

Village of Crooksville, Ohio
ORDINANCE NO. 2735

**ORDINANCE AMENDING ORDINANCE NUMBERS 2466, 2540, 2627, 2694 AND 2701
AND AMENDING AND REPLACING EXHIBIT A, PAGE 39, AND AMENDING
VACATION EARNED, PAGE 34,
OF THE VILLAGE OF CROOKSVILLE
EMPLOYEE POLICIES AND PROCEDURES MANUAL**

Whereas, the Village of Crooksville has heretofore adopted an Ordinance providing a manual for employee policies and procedures, to wit Ordinance No. 2466, adopted September 16, 2013, and an Ordinance amending and replacing Exhibit A to that manual, to wit Ordinance No. 2540, adopted September 8, 2015, and an Ordinance adding the position of Assistant Police Chief, adding certain job descriptions and again replacing Exhibit A to that manual, to wit Ordinance No. 2627, adopted September 17, 2018, and an Ordinance adding education, training and policy requirements mandated by ORC 109.43 and 149.43(E)(1) and again replacing Exhibit A to that manual, to wit Ordinance No. 2694, adopted April 5, 2021, and adding the position of Fire Chief and again replacing Exhibit A to that manual, to wit, Ordinance No. 2701, passed September 7, 2021; and an Ordinance again replacing Exhibit A to that manual, to wit Ordinance No. 2724, adopted February 21, 2023; and

Whereas, the Village Council desires to supersede and amend Exhibit A of the Village of Crooksville Employee Policies and Procedures Manual adopted by Ordinance No. 2466 and thereafter amended by Ordinance No. 2540, and thereafter amended by Ordinance No. 2627, and thereafter amended by Ordinance No. 2694, and thereafter amended by and an Ordinance again replacing Exhibit A to that manual, to wit Ordinance No. 2724, adopted February 21, 2023, only to the extent necessary to revise employee positions and wage ranges as the same appear on Exhibit A as adopted September 16, 2013, and amended on September 8, 2015, and amended thereafter on September 17, 2018, and amended thereafter on April 5, 2021, and amended thereafter on September 7, 2021, and amended thereafter on February 21, 2023, to the employee positions and wage ranges as the same are amended and appear on Exhibit A – 2024 attached hereto and incorporated herein by reference; and

Whereas, the Village Council desires further to amend Page 34 of the Employee Manual, Vacation earned, in order to add to the schedule a provision permitting 5 weeks' vacation eligibility after 30 years accrued.

NOW THEREFORE BE IT, AND IT IS HEREBY ORDAINED by the Village of Crooksville, Perry County, State of Ohio, that:

1. Ordinance 2466 and Ordinance 2540 and Ordinance 2627 and Ordinance 2694 and Ordinance 2701 and Ordinance 2724 are hereby amended ONLY to the following extent:
 - a. Exhibit A (page 39), as amended to Exhibit A – 2015 (page 39-2015) of the Village of Crooksville Employee Policies and Procedures Manual, titled "Village of Crooksville Pay Ranges," and thereafter amended and superseded with Exhibit A – 2018 (page 39-2018),

and thereafter amended and superseded with Exhibit A – 2021 (page 39-2021) and thereafter amended and superseded with Exhibit A–2021-2 (page 39 A-2021-2) and thereafter amended and superseded with Exhibit A – 2023 (page 39 A-2023), is hereby amended and superseded with Exhibit A – 2024 (page 39 A-20243) attached hereto and incorporated as if fully rewritten herein; and

b. A provision is ADDED to the first paragraph under VACATION (page 34) to read as follows:

5 weeks after 30 years accrued at a rate of .0962 hours for every hour worked.

2. This amending ordinance shall affect only the exhibits and pages as noted, and shall not affect any other portion of Ordinance No. 2466 or other amending Ordinances thereto as a whole.

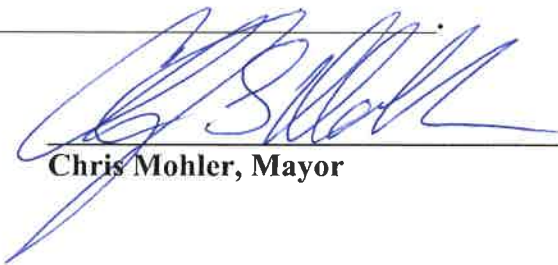
3. This Ordinance shall go into effect 30 days after its passage, as provided by law.

