

ORDINANCE NO. 2025-01

AN ORDINANCE ESTABLISHING EMPLOYMENT POSITIONS AND WAGES OF EMPLOYEES OF THE VILLAGE OF WARSAW AND DECLARING AN EMERGENCY

WHEREAS, it is necessary to formally establish the employment positions, pay rates, and benefits accorded to the employees of the Village; and

WHEREAS, it is necessary to fairly and consistently treat the employees of the Village, whether full time workers or part-time workers; and

WHEREAS, it is deemed to be beneficial for the Village to reward expertise and encourage continuing education and training for its employees; and

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Warsaw, Coshocton County, Ohio, as follows:

SECTION 1. ESTABLISHMENT OF POSITIONS

That the employees of the Village of Warsaw shall be as follows, and shall receive their respective compensation as hereinafter provided effective January 1, 2025.

A. VILLAGE ADMINISTRATOR

The Village establishes the position of Village Administrator pursuant to Ohio Revised Code 735.271. The duties of the Village Administrator are set forth in Ohio Revised Code 735.273. The Village Administrator shall work under the supervision of the Mayor and shall receive an annually salary of Eighteen Thousand Four Hundred Sixty-Nine Dollars and 96 /100 (\$18,496.96) payable biweekly at the same scheduled periods as other Village employees. Said sums to be apportioned one-half (1/2) from the water fund and one-half (1/2) from the wastewater fund.

B. UTILITIES AND STREET SUPERINTENDENT

The Village establishes the position of Village Utilities and Street Superintendent pursuant to Ohio Revised Code 735.273 and 735.231 and shall be the Village Administrator. The Superintendent shall be in charge of the Village water, wastewater, and street departments. For purposes of benefits, the Village Administrator and the Utilities and Street Superintendent shall be treated as one full time position.

The Utilities Superintendent shall work a minimum of forty (40) hours per week, inclusive of his or her duties as Village Administrator.

The Utilities Superintendent shall have no less than an Ohio EPA Class II Water License and an OTCO or Ohio Department Commission Backflow Certificate and an Ohio EPA Class II Wastewater License.

The rate of compensation for the Utilities Superintendent shall be Sixty Thousand Five Hundred Four Dollars and 26/100 (\$60,504.26) and apportioned 37.5% from the water fund, 50% from the wastewater fund, and 12.5% from the street fund.

The Utilities and Street Superintendent shall work under the supervision of the Mayor.

C. FISCAL OFFICER

The Village establishes the position of Village Fiscal Officer pursuant to Ohio Revised Code 733.262. The Village Fiscal Officer shall perform the duties as set forth in Ohio Revised Code 733.262 and shall be the Tax Administrator and Head of the Income Tax Department. The Fiscal Officer shall work under the supervision of the Mayor and shall be classified as a part-time position and will be paid an annual sum of Thirty-One Thousand Four Hundred Ninety-Seven Dollars and 40/100 (\$31,497.40) payable monthly to be apportioned from the General Fund.

The Village Fiscal Officer shall be responsible for all collection and paperwork for the Village Water and Sewer services and billing. The Village Fiscal Officer shall receive Five Hundred Seventy-Five Dollars and 93/100 (\$575.93) per month payable 50% from the water fund and 50% from the wastewater fund for these duties.

D. SHERIFF'S DEPUTY

The Sheriff's Deputy assigned to the Village shall be under the supervision of the County Sheriff and/or Mayor and shall be classified as a part-time position with employment hours not to exceed thirty-four hours in any given work week. The Sheriff's Deputy shall be compensated at the rate of: Base Rate \$17.25 per hour.

E. SEXTON

The Sexton shall work under the supervision of the Village Administrator and shall handle the day to day maintenance and upkeep of the Village Cemetery and shall be classified as a part-time position with employment hours not to exceed thirty-two hours in any given work week. The Sexton shall be compensated at the rate of: Base Rate \$18.80 per hour. The Sexton shall be paid wages of \$23.00 per hour for all work associated with burials taking place after 4:00pm, on Saturdays or Sundays, or on New Year's Day and Veterans' Day.

