

TEMPORARY ORDINANCE NO. 11-22

PERMANENT ORDINANCE NO. 13-22

AN ORDINANCE TO AMEND LANCASTER CODIFIED ORDINANCE (LCO) 41-21, REPEAL AND REPLACE EXISTING LCO 41-21, FOR THE FAIRFIELD COUNTY MUNICIPAL COURT JUDICIAL AND PROBATION PERSONNEL PAY ORDINANCE, AND TO DECLARE AN EMERGENCY

WHEREAS, Permanent Ordinance 41-21, Fairfield County Municipal Court Judicial and Probation Personnel Pay Ordinance, was passed by City Council on December 13, 2021; and

WHEREAS, certain modifications to the Fairfield County Municipal Court Judicial and Probation Personnel Pay Ordinance are now necessary;

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LANCASTER, STATE OF OHIO,

SECTION 1. That Permanent Ordinance 41-21, Fairfield County Municipal Court Judicial and Probation Personnel Pay Ordinance, be amended as shown in Exhibit A.

SECTION 2. That existing Permanent Ordinance 41-21, Fairfield County Municipal Court Judicial and Probation Personnel Pay Ordinance, be repealed and replaced in its entirety.

SECTION 3. That in the interest of the health, safety, and welfare of the community and in order to maintain workforce continuity, City Council does hereby declare an emergency so that this ordinance shall take effect and be in full force immediately.

Passed: 4/11/22 after 3rd reading. Vote: Yeas 8 Nays 0

Approved: 4/11/22

Clerk: Jeresa Lee Sandy

Offered by: Tom Sisk

Second by: Paul Allen

Requested by Finance Committee

David C. Wee
President of Council
David Scheffer
Mayor



TEMPORARY ORDINANCE NO. 41-21

PERMANENT ORDINANCE NO. 41-21

AN ORDINANCE TO ESTABLISH BENEFITS, TITLES, AND COMPENSATION FOR FAIRFIELD COUNTY MUNICIPAL COURT JUDICIAL AND PROBATION PERSONNEL EMPLOYED BY THE CITY OF LANCASTER, OHIO FOR THE YEAR 2022, AND TO DECLARE AN EMERGENCY

BE IT ORDAINED by the Council of the City of Lancaster, State of Ohio:

SECTION 1. MUNICIPAL COURT PERSONNEL

<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>NUMBER OF EMPLOYEES</u>
Municipal Court --Judicial	Judicial Office Assistant	1
	Bailiff	3
	Judicial Administrative Asst.	2
Municipal Court -Probation	Probation Administrative Asst.	1
	Probation Officer	7
	Probation Officer/Lab Technician	2
	Senior Probation Officer	1

SECTION 2. PAY SCALE.

The bi-weekly and annual compensation for the employees referenced in Section 1 of this Ordinance above, effective Payroll 1, 2022, shall be within the total annual amount as set forth in the 2022 salary spreadsheet.

- A. The Presiding Judge has the authority to set the annual salary of each employee within the lump sum dollar amount approved by the City Council for salaries for the upcoming year, including any approved cost of living increases.

SECTION 3. RETIREMENT PICK-UP.

Employees under this Ordinance do not receive retirement pension pick up.

SECTION 4. LONGEVITY PAY.

Employees covered by this ordinance, who were hired on or after January 1, 2006 are not eligible to receive this benefit.

Full-time employees covered by this Ordinance, who were hired on or before December 31, 2005, shall, after five years of continuous service with the City, receive a \$3.25 bi-weekly payment for each year of service. An employee shall be paid longevity pay commencing January 1st of the year in which the anniversary of employment occurs.

SECTION 5. PRO-PAY.

Employees covered by this Ordinance shall be paid an additional \$25.00 bi-weekly for an Associate's Degree or \$40.00 bi-weekly for a Bachelor's Degree.

SECTION 6. HOLIDAY PAY.

Employees will follow The City’s holiday schedule. Employees who are scheduled to, and do work on the holidays, shall be compensated for working such holidays at the rate of one and one-half times such employee’s normal rate of pay. ~~Employees must work their scheduled day before and after the holiday to receive holiday pay.~~ TO 11-22 3/14/2022

SECTION 7. PERSONAL TIME.

Employees covered by this Ordinance shall receive 40 hours of personal time each year. Personal time must be used in the year in which it was accrued and will not accumulate. Part-time employees are exempt from this benefit. The use of personal time must be approved by a supervisor.

SECTION 8. VACATION LEAVE.

The vacation schedule for employees covered by this Ordinance is hereby established as follows:

<u>Continuous Service</u>	<u>Vacation Hours</u>		
1 – 5 years	80 hours		
6 – 14 years	120 hours		
15 – 24 years	160 hours	TO 11-22	3/14/2022
25 + years	200 hours	TO 11-22	3/14/2022

As used in this section, “year” means any 12 month period following the first date of employment with the City during which the employee is continuously employed with the City and works an average of 30 hours or more per week.

Employees covered by this Ordinance shall accrue 80 hours of vacation leave upon completion of one full year of service with the City, and thereafter on the first day of January during any subsequent calendar year during which the employee is in active service with the City in accordance with the schedule listed above.

Employees covered by this Ordinance may carry-over no more than 40 hours of vacation leave into the subsequent calendar year, except as otherwise authorized by the Service-Safety Director or elected official responsible for supervision of that department.

SECTION 9. FUNERAL LEAVE.

Employees covered by this Ordinance shall be granted funeral leave with pay for the death of a family member as follows:

For a death within the employee’s immediate family (e.g., spouse, parent, parent of spouse, child, step-child, step-parent, or sibling), an employee shall be granted five days of leave within seven days of the death of the family member.

For a death not within the employee’s immediate family (e.g., brother in law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandchild, appointed legal guardian, aunt, uncle, or grandparent of spouse), an employee shall be granted three days of leave within seven days of the death of the family member.

Days of leave shall be defined as normal average working hours. An employee may elect to take up to two additional bereavement days as other paid leave.

SECTION 10. MEDICAL INSURANCE.

Employees must work an average of 30 hours or more per week over the previous twelve (12)

Passed: 12/13/21 after 3rd reading. Vote: Yeas 9 Nays 0

Approved: 12/13/21

David A. Lee

President of Council

Attest: Jeana Lee Somch

David Schepke
Mayor

Offered by: Tommy

Second by: Melody L. Bobbitt

Requested by Finance Committee