1st Reading: March 4, 2024;

2nd Reading: March 18, 2024;

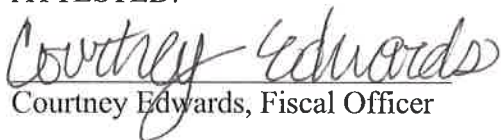
3rd Reading: April 1, 2024.

Passed: April 1, 2024.



Chris Mohler, Mayor

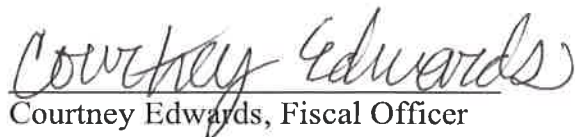
ATTESTED:



Courtney Edwards, Fiscal Officer

Posting Certification

This ordinance was posted at the five prescribed locations within the Village of Crooksville, Ohio, on the 2nd day of April, 2024.

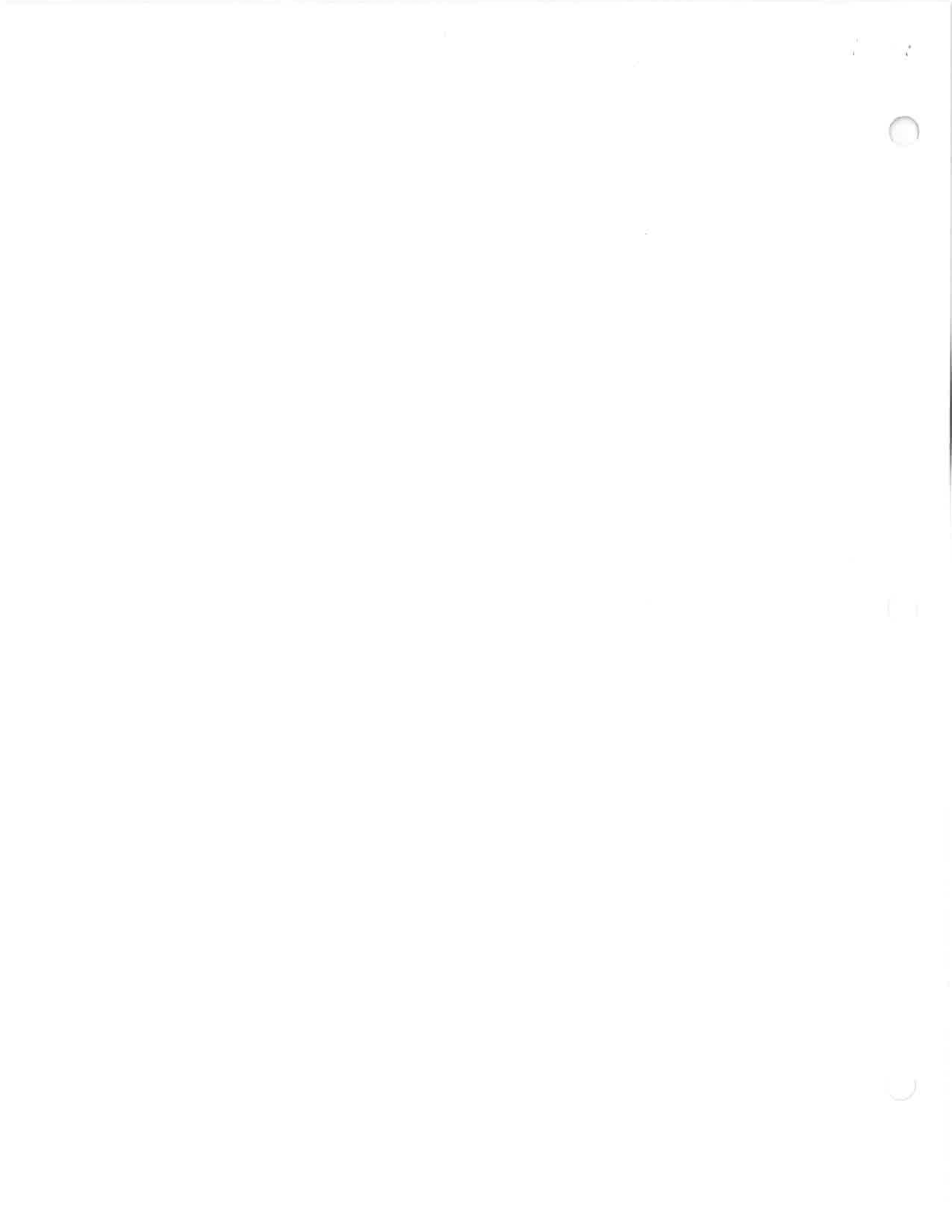


Courtney Edwards, Fiscal Officer

Exhibit A – 2024

Village of Crooksville Pay Ranges- (Proposed 2024)

