ORDINANCE Number: 26-10-067 **Committee:** Finance

AN ORDINANCE AMENDING ORDINANCE 26-04-017 BY AMENDING THE SALARY ORDINANCE SAFETY DEPARTMENT EMPLOYEES PROVIDING FOR THE SALARIES AND COMPENSATION OF EMPLOYEES IN THE POLICE DEPARTMENT AND FIRE DEPARTMENT, NON-BARGAINING UNIT MEMBERS OF THE CITY OF VAN WERT, ESTABLISHING JOB CLASSIFICATIONS, SALARY RANGES AND LIMITATIONS, AUTHORIZING SPECIFIC NUMBER OF EMPLOYEES, PROVIDING 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 Safety Department who are not members of a union.

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

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

D. Special allowances for specific classifications.

E. Administration of the job classification and pay schedule.

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.

Section 3. Placement

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

DEPARTMENT	APPROVALS
A. Police Department	Chief of Police Safety-Service Director Mayor
B. Fire Department	Fire Chief Safety-Service Director Mayor

Section 4. Holidays

All employees in the Safety Department's who are classified and considered full-time employees shall receive one hundred four (104) hours of holiday leave for each calendar year worked. Holiday leave shall be scheduled off in accordance with Department Policy in effect at such time is requested. Holiday leave shall not be used without prior approval of the Chief's or his/her designee.

Any Safety Department employee scheduled to work a regular shift on Independence Day, Thanksgiving Day, Christmas Day, New Years Day, and Memorial Day shall be paid at a rate of one and one half (1 1//2) times their normal rate of pay. **If Christmas falls on a Saturday or Sunday then the Christmas Eve holiday shall not be observed.**

Any employee who begins his/her employment with the department after January 1, of any year shall have the number of hours of holiday leave time to which the officer is entitled prorated based on the number of full months remaining in the calendar year.

(Example: Police officer hired June 15 would have six (6) full months remaining in the calendar year and would receive 6/12 or .5 x 104 = 48 hours of holiday leave to be used during the remainder of the calendar year.)

Any employee whose employment ceases for any reason including, but not limited to, termination, layoff, or resignation shall have his/her holiday leave time prorated in a similar manner and shall have any hours used in excess of his/her entitlement, reimbursed through deduction from the employee's final paycheck. If there are insufficient funds in the employee's final paycheck, such hours shall be paid to the City directly by the employee.

Any holiday leave time not used by December 31 of each year shall be forfeited.

Section 5. Standard Work Day, Week and Overtime

The standard work hours per day and/or week for each department employee are shown below, by department.

DEPARTMENT HOURS

	Day	Week	Pay Period
Police Department	8	40	80 per pay period
Fire Department	24	53	106 per pay period
Chief of Police	8	40	80 per pay period
Fire Chief	8	40	80 per pay period

Whenever a full-time employee is required to work beyond the employee's normal work period, the employee shall be paid at a rate on one and one-half (1 ½) times the employee's regular hourly rate for all such overtime hours. Chiefs of the respective departments shall be eligible for overtime worked during emergencies which are above and beyond the normal scope of work emergencies, such as natural disaster emergencies, employee shortages, etc. All overtime for the Chiefs of the respective departments shall be approved by the Safety-Service Director.

The hourly rate shall be calculated as follows for eligible employees:

Annual salary divided by total number of annual work hours.

The hourly rate for the Senior Fire Captain shall be the same as the Union Fire Captain's.

Overtime for eligible employees shall be one and one-half (1 ½) times the employee's hourly rate. The Senior Fire Captain's overtime rate will be the same as the Union Fire Captain's.

Section 6. 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 Chief of the Department 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 7. New Appointees

As a general rule, a new employee shall be paid the minimum rate of pay for the employee's grade. Exceptions may be granted only with the written approval of the person(s) as set forth in Section 3, "Placement".

Section 8. Promotions

When an employee is promoted to a position in a higher grade, the employee's salary shall fall within the range for the higher grade. Promotional increases may be delayed for a period not to exceed ninety (90) days pending proven ability to perform the job to which promoted.

There shall be no immediate change in the salary rate of an employee who is transferred unless the employee's salary is below the approved minimum of the position in a grade having a higher salary range than the grade from which the employee was transferred, such change shall be deemed a promotion, and the provision governing promotions shall apply.

Section 9. 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 10. 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 11. 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 12. Merit Adjustment

Each employee's salary shall be reviewed prior to January 1 of each year by the employee's respective Chief for the purposes 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 13. Uniform Allowance

Each regular Fire Department employee shall receive a uniform allowance as specified in the Union Contract, and each regular Police Officer and Police Dispatcher shall receive the sum of Seven Hundred Dollars ($700.00) per annum. Said allowance shall be paid on June 30th and December 30th as established by the Safety-Service Director. Any employee whose job is terminated shall reimburse to the City a proportional amount for the amount unearned. A retiring employee shall not be required to reimburse the City.

Provided further, however, that each new appointee to the Fire Department or Police Department shall be entitled to receive the employee's first annual uniform allowance in the first full pay period following the date of the employee's appointment. The first installment of the second year's allowance shall be pro-rated to reflect the employee's length of service. This shall apply to the Trainee classification as well as the regular classifications.

