

**ORDINANCE 10 - 2017**

**AN ORDINANCE TO SET SALARIES AND COMPENSATION  
FOR OFFICERS AND EMPLOYEES OF THE VILLAGE  
OF OAK HARBOR, OHIO**

**Whereas**, Council of the Village of Oak Harbor has determined that it is necessary to set salaries and compensation for the employees of the Village of Oak Harbor; and

**Whereas**, the settings of salaries and compensation directly and substantially affects the financial responsibilities of the Village effective for the pay period beginning January 1, 2018, and

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF OAK HARBOR, OHIO:**

**Section 1.** That the following classifications and compensation plan be adopted in order to establish wage rates for certain positions and to establish certain administrative procedures incidental to the performance of the ordinance.

**ADMINISTRATION**

Mayor \$5,000 - \$7,000.00 per year, paid monthly  
Council Members \$3,000 - \$6,000.00 per year, paid monthly

Salaries for the Mayor and Council Members shall be paid monthly from the General Fund, Water Fund, Sewer Fund, and Electric Fund.

Administrator \$55,000.00 - \$80,000.00 per year, paid bi-weekly  
Fiscal Officer \$55,000.00 - \$70,000.00 per year, paid bi-weekly

The Village Administrator and Fiscal Officer salaries shall be paid bi-weekly from the General Fund, Water Fund, Sewer Fund, and Electric Fund.

Employees within the following pay ranges will be paid according to the "step plan" that follows:

- Pay Range 1 – Income Tax Administrator (If Separate from Fiscal Officer)
- Pay Range 2 – Administrative Assistant to Village Administrator
- Pay Range 3 – Administrative Assistant to Fiscal Officer
- Pay Range 4 – Custodian  
Planning/Zoning Inspector (If Separate from Administrator)

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
1	\$15.00-\$16.99	\$17.00-\$17.99	\$18.00-\$18.99	\$19.00-\$20.99	\$21.00-\$22.99	\$23.00-\$25.99	\$26.00-\$27.99
2	\$15.00-\$16.99	\$17.00-\$17.99	\$18.00-\$18.99	\$19.00-\$20.99	\$21.00-\$22.99	\$23.00-\$25.99	\$26.00-\$27.99
3	\$12.00-\$12.75	\$12.76-\$13.51	\$13.52-\$14.27	\$14.28-\$16.03	\$16.04-\$16.99	\$17.00-\$18.55	\$18.56-\$21.00
4	\$10.00-\$10.49	\$10.50-\$10.99	\$11.00-\$11.99	\$12.00-\$12.99	\$13.00-\$13.99	\$14.00-\$14.99	\$15.00-\$16.00

Wages for the Administrative Assistant to the Fiscal Officer shall be paid bi-weekly from the following funds: General Fund, Water Fund, Sewer Fund, and Electric Fund or from funds applicable to work done. Wages for the Income Tax Administrator shall be paid bi-weekly from the General Fund or from funds applicable to work done. Wages for the Administrative Assistant to the Administrator to be paid bi-weekly from the following funds: General Fund, Water Fund, Sewer Fund, and Electric Fund or from funds applicable to work done. Wages for Custodian shall be paid bi-weekly from the General Fund, Water Fund, Sewer Fund and Electric Fund. Wages for the Inspector shall be paid monthly from the General Fund or from funds applicable to work done.

## SECURITY OF PERSONS AND PROPERTY

Employees within the Police Department shall be paid in accordance with the following "step plan":

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
	First Year	Year 2 – 5	Year 6-10	Year 11-15	Year 16-20	Year 21-25	Year 26+
1	\$13.50	\$14.00-15.00	\$15.01-16.00	\$16.01-17.00	\$17.01-18.00	\$18.01-19.00	\$19.01-20.00
2	N/A	N/A	\$18.00-19.50	\$19.51-21.00	\$21.01-22.50	\$22.51-24.00	\$24.01-25.50
3	\$15.00	\$16.00	\$17.00	\$18.00	\$19.00	\$20.00	\$20.00
4	\$17.00	\$18.00-19.25	\$19.26-20.50	\$20.51-21.75	\$21.76-23.00	\$23.01-24.25	\$24.26-25.50
5	N/A	N/A	\$21.00-22.00	\$22.01-23.01	\$23.01-24.00	\$24.01-25.00	\$25.01-28.00
6	N/A	N/A	\$23.00-24.00	\$24.01-25.00	\$25.01-26.00	\$26.01-27.00	\$27.01-29.00
7	N/A	N/A	\$25.00-26.50	\$26.26-27.50	\$27.51-28.75	\$28.76-30.00	\$30.00-35.00
8	\$58,240 - \$70,000 annually, paid bi-weekly (\$28.00 to \$33.65 hourly)						

