

## Record of Ordinances

Ordinance No.: 2018-60

Passed: October 8, 2018

### AN ORDINANCE ESTABLISHING 2018 PAY SCHEDULE FOR THE VILLAGE OF WEST LAFAYETTE AND REPEALING ORDINANCES AND RESOLUTIONS IN CONFLICT THEREWITH.

BE IT ORDAINED by the Council of the Village of West Lafayette, State of Ohio as follows:

#### Section 1. Pay Schedules

- A. The rates of compensation of various officials and officers and employees of the Village of West Lafayette shall be and herewith are established as follows:

Police Hourly					
Title	<1 Years	1-5 Years	5-10 Years	10-15 Years	>15 Years
Patrolman II (FT)	\$13.12	\$13.71	\$14.33	\$14.97	\$15.65
Patrolman I (PT)	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Patrolman (Probationary)	\$11.00				
Water / Waste Water Hourly					
Title	<1 Years	1-5 Years	5-10 Years	10-15 Years	>15 Years
Operator III	\$22.00	\$23.03	\$24.07	\$25.15	\$26.29
Operator II	\$19.00	\$19.86	\$20.75	\$21.68	\$22.66
Operator I	\$17.50	\$18.29	\$19.11	\$19.97	\$20.87
Operator	\$17.00	\$17.77	\$18.56		
Tech	\$14.50	\$15.15			
Street Hourly					
Title	<1 Years	1-5 Years	5-10 Years	10-15 Years	>15 Years
Office Manager	\$11.57	\$12.09	\$12.64	\$13.21	\$13.80
Labor II (FT)	\$11.50	\$12.02	\$12.56	\$13.12	\$13.71
Labor I (PT)	\$10.75				
Labor (Labor Pool)	\$10.50				
Exempt Annually					
Title	<1 Years	1-5 Years	5-10 Years	10-15 Years	>15 Years
Chief of Police	\$40,000.00	\$41,000.00	\$42,025.00	\$43,075.63	\$44,152.52
Fiscal Officer	\$32,740.00	\$33,558.50	\$34,397.46	\$35,257.40	\$36,138.83
Village Administrator	\$36,400.00	\$38,038.00	\$39,749.71	\$41,538.45	\$43,407.68
Elected					
Title	Annual				
Mayor	\$7,000.00				
Council	\$3,000.00				

See Appendix A for definitions

- B. Council Members missing scheduled Committee Meetings shall have their compensation reduced \$83.50 for every two unexcused absences. The Committee Chairman is responsible for granting the excused absence and shall report any unexcused absences to the Fiscal Officer.



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- C. Council Member - \$10.00 per special meeting attended.
- D. For non-exempt employees over-time shall be paid at the rate of one and one half (1½) times the regular per hour rate:
  - 1. Hours in excess of forty (40) hours worked within a scheduled pay week.
  - 2. Hours in excess of eight (8) hours worked in a scheduled work day, Except when working to make up time.
  - 3. Any village employee scheduled to work on a holiday shall receive 1.5 times their regular rate in addition to his regular holiday pay.
  - 4. If an employee is called back to work after leaving the workplace at the completion of their normal scheduled shift. Over-time pay will stop at the beginning of the normal scheduled shift or when the employee leaves the workplace when the work/task is completed.
  - 5. There shall be no compounding of overtime hours.
- E. Employee requested changes to their normal scheduled shift shall not create any Over-time pay. This does not apply to an employee using Vacation, Personal Leave, or Sick Time.
- F. Un-worked holidays will be considered as time worked for the purpose of computing overtime when the holiday falls on a regularly scheduled worked day. Un-worked holidays will not be considered as time worked for the purpose of computing overtime when the holiday falls on a regularly scheduled day off.
- G. For the purposes of computing over time hours; Vacation, Personal Leave, Death in the Family, or Sick Days will be considered time worked.
- H. If an employee has eligible "paid time off" (Vacation, Personal, Death in the Family, or Sick Leave) it must be used before an employee can request "no pay".
- M. The rate of compensation of the Fire Chief, Assistant Fire Chief of the Village of West Lafayette and bonus payment of the Volunteer Fire Fighter officers and firemen of the Fire Department of the Village of West Lafayette shall be and herewith are established as follows:
  - a. Fire Chief \$2,000.00 per year to be paid annually



