

CITY OF CELINA, OHIO

**WAGE AND BENEFIT ORDINANCE FOR
NON-BARGAINING UNIT EMPLOYEES**

EFFECTIVE October 1, 2023

SECTION 1

SCOPE OF COVERAGE

The following wage and benefit Ordinance shall be applicable to all City employees not otherwise covered by a collective bargaining agreement or individual employment contract.

SECTION 2

EMPLOYMENT POLICIES

The policies and procedures, as contained in the City of Celina Personnel Policy and Procedure Manual, shall be applicable to all employees covered by this Ordinance, unless said employee's position is specifically exempted from said policy or procedure by the terms and conditions therein.

SECTION 3

BENEFITS

It is the City's intent, through this Ordinance, to provide its non-bargaining unit employees with generally the same or similar economic fringe benefits as provided to employees included in the Celina Municipal Employee Representative Committee (CMERC) bargaining unit. Therefore, non-bargaining unit employees shall be provided the following economic fringe benefits:

1. Generally: All applicable fringe benefits as contained in the City of Celina Personnel Policy and Procedure Manual as adopted on October 5, 2006, or as thereafter amended by the City.
2. Health and Life Insurance: All eligible full-time non-bargaining unit employees shall be provided group health and life insurance in accordance with the same terms and conditions as contained in Article 30 of the CMERC Agreement currently in effect. Such terms and conditions shall also include, but not be limited to, the following:
 - A. The Employer will pay a portion of the monthly family or individual premium for each permanent full-time employee, except when the spouse also works for City. If both spouses work for the City the employer will have the option to pay a portion of either each employee's individual plan or for one family plan if the family plan is applicable. Each employee shall be provided with a booklet detailing the employee's selected City medical benefit plan.

- B. Each permanent full-time employee shall pay a portion of the monthly estimated insurance premium of the plan selected by the employee on an annual basis. The employee's cost for the basic Health Insurance plan (Plan A) shall be as outlined below.
- a. Plan A shall be the Health Saving Account (HSA) plan. The employee contribution for the plan shall be equal to fifteen percent (15%) effective January 1, 2016 of the total annual cost of the applicable coverage. The Employer contribution to the deductible shall not exceed \$2,000 per year for a single (employee only) coverage or \$4,000 per year for any non-single coverage. If overall costs savings can be realized by the Employer, this deductible may be adjusted.
 - b. For employees participating in Plan A, their spouses will not be required to take other insurance that may be offered by the spouses' employers.
 - c. If, in the future, HSA high-deductible plans are phased out by the federal government, the Employer agrees to allow the bargaining unit to replace the current Plan A with an alternative health care plan through use of the Insurance Executive Committee.
 - d. The Employer shall determine the cost sharing arrangements for other alternative plans offered.
3. Longevity Pay: Each full-time, non-bargaining unit employee of the City, employed prior to September 16, 2004, with five (5) or more years of continuous employment with the City shall receive, in addition to the employee's regular salary or hourly wage, additional compensation at the following rates:
- | | | |
|----|--|----------|
| a. | Five (5) full years of service | \$100.00 |
| b. | Six (6) full years of service | 120.00 |
| c. | Seven (7) full years of service | 140.00 |
| d. | Eight (8) full years of service | 160.00 |
| e. | Nine (9) full years of service | 180.00 |
| f. | Ten (10) full years of service | 200.00 |
| g. | \$60.00 additional for each year thereafter of continuous service. | |

Any full-time employee hired after September 16, 2004, shall not be eligible for Longevity Pay.

This additional compensation shall be accumulated by the City and paid to said employee on the first Friday in December of each year.

In the event an employee terminates employment with the City, longevity pay provided herein shall be pro-rated from the anniversary date over the period of employment in the year of termination.

“Continuous employment” as used in this Section means full-time employment in the City, including regular vacation and sick leave time.

Such continuous employment shall commence at the employee’s most recent date of employment.

Longevity pay shall be computed and goes into effect on the first day of the first full pay period within which the anniversary date of such employment falls, assuming the time and continuous employment provisions are met.

Any employee who takes a leave of absence, which is approved by the Appointing Authority, shall, for purposes of longevity pay, be considered as being continuously employed.

