

## Record of Ordinances

Ordinance No.: 2021-53

Passed: August 23, 2021

**AN ORDINANCE ESTABLISHING 2021 PAY AND BENEFIT SCHEDULE FOR THE VILLAGE OF WEST LAFAYETTE AND REPEALING ORDINANCES AND RESOLUTIONS IN CONFLICT THEREWITH AND DECLARING AN EMERGENCY.**

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

### Chapter 1.

#### 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
Sergeant	\$18.37	\$18.92	\$19.49	\$20.07	\$20.68
Patrolman II (FT)	\$16.70	\$17.20	\$17.72	\$18.25	\$18.80
Patrolman I (PT)	\$15.30	\$15.30	\$15.30	\$15.30	\$15.30
Patrolman (Probationary)	\$16.26				
Water / Waste Water Hourly					
Title	<1 Years	1-5 Years	5-10 Years	10-15 Years	>15 Years
Operator of Record	\$21.76	\$22.74	\$23.76	\$24.83	\$25.95
Operator II	\$20.17	\$21.07	\$22.02	\$23.01	\$24.05
Operator I	\$18.57	\$19.41	\$20.28	\$21.20	\$22.15
Operator	\$18.04	\$18.86	\$19.70		
Tech	\$15.39	\$16.08			
Street Hourly					
Title	<1 Years	1-5 Years	5-10 Years	10-15 Years	>15 Years
Village Administrator (PT)	\$18.57	\$19.41	\$20.28	\$21.19	\$22.15
Office Manager	\$12.28	\$12.83	\$13.41	\$14.01	\$14.65
Labor II (FT)	\$13.50	\$14.11	\$14.74	\$15.41	\$16.10
Labor I (PT)	\$11.41				
Labor (Labor Pool)	\$11.14				
Exempt Annually					
Title	<1 Years	1-5 Years	5-10 Years	10-15 Years	>15 Years
Chief of Police	\$44,248.43	\$45,575.88	\$46,943.16	\$48,351.45	\$49,802.00
Fiscal Officer	\$36,763.95	\$38,418.33	\$40,147.15	\$41,953.77	\$43,841.69
Village Administrator	\$40,647.97	\$42,477.13	\$44,388.60	\$46,386.09	\$48,473.46
Elected					
Title	Annual				
Mayor	\$7,000.00				
Council	\$3,000.00				

See Appendix A for definitions

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- 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.
- 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 in any work week.
  - 2. Any village employee scheduled to work on a holiday shall receive 1.5 times their regular rate in addition to his regular holiday pay.
  - 3. 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".
- I. The rate of compensation of the Fire Chief, Assistant Fire Chief and Deputy 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:

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- a. Fire Chief \$1,000.00 per year plus \$10.00 per run,  
to be paid annually
- b. Deputy Fire Chief \$1,000.00 per year plus \$10.00 per run,  
to be paid annually
- c. Assistant Fire 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:
  - 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.
- J. 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.
- K. Exempt and non-exempt employees in the Police Department working Special Events will be paid at a rate of 2 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.
- L. 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 cost incurred by the Village.

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- M. Any village employee assuming the responsibilities with a title of Temporary Supervisor will receive an additional pay increase of \$1.00 per hour until such a time that they are no longer a temporary supervisor.

### **Chapter 2. Benefits**

#### **Section 1. Full-Time Employees**

- A. The following positions are considered Full-Time Employees. Employees shall not be considered Full-time until the successful completion of the required probationary period:

Chief Of Police	Exempt
Sergeant	Non-Exempt
Patrolman II	Non-Exempt
Village Administrator	Exempt
Operator of Record	Non-Exempt
Operator II	Non-Exempt
Operator I	Non-Exempt
Operator	Non-Exempt
Tech	Non-Exempt
Office Manager / Tax Administrator	Non-Exempt
Labor II	Non-Exempt
Fiscal Officer	Exempt

- B. All full-time employees are "employed at will" and nothing contained herein shall be relied upon as a contract for a specific term of months or years. The employee may be terminated from employment for cause or without cause at any time.