F. CEMETERY RECORDS KEEPER

The Cemetery Records Keeper shall work under the supervision of the Mayor and in conjunction with the Village Fiscal Officer. The Cemetery Records Keeper shall be paid an annual sum of One Thousand Three Hundred Thirty-Nine Dollars and 00/100 (\$1,339.00) for maintaining, updating and establishing the cemetery records.

G. SERVICE WORKER

Service Workers shall work under the supervision of the Village Administrator and shall be classified as a part-time position with employment hours not to exceed thirty-two hours in any given work week. Service Workers shall be compensated at the rate of: Base Rate \$19.35 per hour.

H. UTILITY AND/OR CLERICAL WORKER

The Utility and/or Clerical Worker shall be under the supervision of the Fiscal Officer for all clerical related duties and under the supervision of the Village Administrator for all non-clerical related duties and shall be classified as a part-time position with employment hours not to exceed thirty-two hours in any given work week. The Utilities Clerk shall be responsible for the billing of all water and wastewater utilities. Utilities Clerks shall be compensated at the rate of: Base Rate \$11.00 per hour.

Any utility worker who attains his or her Class I Operator license for Water shall receive a base rate increase of .25 per hour from the date of the successful examination. Any utility worker who attains

his or her Class I Operator license for Sewer shall receive a base rate increase of .25 per hour from the date of the successful examination.

I. CODE ENFORCEMENT/ZONING INSPECTOR

The Code Enforcement/Zoning Inspector shall work under the direction of the Mayor. The Zoning Inspector shall enforce the Village Zoning Codes, nuisance ordinances and other legislation to ensure the health and safety of the Village. When violations of the Codes are observed or reported, the Code Enforcement/Zoning Inspector shall visually inspect, shall contact the violators/property owners by letter, and provide curative instructions.

The job responsibilities of this position shall include:

1. Review plans and specifications submitted with building permit applications for compliance with building and zoning laws prior to issuance of permits.
2. Inspect buildings and structures in the process of construction or repair for compliance with approved plans and specifications and all requirements.
3. Issue building permits.
4. Inspect existing buildings and structures to ensure their safety. Order unsafe conditions to be remedied and order unsafe structures to be repaired or removed.
5. Maintain records of inspections, decisions, and reports.
6. Prepare reports of buildings and structures erected or altered, permits issued, and fees collected for reporting at monthly council meetings.

The Zoning Inspector shall be compensated at an annual sum of Three Thousand Dollars and 00/100 (\$3,000.00).

J. CEMETERY WORKER

Cemetery Workers shall work under the direction of the Mayor and shall be classified as a part-time position with employment hours not to exceed thirty-two hours in any given work week. Cemetery Workers shall be compensated at the rate of: Base Rate \$13.40 per hour or minimum wage according to State Laws

SECTION 2. WORK WEEK

A. The normal work week for full-time employees shall begin at 12:01 A.M. on Monday, and terminate on Sunday at midnight. All full time Village employees, unless stated otherwise, will be expected to work a normal work week consisting of forty (40) hours.

B. All days not worked when expected will be classified and recorded as one of the following:

1. Holiday
2. Compensatory time off
3. Sick Leave
4. Without Pay

Such time off will be documented in the employees record.

SECTION 3. VACATION

Vacation pay is only available to full-time employees. Vacation periods for full-time employees of the Village are hereby established as follows:

1. Vacations to be selected by seniority.
2. Two defined work weeks (10 days) after the first full year of full-time employment.
3. Three defined work weeks (15 days) after eight years of continuous full-time service.
4. Four defined work weeks (20 days) after fifteen years of continuous full-time service.
5. Five defined work weeks (25 days) after twenty-five years of continuous full-time service.
6. Vacation shall not exceed fourteen (14) consecutive days, except with the approval of the Mayor.
7. A maximum of forty (40) hours of vacation may be carried over from one year to the next with approval of the Mayor.
8. Any unused vacation beyond the forty (40) hours that can be carried over or shall be paid to the employee at the rate of fifty percent (50%) of regular vacation pay up to a maximum of 20 hours of pay.
9. Vacation to be taken no less than four (4) hours at one time unless approved by the Mayor.
10. Upon separation from employment any unused vacation will be paid to the employee at the rate of fifty percent (50%) up to a maximum of 20 hours of pay.
11. Part-time employees shall not be entitled to vacation.

