

ORDINANCE NO. 253

AN ORDINANCE FIXING SALARIES, WAGES AND
BONDS FOR OFFICIALS AND EMPLOYEES OF THE
VILLAGE OF OTTOVILLE, OHIO.

BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF OTTOVILLE,
STATE OF OHIO, three-fourths of all the members elected thereto
concurring:

SECTION I. BONDS OF OFFICERS AND EMPLOYEES:

Before entering upon the discharge of their duties, the follow-
ing officials and employees shall execute a bond approved
according to law, in the amount set forth opposite his or her
respective office or position.

	<u>Surety Bonds</u>	<u>Fidelity Bonds</u>
Mayor	\$ 6,000.00	
Clerk-Treasurer	\$ 6,000.00	\$50,000.00
Income Tax Administrator	\$10,000.00	
Chief of Police	\$ 6,000.00	
Collector of Utility Fees	\$ 6,000.00	

SECTION II. SALARIES OF OFFICERS AND EMPLOYEES:

Salaries of the following officers and employees are established
as follows:

Mayor	\$3,900.00	per year
Clerk-Treasurer	\$4,750.00	per year
All Members of Council	\$ 55.00	first meeting
for additional special meetings	\$ 25.00	per meeting
All Members of Bd. of Public Affairs	\$ 40.00	first meeting
for additional special meetings	\$ 20.00	per meeting
Clerk of Board of Public Affairs	\$1,900.00	per year
Village Solicitor (retainer)	\$ 400.00	per year
Fire Chief	\$ 400.00	per year
Volunteer Firemen	\$ 5.00	per meeting attended
Supervisor of Village Personnel	\$ 900.00	per year
Street Commissioner	\$ 1.00	per year
Chief of Police:		
Grade 1	\$ 800.00	per month
Grade 2	850.00	per month
Grade 3	900.00	per month
Grade 4	950.00	per month

Grade 5	1,000.00	per month
Grade 6	1,050.00	per month
Grade 7	1,100.00	per month
Grade 8	1,150.00	per month
Grade 9	1,200.00	per month
Grade 10	1,250.00	per month
Grade 11	1,300.00	per month
Grade 12	1,350.00	per month
Grade 13	1,400.00	per month
Grade 14	1,450.00	per month
Grade 15	1,500.00	per month
Grade 16	1,670.00	per month
Grade 17	1,725.00	per month
Grade 18	1,775.00	per month
Grade 19	1,825.00	per month
Grade 20	1,875.00	per month

Special Police, Auxiliary or Deputies

Grade 1	\$ 4.50	per hour
Grade 2	4.75	per hour
Grade 3	5.00	per hour
Grade 4	5.25	per hour
Grade 5	5.50	per hour
Grade 6	5.75	per hour
Grade 7	6.00	per hour
Grade 8	6.25	per hour
Grade 9	6.50	per hour
Grade 10	6.75	per hour
Grade 11	7.00	per hour
Grade 12	7.50	per hour
Grade 13	8.00	per hour
Grade 14	8.50	per hour
Grade 15	9.00	per hour
Grade 16	9.50	per hour
Grade 17	10.00	per hour

Common Labor and Emergency or Contract Employees

Grade 1	\$ 4.50	per hour
Grade 2	4.75	per hour
Grade 3	5.00	per hour
Grade 4	5.25	per hour
Grade 5	5.50	per hour
Grade 6	5.75	per hour
Grade 7	6.00	per hour
Grade 8	6.25	per hour
Grade 9	6.50	per hour
Grade 10	6.75	per hour
Grade 11	7.00	per hour
Grade 12	7.25	per hour
Grade 13	8.00	per hour

Grade 14	8.50 per hour
Grade 15	9.00 per hour
Grade 16	9.50 per hour
Grade 17	10.00 per hour
Grade 18	10.50 per hour
Grade 19	11.00 per hour
Grade 20	11.50 per hour
Grade 21	12.00 per hour
Grade 22	12.50 per hour
Grade 23	13.00 per hour
Grade 24	13.50 per hour
Grade 25	14.00 per hour
Grade 26	14.50 per hour
Grade 27	15.00 per hour