- C. For all Full-time Employees one day of vacation, holiday, personal, or sick time will be equal to the number of hours that the Employee is regularly scheduled for a standard workday.

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### **Section 2. Sick Days**

- A. Full time employees of the Village will be entitled to sick leave of fifty-six (56) hours with pay per year beginning on the first day of each calendar year after the date of their hiring as a full-time employee.
- B. Upon becoming a full-time Exempt employee and completing an initial 30-day period, employees shall receive eighty (80) hours of sick time.
- C. Upon becoming full time non-exempt employee and completing an initial 90-day probationary period, non-law enforcement employees shall receive sixteen (16) sick hours.
- D. With supervisor approval, sick leave may be taken in one-hour increments.
- E. Any employee who is unable to report for work and who is not on a previously approved day of vacation, sick leave, personal leave, or leave of absence, shall be responsible for notifying the employee's immediate supervisor that he/she will be unable to report for work. The notification must be made at least one (1) hour before the employee is scheduled to report for work unless emergency conditions prevent such notification.
- F. After three (3) consecutive scheduled shifts of sick leave or sick leave combined with personal time, vacation time, or regularly scheduled days off, then the supervisor may request written verification be obtained from the employee's physician before benefits will be paid and before the employee may return to work. In addition to the previous requirements, the Village reserves the right to send the employee to a physician selected by the Village. Supervisors may request a doctor's excuse prior to authorizing sick time requests made prior to twenty-four (24) hours in advance of the request.
- G. Upon approval of an employee's supervisor, sick leave may be used by the employee only for the following reasons:
  - 1. Illness, injury, or pregnancy-related conditions of the employee.
  - 2. Exposure of an employee to a contagious disease which could be

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communicated to and jeopardize the health of the public and of other employees.

3. Illness, injury or pregnancy-related conditions of a member of the employee's immediate family where the employee's presence is reasonably necessary for the health and welfare of the employee or affected family member.
4. "Immediate family" for the purpose of this provision means the spouse, child, stepchild, foster child (If living in the employee's home) grandchild, son-in-law, daughter-in-law, parent, stepparent, grandparent, mother-in-law, father-in-law, brother, brother-in-law, sister, sister-in-law of the employee.
5. On the first day of each calendar year an employee shall be entitled to carry over from the prior year a maximum of 600 hours of accrued but unused sick leave pursuant to this ordinance.

### **Section 3. Separation from Service**

A. For the purpose of this provision, the term "separation" shall mean retirement into the Village paid pension plans described in Section 7, or leaving, in good standing, the Village's employment after no less than 5 years of continuous service.

1. Any employee who has any unused sick leave accrued pursuant to the provisions of this ordinance shall be entitled to a maximum cash benefit of two hundred and fifty (250) hours of such unused sick leave accrued pursuant to Chapter 2, Section 2 of this ordinance including amounts carried over pursuant to the provisions of this ordinance upon separation from service at their election. This cash benefit shall be calculated using the employee's rate of pay at time of separation.
2. In order to be eligible for the conversion of their accrued but unused sick leave into cash, an employee must have five (5) years of regular full-time employment prior to separation.
3. Any employee whose employment is terminated shall be considered a new employee upon re-hire with no accrued months of employment for computation of paid vacations, sick pay and paid holidays, and any unused sick leave which was not liquidated to a cash benefit pursuant to paragraph A above shall not be allowed as a carryover.

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4. In event of termination for cause an employee will not be entitled for payment for any remaining unpaid sick pay.

### **Section 4: Personal Leave**

- A. Upon becoming full time and completing an initial 90-day probationary period, non-exempt employees shall receive twenty-four (24) hours of personal leave with full pay.
- B. Twenty-four (24) hours of personal leave shall be granted on January 1 of each calendar year.
- C. With supervisor approval, personal leave may be taken in one-hour increments
- D. No carry-over into the next calendar year shall be allowed for unused personal days.