4. Uniform Allowances: The Chief of Police and the Assistant Chief of Police shall receive the same uniform benefits as prescribed in the Agreement between the Fraternal Order of Police/Ohio Labor Council, Inc. and the City of Celina, for patrol officers.

Auxiliary/Intermittent Firefighters, EMTs, and Paramedics will be reimbursed up to \$150.00 per year for expenditures for uniforms and cleaning expense for uniforms, upon written approval of the Fire Chief.

The Fire Chief shall receive the same uniform allowance as provided to the other full-time firefighters in accordance with the negotiated Agreement between the City of Celina and International Association of Firefighters.

SECTION 4 **PAY ADJUSTMENTS**

1. Each non-bargaining unit employee who is not exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) shall be eligible for an annual step increase of two percent (2%). Such increase shall be effective no sooner than the first day of the pay period which includes the employee’s

anniversary date of hire and shall not exceed the maximum of the assigned pay range.

2. Merit increases for exempt employees within the established salary brackets shall be based on the employee's evaluation and may vary from 0% to 3% per year, effective April 1 of each year.
3. Additionally, City Council may grant a general "Across the Board" pay adjustment on an annual basis, or as otherwise determined for all non-bargaining unit employees. The amount and timeliness of any adjustments shall be determined in consideration of available funds, recommendations by the Mayor and Administration, negotiated agreements with other employees, and/or other relevant factors. Increases, when granted, shall be awarded to all employees within the same pay period, and will be reflected in the wage schedule through a proportionate adjustment upwards.
 - A. Effective October 1, 2023, the hourly base schedule shall be increased by five percent (5.0%).
 - B. Effective October 1, 2024, the hourly base schedule shall be increased by seven percent (7%).
 - C. Effective October 1, 2025, the hourly base schedule shall be increased by seven percent (7%).
4. Regular City employees under PERS or the Police and Fire Pension Fund shall be enrolled in pension pickup program utilizing the salary reduction method.

SECTION 5

WAGE AND SALARY SCHEDULES

1. A newly appointed employee shall normally be assigned to the minimum rate of their assigned pay range. The Appointing Authority may choose to initially assign a new employee to a rate higher than the minimum.
2. Upon successful completion of their probation the employee may be advanced to the next step of the pay range, and thereafter each year advance over time, up to the maximum rate assigned to the range. This is to assist the City in recruiting and retaining exceptionally qualified job applicants. In no case, however, shall an hourly employee be hired into a rate above Step E of their pay range without approval of Council.
3. If a former employee is re-employed to a classification the employee had previously held with the City of Celina, the Appointing Authority may make an

appointment at the same classification and step the employee had received at the time of separation of service; insofar as that rate is at or below the maximum rate assigned to the employee's pay range. Additionally, employees on layoff shall, at the time of reinstatement, be reinstated at the same classification and step at the time of their layoff.

4. The following wage and salary schedules shall be effective on the dates indicated for non-bargaining unit employees. Such employees shall be assigned to the appropriate pay range in accordance with the classification and pay range assignment schedule listed below.

CLASSIFICATION TITLES AND PAY RANGES

Account Clerk I	16
Account Clerk II	18
Account Clerk III.....	20
Administrative Assistant to the Safety Service Director	22
Assistant Law Director	32
Bailiff..... (Wage Established by Judge)	
Chief Deputy Auditor	25
Custodial Worker	7
Deputy Auditor	23
Deputy Court Clerk I	16
Deputy Court Clerk II.....	18
Deputy Court Clerk III	20
Human Resource Coordinator	23
Laborer.....	4
Parks Facilities Worker	12
Parks/Recreation Director.....	25
Tax Administrator	24
Tax Clerk I.....	16
Tax Clerk II.....	18
Tax Clerk III	20

OTHER POSITIONS

Auxiliary/Intermittent Patrol Office..... “to meet state minimum wage as amended from time to time”

Police and Fire Department Intern... “to meet state minimum wage as amended from time to time”

