

**CITY OF HILLSBORO, OHIO**  
**ORDINANCE NO. 2023-35**

**AN ORDINANCE TO ADJUST COMPENSATION FOR CERTAIN CITY EMPLOYEES**

**WHEREAS**, the City of Hillsboro, upon the recommendation of the City of Hillsboro Finance Committee desires to adjust compensation for certain non-union city employees; and

**WHEREAS**, Council desires to repeal all previous ordinances regarding the compensation for certain non-city employees.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HILLSBORO, STATE OF OHIO WITH 3/4 OF ALL COUNCIL MEMBERS CONCURRING THAT:**

**SECTION 1:** All previous ordinances regarding compensation of certain non-union city employees (as stated herein) is hereby repealed, effective at the earliest date allowed by law.

**SECTION 2:** Pursuant to the recommendations of the Finance Committee, Section 34.30 of the Hillsboro City Code of Ordinances is amended to read as follows:

Section 34.30 SCHEDULE OF AUTHORIZED POSITIONS AND RATES OF COMPENSATION

(A) The following classifications of pay ranges are established for appointed officials:

Safety-Service Director	\$ 75,000 to \$ 90,000
Chief Building Official / Plans Examiner	\$ 65,000 to \$ 85,000
Tax Administrator	\$ 50,000 to \$ 60,000
Recreation Parks Director	\$ 52,000 to \$ 66,560

(B) The following classifications are hourly pay ranges established for non-union Civil Service Employees and shall receive compensation as provided herein based upon a pay schedule as determined by the Auditor but no fewer than twenty-six weeks (26):

POLICE DEPARTMENT (not subject to collective bargaining)

Administrative Assistant to the Chief	<u>1<sup>st</sup> year</u>	<u>2<sup>nd</sup> year</u>	<u>3<sup>rd</sup> year</u>	<u>4<sup>th</sup> year</u>
	\$ 23.00	\$ 25.00	\$ 27.00	\$ 29.00
Chief	\$ 65,000 to \$ 75,000			

1<sup>st</sup> Reading 8/17/23  
2<sup>nd</sup> Reading 9/14/23  
STRK, AA

\*Plus an additional \$20,600 per year for Systems Administrator

Captain	\$ 55,000 to \$ 65,000
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SUPERINTENDENTS / SUPERVISORS

Water Plant Superintendent	\$ 65,000 to \$ 70,000
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Waste Water Superintendent	\$ 65,000 to \$ 70,000
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Utility Office Manager	\$ 50,000 to \$ 60,000
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Public Works Superintendent	\$ 75,000 to \$ 90,000
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ADMINISTRATIVE

Administrative Assistant I	<u>1<sup>st</sup> year</u>	<u>2<sup>nd</sup> year</u>	<u>3<sup>rd</sup> year</u>	<u>4<sup>th</sup> year</u>
	\$ 23.00	\$ 25.00	\$ 27.00	\$ 29.00

Administrative Assistant II/Building	<u>1<sup>st</sup> year</u>	<u>2<sup>nd</sup> year</u>	<u>3<sup>rd</sup> year</u>	<u>4<sup>th</sup> year</u>
Department	\$ 17.50	\$ 19.33	\$ 21.16	\$ 23.00

Administrative Assistant II/HR	<u>1<sup>st</sup> year</u>	<u>2<sup>nd</sup> year</u>	<u>3<sup>rd</sup> year</u>	<u>4<sup>th</sup> year</u>
	\$ 17.50	\$ 19.33	\$ 21.16	\$ 23.00

Systems Administrator	<u>1<sup>st</sup> year</u>	<u>2<sup>nd</sup> year</u>	<u>3<sup>rd</sup> year</u>	<u>4<sup>th</sup> year</u>
	\$ 19.50	\$ 23.16	\$ 26.82	\$ 30.50

Administrative Assistant I /Grant Writer	<u>1<sup>st</sup> year</u>	<u>2<sup>nd</sup> year</u>	<u>3<sup>rd</sup> year</u>	<u>4<sup>th</sup> year</u>
	\$ 23.00	\$ 25.00	\$ 27.00	\$ 29.00