### **Section 5. Vacation**

- A. Each full-time employee shall be entitled to paid vacation time as follows which shall accrue on the hiring date as a full-time employee:
  1. One year from the hiring date, a full-time 40-hour per work week employee shall be eligible for a total of eighty (80) hours of paid vacation per calendar year. An employee can request up to forty (40) hours paid vacation after six months employment with supervisor approval. Vacation time taken prior to the one-year anniversary date shall be deducted from the eighty (80) hours accrued one year from the hiring date.
  2. Five years from the hiring date, a full-time 40-hour per work week employee shall be eligible for a total of one-hundred twenty (120) hours of paid vacation per calendar year.
  3. Ten years from the hiring date, a full-time 40-hour per work week employee shall be eligible for a total of one-hundred sixty (160) hours of paid vacation per calendar year.
  4. After completing one (1) year of service with the Village, the

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Village Administrator, the Fiscal Officer, and the Chief of Police will accrue paid vacation commensurate with their years of experience at their previous employment as outlined in Sections 1, 2, and 3 above.

- B. Any employee who has any unused vacation at the time termination for cause or without cause pursuant to the provisions of this ordinance shall be entitled to a cash benefit for any remaining unpaid vacation.
  
- C. All vacation must have prior approval of the supervisor prior to the use of the vacation.
  
- D. For all non-exempt employees, the scheduling of vacation must be done in advance per the following guidelines:
  - 1. All requests for vacation must be submitted to your supervisor by April 1st.
  - 2. Your Supervisor will return all vacation requests by May 1st with which weeks are approved.
  - 3. Employees have 30 days to re-schedule any vacation requests which were not approved.
  - 4. Employees must schedule all but one week of the available vacation time.

Your Supervisor shall have the right to schedule the vacation time for any employee in accordance with the needs, requirements, and convenience of the department.

- E. With supervisor approval, vacation time may be taken in one-half day increments.
  
- F. Any employee may carry-over a maximum of forty (40) unused vacation hours into the next calendaryear.
  
- G. Any employee may sell vacation time back to the Village with supervisor approval.
  - a. Any 40-hour employee who has eligible vacation time of forty (40)



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- hours or more must take at least forty (40) hours of vacation.
- b. Any remaining vacation hours may be sold back to the Village.
  - c. All requests for selling back vacation must be turned in by December 1st.

### **Section 6. Death in the Immediate Family**

- A. For purposes of this section "immediate family" shall be defined as in Section 2 Paragraph F Item 4.
- B. Upon death of a member of an employee's immediate family, that employee shall be allowed:
  1. Three (3) days with pay when the funeral is held within the State of Ohio, with one (1) day of said three (3) day period being the day of the funeral.
  2. Five (5) days with pay when the funeral is held out of the State of Ohio, with one (1) day of said five (5) day period being the day of the funeral.

### **Section 7. Pension contributions**

- A. The employee of the Village of West Lafayette shall be covered by the following pension plans with all employer contributions made as required by the Village of West Lafayette:
  1. Full time police officers - Ohio Police & Fire Pension & Disability Fund
  2. All other Full-time employees – Public Employees Retirement System of Ohio

### **Section 8. Health and Life Insurance**

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- A. All Full-Time employees of the Village of West Lafayette shall be covered by a reasonable health insurance plan. The expense of the plan shall be paid as follows: 95% by the Village and 5% by the employee.
  
- B. All Full-Time employees of the Village of West Lafayette shall be eligible to participate in a Dental Insurance Plan. The expense of the plan shall be paid as follows: 50% by the Village and 50% by the employee.
  
- C. All Full-Time employees of the village of West Lafayette shall be eligible to participate in a Vision Insurance Plan. The expense of the plan shall be paid as follows: 100% by The Village and 0% by the employee.
  
- D. All Full-Time employees of the Village of West Lafayette shall be covered by a life insurance policy in the minimum amount of \$20,000.00. The expense of the plan shall be paid as follows: 100% by The Village and 0% by the employee.
  
- E. Effective January 1, 2015, each employee using tobacco products shall be responsible to pay the increased cost of his/her insurance over a nonuser of tobacco products insurance cost to the Village. The employee shall cooperate in all means requested by the Village or Village's insurer to determine if the employee is a user of tobacco products.