Position:	Current Range:	Proposed Range:
HOURLY \$\$		
Service Dept. Supervisor	15.00-20.00	15.00-20.00
Street Dept. Foreman	12.00-20.00	12.00-20.00
Water Dist. Foremen Class I	18.00-26.00	18.00-26.00
Water Dist. Foreman	14.00-18.00	14.00-18.00
Sanitation Foreman Class I	15.00-22.00	15.00-22.00
Sanitation Foreman	10.00-18.00	Min. Wage-18.00
Maintenance Foreman	15.00-22.00	15.00-23.00
Service Dept. Level II	12.00-16.00	12.00-18.00
Service Dept. Level I	10.00-12.00	Min. Wage-13.00
Service Dept. Part Time	9.00-15.00	Min. Wage-15.00
Meter Technician	11.00-15.00	Min. Wage-17.00
Project Employee	10.45-12.00	Minimum Wage-12.00
Recreation Supervisor	10.00-15.00	Minimum Wage-15.00
Comm. Service Supervisor	12.00-15.00	12.00-15.00
Park Caretaker	10.00-15.00	Minimum Wage-15.00
Administrative Assistant	10.00-20.00	Minimum Wage-\$20.00
Income Tax/Billing Supervisor	12.00-20.00	12.00-20.00
Billing Clerk II	12.00-16.00	12.00-16.00
Billing Clerk I	11.00-14.00	12.00-16.00
Chief of Police	17.00-24.00	17.00-26.00
Assistant Chief of Police	15.00-20.00	15.00-22.00
Sergeant Patrolman	13.00-16.00	13.00-18.00
Corporal Patrolman	12.00-16.00	12.00-17.00
Patrolman Part Time	12.00-14.00	12.00-15.00
Court Clerk	12.00-16.00	12.00-17.00
Pool Manager	Min. Wage-13.00	Min. Wage-14.00
Assistant Pool Manager	Min. Wage-12.00	Min. Wage-13.00
Life Guard	Min. Wage-11.00	Min. Wage-12.00
SALARY \$\$		
Village Fiscal Officer	26,000-55,000	26,000-55,000
Village Administrator	40,000-77,000	40,000-77,000
Full Time Fire Chief	43,680-55,000	43,680-55,000



Village of Crooksville Pay Ranges- 2024

Service Dept. Supervisor-	\$15.00-20.00 per hour
Street Dept. Foreman-	\$12.00-20.00 per hour
Water Dist. Foreman Class I-	\$18.00-26.00 per hour
Water Dist. Foreman-	\$14.00-18.00 per hour
Sanitation Foreman Class I-	\$15.00-22.00 per hour
Sanitation Foreman-	\$Minimum Wage-18.00 per hour
Maintenance Foreman-	\$15.00-23.00 per hour
Service Dept. Level II-	\$12.00-18.00 per hour
Service Dept. Level I-	\$ Minimum Wage-13.00 per hour
Service Dept. Part Time-	\$ Minimum Wage -15.00 per hour
Meter Technician-	\$ Minimum Wage -17.00 per hour
Project Employee	\$ Minimum Wage -12.00 per hour
Recreation Supervisor-	\$ Minimum Wage -15.00 per hour
Comm. Service Supervisor-	\$12.00-15.00 per hour
Park Caretaker-	\$ Minimum Wage -15.00 per hour
Administrative Assistant-	\$ Minimum Wage -20.00 per hour
Income Tax/Utility Billing Supervisor-	\$12.00-20.00 per hour
Billing Clerk II-	\$12.00-16.00 per hour
Billing Clerk I-	\$12.00-16.00 per hour
Chief of Police-	\$17.00-26.00 per hour
Assistant Chief of Police-	\$15.00-22.00 per hour
Sergeant Patrolman-	\$13.00-18.00 per hour
Corporal Patrolman-	\$12.00-17.00 per hour
Patrolman-	\$12.00-15.00 per hour
Patrolman Part Time-	\$12.00-15.00 per hour
Court Clerk-	\$12.00-17.00 per hour
Pool Manager-	\$ Minimum Wage -14.00 per hour
Pool Manager Assistant	\$ Minimum Wage -13.00 per hour
Lifeguard-	\$ Minimum Wage -12.00 per hour
Village Fiscal Officer-	\$26,000-55,000 Salary
Village Administrator-	\$40,000-77,000 Salary
Full Time Fire Chief-	\$43,680-55,000 Salary