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- b. Assistant Chief \$1,000.00 per year plus \$10.00 per run,  
to be paid annually
- c. Assistant Chief \$1,000.00 per year plus \$10.00 per run,  
to be paid annually
- d. Volunteer Firemen \$10.00 per fire run
- e. Notes: The per fire run payment does not apply to the Fire Chief
  - i. The Volunteer Firemen will be paid annually per reports provided by the Fire Chief
  - ii. The bonus payment for the purpose of this ordinance shall be defined as compensation for services rendered in reporting to emergency calls. The bonus payment is paid only when the person reports to and arrives at the fire station.
- N. A village employee may also serve as a village volunteer fireman. A village employee may not be paid for a fire run simultaneously with his pay for village work. If the fire run commences before the end of the village employee's work shift, the employee may be paid for his village shift work and the fire run if the fire run lasts for any period of time after the end of the employee's work shift.
- O. Non-exempt employees in the Police Department working Special Events will be paid at a rate of 1.5 times their normal straight time rate for working said event. A Special Event is defined as an event whereby the Village is reimbursed by the third party sponsoring the Special Event. The Police Chief will negotiate a rate with the third-party event sponsor to include all costs incurred by the Village.
- P. Non-exempt employees in the Police Department working as a School Resource Officer (SRO) will be paid their normal straight time rate. The Village is reimbursed by the third-party requesting the SRO coverage. The Police Chief will be paid an hourly rate determined by the corresponding annual salary divided by 2080 hours to include all costs incurred by the Village.

### **Section 2. Applicable Time Periods**

- A. This ordinance shall be applicable to all employees of the Village of West Lafayette, Ohio, on and after October 8, 2018 in regard to all employee benefits



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covered herein. Pursuant to Ohio Revised Code Section 9.44 it is herewith declared that the anniversary date of employment is the anniversary date of the most recent hiring as a full time employee.

- B. All provisions of Ordinances and Resolutions inconsistent with the provisions herein shall be and herewith are amended to the extent they otherwise would be applicable to the pay rates of the above pay categories and classifications on and after October 8, 2018, otherwise however, they shall remain in full force and effect.

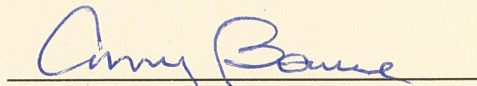
### **Section 3.**

- A. All provisions of Ordinances and Resolutions in conflict with the provisions and terms of this ordinance shall be and is herewith amended in accordance with this ordinance.
- B. That this resolution shall be and is hereby declared to be an emergency measure for reason that the Village needs to establish pay rates, and for reason thereof this ordinance shall be effective immediately upon passage, signing by the Mayor, and posting.

Passed on this 8 day of October 2018

  
Stephen R. Bordenkircher, Mayor

Attest:

  
Amy Bourne, Fiscal Officer



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**This Revision Log is for reference only and is not part of the Ordinance**