### **Section 9. Clothing Allowance**

- A. The following positions will participate in a "quartermaster" style uniform format. Each employee will be provided with a supply of uniform pants and shirts provided to the Village by a third-party vendor. In addition to the uniforms, the vendor will also clean and launder the uniforms at no additional charge to the employee. If a component of the uniform is damaged or reaches its end of usability, then the garment shall be replaced by the third-party vendor at no cost to the employee.

In addition to the uniforms noted above, each employee shall be entitled to receive \$150.00 annually to purchase foot ware. The employee may utilize this stipend as necessary to purchase boots approved by the department head. Any additional funding needed to purchase boots by a particular employee above the allotted stipend will be provided by the employee.

- 1. Village Administrator
- 2. Operator of Record
- 5. Tech
- 6. Labor II

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3. Operator I/II
  4. Operator
  7. Labor I
- B. The following full-time positions are eligible to receive an annual clothing allowance of \$700.00 per calendar year for work related items:
1. Police Chief
  2. Patrolman II
  3. Sergeant
- C. The following Part-Time positions are eligible to receive an annual clothing allowance of \$250.00 per calendar year for work related items as long as they have worked 100 hours or more by December 31<sup>st</sup>, of the previous calendar year:
1. Patrolman I
- D. The Police Department may use this allowance for the purchase of a service weapon and/or equipment.
- E. No one employee, with exception to the Police Chief, Sergeant or Patrolman II, shall receive more than a total of \$500.00 per calendar year.
- F. All employees of the police department will be required to sign and adhere to the "Agreement for Training and Uniform Reimbursement for Police Officers". This agreement will be generated and managed by the Chief of Police.
- G. All non-exempt employees must get supervisor approval prior to using this benefit.
- H. Unused funds do not carry over into the next calendar year.

### **Section 10. Holiday Schedule**

- A. Eligibility to receive holiday pay is defined as follows:
1. A full-time employee.
  2. Employed thirty (30) consecutive days prior to the said holiday.
  3. The employee shall work the scheduled workdays directly proceeding and following the said holiday. An employee who uses available "Paid time off" (Vacation, Personal, Death in the Family, or Sick time) the schedule workday directly proceeding and/or following the said holiday

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the employee will have that "Paid Time Off" considered as day(s) worked for the purpose of qualifying for holiday pay.

B. The paid holidays for each calendar year shall be as

follows: New Year's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving Day

Day after/before Christmas

Christmas Day

By December 15th of each calendar year, the Ordinance Committee shall submit the exact calendar days for each holiday to the Mayor for approval. Upon approval by the Mayor, the Mayor will send in writing the approved dates to Council, Fiscal Officer, Police Chief, and the Village Administrator.

### **Chapter 3. Applicable Time Periods**

- A. This ordinance shall be applicable to all employees of the Village of West Lafayette, Ohio, on and after August 23, 2021, regarding all employee benefits 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 August 23, 2021, otherwise however, they shall remain in full force and effect.

### **Chapter 4.**

- 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.

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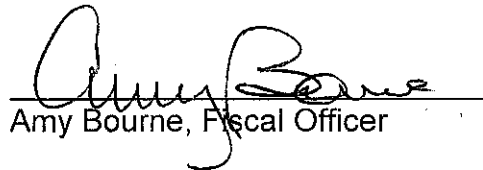
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B. This Ordinance shall be declared an emergency for necessity of health, safety, and welfare of the citizens of West Lafayette, Ohio and shall be effective upon passage and signing by the Mayor.

