

CITY OF HILLSBORO
ORDINANCE NO. 2026-01

**AN ORDINANCE TO ADJUST COMPENSATION FOR NON-UNION CITY
EMPLOYEES, AND DECLARING AN EMERGENCY**

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 A MAJORITY OF ALL COUNCIL MEMBERS CONCURRING THAT:

SECTION 1: All previous ordinances regarding compensation of non-union employees, establishing the schedule of authorized non-union employees is hereby repealed, effective January 1, 2026.

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 classification and pay ranges are established for all non-union employees.

City of Hillsboro Pay Scale			
Grades	Min	Mid	Max
8	\$75,275.20	\$90,313.60	\$105,372.80
7	\$67,808.00	\$81,369.60	\$94,931.20
6	\$29.64	\$35.56	\$41.49
5	\$26.94	\$32.33	\$37.72
4	\$24.49	\$29.39	\$34.29
3	\$22.47	\$26.96	\$31.46
2	\$21.00	\$25.20	\$29.40
1	\$20.00	\$24.00	\$28.00

Classification	Pay Grade
Chief of Police	8
*Systems Administrator Stipend (\$28,019.19-\$39,226.87)	
Public Works Superintendent	
Safety Service Director	
Parks and Recreation Director	7
Wastewater Treatment Plant Superintendent	
Water Treatment Plant Superintendent	
Assistant Prosecuting Attorney	6
Assistant Law Director	
Tax Administrator	
WWTP/WTP Operator Class III	5
Economic Development Coordinator/Grant Writer	
Systems Administrator	
Wastewater Treatment Plant Operator II	
Public Works Crew Leader	4
Clerk of Court/Bailiff	
Administrative Assistant I	
Wastewater Treatment Plant Operator	
Water Treatment Plant Operator I	
Director of Victims' Rights / Paralegal	
Deputy Auditor HR / Office Manager	3
Utility Office Manager	
Administrative Assistant - Police	
Deputy Tax Administrator	2
Deputy Auditor I	
Equipment Operator	
Code Enforcement Official	1
Paralegal	
Parks and Recreation Laborer	
Public Works Laborer	1
Administrative Assistant II/Building	
Utility Office Clerk	
Director of Victims' Rights	
Deputy Clerk	1
Custodian	
Administrative Assistant II	
Meter Reader	

(B) RAISES – Employees will receive increases at the supervisor's discretion.

1. All positions will receive the cost-of-living raise based on current rate of pay. Raises are based on merit and at the discretion of the department head, the Safety Service Director or the appropriate department elected official. All percentage raises will be based upon the amount of funds available.

2. All employees receiving compensation that exceeds the pay range set forth in this Ordinance, as previously approved prior to the passage of this Ordinance, shall continue to receive such compensation without a reduction in compensation, and will be given a 3% cost of living increase based on merit and the amount of funds available.

(C) LOYAL EMPLOYEE RAISE – Raises for loyal employee, hourly and 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.

(D) GENERAL INFORMATION

1. All new hires for non-union positions are subject to a six-month probationary period.
2. 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 and Service Director, or the appropriate departments elected official, in the alternative.
3. All city employees shall be paid bi-weekly. All provisions herein may be adjusted by City Council in the form of ordinances from time to time as it is necessary to keep up with inflation and cost of living.
4. Seasonal help will be hired under the State of Ohio's minimum pay scale.

(E) PART-TIME EMPLOYEES

1. Part-time non-union employees shall be compensated on an hourly basis according to the pay grade assigned to their classification. (See below Part-Time Pay Scale)
2. Part-time employees are eligible for cost-of-living and merit-based raises, subject to the same percentage increases as full-time employees, prorated to hours worked.
3. Part-time employees shall not be eligible for benefits provided to full-time employees, unless otherwise required by law or approved by City Council.
4. All part-time employees are subject to the same probationary requirements, oversight, and performance evaluations as full-time employees.

(F) FULL-TIME EMPLOYEES SERVING IN PART-TIME POSITIONS

1. A full-time employee who accepts additional duties in a part-time non-union classification shall receive additional compensation for such duties, calculated at the hourly rate for the part-time position or as otherwise established by City Council. (See below Part-Time Pay Scale)
2. The additional compensation shall not reduce or alter the employee's full-time salary or benefits.
3. All such dual assignments must be approved in writing by the Safety and Service Director, the appropriate department head, or the elected official overseeing the department.
4. Compensation for the additional role shall be prorated based on hours actually worked in the part-time position and subject to budgetary availability.

Part-Time Pay Scale based on a 32-hour work week			
Grades	Min.	Mid	Max
8	\$22.62	\$27.14	\$31.66
7	\$20.37	\$24.45	\$28.52
6	\$18.52	\$22.23	\$25.93
5	\$16.84	\$20.21	\$23.57
4	\$15.31	\$18.37	\$21.43
3	\$14.04	\$16.85	\$19.66
2	\$13.13	\$15.75	\$18.38
1	\$12.50	\$15.00	\$17.50

SECTION 3: The pay rates in this ordinance shall take effect at the beginning of the next full pay period following the effective date of this legislation.

SECTION 4: 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 legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 5: This Ordinance is hereby declared to be an emergency measure and its passage is immediately necessary in order to preserve, protect and maintain health, safety and welfare of the citizens of the City of Hillsboro, Ohio, to secure all employee positions by providing competitive compensation for the employees of the City of Hillsboro, Ohio.

Passed this 15th day of January, 2026.



Tom Eichinger, Council President

Attest: Megan E. Blackburn
Megan Blackburn, Clerk of Council

Approved: Justin Harsha, Mayor

Date: 1/16/26