

VILLAGE OF PENINSULA, OHIO
RESOLUTION NO.: 10-2018
INTRODUCED BY: Doe Holder
DATE PASSED: April 9, 2018

A RESOLUTION AMENDING THE EMPLOYEE PAY SCALE

WHEREAS, in order to attract and maintain a quality workforce, Council desires to amend the Employee pay scale.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Peninsula, Summit County, Ohio, to wit:

SECTION 1. Retroactive to April 8, 2018, Council hereby amends the Village's Employee Pay Scale as set forth in the attachment hereto that is incorporated herein by reference.

SECTION 2. All formal actions of this Council concerning and relating to the adoption of this Resolution were taken in an open meeting of this Council, and all deliberations of this Council or any of its committees that resulted in such formal action were taken in meetings open to the public and/or in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. This Resolution shall take effect and be in force as of the earliest date permitted by law.

SECTION 4. Effective Date. This Resolution shall take effect on the 9 day of April, 2018.

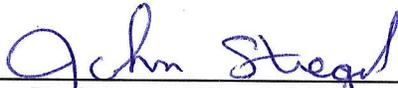
IN WITNESS WHEREOF, we have hereunto set our hands this 9 day of April, 2018.

Passed: Douglas G. Mayer
Douglas G. Mayer, Mayor

Attest: John D. Stiegel
John D. Stiegel, Fiscal Officer

Approved as to Legal Form. Bradric T. Bryan
Bradric T. Bryan, Solicitor

I, John D. Stiegel, Fiscal Officer of the Village of Peninsula, Summit County, Ohio, do hereby certify that the foregoing Resolution was duly passed by the Council of the Village of Peninsula, at a meeting held on the 9 day of April, 2018.



John D. Stiegel, Fiscal Officer

Posting Certificate

I, John D. Stiegel, Fiscal Officer of the Village of Peninsula, Summit County, Ohio, hereby certify that there is no newspaper published in the Municipality, and publication of the foregoing Resolution was made by posting true and accurate copies thereof at five of the most public places in the Village as previously determined by Council, each for a period of at least fifteen days, commencing on the 16 day of April, 2018, as follows:

1. Terry Lumber & Supply;
2. Valley Fire District;
3. Peninsula Library & Historical Society;
4. Peninsula Village Hall Lobby; and
5. Peninsula Post Office.



John D. Stiegel, Fiscal Officer

VILLAGE OF PENINSULA EMPLOYEE WAGE SCALE

POLICE DEPARTMENT

	<u>Pay Level 1</u>	<u>Pay Level 2</u>	<u>Pay Level 3</u>
Auxiliary	\$14.00/hr.	\$14.50/hr.	\$15.00/hr.
Part-Time	\$14.00/hr.	\$14.50/hr.	\$15.00/hr.
Full-Time	\$19.50/hr.	\$20.00/hr.	\$20.50/hr.
Sergeant	\$20.75/hr.	\$21.25/hr.	\$21.75/hr.
Chief	\$22.50/hr.	\$23.00/hr.	\$23.50/hr.

Full-Time Police Officers that are designated with the title of Detective shall receive .25c per hour above their designated pay rate for all hours worked.

SERVICE DEPARTMENT

	<u>90-Day Probat. Level</u>	<u>Pay Level 1</u>	<u>Pay Level 2</u>	<u>Pay Level 3</u>
Supervisor (FT/PT)	\$15.38/hr.	\$15.89/hr.	\$16.91/hr.	\$17.94/hr.
Part-Time	\$13.33/hr.			
Seasonal	\$13.33/hr.			

OFFICE ASSISTANTS

	<u>90-Day Probat. Level</u>	<u>Pay Level 1</u>	<u>Pay Level 2</u>	<u>Pay Level 3</u>
PT Admin. Asst.	\$12.50/hr.	\$13.00/hr.	\$13.50/hr.	\$14.00/hr.
PT Fiscal Off. Asst.	\$12.50/hr.	\$13.00/hr.	\$13.50/hr.	\$14.00/hr.

FISCAL OFFICER \$20.50/hr. up to 24 hours per week

ZONING OFFICER \$375.00 per quarter year

VILLAGE OF PENINSULA EMPLOYEE PAY SCALE/RULES

1. Pay Levels. Pay Levels 90-Day Probationary, 1, 2, and 3 are established as set forth in the attached Pay Scale. Upon commencement of employment with the Village, employees shall be paid at the 90-Day Probation Level pay rate if the position has a 90-Day Probation Level pay rate or the Level 1 pay rate if the position does not have a 90-Day Probation Level pay rate. Upon the recommendation of the Mayor and/or an employee's department head, Council may, at its discretion, authorize an employee to start at a higher pay level if the employee's credentials and experience and the Village's staffing needs warrant the employee starting at a higher pay level.

2. Employee Performance Reviews. Employee performance reviews may be conducted at any time but shall be conducted at a minimum, on a date between 30 days prior to the expiration of an employee's 90 day probationary period and the expiration date of the employee's probationary period and each year on a date between 30 days prior to the employee's anniversary date and the employee's anniversary date. Performance reviews are to be used to evaluate an employee's performance, highlight areas of outstanding performance, and identify areas that need improvement. The employee's direct supervisor is responsible for completing the performance review and meeting with the employee to discuss the results and any necessary corrective action. Council Liaisons, at their discretion, may participate in performance reviews for department heads or supervisors that are conducted by the Mayor and fall within their liaison responsibilities (Finance for Fiscal Officer, Police for Police Chief, and Roads and Public Works and Buildings and Grounds for Service Department Supervisor). Performance reviews shall be signed and dated by both the employee and the direct supervisor. The original, signed performance review shall be placed in the employee's personnel file and copies shall be provided to the employee, the department head (if the employee has a department head), the Mayor, and all members of Council.

3. Employee Progression to Higher Salary Level. Employees are eligible to receive a pay raise to the Pay Level 1 pay rate as of the expiration of their 90-day probationary period (if the job classification has a 90-Day probationary period pay level), the Pay Level 2 pay rate as of their one year anniversary date, and the Pay Level 3 pay rate as of their second year anniversary date. Pay raises are not automatic based upon the employee's service time. After receiving the employee's performance review and the employee's department head's (if applicable) and the Mayor's recommendation as to whether the employee should be moved to a higher pay classification, Council, at its discretion, shall determine, based upon the employee's adaptation to the job and/or work performance, whether the employee should be moved to a higher pay classification. Unless otherwise directed by Council, all pay raises shall be effective or retroactive to the expiration of the employee's 90-day probationary period (if applicable) or anniversary date for the year in which the move to a higher pay classification is approved. Employees that commence their employment at a higher pay classification and employees that were not moved to a higher pay classification in the prior year are eligible to be moved to a higher pay classification each year as of their anniversary date in the manner set forth in this paragraph.