

VILLAGE OF COVINGTON, OHIO

ORDINANCE NO. 07-22

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

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SECTION 1: All previous salary ordinances and their amendments attached hereto are repealed.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 Utilities Director, Water Supervisor, and the Wastewater Supervisor 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 shall obtain and maintain a class B CDL within six months of employment.
- Failure to obtain or maintain said licenses warrants 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 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 shown below:

- **Administration:**
 - Village Administrator – Salary set by contract and separate ordinance.
 - Fiscal Officer – Salaried Position
 - Step 1: \$41,600
 - Step 2: \$43,300
 - Step 3: \$45,100
 - Step 4: \$47,000
 - Step 5: \$51,000
 - Step 6: \$53,500
 - Financial Analyst – Hourly Position
 - Step 1: \$22.00 / Hour
 - Step 2: \$22.44 / Hour
 - Step 3: \$23.00 / Hour
 - Step 4: \$23.46 / Hour
 - Step 5: \$24.40 / Hour
 - Office Manager / Utility Billing Clerk – Hourly Position
 - Step 1: \$15.50 / Hour
 - Step 2: \$16.28 / Hour
 - Step 3: \$17.09 / Hour
 - Step 4: \$17.94 / Hour
 - Step 5: \$19.02 / Hour
 - Custodian – Hourly Position
 - Step 1: \$10.00 / Hour
 - Step 2: \$10.50 / Hour
 - Step 3: \$11.03 / Hour
 - Step 4: \$11.58 / Hour
 - Step 5: \$12.27 / Hour
- **Police:**

- Police Chief – Hourly Position
 - Step 1: \$ 27.00 / Hour
 - Step 2: \$ 28.35 / Hour
 - Step 3: \$ 29.77 / Hour
 - Step 4: \$ 31.26 / Hour
 - Step 5: \$ 32.82 / Hour
- Police Sergeant – Hourly Position
 - Step 1: \$22.00 / Hour
 - Step 2: \$23.10 / Hour
 - Step 3: \$24.26 / Hour
 - Step 4: \$25.47 / Hour
 - Step 5: \$27.00 / Hour
- Police Officer – Hourly Position
 - Step 1: \$21.00 / Hour
 - Step 2: \$22.05 / Hour
 - Step 3: \$23.15 / Hour
 - Step 4: \$24.31 / Hour
 - Step 5: \$25.77 / Hour
- Part-Time Police Officer – Hourly Position
 - Step 1: \$17.00 / Hour
 - Step 2: \$18.00 / Hour
- Police Clerk – Hourly Position
 - Step 1: \$10.76 / Hour
 - Step 2: \$11.30 / Hour
 - Step 3: \$11.86 / Hour
 - Step 4: \$12.46 / Hour
 - Step 5: \$13.20 / Hour

- **Village Services**

- Utilities Director – Hourly Position
 - Step 1: \$30.91 / Hour
 - Step 2: \$31.42 / Hour
 - Step 3: \$32.45 / Hour
 - Step 4: \$32.97 / Hour
 - Step 5: \$33.48 / Hour
- Public Works Director – Hourly Position
 - Step 1: \$20.00 / Hour
 - Step 2: \$21.00 / Hour
 - Step 3: \$22.05 / Hour
 - Step 4: \$23.15 / Hour
 - Step 5: \$24.54 / Hour
- Public Works Supervisor – Hourly Position
 - Step 1: \$19.00 / Hour
 - Step 2: \$19.95 / Hour
 - Step 3: \$20.95 / Hour
 - Step 4: \$21.99 / Hour

- Step 5: \$23.09 / Hour
- Water Supervisor – Hourly Position
 - Step 1: \$26.31 / Hour
 - Step 2: \$27.63 / Hour
 - Step 3: \$29.01 / Hour
 - Step 4: \$30.46 / Hour
 - Step 5: \$32.10 / Hour
- Wastewater Supervisor – Hourly Position
 - Step 1: \$26.31 / Hour
 - Step 2: \$27.63 / Hour
 - Step 3: \$29.01 / Hour
 - Step 4: \$30.46 / Hour
 - Step 5: \$32.10 / Hour
- Utility Operator 2 – Hourly Position
 - Step 1: \$20.43 / Hour
 - Step 2: \$21.45 / Hour
 - Step 3: \$22.52 / Hour
 - Step 4: \$23.65 / Hour
 - Step 5: \$24.83 / Hour
- Public Works Laborer – Hourly Position
 - Step 1: \$16.00 / Hour
 - Step 2: \$16.72 / Hour
 - Step 3: \$17.56 / Hour
 - Step 4: \$18.43 / Hour
 - Step 5: \$19.17 / Hour
 - Step 6: \$19.94 / Hour
 - Step 7: \$20.74 / Hour
 - Step 8: \$21.36 / Hour
- Part-Time Public Works Laborer
 - Step 1: \$15.00 / Hour
 - Step 2: \$15.75 / Hour

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: 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 4th day of April, 2022.

Edward L. McCord

Edward L. McCord, Mayor

Jesse Reynolds

Jesse Reynolds, President of Council

Rhonda Gill

Rhonda Gill, Fiscal Officer