Economic Development Coordinator/Grant Writer	<u>1<sup>st</sup> year</u>	<u>2<sup>nd</sup> year</u>	<u>3<sup>rd</sup> year</u>	<u>4<sup>th</sup> year</u>
	\$ 23.00	\$ 25.00	\$ 27.00	\$ 29.00

AUDITOR

Auditor I	<u>1<sup>st</sup> year</u>	<u>2<sup>nd</sup> year</u>	<u>3<sup>rd</sup> year</u>	<u>4<sup>th</sup> year</u>
	\$23.00	\$ 25.00	\$ 27.00	\$ 29.00

Auditor II	<u>1<sup>st</sup> year</u>	<u>2<sup>nd</sup> year</u>	<u>3<sup>rd</sup> year</u>	<u>4<sup>th</sup> year</u>
	\$ 17.50	\$ 19.33	\$ 21.16	\$ 23.00

Auditor III	<u>1<sup>st</sup> year</u>	<u>2<sup>nd</sup> year</u>	<u>3<sup>rd</sup> year</u>	<u>4<sup>th</sup> year</u>
	\$ 11.50	\$ 13.50	\$ 15.50	\$ 17.50

### TAX

Deputy Tax Administrator	<u>1<sup>st</sup> year</u>	<u>2<sup>nd</sup> year</u>	<u>3<sup>rd</sup> year</u>	<u>4<sup>th</sup> year</u>
	\$ 17.50	\$ 19.33	\$ 21.16	\$ 23.00

Deputy Tax Administrator (1)	<u>1<sup>st</sup> year</u>	<u>2<sup>nd</sup> year</u>	<u>3<sup>rd</sup> year</u>	<u>4<sup>th</sup> year</u>
	\$ 17.50	\$ 19.33	\$ 21.16	\$ 23.00

### UTILITY OFFICE

Utility Office Clerk I	<u>1<sup>st</sup> year</u>	<u>2<sup>nd</sup> year</u>	<u>3<sup>rd</sup> year</u>	<u>4<sup>th</sup> year</u>
	\$ 17.50	\$ 19.33	\$ 21.16	\$ 23.00

Utility Office Clerk II	<u>1<sup>st</sup> year</u>	<u>2<sup>nd</sup> year</u>	<u>3<sup>rd</sup> year</u>	<u>4<sup>th</sup> year</u>
	\$ 17.50	\$ 19.33	\$ 21.16	\$ 23.00

Meter Reader	<u>1<sup>st</sup> year</u>	<u>2<sup>nd</sup> year</u>	<u>3<sup>rd</sup> year</u>	<u>4<sup>th</sup> year</u>
	\$ 17.50	\$ 19.33	\$ 21.13	\$ 23.00

### WATER AND WASTE WATER LICENSED OPERATORS

Class A (3)	<u>1<sup>st</sup> year</u>	<u>2<sup>nd</sup> year</u>	<u>3<sup>rd</sup> year</u>	<u>4<sup>th</sup> year</u>
	\$ 29.00	\$ 30.00	\$ 31.00	\$ 32.00

Class B (2)	<u>1<sup>st</sup> year</u>	<u>2<sup>nd</sup> year</u>	<u>3<sup>rd</sup> year</u>	<u>4<sup>th</sup> year</u>
	\$ 26.00	\$ 27.00	\$ 28.00	\$ 29.00

Class C (1)	<u>1<sup>st</sup> year</u>	<u>2<sup>nd</sup> year</u>	<u>3<sup>rd</sup> year</u>	<u>4<sup>th</sup> year</u>
	\$ 23.00	\$ 24.00	\$ 25.00	\$ 26.00

Unlicensed Operator	<u>1<sup>st</sup> year</u>	<u>2<sup>nd</sup> year</u>	<u>3<sup>rd</sup> year</u>	<u>4<sup>th</sup> year</u>
	\$ 17.50	\$ 19.33	\$ 21.13	\$ 23.00