- Pay Range 1 - Dispatcher
- Pay Range 2 – Chief Dispatcher/TAC
- Pay Range 3 – Part-Time Patrolman
- Pay Range 4 - Patrolman
- Pay Range 5 - Sergeant
- Pay Range 6 - Assistant Chief of Police
- Pay Range 7 - Chief of Police
- Pay Range 8 - Chief of Police

Pay range 8 will take effect upon the appointment of a new police chief at any date after 12/31/2017. Upon the appointment of a new police chief, pay range 7 will be terminated. An annual review by the Safety Committee of overtime hours worked shall take place.

The Range/Step Plan for this category is intended for base wages only. Shift differentials are not intended to be included in base rates. (This would be a nightmare for fiscal office to track as some officers could work all 3 shifts in one pay period putting them in and out of a step for each shift worked.)

Successful completion of 6 month probationary period for new hires warrants \$.50 per hour increase.

When a police officer or police dispatcher work 2<sup>nd</sup> or 3<sup>rd</sup> shift they shall be compensated accordingly. 2<sup>nd</sup> shift is defined as 3pm-11pm for police officers and 4pm-12am for dispatchers and 3<sup>rd</sup> shift is defined as 11pm-7am for police officers and 12am-8am for dispatchers. The rate of compensation for shift differential in the amount of \$.50 per hour for 2<sup>nd</sup> shift and \$.75 per hour for 3<sup>rd</sup> shift is in addition to their hourly rate. All regularly scheduled hours worked, overtime hours and compensatory hours shall be eligible for compensation. This section shall apply to full-time and part-time police officers and police dispatchers.

Auxiliary Police - \$1.00 per year, paid annually

Wages for the Police Department shall be paid bi-weekly from the General Fund or Police Levy Fund.

## SECURITY OF STUDENTS AND PEDESTRIANS

Employees serving as adult crossing guards shall be paid within the following pay scale and based upon the most current contract between the Village of Oak Harbor and Benton Carroll Salem Schools.

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
1	13.00-13.50	13.51-14.00	14.01-14.50	14.51-15.00	15.01-16.00	16.01-16.50	16.51-17.00

**DEPARTMENT OF PUBLIC WORKS**

Employees within the following pay ranges will be paid according to the "step plan" that follows:

- Pay Range 1 – Operations Manager
- Pay Range 2 – Equipment Operator-Wastewater Collection II  
Water Operator-Distribution II
- Pay Range 3 – Equipment Operator-Wastewater Collection I  
Water Operator-Distribution I
- Pay Range 4 – Equipment Operator/Water Operator
- Pay Range 5 – Laborer
- Pay Range 6 – Part-time Workers
- Pay Range 7 – Seasonal Workers
- Pay Range 8 – Inspector

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
1	\$22.00-\$22.99	\$23.00-\$24.99	\$25.00-\$26.99	\$27.00-\$28.99	\$29.00-\$30.99	\$31.00-\$32.99	\$33.00-\$36.00
2	\$17.00-\$17.99	\$18.00-\$19.99	\$20.00-\$21.99	\$22.00-\$23.99	\$24.00-\$25.99	\$26.00-\$26.99	\$27.00-\$28.00
3	\$16.00-\$16.99	\$17.00-\$18.99	\$19.00-\$20.99	\$21.00-\$22.99	\$23.00-\$24.99	\$25.00-\$25.99	\$26.00-\$27.00
4	\$15.00-\$15.99	\$16.00-\$16.99	\$17.00-\$18.99	\$19.00-\$20.99	\$21.00-\$22.99	\$23.00-\$24.99	\$25.00-\$26.00
5	\$14.00-\$14.99	\$15.00-\$15.99	\$16.00-\$16.99	\$17.00-\$18.99	\$19.00-\$20.99	\$21.00-\$22.99	\$23.00-\$25.00
6	\$11.00-\$11.69	\$11.70-\$12.40	\$12.41-\$13.11	\$13.12-\$13.82	\$13.83-\$14.53	\$14.54-\$15.24	\$15.25-\$16.00
7	\$10.00-\$10.49	\$10.50-\$10.99	\$11.00-\$11.49	\$11.50-\$11.99	\$12.00-\$12.49	\$12.50-\$12.99	\$13.00-\$14.00
8	\$10.00-\$10.49	\$10.50-\$10.99	\$11.00-\$11.99	\$12.00-\$12.99	\$13.00-\$13.99	\$14.00-\$14.99	\$15.00-\$16.00

Wages for the Department of Public Works shall be paid bi-weekly from the General Fund, Street Construction, Maintenance and Repair Fund, State Highway Fund, MVL-Municipal Tax Fund, Water Fund, Sewer Fund, Park Fund or from funds applicable to work done.

