

## ORDINANCE 32-2024

### 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 2025, 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:

Positions	1	2	3	4	5	6
<u>Patrol Officers</u>						
Hourly Rates	\$31.33	\$33.21	\$35.20	\$37.31	\$39.55	\$41.92
Annual Compensation	65,166.40	69,076.38	73,220.97	77,604.80	82,261.09	87,196.75
<u>School Resource Officer</u>						
Hourly Rates	---	---	---	37.31	39.55	41.92
Annual Compensation				77,604.80	82,261.09	87,196.75

  

Positions	Authorized		Hourly Rates		Annual Compensation	
	Number	Status	Low	High	Low	High
Sergeant	2	Hourly	---	\$44.44	---	\$92,428.56
Lieutenant	1	Hourly	---	47.10	---	97,974.27
Chief	1	Salary	---	51.81	---	107,771.70

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 Sergeant's compensation is six percent above the patrol officer's step six. The Lieutenant's compensation range is six percent above 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.

Police officers working the second and third shifts shall receive a shift differential of \$1 per hour.

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**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:

Positions/Job Title	Authorized	Status	Hourly Rates		Annual Compensation **	
	Number		Low	High	Low	High
<u>Maintenance Department</u>						
Maintenance Worker 2	1	Part-Time	20.00	22.00	20,800	22,880
Maintenance Worker 1	1	Part-Time	18.00	20.00	18,720	20,800
Laborer	3	Seasonal	12.00	18.00	5,760	8,640

Positions/JobTitle	Authorized	Status	Hourly Rates		Annual Compensation **	
	Number		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	18.00	5,760	8,640

## Mayor/Administration

Administration Assistant	1	Full-Time	15.50	22.75	32,240	47,320
Administration Assistant	1	Part-Time	15.50	22.75	16,120	23,663

\*\* 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
Fiscal Officer	1	Part-Time	46,300	58,700
Assistant Fiscal Officer/ Police Clerk/Clerk of Court	1	Full-Time	61,800	87,500
Village Administrator	1	Full-Time	70,000	80,000
Villager Planner	1	Part-Time	30,000	42,000

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.

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**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 non-uniformed 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.

**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 pay period beginning December 29, paid January 17, 2025.

**Section 9.** Council may, at its discretion annually, authorize a bonus payable with the first pay in December each year.

**Section 10.** 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 11.** 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 12.** 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, 2025. Therefore, this Ordinance shall take effect and be in force from and immediately after its passage by the Council.

First Reading: November 14, 2024  
Second Reading November 21, 2024  
Third Reading December 12, 2024  
Passed: December 12, 2024

**ATTEST**

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Jeffrey Wilcheck, Fiscal Officer

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Tiffany Southard, Mayor

**APPROVED AS TO FORM**

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Jesse Shamp, Solicitor