

*Village of Crooksville, Ohio*  
ORDINANCE NO. 2694

**ORDINANCE AMENDING ORDINANCE NUMBERS 2466, 2540 AND 2627  
AND ADDING THE EDUCATION, TRAINING AND POLICY REQUIREMENTS  
MANDATED BY ORC 109.43 AND ORC 149.43(E)(1),  
AND REPLACING EXHIBIT A, PAGE 39,  
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;

**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, 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, to the employee positions and wage ranges as the same are amended and appear on Exhibit A – 2021 attached hereto and incorporated herein by reference; and

**Whereas**, the Village Council further desires to add to the Employee Manual the education, training and policy requirements mandated by Ohio Revised Code Sections 109.43 and 149.43(E)(1), attached hereto and incorporated herein by reference, and hereafter consisting of Page 36-A of the Employee Manual.

**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 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Employee Policies and Procedures Manual, titled “Village of Crooksville Pay Ranges,” and thereafter amended and superseded with Exhibit A – 2018 (page 39-2018), is hereby amended and superseded with Exhibit A – 2021 (page 39-2021), attached hereto and incorporated as if fully rewritten herein.
  - b. Page 36-A is hereby **ADDED** to the Career Development, Education and Training portion of the Village of Crooksville Employee Policies and Procedures Manual, to provide for the education, training and policy requirements mandated by Ohio Revised Code Sections 109.43 and 149.43, as set forth within the Exhibit of Page 36-A attached hereto and incorporated as if fully rewritten herein.

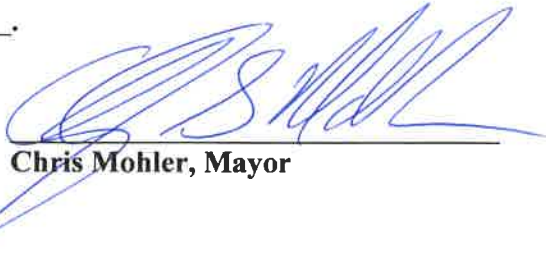
2. Employee pay increases as permitted pursuant to this Ordinance's amendment of Village of Crooksville Pay Ranges, and as authorized by Motion of Council made March 1, 2021, shall be retroactively effective to March 1, 2021.
3. This amending ordinance shall affect only the exhibits and pages as noted, and shall not affect any other portion of Ordinance No. 2466 or other amending Ordinances thereto as a whole.
4. This Ordinance shall take effect at the earliest date allowable by law.

1<sup>st</sup> Reading: March 1, 2021 ✓

2<sup>nd</sup> Reading: March 15, 2021 ✓

3<sup>rd</sup> Reading: April 5, 2021 ✓

Passed: April 5, 2021 .



Chris Mohler, Mayor

ATTESTED:



Marilyn Horner, Fiscal Officer

**Posting Certification**

This ordinance was posted at the five prescribed locations within the Village of Crooksville, Ohio, on the 6<sup>th</sup> day of April, 2021.



Marilyn Horner, Fiscal Officer

**Village of Crooksville Pay Ranges - 2021**

<b>Service Dept. Supervisor</b>	<b>\$15.00-\$20.00 per hour</b>
<b>Street Dept. Foreman-</b>	<b>\$12.00-\$20.00 per hour</b>
<b>Water Dist. Foreman Class I-</b>	<b>\$15.00-\$22.00 per hour</b>
<b>Water Dist. Foreman-</b>	<b>\$14.00-\$18.00 per hour</b>
<b>Sanitation Foreman Class I-</b>	<b>\$15.00-\$22.00 per hour</b>
<b>Sanitation Foreman-</b>	<b>\$10.00-\$18.00 per hour</b>
<b>Maintenance Foreman-</b>	<b>\$12.00-\$20.00 per hour</b>
<b>Service Dept. Level II-</b>	<b>\$12.00-\$16.00 per hour</b>
<b>Service Dept. Level I-</b>	<b>\$10.00-\$12.00 per hour</b>
<b>Service Dept. Part Time-</b>	<b>\$9.00-\$15.00 per hour</b>
<b>Meter Technician *</b>	<b>\$11.00-\$15.00 per hour</b>
<b>Project Employee*</b>	<b>\$10.00-\$12.00 per hour</b>
<b>Recreation Supervisor-</b>	<b>\$10.00-\$15.00 per hour</b>
<b>Comm. Service Supervisor-</b>	<b>\$12.00-\$15.00 per hour</b>
<b>Park Care Taker *</b>	<b>\$10.00-\$15.00 per hour</b>
<b>Administrative Assistant-</b>	<b>\$10.00-\$20.00 per hour</b>
<b>Income Tax/Utility Billing Supervisor</b>	<b>\$12.00-\$20.00 per hour</b>
<b>Billing Clerk II-</b>	<b>\$12.00-\$16.00 per hour</b>
<b>Billing Clerk I-</b>	<b>\$11.00-\$14.00 per hour</b>
<b>Village Fiscal Officer's Assistant-</b>	<b>\$11.00-\$16.00 per hour</b>
<b>Chief of Police-</b>	<b>\$17.00-\$22.00 per hour</b>
<b>Assistant Chief of Police</b>	<b>\$15.00-\$20.00 per hour</b>
<b>Sergeant Patrolman-</b>	<b>\$13.00-\$16.00 per hour</b>
<b>Corporal Patrolman-</b>	<b>\$12.00-\$16.00 per hour</b>
<b>Patrolman</b>	<b>\$12.00-\$15.00 per hour</b>
<b>Patrolman Part Time-</b>	<b>\$12.00-\$14.00 per hour</b>
<b>Court Clerk *</b>	<b>\$12.00-\$15.00 per hour</b>
<b>Pool Manager-</b>	<b>Min. Wage-\$13.00 per hour</b>
<b>Pool Manager Assist.</b>	<b>Min. Wage-\$12.00 per hour</b>
<b>Head Lifeguard-</b>	<b>Min.Wage- \$11.00 per hour</b>
<b>Lifeguard-</b>	<b>Min. Wage-\$10.00 per hour</b>
<b>Village Fiscal Officer-</b>	<b>\$26,000-\$55,000 Salary</b>
<b>Village Administrator-</b>	<b>\$40,000-\$77,000 Salary</b>

**\*No title or ranges**

PUBLIC RECORDS EDUCATION AND TRAINING

- 1) Every elected official, future official, and every employee assigned as a 'designee' of an elected official shall comply with and complete the requisite number of hours' training as established by Ohio Revised Code Section 109.43, and offered by the Ohio Attorney General, to ensure such elected official, future official, and designee enhance and secure their knowledge of the duty to provide access to public records as required by Ohio Revised Code Section 149.43, and to enhance and secure their knowledge of the open meetings laws set forth in Ohio Revised Code Section 121.22.
- 2) All employees of the Village of Crooksville who work in any capacity with the making, handling, keeping, recording and providing of public records and any employees who are formally assigned as a 'designee' of an elected official of the Village shall attend and successfully complete Public Records Training provided or approved by the Ohio Attorney General to ensure that the employee is prepared to properly address and comply with public records requests submitted to the Village. All such employees shall maintain such training current, attending and completing ongoing education as recommended and/or required by the Ohio Attorney General and pursuant to the Ohio Revised Code.