### **Revision Log:**

<u>Date:</u>	<u>Revision:</u>
6/22/15	Changed Ordinance Number from 2014-31 to 2015-09.
6/22/15	Page 1, Section, Paragraph C Changed adding Tax Administrator to Office manager indicating rate of pay to \$13.05 per hour
8/10/15	Changed Ordinance Number from 2015-09 to 2015-12.
8/10/15	Changed Section 1, Paragraph A Item 2, Paragraph B Item 1, and Paragraph C item 3 to reflect \$0.50 pay raise.
8/10/15	Page 2, added Council Special Meeting Pay in Section E
8/10/15	Page 2, Added Section F.2. Overtime for 8 hours in a day.
8/10/15	Page 2, changed Section I from: "For the purposes of computing over time hours; Vacation, Personal Leave, Death in the Family, or Sick Days will not be considered time worked. This section (1G) does not apply to Section 1D3" to "For the purposes of computing over time hours; Vacation, Personal Leave, Death in the Family, or Sick Days will be considered time worked".
8/10/15	On Page 3, changed last sentence of Section O from "The Police Chief will negotiate a rate" to "The Police Chief will negotiate a rate with the third party event sponsor to include all costs incurred by the Village".
8/10/15	On Page 2, Section K Removed
8/10/15	On Page 3, Section L Removed
11/12/15	Page 3, Section M, Item A, added plus \$10.00 per run, Item B, revised from Assistant Chief to Operations Officer \$1,000.00 per year plus \$10.00 per run, to be paid annually, Item C, added Finance Officer, \$1,000.00 per year plus \$10.00 per run, to be paid annually
11/12/15	Page 3, Section M, Paragraph E, changed from: The per fire run payment does not apply to either the Fire Chief or the Assistant Chief to The per fire run payment does not apply to the Fire Chief
12/21/2015	On page 2, Added section 1 Paragraph D.
12/21/2015	On Page 3, Section M, Item B, Revised Operations Officer to Assistant Chief, Revised Finance Officer to Assistant Chief.
2/9/2016	Page 2, Removed Supplemental income for exempt employees
2/9/2016	Page one made adjustments to section 1 wages
3/7/2017	Page 1, Section 1 Paragraph A adjusted annual pay for mayor and council
3/7/2017	Page 2, Section 1 Paragraph D revised for when making up hours
3/20/2017	Page 1, Section 1 Paragraph A corrected to reflect proper pay scale
2/26/2018	Page 1, Section 1 Paragraph A, Village administer (PT) moved from Hourly to Exempt (Full Time).
9/10/2018	Page 3, Section 1 added Paragraph P for School Resource Officers
10/8/2018	Added Appendix A outlining job title definitions



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### **Appendix A**

#### **Definitions**

##### **Police**

**Patrolman II** – A full-time police officer who works a minimum of 30 hours per week and who holds a current OPOTA Certification.

**Patrolman I** – A part-time police officer who holds a current OPOTA Certification and works less than 30 hours per week.

**Patrolman (probationary)** - A police officer who holds a current OPOTA Certification and has been employed by the Village of West Lafayette for a period of less than 6 months.

##### **Water\Waste Water Classification**

**Tech** – A full-time Operator in training who works a minimum of 30 hours per week and who is either assigned to the water and/or waste water plants working towards taking his/her Class One Water or Class One Waste Water license test or who has passed the exam for a Class One Water or Class One Waste Water Operator and has not yet completed the required hours to achieve a full license as either a Water or Waste Water Operator in the State of Ohio.

**Operator** – An Operator who works a minimum of 30 hours per week and who has successfully passed his/her Class One exam in Water or Waste Water and holds a valid license to operate in the State of Ohio

**Operator I** – An Operator who works a minimum of 30 hours per week and who has successfully passed his/her Class One exam in Water and Waste Water and has achieved a valid license to operate in the State of Ohio or An Operator who has successfully passed his/her Class Two exam in Water or Waste Water and holds a valid license to operate in the State of Ohio



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**Operator II** – An Operator who works a minimum of 30 hours per week and who has successfully passed his/her Class One exam in Water or Waste Water and has achieved a valid license to operate in the State of Ohio and An Operator who has successfully passed his/her Class Two exam in Water or Waste Water and holds a valid license to operate in the State of Ohio

**Operator III** - An Operator who works a minimum of 30 hours per week and who has successfully passed his/her Class Two exam in Water and Waste Water and holds a valid license to Operate in the State of Ohio

### **Street**

**Office Manager** – A full-time employee who works a minimum of 30 hours per week who is responsible for maintaining records, billing and collecting funds for the Village of West Lafayette

**Labor II** -A full-time Village employee who works a minimum of 30 hours per week and who is responsible for maintaining the public properties, streets, and assisting the water/waste water operators as needed

**Labor I** - A part-time Village employee who works less than 30 hours per week and who is responsible for maintaining the public properties, streets, and assisting the water/waste water operators as needed