ORDINANCE Number: 26-10-066 **Committee:** Finance

AN ORDINANCE AMENDING ORDINANCE 25-11-055 PROVIDING FOR THE SALARIES AND COMPENSATION OF EMPLOYEES IN THE SERVICE DEPARTMENT, AUDITOR'S OFFICE, INCOME TAX AND ADMINISTRATION OF THE CITY OF VAN WERT, ESTABLISHING JOB CLASSIFICATIONS, SALARY RANGES AND LIMITATIONS, AUTHORIZING SPECIFIC NUMBER OF EMPLOYEES, ALLOWANCES, IMMUNIZATION AGAINST COMMUNICABLE DISEASES, AND OTHER BENEFITS AND DECLARING AN EMERGENCY.

Be it **ORDAINED** by the Council of the City of Van Wert, County of Van Wert, State of Ohio, to wit:

Section 1. Scope

That this Ordinance is intended to cover the following:

A. Regular job classifications, salary ranges, and hourly pay for all full-time, non-elective employees of the Service Department.

B. Methods of placing individuals within their regular pay ranges for their jobs.

C. Maximum number of employees authorized for each job classification.

Section 2. Authorized Personnel, Job Classification and Pay

That a maximum number of employees, their titles, job classifications and pay ranges shall be provided in:

A. Exhibit I, which specifies the maximum number of employees in each job classification.

B. Exhibit II, which establishes the pay ranges for each authorized classification.

C. Exhibit III, which establishes job classifications and pay ranges for Parks and Recreation Department employees.

D. Exhibit IV, which establishes Building and Engineering Department Inspectors salaries.

Section 3. Placement
Placement within each pay range is recommended by the Department Head, based upon the employee's experience, length of service, qualifications and job performance, subject to the approval(s) outlined below:

DEPARTMENT	APPROVALS
A. Service Department	Department Head Safety-Service Director Mayor
B. Administration	Safety-Service Director Mayor
C. Auditor's Office	Auditor

Section 4. Authorizing New Job Classifications

This Ordinance authorizes the number of employees in their respective job categories. In the event a new job classification for which no vacancy exists, due to the promotion of an employee to a higher-ranked job, the Department Head shall prepare a detailed job description and submit it along with the request for creating the new job classification through the Safety-Service Director and the Mayor to City Council.

Section 5. Working Out of Classification

Any non-bargaining unit employee specifically assigned by the employer to assume all the responsibilities of supervisory position for more than five (5) days/hours may be paid a rate up to the current rate of the employee in the position being assumed.

Section 6. Demotions

When an employee is demoted to a lower-grade position, the employee shall be paid at a rate that is within the approved range for the lower-grade position. The rate of pay shall be set by the Safety-Service Director.

Section 7. Reallocations Downward

When an employee's job classification is reallocated to a lower classification, the employee shall be permitted to continue at the employee's present rate of pay during the period of incumbency (except in the event of general service-wide reductions) but shall not be entitled to a salary increase.

Section 8. Reinstated Employees

A reinstated employee shall be paid at a salary rate within the approved salary range for the job classification in which the employee is reinstated and may be reinstated at the minimum pay of the appropriate grade and may be treated as a new employee.

Section 9. Merit Adjustment

Each employee's salary may be reviewed prior to January 1 of each year by the employee's respective Department Head for the purpose of determining which employees shall receive salary increases. All personnel records, tardiness, performance and length of service shall be considered in making recommendations. After the analysis by the Safety-Service Director and Mayor, an employee may be eligible for an increase up to the maximum authorized as set forth in Exhibit II. As a general rule, no employee shall be entitled to more than one (1) merit increase each year.

Section 10. Temporary Employees

The employment of as many additional temporary employees as necessary in the Service Department of the City of Van Wert, Ohio, be and hereby is authorized.

Employees classified as temporary employees shall receive a wage determined by the Safety-Service Director; unless filling the duties of a job classification on Exhibit I, then the wage shall be determined by Exhibit II.