Auxiliary/Intermittent Firefighters Active Duty/Training Rate

- 36-hour or FF1/EMT Basic \$14.03
- 36-hour or FF1/EMT Advanced \$14.25

- 36-hour or FF1/Paramedic \$17.30
- FF2/EMT Basic \$16.96
- FF2/Advanced \$17.30
- FF2/Paramedic \$17.64
- Emergency Call-Back 1-hour minimum
- Police Officer Trainee
Hourly rate up to \$26.75 as approved by the Safety Service Director

Temporary, Part-time, Seasonal, or Student Intern employees, for which no salary range is established, shall be compensated based on one of the following:

- 75% of grade of work performed; or if no grade is assigned to work performed, or
- Pay Grade 4 contained within this Agreement; or
- Set by another Celina City Ordinance; or
- Minimum Federal Wage Rate

EXEMPT EMPLOYEES CLASSIFICATION AND SALARY SCHEDULE

<u>Assistant Fire Chief</u>	<u>D</u>
Assistant Police Chief	D
Assistant Wastewater Treatment Superintendent.....	D
Assistant Water Treatment & Distribution Superintendent	D
Assistant Public Works Superintendent	E
City Engineer	B
Community Development Director	C
Customer Accounts Director	F
Director of Administrative Services.....	D
Electric Distribution Assistant Superintendent	E
Electric Distribution Superintendent	C
Fire Chief.....	C
Municipal Court Clerk	(Wage Established by Judge)
Police Chief	C
Planning and Community Development Director	B
Public Works Superintendent	C
Safety Service Director.....	A
Wastewater Treatment Plant Superintendent	C
Water Treatment Plant Superintendent	C

**CITY OF CELINA
NON-BARGAINING UNIT EMPLOYEES PAY SCALE**

Effective October 1, 2023

Grade	S	A	B	C	D	E	F	G	H	I	J
4	11.38	11.58	11.84	12.05	12.31	12.53	12.81	13.05	13.31	13.61	13.85
5	11.84	12.05	12.31	12.53	12.81	13.05	13.31	13.61	13.85	14.07	14.39
6	12.31	12.53	12.81	13.05	13.31	13.61	13.85	14.07	14.39	14.71	15.00
7	12.81	13.05	13.31	13.61	13.85	14.07	14.39	14.71	15.00	15.29	15.62
8	13.31	13.61	13.85	14.07	14.39	14.71	15.00	15.29	15.62	15.87	16.21
9	13.85	14.07	14.39	14.71	15.00	15.29	15.62	15.87	16.21	16.61	16.83
10	14.39	14.71	15.00	15.29	15.62	15.87	16.21	16.61	16.83	17.21	17.57
11	15.00	15.29	15.62	15.87	16.21	16.61	16.83	17.21	17.57	17.91	18.35
12	15.62	15.87	16.21	16.61	16.83	17.21	17.57	17.91	18.35	18.59	18.99
13	16.21	16.62	16.83	17.21	17.57	17.92	18.35	18.59	18.99	19.40	19.74
14	16.83	17.21	17.57	17.92	18.35	18.59	18.99	19.40	19.75	20.17	20.59
15	17.57	17.92	18.35	18.59	18.99	19.40	19.75	20.17	20.59	21.00	21.36
16	18.35	18.59	18.99	19.40	19.75	20.17	20.59	21.00	21.36	21.85	22.29
17	18.99	19.40	19.75	20.17	20.59	21.00	21.36	21.85	22.29	22.71	23.17
18	19.75	20.17	20.59	21.00	21.36	21.85	22.29	22.71	23.17	23.67	24.12
19	20.59	21.00	21.36	21.85	22.29	22.71	23.17	23.67	24.12	24.58	25.13
20	21.36	21.85	22.29	22.71	23.17	23.67	24.12	24.58	25.13	25.62	26.08
21	22.29	22.71	23.17	23.67	24.12	24.58	25.13	25.63	26.08	26.61	27.16
22	23.17	23.67	24.12	24.58	25.13	25.63	26.08	26.61	27.16	27.70	28.25
23	24.12	24.58	25.13	25.63	26.08	26.61	27.16	27.70	28.25	28.79	29.33
24	25.13	25.63	26.08	26.61	27.16	27.70	28.25	28.79	29.33	29.96	30.53
25	26.08	26.61	27.16	27.70	28.25	28.79	29.33	29.96	30.53	31.15	31.84
26	27.16	27.70	28.25	28.79	29.33	29.96	30.53	31.15	31.84	32.38	33.06
27	28.25	28.79	29.33	29.96	30.53	31.15	31.84	32.38	33.06	33.78	34.45
28	29.33	29.96	30.53	31.15	31.84	32.38	33.06	33.78	34.45	35.09	35.76
32	34.43	35.12	35.80	36.54	37.28	38.02	38.78	39.56	40.35	41.16	42.01

