ORDINANCE NO. 2010 - 147

REPEALING ORDINANCE NO. 2009-129 OF THE CITY OF MASON, OHIO, AND ESTABLISHING HIRING COMPENSATION RANGES FOR CITY OF MASON EMPLOYMENT POSITIONS

BE IT ORDAINED by the Council of the City of Mason, Ohio, seven members elected thereto concurring:

Section 1. That Ordinance No. 2009-129 of the Codified Ordinances of the City of Mason, Ohio, is repealed effective December 31, 2010.

Section 2. That this Ordinance shall establish the positions and rates of compensation for employees of the City of Mason, Ohio.

Section 3. Short Title

That this Ordinance shall be known as "The General Salary/Administration Ordinance."

Section 4. Definitions.

Active Service - Being present for the performance of the duties which an officer or employee of a city has been assigned.

Annual Performance Evaluation - On an annual basis, each employee shall have his/her job performance reviewed and evaluated by the Department Head. The Department Head shall review the evaluation with the Employee, as per established policy. All employee evaluations will be reviewed and approved by the City Manager and then placed in the employee's personnel file.

Appointing Authority - The City Manager, or City Council, having the power to appoint and terminate workers according to rules and regulations established by the Personnel Review Board and Charter.

Appointment - The designation of a person, by competent authority, to be an employee in a position and his/her induction into such position. Normally, most appointments are made from eligibility lists, but occasionally it may be necessary to make provisional appointments and part-time and temporary appointments as well.

Classified Service - All positions and employment not specifically included as being in the unclassified service.

Continuous Service - Service not interrupted by resignation, retirement or discharge. Time off because of suspension and leaves of absence without pay shall cause continuous service and seniority calculations to be advanced by an equal period of time. Military service does not interrupt continuous service. When an employee in military service returns to work, the absence is considered never to have occurred for the purpose of calculating continuous service and seniority.

Demotion - A change of an employee from a position in one job level to a position in a different job level having a lower rate of pay.

Department Head – Assistant City Manager, Finance Director, Chief of Police, Chief of Fire, Public Works Superintendent, Public Utilities Superintendent, Parks & Recreation Director and City Engineer.

Original Appointment - Initial appointment of a person to a position in the municipal service or appointment after service has been interrupted by resignation, retirement or discharge.

Provisional Appointment - The appointment of a qualified person to a position in the classified service in the absence of an eligible list.

Reallocation - An action taken by the City Manager and approved by Council that has the effect of changing the title and possibly the compensation of a worker due to changes in the duties and responsibilities of the job.

Section 5. The hiring ranges for compensation for new employees are set out in the tables attached hereto as Exhibit "A" and Exhibit "B" incorporated herein by reference. The basis for determining the appropriate hiring range will be at the sole discretion of the City Manager based on experience and qualifications.

Section 6. In order to consider and secure highly experienced and qualified candidates for Department Heads and senior management positions, the City Manager may exceed the top hiring range for such positions by as much as 10% and negotiate other benefits such as vacation, sick leave, etc. to better approximate the level of benefits the candidate currently enjoys.

Section 7. That the compensation for certain positions within the City have established rates or ranges as set out in Exhibit "C" which is attached hereto and incorporated herein by reference.

Section 8. Maintenance.

a. The City Manager may require Department Heads to update position descriptions on a periodic basis, and any time when either he/she or the Department Head has reason to believe that there has been a change in the duties and responsibilities of one or more positions.

b. Each time a new position is established, a position description shall be written.

c. As often as necessary, the City Manager shall conduct a general review and make necessary recommendations to Council.

Section 9. That this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

Passed this 22nd day of November, 2010.

Donald R. Price
Mayor

Attest:

Clerk of Council