

VILLAGE OF COVINGTON, OHIO

ORDINANCE NO. 04-24

**AN ORDINANCE REPEALING AND REPLACING THE SALARY ORDINANCE FOR
THE VILLAGE OF COVINGTON**

WHEREAS, it is necessary to establish a salary ordinance for all non-elected hourly employees of the Village of Covington; and

WHEREAS, this ordinance is reviewed periodically to assure that the Village of Covington has fair and competitive pay ranges; and

WHEREAS, Village Council authorizes the pay scales attached as Exhibit A; and

NOW THEREFORE, BE IT ORDAINED by the Council of the Village of Covington, State of Ohio, as follows:

SECTION 1: All previous salary ordinances and their amendments attached hereto are repealed.

SECTION 2: Required Certifications, Levels Defined.

• **Required Certificates:**

- The positions of Utilities Director, Water Supervisor, Wastewater Supervisor, and Utility Operator 2 shall prior to accepting said positions obtain and maintain water and/or wastewater certificates from the Ohio EPA equal to the Ohio EPA's classification of the water and wastewater treatment works necessary for full operation of the facilities for the Village of Covington.
- The Public Works Director and Public Works Supervisor shall attempt to obtain and maintain a State of Ohio Commercial Applicator license.
- All Utilities and Public Works Department Employees should obtain and maintain a class B CDL within six months of employment.
- Failure to obtain or maintain said licenses could lead to the employee's termination or demotion from said positions.

• **Steps Defined**

- Each formally defined and created position in the Village of Covington has a pay range which includes multiple steps. These steps allow an employee to move up within the organization depending on their performance, time at the same step, or new skills.

- There is no requirement for an employee to move up a step per year, only after their annual review and determination by the Village Administrator and/or Mayor.
- **Probationary employees**
 - All newly hired employees, except for police officers, shall be deemed probationary employees and may be terminated without cause prior to the end of one year of service with the Village.
 - Police officers' probationary period is defined in O.R.C. section 737.17 and shall be subject to termination as set forth in O.R.C. Chapter 737.
- **Full-time employee defined.**
 - A full-time employee is defined as one who is regularly scheduled to work 30 hours or more per week in any capacity for the Village and is not a seasonal, contract, or temporary employee.


SECTION 3: Beginning on the date of approval of this Ordinance, the compensation of employees of the Village of Covington shall be and hereby is fixed as attached in Exhibit A.

SECTION 4: Any employee within the Public Works Laborer position who has obtained an Ohio EPA Water Treatment 1, Wastewater Treatment 1, or Wastewater Treatment 2 license is entitled to an additional \$1.00 / hour for each license on top of their step rate once they provide documentation of such certification.

SECTION 5: Police Officer In Charge. In the event of an extended absence of the Chief of Police, a police officer may be appointed by the mayor as the Officer in Charge (OIC). A police officer acting under the mayor's direction as the OIC will be paid an additional \$1.00 per hour during the Chief's absence.

SECTION 6: This Ordinance provides for the appropriation of salaries and other benefits and pursuant to Ohio Law shall take effect at the earliest time provided under the law.

Approved this Jan. 8, 2024.



Lee Harmon, Mayor



Derrick Canan, President of Council



Rhonda Gill, Fiscal Officer

EXHIBIT A: Salary Ordinance

Updated by Ordinance 04-24

Administration Department

Position	Type	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Village Administrator	Salaried – By Contract						
Fiscal Officer	Salaried	\$48,960	\$51,408	\$53,979	\$56,677	\$59,511	\$62,487
Financial Analyst	Part-Time, Hourly	\$24.48	\$25.70	\$26.48	\$27.26	\$27.81	
Office Manager / Billing Clerk	Full-Time, Hourly	\$16.61	\$17.43	\$18.30	\$19.22	\$20.38	
Custodian	Part-Time, Hourly	\$10.71	\$11.25	\$11.81	\$12.40	\$13.14	

Police Department

Position	Type	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Police Chief	Full-Time, Hourly	\$31.62	\$33.20	\$34.86	\$36.61	\$38.07	
Police Sergeant	Full-Time, Hourly	\$30.71	\$32.25				
Police Officer	Full-Time, Hourly	\$24.43	\$25.65	\$26.93	\$28.28	\$29.69	
Part-Time Police Officer	Part-Time, Hourly	\$18.21	\$19.28				
Police Clerk	Full-Time, Hourly	\$11.53	\$12.10	\$12.71	\$13.34	\$14.01	

Village Services (Utilities / Public Works) Department

Position	Type	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Utilities Director	Full-Time, Hourly	\$33.11	\$34.10	\$35.13	\$36.18	\$37.26			
Public Works Director	Full-Time, Hourly	\$22.00	\$23.10	\$24.26	\$25.47	\$27.00			
Public Works Supervisor	Full-Time, Hourly	\$20.35	\$21.37	\$22.43	\$23.56	\$24.73			
Water Supervisor	Full-Time, Hourly	\$28.18	\$29.59	\$31.07	\$32.62	\$34.26			
Wastewater Supervisor	Full-Time, Hourly	\$28.18	\$29.59	\$31.07	\$32.62	\$34.26			
Utility Operator 2	Full-Time, Hourly	\$25.25	\$26.51	\$27.83	\$29.23	\$30.69			
Public Works Laborer	Full-Time, Hourly	\$17.14	\$17.99	\$18.89	\$19.84	\$20.63	\$21.46	\$22.31	\$22.98
Part-Time Public Works Laborer	Part-Time, Hourly	\$16.07	\$16.87						