Director of Utilities

Grade 1	\$1,000.00 per month
Grade 2	1,050.00 per month
Grade 3	1,100.00 per month
Grade 4	1,150.00 per month
Grade 5	1,200.00 per month
Grade 6	1,250.00 per month
Grade 7	1,300.00 per month
Grade 8	1,350.00 per month
Grade 9	1,400.00 per month
Grade 10	1,450.00 per month
Grade 11	1,500.00 per month
Grade 12	1,550.00 per month
Grade 13	1,600.00 per month
Grade 14	1,650.00 per month
Grade 15	1,700.00 per month
Grade 16	1,750.00 per month
Grade 17	1,800.00 per month
Grade 18	1,850.00 per month
Grade 19	1,900.00 per month
Grade 20	1,950.00 per month
Grade 21	2,000.00 per month

Water Works Attendant

Grade 1	\$ 150.00 per month
Grade 2	175.00 per month
Grade 3	200.00 per month
Grade 4	225.00 per month
Grade 5	250.00 per month
Grade 6	275.00 per month
Grade 7	300.00 per month

Income Tax Administrator

Grade 1	\$ 150.00 per month
Grade 2	175.00 per month

Grade 3	200.00 per month
Grade 4	225.00 per month
Grade 5	250.00 per month
Grade 6	275.00 per month
Grade 7	300.00 per month
Grade 8	335.00 per month
Grade 9	370.00 per month
Grade 10	405.00 per month
Grade 11	440.00 per month
Grade 12	475.00 per month
Grade 13	510.00 per month
Grade 14	545.00 per month
Grade 15	570.00 per month

SECTION III. Salaries of all officials and employees shall be paid semi-monthly, monthly, quarterly or semi-annually as determined by the Clerk-Treasurer, unless otherwise directed by Council.

SECTION IV. Council members and Board of Public Affairs members shall be allowed no more than two unauthorized meeting absences a year.

SECTION V. Employees.

A. Unless otherwise specified, each full time employee shall be entitled to two weeks (80 hours) of paid vacation after one full year of service to the Village, and annually thereafter. A full time employee shall be entitled to three weeks (120 hours) of paid vacation after ten years of continuous service to the Village. Vacations must be taken during the period they are due.

B. Each full time employee shall be allowed three days, paid personal leave for a death in the immediate family.

C. Each regular employee shall be entitled to 4.6 hours of sick leave for each completed 80 hours of service. Employees may use sick leave for personal illness, or for illness in their immediate family at the discretion of the Mayor.

D. Upon termination of employment, retirement or death, an employee shall be entitled to be paid for their lawfully accrued and unused vacation time, at their current rate of pay. An employee with eight or more years of service shall also be paid for 25 percent of their accrued and unused sick leave up to a maximum of 30 days, at their current rate of pay.

E. Each full time employee shall be entitled to family hospital and medical insurance paid for by the Village.

F. Each full time employee shall be entitled to the following paid holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

G. All employee physicals required by the Village or by law shall be paid for by the Village.

H. Each full time employee shall be on call twenty-four hours a day, seven days a week.

SECTION VI. All salaries and wages shall be paid and charged to one or more of the funds through which said services were rendered.

SECTION VII. All pay increases embodied in this ordinance shall commence January 1, 1994, despite the effective date of this ordinance. Future increases in pay of employees and officials may be allowed by Resolution of Council.

SECTION VIII. Ordinance Number 192 and all amendments thereto are hereby repealed.

SECTION IX. This Ordinance shall be effective at the earliest date allowed by law.

DATE PASSED: December 6, 1993

ATTEST:

APPROVED:

Virginia M. Kinnitt
Clerk

Patricia Q. Horstman
Mayor