**CITY OF CELINA
NON-BARGAINING UNIT EMPLOYEES PAY SCALE**

Effective October 1, 2024

Grade	S	A	B	C	D	E	F	G	H	I	J
4	12.18	12.39	12.67	12.89	13.17	13.41	13.71	13.96	14.24	14.56	14.82
5	12.67	12.89	13.17	13.41	13.71	13.96	14.24	14.56	14.82	15.05	15.40
6	13.17	13.41	13.71	13.96	14.24	14.56	14.82	15.05	15.40	15.74	16.05
7	13.71	13.96	14.24	14.56	14.82	15.05	15.40	15.74	16.05	16.36	16.71
8	14.24	14.56	14.82	15.05	15.40	15.74	16.05	16.36	16.71	16.98	17.34
9	14.82	15.05	15.40	15.74	16.05	16.36	16.71	16.98	17.34	17.77	18.01
10	15.40	15.74	16.05	16.36	16.71	16.98	17.34	17.77	18.01	18.41	18.80
11	16.05	16.36	16.71	16.98	17.34	17.77	18.01	18.41	18.80	19.16	19.63
12	16.71	16.98	17.34	17.77	18.01	18.41	18.80	19.16	19.63	19.89	20.32
13	17.34	17.78	18.01	18.41	18.80	19.17	19.63	19.89	20.32	20.76	21.12
14	18.01	18.41	18.80	19.17	19.63	19.89	20.32	20.76	21.13	21.58	22.03
15	18.80	19.17	19.63	19.89	20.32	20.76	21.13	21.58	22.03	22.47	22.86
16	19.63	19.89	20.32	20.76	21.13	21.58	22.03	22.47	22.86	23.38	23.85
17	20.32	20.76	21.13	21.58	22.03	22.47	22.86	23.38	23.85	24.30	24.79
18	21.13	21.58	22.03	22.47	22.86	23.38	23.85	24.30	24.79	25.33	25.81
19	22.03	22.47	22.86	23.38	23.85	24.30	24.79	25.33	25.81	26.30	26.89
20	22.86	23.38	23.85	24.30	24.79	25.33	25.81	26.30	26.89	27.41	27.91
21	23.85	24.30	24.79	25.33	25.81	26.30	26.89	27.42	27.91	28.47	29.06
22	24.79	25.33	25.81	26.30	26.89	27.42	27.91	28.47	29.06	29.64	30.23
23	25.81	26.30	26.89	27.42	27.91	28.47	29.06	29.64	30.23	30.81	31.38
24	26.89	27.42	27.91	28.47	29.06	29.64	30.23	30.81	31.38	32.06	32.67
25	27.91	28.47	29.06	29.64	30.23	30.81	31.38	32.06	32.67	33.33	34.07
26	29.06	29.64	30.23	30.81	31.38	32.06	32.67	33.33	34.07	34.65	35.37
27	30.23	30.81	31.38	32.06	32.67	33.33	34.07	34.65	35.37	36.14	36.86
28	31.38	32.06	32.67	33.33	34.07	34.65	35.37	36.14	36.86	37.55	38.26
32	36.84	37.58	38.31	39.10	39.89	40.68	41.49	42.33	43.17	44.04	44.95

