

TEMPORARY ORDINANCE NO. 76-25

PERMANENT ORDINANCE NO. _____

AN ORDINANCE TO AMEND PERMANENT ORDINANCE 64-25, THE NON-UNION PAY ORDINANCE, AND TO DECLARE AN EMERGENCY

WHEREAS, Permanent Ordinance 64-25 established the benefits, titles, and compensation for those employees who are not members of the recognized bargaining units employed by the City of Lancaster, Ohio for the year 2026; and

WHEREAS, intended changes to employee positions and pay ranges in the Municipal Court Clerk's Office were not reflected in Permanent Ordinance 64-25 and now need to be corrected; now, therefore,

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

SECTION 1. That Permanent Ordinance 64-25 is hereby amended, pursuant to Exhibit A, attached hereto.

SECTION 2. That this Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City, and for the further reason that this Ordinance is necessary to accurately reflect the appropriate pay ranges and positions within the department; wherefore this Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

Passed: _____ after _____ reading. Vote: Yeas _____ Nays _____

Approved: _____

President of Council

Clerk: _____

Mayor

Offered by: _____

Second by: _____

Requested by Finance Committee

I, Anitra Scott, Clerk of Council do hereby certify that on _____, 202_ the Lancaster Eagle Gazette published the summary of this ordinance in accordance with Ohio Revised Code 731.24.

Clerk of Council



TEMPORARY ORDINANCE NO. 62-25*

PERMANENT ORDINANCE NO. 6425

AN ORDINANCE TO ESTABLISH BENEFITS, TITLES, AND COMPENSATION FOR THOSE EMPLOYEES WHO ARE NOT MEMBERS OF THE RECOGNIZED BARGAINING UNITS EMPLOYED BY THE CITY OF LANCASTER, OHIO FOR THE YEAR 2026, AND TO DECLARE AN EMERGENCY

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

SECTION 1. NON-UNION PERSONNEL.

The following non-union positions are approved and established, effective Payroll #1, 2026, in accordance with the department, job title, salary range, and number of employees listed below:

<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>RANGE</u>	<u>EMPLOYEES</u>
Auditor	Finance Specialist	J	3
	Payroll Specialist	J	1
Cemetery	Administrative Assistant I	D	1
Code Enforcement	PT Code Enforcement Inspector	J	2
	Code Enforcement Inspector	J	1
Community Dev.	Administrative Assistant II	G	1
	Permit Clerk	G	1
	Certified Inspector (Building)	L	2
	Housing Program Coordinator	G	1
	PT Grant Finance Specialist	J	1
	Program Coordinator	J	1
	Zoning Inspector	L	2
Engineering	Office Manager	J	1
	Engineer I	K	1
	Right-of-Way Manager	L	1
	<i>*When Right-of-Way Manager is acting as the Public Improvement Inspector</i>	P	
Fire	Administrative Assistant III	I	1
	Administrative Assistant II (part-time)	G	1
Gas	Administrative Assistant II Office Manager	G J	1
	Engineering Technology & Econ Development Technician	L	1

Income Tax	Tax Auditor	J	3
	PT Tax Clerk	A	1
IT/Telecom	Administrative Assistant II	G	1
	IT Specialist II	H	1
	IT Specialist III	J	1
	Fiber Maintenance Specialist	J	1
	GIS Specialist	L	1
Law Director	Clerical Assistant	B	1
	Paralegal	H	3
	Office Manager	I	1
Mayor	Executive Assistant	L	1
Municipal Court-Clerk	Deputy Clerk, I	A	3 4 (TO 76-25, 12/15/25)
	Deputy Clerk, II	C	6
	Deputy Clerk, II	E	1
	1 st Deputy/Civil	E F	1 (TO 76-25, 12/15/25)
	1 st Deputy/Criminal	F	1
	1 st Deputy/Traffic	F	1
	Administrative Assistant	L	1
	Chief Deputy Clerk	N	1
Police	Administrative Assistant III	I	1
Sanitation	Administrative Assistant II	G	2
Service-Safety	Office Manager	J	1
Storm Water Utility	Office Manager	J	1
	Storm Water Inspector	I	1
	Storm Water Specialist III	J	1
Transportation	Administrative Assistant II	G	1
Treasurer	Finance Specialist	J	1
Utilities	Customer Service Manager	H	1
Water	Administrative Assistant II	G	1
WPC	Administrative Assistant II	G	1

SECTION 2. PAY SCALE.

The Pay Scale for employees referenced in Section 1 of this Ordinance above, is set forth in the attached Exhibit A. The Pay Scale is effective Payroll #1, 2026.

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. SUPERVISOR DISCRETION.

The Service-Safety Director or elected official responsible for supervision of a City department may, in the exercise of his or her sound discretion, adjust the pay step and/or benefits (e.g., vacation leave, personal time, and compensatory time) of an employee covered by this Ordinance in light of that employee's experience, education, performance, or other extenuating circumstances. Any adjustment under this provision must be in writing and, upon delivery to the City Auditor; the adjustment shall be made as soon as practicable.

SECTION 6. FORCE AND EFFECT.

This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City, and for the continued and uninterrupted services by the City of Lancaster. Wherefore this Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

Passed: 12-1-2025 after 3 reading. Vote: Yeas 10 Nays 0

Approved: December 1, 2025

Clerk: [Signature]

[Signature]
President of Council
Don H. McJannet
Mayor

Offered by: [Signature]

Second by: [Signature]

Requested by Finance Committee