## LABOR POOL

Crew Leader	<u>1<sup>st</sup> year</u>	<u>2<sup>nd</sup> year</u>	<u>3<sup>rd</sup> year</u>	<u>4<sup>th</sup> year</u>
	\$ 23.00	\$ 25.00	\$ 27.00	\$ 29.00
Equipment Operator	<u>1<sup>st</sup> year</u>	<u>2<sup>nd</sup> year</u>	<u>3<sup>rd</sup> year</u>	<u>4<sup>th</sup> year</u>
	\$ 21.00	\$ 23.00	\$ 25.00	\$ 27.00
Laborer	<u>1<sup>st</sup> year</u>	<u>2<sup>nd</sup> year</u>	<u>3<sup>rd</sup> year</u>	<u>4<sup>th</sup> year</u>
	\$ 17.50	\$ 19.33	\$ 21.16	\$ 23.00
Janitor	<u>1<sup>st</sup> year</u>	<u>2<sup>nd</sup> year</u>	<u>3<sup>rd</sup> year</u>	<u>4<sup>th</sup> year</u>
	\$ 11.50	\$ 13.50	\$ 15.50	\$ 17.50
Code Enforcement	<u>1<sup>st</sup> year</u>	<u>2<sup>nd</sup> year</u>	<u>3<sup>rd</sup> year</u>	<u>4<sup>th</sup> year</u>
	\$ 17.50	\$ 19.33	\$ 21.16	\$ 23.00
Part-time employee	Applicable Minimum Wage			

## LAW

Assistant Municipal Prosecutor	\$ 17,500 to \$ 20,000 (annually)
Paralegal	\$ 10,000 (annually)
Victim Rights Director	\$ 20.00 to \$ 25.00 (hourly)

(C) STEP RAISES- Step increases for hourly paid employees shall be given on the first full pay period after the employee's anniversary date.

1. All steps will receive the cost-of-living raise based on each previous step rate. Step raises are based on merit and at the discretion of the department head or the Safety Service Director. All percentage raises will be based upon the amount of funds available.

2. For all employees exceeding this pay range they will be given a 3% cost of living raise based on merit and the amount of funds available.

(D) PERCENTAGE RAISES- Percentage increases shall be included in the step increase at the beginning of the year if funds are available.

(E) LOYAL EMPLOYEE RAISE- Raises for loyal employees, hourly or salary, are as follows:

1.5% above the annual budget raise, for each milestone of service, 10 years, 15 years, 20 years, 25 years and 30 years. This will not take effect until 2024 and this raise will not be retroactive.

(F) GENERAL INFORMATION

1. Any position newly titled from previously titled positions does not create a new position for purpose of years of service.

2. If a non-union civil service employee changes positions within the city, he or she shall begin years of service credit as if in their first year for the position. If changing positions would create a pay cut for the individual after their probationary period is over in the new position, the Mayor and Safety-Service Director, may increase that individual's pay by moving the individual's salary up until a level is reached which guarantees a raise over the salary of the previous position.

3. All new hires for an unfilled non-union civil service position are subject to a six-month probationary period.

4. Any overtime or compensatory time shall be approved in writing by the department heads, with the exception of the department heads themselves. The department heads overtime or compensatory time shall be approved in writing by the Safety-Service Director or by the Mayor, in the alternative.

5. All city employees shall be paid bi-weekly. (c) All provisions herein may be adjusted by City Council in the form of ordinances from time to time as is necessary to keep up with inflation and cost of living.

**SECTION 3:** The pay rates in this ordinance shall take effect the next pay period following passage of this ordinance.

**SECTION 4:** By  $\frac{3}{4}$  vote of its members, Council dispenses of three readings pertaining to this Resolution, pursuant to R.C. 731.17.

**SECTION 5:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

**SECTION 6:** This Ordinance shall become effective at the earliest date allowed by law

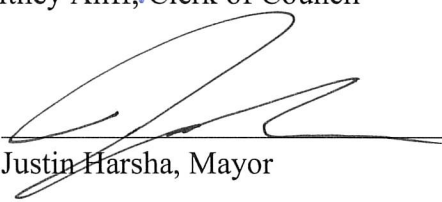
Passed this 14th day of September, 2023.

  
Tom Eichinger, Council President

Attest:

  
Whitney Aliff, Clerk of Council

Approved:

  
Justin Harsha, Mayor

Date: 9/15/2023

Prepared by the City Law Director.