**CITY OF CELINA
NON-BARGAINING UNIT EMPLOYEES PAY SCALE**

Effective October 1, 2025

Grade	S	A	B	C	D	E	F	G	H	I	J
4	13.03	13.26	13.56	13.79	14.09	14.35	14.67	14.94	15.24	15.58	15.86
5	13.56	13.79	14.09	14.35	14.67	14.94	15.24	15.58	15.86	16.10	16.48
6	14.09	14.35	14.67	14.94	15.24	15.58	15.86	16.10	16.48	16.84	17.17
7	14.67	14.94	15.24	15.58	15.86	16.10	16.48	16.84	17.17	17.51	17.88
8	15.24	15.58	15.86	16.10	16.48	16.84	17.17	17.51	17.88	18.17	18.55
9	15.86	16.10	16.48	16.84	17.17	17.51	17.88	18.17	18.55	19.01	19.27
10	16.48	16.84	17.17	17.51	17.88	18.17	18.55	19.01	19.27	19.70	20.12
11	17.17	17.51	17.88	18.17	18.55	19.01	19.27	19.70	20.12	20.50	21.00
12	17.88	18.17	18.55	19.01	19.27	19.70	20.12	20.50	21.00	21.28	21.74
13	18.55	19.02	19.27	19.70	20.12	20.51	21.00	21.28	21.74	22.21	22.60
14	19.27	19.70	20.12	20.51	21.00	21.28	21.74	22.21	22.61	23.09	23.57
15	20.12	20.51	21.00	21.28	21.74	22.21	22.61	23.09	23.57	24.04	24.46
16	21.00	21.28	21.74	22.21	22.61	23.09	23.57	24.04	24.46	25.02	25.52
17	21.74	22.21	22.61	23.09	23.57	24.04	24.46	25.02	25.52	26.00	26.53
18	22.61	23.09	23.57	24.04	24.46	25.02	25.52	26.00	26.53	27.10	27.62
19	23.57	24.04	24.46	25.02	25.52	26.00	26.53	27.10	27.62	28.14	28.77
20	24.46	25.02	25.52	26.00	26.53	27.10	27.62	28.14	28.77	29.33	29.86
21	25.52	26.00	26.53	27.10	27.62	28.14	28.77	29.34	29.86	30.46	31.09
22	26.53	27.10	27.62	28.14	28.77	29.34	29.86	30.46	31.09	31.71	32.35
23	27.62	28.14	28.77	29.34	29.86	30.46	31.09	31.71	32.35	32.97	33.58
24	28.77	29.34	29.86	30.46	31.09	31.71	32.35	32.97	33.58	34.30	34.96
25	29.86	30.46	31.09	31.71	32.35	32.97	33.58	34.30	34.96	35.66	36.45
26	31.09	31.71	32.35	32.97	33.58	34.30	34.96	35.66	36.45	37.08	37.85
27	32.35	32.97	33.58	34.30	34.96	35.66	36.45	37.08	37.85	38.67	39.44
28	33.58	34.30	34.96	35.66	36.45	37.08	37.85	38.67	39.44	40.18	40.94
32	39.42	40.21	40.99	41.84	42.68	43.53	44.39	45.29	46.19	47.12	48.10

Exhibit A

**CITY OF CELINA
WEEKLY SALARY SCHEDULE EXEMPT EMPLOYEES**

	2023 Range (+5.0% from 2022)	2024 Range (+5.0% from 2023)	2025 Range (+5.0% from 2024)
Grade A	\$1,984.94 - \$2,365.96	\$2,084.19 - \$2,484.26	\$2,188.40 - \$2,608.47
Grade B	\$1,887.21 - \$2,215.68	\$1,981.57 - \$2,326.46	\$2,080.65 - \$2,442.78
Grade C	\$1,580.64 - \$1,815.38	\$1,659.67 - \$1,906.15	\$1,742.65 - \$2,001.46
Grade D	\$1,461.67 - \$1,674.80	\$1,534.75 - \$1,758.54	\$1,611.49 - \$1,846.47
Grade E	\$1,306.09 - \$1,525.41	\$1,371.39 - \$1,601.68	\$1,439.96 - \$1,681.76
Grade F	\$1,150.55 - \$1,375.99	\$1,208.08 - \$1,444.79	\$1,268.48 - \$1,517.03
Grade G	\$983.23 - \$1,172.98	\$1,032.39 - \$1,231.63	\$1,084.01 - \$1,293.21

Safety-Service Director
City of Celina

Dated: _____