Water, Wastewater, and Street Departments and although assigned to those departments may be used as needed throughout Village operations at the discretion of the Village Administrator. The base wage of the Village Technician shall be as follows:

Start to One Year \$ 17.95/hour
One to Two Years \$ 18.69/hour
Over Two Years \$ 20.08/hour

Section 5: Utility Office

A. Full Time Utility Clerk assigned to the Utility Office base wage shall be as follows:

Utility Clerk \$ 14.39/hour

B. Part Time Assistant to the Utility Clerk or any Part Time Meter Readers hourly wage shall be:

Start to One Year \$ 9.64/hour

Base Wage \$ 12.04/hour

SECTION 6: Street and Park Departments

A. Superintendent of Public Services base wage shall be as follows:

Superintendent of Public Services \$ 20.92/hour

B. A Village Technician may be used in the Water, Wastewater, and Street Departments and although assigned to those departments may be used as needed throughout Village operations at the discretion of the Village Administrator. The base wage of the Village Technician shall be as follows:

Start to One Year \$ 17.95/hour

One to Two Years \$ 18.69/hour

Over Two Years \$ 20.08/hour

C. Seasonal workers are those part time workers used for grounds maintenance only. Such employee shall not exceed 120 days per year, nor shall the Village employ more than two seasonal workers at any one time. The hourly wage rate for a part time Seasonal Workers is as follows:

Seasonal Worker \$ 11.06/hour

SECTION 7: Police Department

A. Full Time Police Patrolman Level One base wage shall be as follows: (Ord 06-2008)

Year One \$17.17/hour

Year Two \$18.91/hour

B. Full Time Police Patrolman Level Two base wage shall be as follows: (Ord 02-2007)

Police Patrolman Level Two \$ 20.08/hour

C. Ranked Full Time Police Officers shall receive the following base wage compensation:

Sergeant \$ 20.99/hour

Captain \$ 21.21/hour

Chief \$ 22.64/hour

D. Annual stipends provided for other assignments in the Police Department shall be as follows

DARE Officer = \$ 1000 (Duties described in Ordinance 50-2000)

K-9 Officer = \$ 1000 (Duties described in Ordinance 50-2000)

Lead Investigator = \$ 1000 (Duties described in Ordinance 42-2003)

Training Officer = \$ 1000 (Duties described in Ordinance 39-1996)

E. Full Time Officer Uniform Allowance shall be \$ 750 annually as outlined in Ordinance 12-2015

F. A Part Time Patrolman hourly wage shall be as follows:

Part Time Patrolman \$ 16.03/hour

G. Part Time Officer's Uniform Allowance shall be \$ 350 annually with a qualifier of completion of the probationary period and as well as at the discretion of the Police Chief as outlined in Ordinance 12-2015.

SECTION 8: Paramedic Services

A. Paramedics' Hourly Wages in the Village's Paramedic Program shall be as follows:

- Full Time Paramedic \$ 17.72/hour
- Part Time Paramedic \$ 15.80/hour

Full Time Uniform Allowance shall be \$ 300 annually as outlined in Ordinance 29-2006
Part Time Officer's Uniform Allowance shall be \$ 150 annually with a qualifier of a minimum of 100 hours worked during the previous year as outlined in Ordinance 29-2006

SECTION 9: Administrator Positions

A. Village Administrator annual salary shall be as follows:

- Village Administrator = \$ 63,648.00/year

The base wage and other benefits for the Village Administrator under this section shall be paid from the following funds: 79% from the Electric Fund, 9 % split from the Water Fund, 9% from the Wastewater Funds, and 3% from the General Fund for Zoning Commissioner services.

B. Income Tax Administrator annual salary shall be paid from Income Tax Funds and shall be as follows:

- Income Tax Commissioner = \$ 9,455.40/year

SECTION 10: Additional Part Time Employees

A. Hourly Wage for Part Time Assistant to the Village Clerk, and other Part Time Village employees not shown in specific job titles as designated by Council shall be as follows:

- Start to One Year \$ 9.64/hour
- Base Wage \$ 12.04/hour

B. Custodians at Village Hall and the Police Department shall be paid a weekly salary as follows:

- Village Hall \$ 48.13/week
- Police Building \$ 48.13/week

SECTION 11: Additional Employee Compensation

A. State Utility Licenses Stipends (Ordinance 02-2007)

Ohio State Licenses are required for the Wastewater and Water facilities. The following is the compensation provided for the acquisition and the continued renewal of those State Licenses and shall be added to the employee's base wage upon verification:

Wastewater Treatment Class I	\$ 1300/year	Water Treatment Class I	\$ 1300/year
Wastewater Treatment Class II	\$ 1300/year	Water Treatment Class II	\$ 1300/year
Wastewater Treatment Class III	\$ 1300/year	Water Treatment Class III	\$ 1300/year

B. CDL Licenses –

All employees operating Village vehicles which under State Law require CDL licenses for such operation shall during their initial six month probationary period as a new hire obtains the required Ohio CDL License for such operation. A current employee must obtain the required CDL License within six months of the effective date of this legislation. The Village will compensate the employee for the CDL portion of his or her Driver's License in the initial instance, and in its retention.

C. Additives available to Village employees are as follows. Each additive is to be approved by the appropriate administrator and verified in writing.

- Construction Foreman \$ 2250 per year (Ordinance 02-2007)
- Mosquito License \$ 400 per year (Ordinance 02-2007)

D. Longevity Pay: For each five-year period of Village service, the full time employee will have \$ 0.24 added to his hourly wage. For each five-year period of Village service, the part time employee will have \$.12 added to his/her hourly wage.

E. Chief's Pay – In all Village Departments in which an employee substitutes for the department head, that employee shall receive the department head's rate of pay after the department head's absence of five days or more at any one time, with the Chief's Pay beginning on the first day of the department head's absence.

SECTION 12: Implementation of Ordinance 44-2016 Employee Wage Policy

A. As outlined in Ordinance 44-2016 Employee Wage Policy, specific dates are listed for a process to provide Village Council with a recommended budget for each Village department. Ordinance 44-2016 was approved by Village Council on November 7, 2016 and became effective thirty days later. This timeframe does not allow the procedural steps listed in 44-2016 to take place for the 2017 Village Budget, thus making the dates for the initial enactment of the Employee Wage Policy set in 44-2016 to be for the 2018 Village Budget. The procedural dates for the initial enactment shall be as follows:

- May 15, 2017: Employee Performance reviews and recommendations shall be provided to the Employee Compensation Committee by department heads, Village Administrator, and Mayor
- September 30, 2017: Employee Compensation Committee shall provide Council with recommended compensation for each employee in each department
- October 31, 2017: Village Council shall review the Employee Compensation Committees recommendations and shall adopt or modify those recommendations for each department for inclusion in the 2018 Village Budget.

B. Employee Licenses, Stipends, & Additives

This legislation shall strike the language in Ordinance 44-2016 Section 5 paragraph 7 that states:

"In the event that current employees 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."

This legislation shall amend the following language in Ordinance 44-2016 Section 5 that states:

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.

By Adding the following:

Any movement in compensation by an employee, except for additional compensation for State Licenses achieved, for additional compensation for stipends for additional ranks or duties assigned, and for additional compensation for additives earned, within the applicable pay range will require the authorization of the majority of the Employee Compensation Committee and the approval of Village Council. This process shall be completed by September 30 of that same calendar year.

This legislation shall strike the following language in Ordinance 44-2016 Section 8 that states:

"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."

This legislation shall replace the language in Ordinance 44-2016 Section 8 with the following:

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 with the exception of Section 30.04(B) of the Village of Brewster Codified Ordinance. Section 30.04(B) is not in conflict with Ordinance 44-2016 and Section 30.04(B) in the Village of Brewster Codified Ordinances currently reads as follows:

30.04 (B) Verification. The final wage accorded a specific employee is established by applying a specific job title's base wage and adding the appropriate additives and/or stipends for which that specific employee has attained. These additives and stipends are based on years of service, licenses obtained and extended job duties. Each of these additives or stipends is to be certified in writing and placed in the specific employee's employee file to provide verification. Such verification originates from the state for licenses and specific agencies for training certification, and in such cases the appropriate department head and the Village Administrator or the Mayor, as appropriate, shall provide verification in writing. In the case of additives such as longevity, the Village Clerk-Treasurer will provide verification in writing. For

verification of extended job duties, the Village Administrator shall provide such for the utility and street departments, and the Mayor for the Police and Fire Departments based on those department head's recommendation. All verifications shall be in writing and placed in the specific employee's employee file filed in Village Hall.

SECTION 13: Effective Date –

This ordinance will set the Village Employee wages for 2017 retroactive to January 1, 2017, and shall be in effect at the earliest date provided by law

PASSED UNDER EMERGENCY ON December 19, 2016

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 December 19, 2016.

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