Village Administrator to determine division staffing needs within job classifications.

**PUBLIC POWER**

Employees within the following pay ranges will be paid according to the "step plan" that follows:

- Pay Range 1 – Superintendent
- Pay Range 2 – Journey Lineman
- Pay Range 3 – Apprentice III
- Pay Range 4 – Apprentice II
- Pay Range 5 – Apprentice I
- Pay Range 6 – Laborer
- Pay Range 7 – Part-time Workers
- Pay Range 8 – Seasonal Workers

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
1	\$24.00-\$24.99	\$25.00-\$26.99	\$27.00-\$27.99	\$28.00-\$28.99	\$29.00-\$30.99	\$31.00-\$32.99	\$33.00-\$36.00
2	\$22.00-\$22.99	\$23.00-\$24.99	\$25.00-\$26.99	\$27.00-\$28.99	\$29.00-\$29.99	\$30.00-\$32.99	\$33.00-\$35.00
3	\$18.00-\$18.99	\$19.00-\$19.99	\$20.00-\$21.99	\$22.00-\$23.99	\$24.00-\$25.99	\$26.00-\$27.99	\$28.00-\$29.00
4	\$17.00-\$17.99	\$18.00-\$18.99	\$19.00-\$20.99	\$21.00-\$22.99	\$23.00-\$24.99	\$25.00-\$26.99	\$27.00-\$28.00
5	\$16.00-\$16.99	\$17.00-\$17.99	\$18.00-\$19.99	\$20.00-\$21.99	\$22.00-\$23.99	\$24.00-\$25.99	\$26.00-\$27.00
6	\$15.00-\$15.99	\$16.00-\$16.99	\$17.00-\$17.99	\$18.00-\$18.99	\$19.00-\$20.99	\$21.00-\$22.99	\$23.00-\$25.00
7	\$11.00-\$11.69	\$11.70-\$12.40	\$12.41-\$13.11	\$13.12-\$13.82	\$13.83-\$14.53	\$14.54-\$15.24	\$15.25-\$16.00
8	\$10.00-\$10.49	\$10.50-\$10.99	\$11.00-\$11.49	\$11.50-\$11.99	\$12.00-\$12.49	\$12.50-\$12.99	\$13.00-\$14.00

Wages for Public Power shall be paid bi-weekly from the Electric Fund or from funds applicable to work done.

New hires will be required to complete the Journey Lineman Program within 5 years of hire date and participate in continuing education programs.

Village Administrator to determine division staffing needs within job classifications.

## WASTEWATER PLANT

Employees within the following pay ranges will be paid according to the "step plan" that follows:

- Pay Range 1 – Superintendent
- Pay Range 2 – Wastewater Operator-Wastewater III
- Pay Range 3 – Wastewater Operator-Wastewater II
- Pay Range 4 – Wastewater Operator-Wastewater I
- Pay Range 5 – Wastewater Operator
- Pay Range 6 – Laborer
- Pay Range 7 – Part-time Workers
- Pay Range 8 – Seasonal Workers

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
1	\$22.00-\$22.99	\$23.00-\$24.99	\$25.00-\$26.99	\$27.00-\$28.99	\$29.00-\$30.99	\$31.00-\$32.99	\$33.00-\$36.00
2	\$20.00-\$20.99	\$21.00-\$21.99	\$22.00-\$22.99	\$23.00-\$24.99	\$25.00-\$25.99	\$26.00-\$27.99	\$28.00-\$29.00
3	\$18.00-\$18.99	\$19.00-\$19.99	\$20.00-\$21.99	\$22.00-\$23.99	\$24.00-\$25.99	\$26.00-\$26.99	\$27.00-\$28.00
4	\$17.00-\$17.99	\$18.00-\$18.99	\$19.00-\$20.99	\$21.00-\$22.99	\$23.00-\$24.99	\$25.00-\$25.99	\$26.00-\$27.00
5	\$15.00-\$15.99	\$16.00-\$16.99	\$17.00-\$18.99	\$19.00-\$20.99	\$21.00-\$22.99	\$23.00-\$24.99	\$25.00-\$26.00
6	\$13.00-\$13.99	\$14.00-\$15.99	\$16.00-\$16.99	\$17.00-\$18.99	\$19.00-\$20.99	\$21.00-\$22.99	\$23.00-\$25.00
7	\$11.00-\$11.69	\$11.70-\$12.40	\$12.41-\$13.11	\$13.12-\$13.82	\$13.83-\$14.53	\$14.54-\$15.24	\$15.25-\$16.00
8	\$10.00-\$10.49	\$10.50-\$10.99	\$11.00-\$11.49	\$11.50-\$11.99	\$12.00-\$12.49	\$12.50-\$12.99	\$13.00-\$14.00

