

ORDINANCE 2008-22

AN ORDINANCE ESTABLISHING PAY RATES BASED ON MERIT FOR THE EMPLOYEES OF THE VILLAGE OF HIRAM.

WHEREAS, the Village of Hiram's handbook identifies merit as the only form of increase in pay available to the village employees; and

WHEREAS, the council of the Village of Hiram has determined the following amounts of zero to three percent will be available for merit increases in 2009 based on the 2008 Performance Evaluations.

**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: Council wishes to act on the scoring sheet for the performance evaluations before the end of the year so the department heads may complete the scoring sheet and the new rates for all employees will be in place before January 1, 2009.

SECTION 2: A scoring sheet for the performance evaluations as attached to this piece of legislation as Exhibit "A" is approved.

SECTION 2: 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: October 13, 2008  
Second Reading: November 12, 2008

  
Mayor Lou Bertrand

ATTEST:

  
Fiscal Officer

I Kay E. Ziska Fiscal Officer of the Village of Hiram, Ohio, hereby certify that the foregoing Resolution or Ordinance No. 2008-22 has been duly posted in the required 5 places.  
11-14-08  
Date Kay E. Ziska  
Fiscal Officer, Village of Hiram

**EXHIBIT "A"**  
**2009 Merit Raises**  
**Scoring of Performance Evaluations**  
**To comply with Ordinance 2008-22**

Each category is scored according to the scoring scale at the bottom. The following factors are considered in the 2008 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:

- |                |                   |
|----------------|-------------------|
| ✓ 85-100       | 3% Merit Increase |
| ✓ 75-84        | 2% Merit Increase |
| ✓ 70-74        | 1% Merit Increase |
| ✓ 69 and below | ZERO              |

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Merit: \_\_\_\_\_

Department Head: \_\_\_\_\_