Said duly authorized job classification of temporary employees shall not qualify the person so employed for said job classification for any fringe benefits to which full-time employees are entitled, excluding sick leave.

Section 11. Vacation for Retired Rehired Employees

Any employee returning to work after retiring will not receive vacation immediately and will have to start over under the two (2) week per year vacation accrual rate. Once the first year is complete, they will be eligible to use vacation. This is the same as a new employee. The complete description of vacation can be found in the Policy and Procedure Manual.

The rehired employee will be given up to twenty-five (25) days of Personal Leave at the time of hire. This time off can be used anytime in the year and is not subject to carry-over. This benefit is at the discretion of the Mayor and Safety-Service Director.

Individuals not subject to retire/rehire may be granted up to twenty-five (25) personal days at their time of hire based on experience and education. This benefit is at the discretion of the Mayor and Safety-Service Director.

Personal leave will be reduced each year as additional vacation time is earned.

Section 12. Immunization for Communicable Diseases

City employees shall be reimbursed for medical costs incurred for immunizations necessitated by exposure to communicable diseases while acting in the line of duty.

Section 13. Responsibility for Administration

The Mayor and Safety-Service Director shall be responsible for salary administration for all job classifications as set forth in this Ordinance and shall be responsible for salary administration for all employees on an equitable basis.

Section 14. Interpretation

The Mayor and Safety-Service Director shall be responsible for interpreting the application of this Ordinance in those situations not specifically covered, using the principles expressed herein as a policy guide.

Section 15. Review and Amendment

Prior to the annual submission of the permanent budget to City Council, the Safety-Service Director shall complete a review of this Ordinance and submit the Safety Service Director's findings together with the recommended amendments to the Mayor for the Mayor's presentation to the City Council.

Section 16. Repeal of Inconsistent Ordinances

All Ordinances or parts of Ordinances inconsistent with this Ordinance and passed prior to the effective date of this Ordinance are and the same hereby are repealed simultaneously with the effective date of this Ordinance.

Section 17. Effective Date

This Ordinance shall take effect beginning January 1, 2027.

Passed: _____, 2026

_____
Thad R. Eikenbary – President of Council

_____
Mayor, Kenneth J. Markward

Attested by:

_____
Clerk of Council, Stephanie R. Phillips

EXHIBIT I

NUMBER OF EMPLOYEES AUTHORIZED	DEPARTMENT	TITLE
6*	Wastewater Treatment	Trainee
6*	Wastewater Treatment	Operator I
6*	Wastewater Treatment	Operator II
6*	Wastewater Treatment	Operator III
6	Wastewater Collection	Const./Maint.Worker I
3*****	Wastewater Collection	Const./Maint.Worker II
1	Wastewater Collection	Const./Maint.Worker III
6**	Water Treatment	Trainee
6**	Water Treatment	Operator I
6**	Water Treatment	Operator II
6**	Water Treatment	Operator III
4	Water Distribution	Const./Maint. Worker I
3*****	Water Distribution	Const./Maint. Worker II
1	Water Distribution	Const./Maint. Worker III
6	Street	Const./Maint. Worker I
3*****	Street	Const./Maint. Worker II
1	Street	Const./Maint. Worker III
1	Engineering	Building Inspector
4***	Engineering	Aide II
4***	Engineering	Aide III
2****	Construction/Maintenance	Maint. Mechanic Worker I
2****	Construction/Maintenance	Maint. Mechanic Worker II
1	Municipal Building	Custodian
1	Parks and Recreation	Recreation Supervisor
2	Parks and Recreation	Construction/Maintenance I
1******	Parks and Recreation	Construction/Maintenance II
1	Auditor	Deputy Auditor
1	Utilities Office	Account Clerk II
2	Administration	Secretary
1	Income Tax	Deputy Tax Administrator
1	Administration	Human Resources Specialist
1	Law Director	Executive Secretary