Wages for Wastewater Plant shall be paid bi-weekly from the Sewer Fund or from funds applicable to work done.

Village Administrator to determine division staffing needs within job classifications.

## UTILITY BILLING

Employees within the following pay ranges will be paid according to the "step plan" that follows:

- Pay Range 1 – Utility Billing Supervisor
- Pay Range 2 – Billing Clerk
- Pay Range 2 – Part-time Billing Clerk

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
1	\$15.00-\$16.99	\$17.00-\$17.99	\$18.00-\$18.99	\$19.00-\$20.99	\$21.00-\$22.99	\$23.00-\$25.99	\$26.00-\$27.99
2	\$12.00-\$13.99	\$14.00-\$14.99	\$15.00-\$15.99	\$16.00-\$16.99	\$17.00-\$17.99	\$18.00-\$18.99	\$19.00-\$20.00

Wages for the Utilities Departments shall be paid bi-weekly from the Water Fund, Sewer Fund, Electric Fund or from funds applicable to work done.

## Section 2. STEP PLACEMENT

Any movement on the applicable grid will require authorization from the senior ranking management position. Recommendations for advancement requests will be included in the annual budget preparation process. Advance requests will be subject to sufficient funding and final budget recommendations by the Finance Committee and ultimately budget approval by Village Council.

## Section 3. SUPERVISORY PAY

In the absence of a Superintendent/Department Head/Operations Manager for seven hours in a day, Supervisory Pay in the amount of \$2.00 per hour in addition to their hourly rate may be granted to a designated subordinate upon prior approval by the appropriate Administrative Official.

#### **Section 4. COUNCIL MEETING ATTENDANCE**

When any off duty, hourly employee is requested by the Mayor, Council, Village Administrator or Fiscal Officer to attend a Village Council Meeting or Committee Meeting, they will be paid their overtime rate for the period of the meeting.

#### **Section 5. DUTY WEEK COMPENSATION**

An employee assigned to a duty week shall be required to make themselves available and fit for duty for call outs during this week. He/she shall be compensated at the rate of \$150.00 per week. A duty week is defined as an employee who must be ready and fit for duty at any time 24 hours a day and seven days a week. The employee must be able to respond within a reasonable time frame.

A duty week will be assigned in (1) Transportation, Public Works, Parks & Recreation and (2) Public Power.

#### **Section 7. COMPENSATORY TIME**

Compensatory time may be given in lieu of overtime to non-salaried, exempt employees according to the policies set forth in the Personnel Policy Manual. Compensatory time will be earned at one and one-half times of the actual overtime hours worked.

#### **Section 8. COST OF LIVING ALLOWANCE**

Cost of living allowance increase may be given annually, if funds allow.

#### **Section 9. EDUCATIONAL COMPLETION WAGE INCREASES**

If an employee attains any of the following Degree's while employed with the Village, they shall be compensated at the following rates:

Completion of an Associate's Degree in a position related field warrants an additional \$1.00 per hour increase.

Completion of a Bachelor's Degree in a position related field warrants an additional \$1.00 per hour increase in addition to Associates increase.

Completion of a Master's Degree in a position related field warrants an additional \$1.00 per hour increase in addition to Associates and Bachelors increases.

Discretion of acceptable degrees will be determined by the appropriate department head and Administration.


**Section 10.** All previous ordinances inconsistent herewith are hereby repealed.

**Section 11.** That this Council hereby finds and determines that all formal actions relative to the adoption of this Ordinance were taken in an open meeting of this Council; and that all deliberations of this Council and of its committees, if any, which resulted in formal action, were taken in meetings open to the public in full compliance with applicable legal requirements, including Section 121.22 of the Revised Code.

APPROVED:

  
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Joseph W. Helle, Mayor

ATTEST:

  
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Henry R. Jarrett  
Fiscal Officer

First Reading: November 6, 2017

Second Reading: November 20, 2017

Third Reading: December 4, 2017

Adopted: 12/4/17