

ORDINANCE 2007-20

AN ORDINANCE SETTING BASE SALARIES FOR CURRENT EMPLOYEES OF THE VILLAGE OF HIRAM AND REPEALING ORDINANCE 2006-12 AND OTHER INCONSISTENT ORDINANCES OR PARTS OF ORDINANCES, AND DECLARING AN EMERGENCY.

WHEREAS, the Council of the Village of Hiram has determined that all employees of the Village should receive increases in pay based on merit; and

WHEREAS, to accomplish that end the Council enacted ordinance 2007-19 establishing base salary ranges for all employees within the Village; and

WHEREAS, the Council of the Village desires to establish pay rates for current employees, taking into account that longevity pay will no longer be paid and to establish pay which fairly compensates Village employees who have previously enjoyed longevity pay.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF HIRAM, OHIO, two thirds or more of the members thereto concurring, that:

SECTION 1: (A) Effective January 1, 2007, per annum base salaries for the following positions shall be:

Village Administrator	48,480	
Service Department Operator	32,600	
Chief of Police	40,960	
Sergeant of Police	35,508	
Police Patrol Officer- Part-time	10.27 to 11.19	
Head Dispatcher, full-time	29,838	
Fiscal Officer	40,480	
Assistant Fiscal Officer	26,255	
Manager of Utilities	55,000	
Assistant Manager of Utilities	48,428	
Utility Operator	30,747	
Fire Chief-Part-time	4,000	
Assistant Fire Chief- Part-time	1,500	
Captain	750	
Lieutenant	500	
Zoning Inspector	3,072	
Laborer, full-time		11.00 to 14.00/hr.
Laborer, part-time	Negotiable, minimum	6.85/hr.
Office worker, part-time	Negotiable, minimum	6.85/hr.

Utility operator, part-time	Negotiable, minimum	6.85/hr.
Dispatcher, part-time		8.58 to 10.41/hr.

(B) Effective January 1, 2007, the base rates for firefighters and EMT's shall be:

Firefighter 1A	7.05/hr.
Firefighter 1B add-on	.50/hr.
Firefighter 1C add-on	.75/hr.
EMT-Basic	7.05/hr.
EMT-Intermediate add-on	.75/hr.
EMT-Paramedic add-on	2.25/hr.

Night Shifts will be paid at 6.85/hr.

(C) The firefighters make between 7.00 and 10.65 with their longevity included.

SECTION 2: Council has determined that the merit raises that are available for 2007 are from zero to three percent. All merit raises will be effective January 1, 2007. It is the responsibility of the department head to determine the amount of merit pay paid to each employee. The Police Chief will be using a pay raise sheet to determine eligibility in the form of the attached exhibit "B." The Village Administrator and the Fiscal Officer will use the form attached as exhibit "A" to determine the merit available for their employees.

SECTION 3: The Council has allowed the fire department to receive the full merit raise in the amount of three percent without any eligibility requirement for the year 2007 only.

SECTION 4: All other Ordinances inconsistent herewith are repealed.

SECTION 5: That this Ordinance shall be an emergency measure, effective immediately upon passage, in order to pay compensation to Village employees that this Council has determined to be appropriate as soon as possible. The rate of compensation is intended to be effective as of January, 2007. Therefore this Ordinance shall take immediate effect and be in full force from and after its passage.

SECTION 6: It is 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 all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Revised Code of the State of Ohio.

First Reading: July 23, 2007

Second Reading: August 14, 2007

Third Reading: September 11, 2007

ATTEST:

Kay Ziska
Fiscal Officer

Robert L. Summers
Mayor Robert L. Summers

EXHIBIT "A"
Village of Hiram
Performance Review
Applied to Merit Raises

Each category is scored according to the scoring scale at the bottom. The following factors are considered in the performance review. After all categories are scored then the overall score is compiled. That is the score that should be used to determine the degree of merit raise that each employee should receive.

General Factors included in the review:

- Quality of an employees work
- Productivity, volume of work efficiently produced
- Job Knowledge, practical and technical as required by job
- Reliability, regarding task completion and follow-up
- Attendance, punctuality, break and meal times observed and overall attendance
- Independence, performs work with little or no supervision
- Creativity, proposes ideas, finds new and better ways to complete tasks
- Initiative, seeks out new assignments and assumes additional duties when necessary
- Adherence to policy, follows village polices
- Interpersonal relationships, is willing and demonstrates the ability to work and communicate with fellow workers, supervisors, subordinates and general public
- Judgment, the extent to which an employee demonstrates decision-making skills when necessary

Rating scale:

❖ Outstanding	90-100
❖ Very Good	80-89
❖ Good	70-79
❖ Improvement Needed	60-69
❖ Unsatisfactory	Below 60

Scoring for merit raises:

✓ Outstanding	90-100	3% Merit Increase
✓ Very Good	80-89	2% Merit Increase
✓ Good	70-79	1% Merit Increase
✓ Improvement Needed	60-69	ZERO
✓ Unsatisfactory	Below 60	ZERO

Name: _____ Date: _____ Merit: _____

Department Head: _____

Exhibit "B"
PAY RAISE
WORKSHEET

NAME: _____ **DATE:** _____

1. Yearly performance review: (70-79) 1pt or 2 pts (80-89) 3pts or 4pts (90-100) 5pts _____
2. Awards or letters of appreciation 1pt _____
3. Availability (When called is the subject available to work or fill in on schedule in an emergency situation.) 1pt _____
4. Productivity- Does the officer have an above average productivity. If they are a supervisor do they accomplish their required assignment and more. 1pt _____
5. Training- Do they continue to want to improve themselves by improving their education level. 25-32 hrs 1 pt 32+ hrs 2pts _____

Deductions:

1. Disciplinary Actions -1 pt _____
2. Letters of Complaints (received from public and verified) -1 pt _____
3. Work related problems (incomplete paperwork, reports, poorly written tickets, incomplete assignments) -1pt _____

Total Points _____

Recommended increase

- 2 percent increase (6 or 7 points) _____
- 3 percent increase (8 points or higher) _____

Supervisor _____