EXHIBIT II

SALARIED EMPLOYEES

NUMBER OF EMPLOYEES AUTHORIZED	DEPARTMENT	TITLE
1	Wastewater Treatment	Superintendent
1	Water Treatment	Superintendent
1	Utilities Office	Office Supervisor
1	Wastewater Collection	Superintendent
1	Water Distribution	Superintendent
1	Council	Clerk of Council
1	Income Tax	Administrator
1	Parks and Recreation	Director
1	Engineering	City Engineer
1	Streets	Superintendent
1	Administration	Safety-Service Director

(*) Provided, however, that at no time shall there be employed more than a total of six (6) employees in the classifications of Wastewater Treatment Department Trainee, Operator I, Operator II, Operator III.

(**) Provided, however, that at no time shall there be employed more than a total of six (6) employees in the classifications of Water Treatment Department Trainee, Operator I, Operator II, Operator III.

(***) Provided, however, that at no time shall there be employed more than a total of four (4) Engineering Department employees in the classifications of Aide II and Aide III.

(****) Provided, however, that at no time shall there be employed more than a total of two (2) employees in the classification of Maintenance Mechanic I and Maintenance Mechanic II.

(*****) Provided, however, that at no time shall there be employed more than a total of three (3) employees in the classification of Construction/Maintenance Workers II and III.

(******) Provided, however, that at no time shall there be employed more than a total of three (3) employees in the classification of Construction/Maintenance Worker I and Construction/Maintenance Worker II.

EXHIBIT III

	Minimum	Maximum
DEPARTMENT HEADS (Salaried)		
Street Department Superintendent	$70,677.15	$ 83,149.59
Parks Director	$60,760.21	$ 71,482.02
Engineering Department Supervisor	$58,606.18	$ 68,948.45
Income Tax Administrator	$61,028.83	$ 71,798.63
Safety-Service Director	$96,815.87	$113,901.04
SUPERINTENDENTS (Salaried)		
Water Treatment Plant	$82,076.56	$96,560.65
Waste Water Treatment Plant	$72,111.93	$84,837.67
Water Distribution	$70,413.67	$82,839.61
Waste Water Collection	$70,413.67	$82,839.61
ENGINEERING (Hourly)		
Building Inspector	$22.20	$27.38
Aide II	$15.66	$18.43
Aide III	$20.72	$24.37
Code Enforcement Officer	$18.21	$21.42
OFFICE EMPLOYEES (Salaried)		
Utilities Office Supervisor	$44,183.90	$55,295.43
Deputy Auditor	$46,665.95	$60,576.85
Clerk of Council	**$7,000.00**	
OFFICE EMPLOYEES (Hourly)		
Utilities Office Account Clerk II	$18.84	$23.56
Administrative Secretary	$17.52	$21.89
Executive Secretary	$20.98	$26.24
Recreation Supervisor	minimum wage	$17.79
Deputy Tax Administrator	$19.19	$23.99

*The current Safety Service Director- Jay Fleming is subject to a salary freeze at the level set out in this ordinance as part of his retire/rehire agreement approved by counsel on October 12, 2015.

EXHIBIT III

NUMBER OF EMPLOYEES AUTHORIZED	CLASSIFICATION	RATE
2	Recreation Supervisor	Temporary
4	Recreation Labor	Temporary
9	Concession Attendant	Temporary
1	Park Clerical	Temporary
8	Park Labor	Temporary

No part-time or temporary employee of the Parks and Recreation Department of the City is entitled to any fringe benefits provided for full-time City employees, excluding sick leave.

EXHIBIT IV

NUMBER OF EMPLOYEES AUTHORIZED	DEPARTMENT / POSITION	HOURLY WAGE
4	Utilities/ Seasonal Employees	State Minimum Wage/$13.00 max
2	Recreation Supervisor Part-Time	State Minimum Wage/$13.52 max
22	Concession/Parks/Recreation Labor	State Minimum Wage/$13.52 max

These positions shall not qualify for any fringe benefits to which full-time employees are entitled, except for paid sick leave, as provided in the Ohio Revised Code.