

RECORD OF ORDINANCES

BEAR GRAPHICS 800-325-8094 FORM NO. 30043

2023-16

November 20, 2023

Ordinance No. \_\_\_\_\_ Passed \_\_\_\_\_, 20\_\_\_\_\_

AN ORDINANCE REPLACING ORDINANCE 2021-9 EMPLOYEE WAGE INCREASE STEP POLICY

WHEREAS the Village of Sabina previously enacted an employee wage increase step policy (hereinafter referred to as the “Step-Program”) that provides for incremental wage increases for employees of the Village; and

WHEREAS the Step-Program does not provide for the consideration of individual performance of Village employees in determining wage increases; and

WHEREAS the Step-Program does not provide for flexibility and consideration of education, experience, and position in determining starting wages for Village employees; and

WHEREAS the Step-Program does not provide for newly created employment positions without revision; and

WHEREAS Sabina Village Council (hereafter referred to as the “Council”) finds that the Step-Program unduly infringes upon and supplants the Council’s ability to determine initial employee pay and compensation, meritorious pay increases, and employment promotions.

NOW THEREFORE, be it ordained by a majority vote of 2/3 of all members of the Council of the Village of Sabina, Clinton County, Ohio the current Step-Program shall be replaced in its entirety as follows:

1. Effective upon passage, an annual two percent (2.00%) cost of living increase shall be provided to all Village employees at the beginning of each Fiscal Year hereafter to be implemented automatically by the Village Fiscal Officer beginning with the first pay period falling entirely in the new Fiscal Year it is to be given.
2. The Council shall provide a merit-based employee evaluation form to be used to determine employee performance in their normal duties at intervals as follows:
  - a. Newly hired individuals shall be reviewed at Ninety (90) days and Six (6) months after employment begins.
  - b. All individuals employed by the Village shall be evaluated bi-annually at intervals of no less than two (2) weeks prior to their annual employment anniversary date and every six (6) months thereafter.
3. The Village Fiscal Officer shall make known via email or by other written notice to the following persons, no less than one (1) month prior, the dates of any upcoming evaluations.
  - a. The Department Head(s) to which the employee is assigned or to whom the employee reports
  - b. The Village Mayor
  - c. The Village Council
4. The Department Head(s) to which the employee has assignment shall complete, at least one week prior to the evaluation date designated by the Fiscal Officer, an employee performance evaluation and review it with the employee.
5. After reviewing with the employee to whom it pertains, each performance evaluation shall be reviewed by the Mayor and the Employee Relations Committee of the Council.
6. Should it be determined that the employee being reviewed on the anniversary of their hire date is deserving of a merit-based pay increase, that increase shall be given as an addition to their hourly wage starting on their individual hire date as follows:
  - a. Poor Performance: 0.0% up to 0.5%
  - b. Good Performance: 0.51% up to 1.5%
  - c. Great Performance: 1.51% up to 2.25%
  - d. Excellent Performance: 2.26% up to 3%



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7. Any employee receiving a review of "Poor" will be placed on a performance plan for six (6) weeks and thereafter reevaluated by their department head(s). Should the employee's performance not be found to be greatly improved, the Mayor and that employee's Department Head(s) shall determine continuing employment recommendations, demotion where applicable, or termination.

8. In the event an employee is assigned to more than one position and reports to more than one Department Head, the primary position shall take precedence for overall increase and employment with any secondary position evaluation noted as a separate instance of employment for reevaluation purpose and consideration if acceptable levels are not being met in that secondary position.
9. This Ordinance shall take effect upon the first date allowed by law upon passage by Council.

First read: October 26, 2023  
Second read: November 9, 2023  
Third read: November 20, 2023

Attest:

  
Chastity Pinkerton, Fiscal Officer

Approved:

  
Abe Arnold, Village Council President

  
Benjamin F. Collings, Mayor