Passed on this 23 day of August, 2021

  
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, adjusted 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 administrator (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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- 11/26/2018 Combined Pay ordinance with Benefits ordinance
- 11/26/2018 Changed Chapter 2 Section 9, paragraph B to reflect clothing allowance changes.
- 4/22/2019 Added Sergeant description to Appendix A, added Sergeant to pay schedule on page 1 Section 1A, added Sergeant to page 4 Section 1, updated Vacation accrual process in Section 5A
- 9/9/2019 Changed Section 1K to include Exempt employees and increase rate of pay to 2 times their normal straight time.
- 9/9/2019 Updated Sections 2 & 4 to add 90-day probationary period wording before Personal and Sick time are accrued.
- 9/23/2019 Added Section 1.M. to establish the rate of pay for a Temporary Supervisor. Added the Temporary Supervisor job description to Appendix A.
- 11/25/2019 Added 2% pay increase to all regular hourly and salary employees.
- 1/17/2020 Wage Table updated
- 1/31/2020 Corrected Wage Table
- 5/11/2020 Updated Section 5(G) to include All Employees.
- 6/22/2020 Updated Section 2B, Removed Section 8F.
- 11/9/2020 Updated Ch.1 Section 1D(1) and Ch.2 Section 1C
- 12/14/2020 Added 2% pay increase to all regular hourly and salary employees. Updated pg.11 Section 9B for uniforms. Updated paid time off sections to reflect law enforcement employees new 12-hour shift.
- 05/24/2021 Amended Chapter 2, Section 2 regarding the number of sick hours an employee can accrue and the cash benefit conversion of sick hours at time of separation of employment. Amended Chapter 2, Section 5 the accrual of vacation hours for the Village Administrator, the Fiscal Officer and the Police Chief. Added Chapter 2, Section 9 (F) for police officers.
- 09/13/2021 Updated pay chart, updated Section 2, Updated Appendix A.

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### **Appendix A**

#### **Definitions**

##### **Police**

**Sergeant** – A full-time police officer who acts in an administrative capacity, who works more than 32 hours per week and who holds a current OPOTA Certification.

**Patrolman II** – A full-time police officer who works more than 32 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 no more than 32 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.

##### **Wastewater Classification**

**Tech** – An Operator in training assigned to the wastewater plant working towards taking his/her Class One Wastewater license test or who has passed the exam for Class One Wastewater Operator and has not yet completed the required hours to achieve a full license as Wastewater Operator in the State of Ohio.

**Operator** – An employee who successfully passed his/her Class One or Class Two exam in Wastewater and has achieved a valid license to operate in the State of Ohio as such.

**Operator I** – An Operator who works more than 32 hours per week and who has successfully passed his/her Class One exam in Wastewater and has achieved a valid license to operate in the State of Ohio.

**Operator II** – An Operator who works more than 32 hours per week and who has successfully passed his/her Class Two exam in Wastewater and has achieved a valid license to operate in the State of Ohio as a Class Two Operator.



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**Operator of Record** – An Operator II that is listed on all Ohio EPA documentation as the “Operator of Record” for our Wastewater Treatment Plant, Wastewater Collections system, and the Pearl Valley and Fresno Forced County Main. The Operator of Record shall be responsible for filing all mandated reports with the Ohio EPA and any other regulating authority as indicated by his title. The Operator of Record shall supervise any other level of Operators or Techs assigned to the Wastewater Treatment Plant.

### **Street**

**Office Manager** – An employee who works in the Administration office and who is responsible for maintaining records, billing and collecting funds for the Village of West Lafayette. Additional duties include, but are not limited to, preparing bank deposits, daily trips to the bank and post office, answering the Village main phone line and helping with clerical duties as needed by the Village Administrator.

**Labor II** -A full-time Village employee who works more than 32 hours per week and who is responsible for maintaining the public properties, streets, and assisting the wastewater operators as needed, and completing any other tasks assigned to them by the Village Administrator.

**Labor I** - A part-time Village employee who works a maximum of 32 hours per week and who is responsible for maintaining the public properties, streets, and assisting the wastewater operators as needed, and completing any other tasks assigned to them by the Village Administrator.

### **Other**

**Temporary Supervisor** – A village employee assuming the responsibility of a village officer in that officer’s absence. A temporary supervisor will have the ability to approve/deny vacation request, time, and over-time request. The employee shall have the ability to execute Purchase orders with the mayor’s approval. This employee shall not have the ability to hire or discharge any employee.