SECTION 4. HOLIDAYS

A. There shall be paid holidays as follows:

Christmas, New Year's Day, Memorial Day, Juneteenth, July 4th, Labor Day, Veterans Day, Thanksgiving Day, day after Thanksgiving, the day before Christmas or the day after or the day before New Year's Day or the day after, Martin Luther King Jr. Day, and any birthday of the full-time employee.

B. Part time employees shall not be paid for holidays.

SECTION 5. SICK LEAVE

A. Each full-time employee shall be entitled to sick leave of five (5) days per year. Employees may use sick leave for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to other employees, and for illness, injury, or death in the employee's family or a close friend of the employee on approval of the Mayor. Unused sick leave shall not

accumulate and shall not carry over from year to year. When sick leave is used, it shall be deducted from the employee's credit at the rate of one hour for every hour of absence from previously scheduled work.

B. Three (3) days' time off shall be granted for death of an immediate family member, not deducted from sick leave. If more time is needed, it shall be deducted from sick leave.

C. Immediate family member shall be defined to include: father, mother, brother, sister, son, daughter, husband, wife, grandmother, grandfather, grandchildren, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, step-parents, step-brother, step-sister, or step-children of said employee.

D. Unused sick leave may be cashed out annually at the full rate of pay for an hourly employee or on an hourly pro-rated basis for any salaried employee.

SECTION 6. HEALTH INSURANCE

Full-time employees shall be entitled to receive health insurance as part of their employment.

SECTION 7. OHIO PUBLIC EMPLOYEES RETIREMENT (OPERS)

All part-time and full-time employees of the Village specifically listed in this Ordinance shall have the required contribution for OPERS deducted from their wages and the Village shall contribute its appropriate share on behalf of the said employees to OPERS.

SECTION 8. ALLOWANCE FOR WORK EQUIPMENT

The Village Utilities and Street Superintendent shall receive an annual allowance for \$1200.00 for cellular phone use and an allowance of \$400.00 for work clothes/boots. The Sheriff's Deputy shall also be receive an annual cellular phone allowance of \$900.00.

SECTION 9. DEFINITIONS

A. Part-time employee is defined as accumulating less than 32 hours per week except in the case of the Sheriff's Deputy in which case it is defined as accumulating less than 34 hours per week.

C. Full-time employee is defined as accumulating less than 40 hours per week.

D Anniversary Date for a full-time employee is defined as the date the employee started working for the village.

SECTION 10. INFORMATION

A. Employees, Elected Officials, and Solicitor, who are on Village business, shall be reimbursed for the use of their own vehicle, based on the current IRS allowable deduction amount if previously approved by the Mayor.

B. All employees shall receive their regular compensation for all times that they are required to be away from their job while serving jury duty for a maximum reimbursable period of 2 weeks.

SECTION 11. COMPENSATION FOR ELECTED OFFICIALS:

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|-------------------------|---|
| 1. Mayor | \$6,000.00 per year plus \$50.00 per meeting attended with a maximum of four meetings per month |
| 2. President of Council | \$80.00 per meeting |
| 3. Council Members | \$75.00 per meeting |

Council members who are appointed to represent Village Council at community meetings will be compensated at their normal meeting rate for each meeting attended. Increases to Elected Official compensation from Ordinance 2022-05 shall take effect upon reelection.

SECTION 12. CONFLICT

Any and all ordinances and/or resolutions or portions thereof in direct conflict herewith shall be, and the same are herewith repealed. The effective date of the terms, provisions and conditions of this Ordinance shall be on January 1, 2025.

PASSED: November 20, 2024

Ed Kent, Mayor

ATTEST:

Tammy L. Pope, Fiscal Officer

APPROVED AS TO FORM

Ryan H. Linn, Solicitor