

RECORD OF ORDINANCES

BEAR GRAPHICS 800-325-8094 FORM NO. 30043

Ordinance No. #2021-09

Passed _____, 20____
March 24 2021

**AN ORDINANCE IMPLEMENTING A TIME-BASED PAY
PROGRESSION STEP SYSTEM FOR VILLAGE EMPLOYEES AS AN
EMERGENCY MEASURE**

WHEREAS, Council for the Village of Sabina, Clinton County, Ohio recognizes the need to implement a clear and predictable process for employee raises and:

WHEREAS, the previous process was unpredictable in respect to both time and amount and;

WHEREAS, a clearly defined process should improve the accuracy of budgeting and employee satisfaction and:

WHEREAS, A time-based progression system is in accordance with The ‘Village of Sabina Personnel Policy and Procedure Manual Edition 2021-002’ (henceforth Employee Manual) and the employee classifications therein.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Sabina three-fourths or more of the members of the council elected thereto concurring that:

Section 1: All employees holding positions classified 1-5 in the Employee Manual shall be subject to the time-based progression step pay system (henceforth step system).

Section 2: Current wage rate of a given employee and the classification of their position per the Employee Manual will determine where in the step system an individual employee shall be placed.

Section 3: An employee moves to the next step in the step system upon reaching the anniversary date for when the employee began employment in that position.

Section 4: Newly hired employees start in column A of the step system.

Section 5: An employee that receives a promotion moves into column A of the row where the new position is located per its classification of the step system unless the wage rate of their previous position is higher than that in column A of their new position.

Section 6: If a promoted employee's previous wage rate higher than the rate in column A of their new position, the given employee shall be placed in the column that is higher than and closest to the wage rate of their previous position.

Section 7: An employee that moves into columns B-F in the step system receive a 5% increase in their hourly rate.

Section 8: An employee that moves into columns G-R in the step system receives a 2% increase in their hourly rate

Section 9: Employees that remain in their current position beyond column R are no longer eligible for raises within the step pay system

Section 10: This does not preclude the ability for council to provide employees with additional raises

Section 11: Any raises implemented that alter pay rates such as cost-of-living or similar raises will require adjustments to the step system by the fiscal officer

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Section 12: Changes made to base rates (such as those in Section 11) and the updated step pay system must be presented to the finance and audit committees for approval within one month of implementation

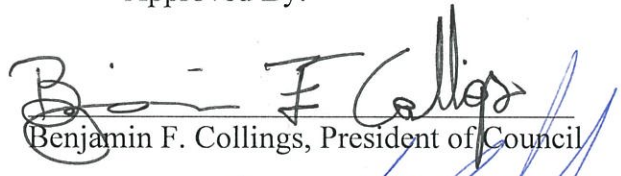
Section 13: This ordinance shall go into effect at the first date allowable by law and declared an Emergency measure to preserve and protect the health, safety and welfare of the Village.

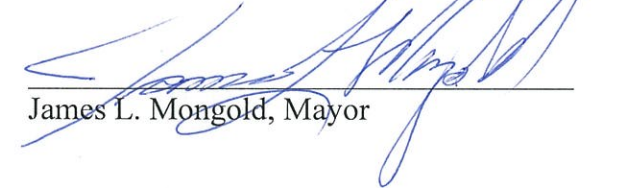
Passed this day April 8, 2021

Attest:

Approved By:


Nancy L. Cornell, Fiscal Officer


Benjamin F. Collings, President of Council


James L. Mongold, Mayor