Part-time dispatchers and reserve police officers shall receive a uniform allowance payment based on the number of hours worked during the year. The rate will be based on the regular police officer and regular dispatcher rate.

Provided further, however, that before the employee is entitled to receive the installment of the uniform allowance upon the employee's employment as provided for herein, each new employee must first execute an agreement with the City wherein the employee agrees that the amount of said uniform of said uniform allowance shall be deducted by the City from the employee's final pay if the employee leaves the City's employment prior to completing a full six (6) months as an employee of said City.

Section 14 Firearms Proficiency

Annually and in accordance with the standards set forth by the Chief of Police and the Ohio Peace Officer Training Council, all unit members shall be required to satisfactorily complete a firearms re-qualifications program demonstrating proficiency with departmentally issued firearms.

Annually, upon certification by the Chief of Police of completion of the required firearms re-qualifications standards, each member is entitled to a payment of three hundred ($300.00) dollars. Such sum shall be paid in a lump sum separate check within thirty (30) days of all eligible employees qualifying their firearms. There will be a proration of the Firearms Proficiency Allowance upon separation from the Van Wert Police Department.

Section 15 Volunteer Fire Fighter and Part-Time Fire Fighter Wage Rates

Each Volunteer Fire Fighter and Part-Time Fire Fighter shall be paid from the steps in the current "IAFF" contract based on their certification and years of service as determined by the Chief and approved by the Mayor and the Safety-Service Director.

Section 16. Temporary Employees

The employment of as many additional temporary employees as necessary in the Police and Fire 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 17. 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 exactly the same as a new employee. The complete description for 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 time will be reduced each year as additional vacation time is earned.

Section 18. 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 19. 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 20. 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 21. 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 22. 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 23. To be Passed as an Emergency

That this ordinance is hereby declared to be an emergency measure, necessary, for the immediate preservation of the public peace, health, safety, and welfare, and as an emergency measure this ordinance shall take effect and be in force from and after its passage and approval by the Mayor.

Section 24. Effective Date

This Ordinance shall be take effect beginning January 1, 2027.

Passed this _____, 2026.

_____
Thad R. Eikenbary – Council President

Attest: _____
Stephanie R. Phillips, Clerk of Council

_____
Kenneth J. Markward, Mayor

EXHIBIT I

NUMBER OF EMPLOYEES AUTHORIZED	DEPARTMENT	TITLE
	MUNICIPAL HOURLY EMPLOYEES	
1	Police	Data Processing Asst.
7	Police	Reserve Officers
25*	Police	Officer
7**	Police	Sergeant
4**	Police	Lieutenant
7	Police	Dispatcher
1	Police	Administrative Secretary
1	Police	Computer/Information Mng.
10	Fire	Reserve Fire Fighters
22***	Fire	Fire Fighter
7****	Fire	Lieutenant
4****	Fire	Captain
	MUNICIPAL SALARIED EMPLOYEES	
1	Fire	Chief
1	Police	Chief

(*) Provided, however that at no time there be employed more than a combined total of twenty-five (25) Police Officers, Sergeants and Lieutenants.

(**) Provided, however that at no time there be employed more than a combined total of seven (7) Sergeants and Lieutenants.

(***) Provided, however that at no time there be employed more than a combined total of twenty-two (22) Fire Fighters, Lieutenants and Captains.

(****) Provided, however that at no time there be employed more than a combined total of seven (7) Lieutenants and Captains.

EXHIBIT II

POLICE DEPARTMENT (Hourly)*

	Minimum	Maximum
Computer/Information Manager	**$23.19**	**$27.98**
Data Processing Assistant	**Minimum Wage**	**$18.75**
Administrative Assistant	**$24.24**	**$28.52**
Dispatcher	**$25.95**	**$30.53**
Part-Time Dispatcher	**$20.09**	**$23.65**
Dispatcher/LEADS Computer Coordinator 911		**$34.30**
Sergeant		**$40.65**
Lieutenant		**$43.89**
Reserve Officer		**$23.63**

(*) A shift differential in the amount of an additional $.45 per hour will be paid to those employees of the police department, whose primary work shift is the "B" and "C" shifts. The shift differential will also apply to payment for holidays, vacations and leaves of all types for employees whose primary shift is "B" or "C".

POLICE DEPARTMENT (Salaried)

Chief	**$88,848.04**	**$105,572.39**

FIRE DEPARTMENT (Hourly)

Captain	**	**

FIRE DEPARTMENT (Salaried)

Chief	**$88,848.04**	**$105,572.39**
Deputy Chief	**$85,985.91**	**$95,529.96**

(**) Paid at the same rate as other Captains in the Fire Department, as provided in the Labor Agreement.

***Retire/Rehire wages freeze at the current rate at the time or retire/rehire

EXHIBIT III

NUMBER OF EMPLOYEES AUTHORIZED	POSITION	DEPT.	HOURLY RATE
1	Seasonal Employees	Police	**Minimum Wage**
1	Seasonal Employees	Fire	**Minimum Wage**

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