

Record of Ordinances

Ordinance No.: 2024-42

Passed: November 25, 2024

AN ORDINANCE ESTABLISHING 2025 PAY AND BENEFIT SCHEDULE FOR THE VILLAGE OF WEST LAFAYETTE AND REPEALING ORDINANCES AND RESOLUTIONS IN CONFLICT THEREWITH.

BE IT ORDAINED by the Council of the Village of West Lafayette, State of Ohio as follows:

Chapter 1.

Section 1. Pay Schedules

A. The rates of compensation of various officials and officers and employees of the Village of West Lafayette shall be and herewith are established as follows:

Police Hourly						
Title	<1 Years	1-5 Years	5-10 Years	10-15 Years	15-20 Years	>20 Years
Captain	\$22.49	\$23.16	\$23.86	\$24.58	\$25.31	\$26.07
Sergeant	\$21.96	\$22.62	\$23.30	\$24.00	\$24.72	\$25.46
Patrolman II (FT)	\$20.16	\$20.76	\$21.39	\$22.03	\$22.69	\$23.37
Patrolman I (PT)	\$18.65	\$18.65	\$18.65	\$18.65	\$18.65	\$18.28
Patrolman (Probationary)	\$19.69					
Waste Water Hourly						
Title	<1 Years	1-5 Years	5-10 Years	10-15 Years	15-20 Years	>20 Years
Operator of Record	\$23.55	\$24.61	\$25.72	\$26.87	\$28.08	\$29.35
Operator II	\$21.83	\$22.81	\$23.84	\$24.91	\$26.03	\$27.20
Operator I	\$20.10	\$21.00	\$21.95	\$22.94	\$23.97	\$25.05
Operator	\$19.53	\$20.41	\$21.33			
Tech	\$16.66	\$17.41				
Street Hourly						
Title	<1 Years	1-5 Years	5-10 Years	10-15 Years	15-20 Years	>20 Years
Admin Assistant (PT)	\$15.01	\$15.69	\$16.39	\$17.13	\$17.90	\$18.71
Labor II (FT)	\$16.19	\$16.92	\$17.68	\$18.48	\$19.31	\$20.18
Labor I (PT)	\$13.95					
Labor (Labor Pool)	\$13.64					
Exempt Annually						
Title	<1 Years	1-5 Years	5-10 Years	10-15 Years	15-20 Years	>20 Years
Chief of Police	\$56,345.60	\$58,035.97	\$59,777.05	\$61,570.36	\$63,417.47	\$65,319.99
Fiscal Officer	\$43,916.08	\$45,892.30	\$47,957.46	\$50,115.54	\$52,370.74	\$53,941.86
Village Administrator	\$48,120.28	\$50,285.69	\$52,548.55	\$54,913.23	\$57,384.33	\$59,105.86
Elected						
Title	Annual					
Mayor	\$7,000.00					
Council	\$3,000.00					

See Appendix A for definitions

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- B. Council Members missing scheduled Committee Meetings shall have their compensation reduced \$83.50 for every two unexcused absences. The Committee Chairman is responsible for granting the excused absence and shall report any unexcused absences to the Fiscal Officer.
- C. Council Member - \$10.00 per special meeting attended.
- D. For non-exempt employees, over-time shall be paid at the rate of one and one half (1½) times the regular per hour rate:
 - 1. Hours in excess of forty (40) hours worked in any work week for Village employees with a normal 40-hour work week schedule and in excess of eighty-four (84) hours worked in a 2-week pay period for law enforcement employees that work a 12-hour schedule.
 - 2. Any village employee scheduled to work on a holiday shall receive 1.5 times their regular rate in addition to his regular holiday pay, if eligible. (See Chapter 2, Section 10 for eligibility requirements for holiday pay). This additional pay shall be considered Holiday Premium Pay.
 - 3. If an employee is called back to work after leaving the workplace at the completion of their normal scheduled shift. Over-time pay will stop at the beginning of the normal scheduled shift or when the employee leaves the workplace when the work/task is completed.
 - 4. There shall be no compounding of overtime hours.
- E. Employee requested changes to their normal scheduled shift shall not create any Over-time pay. This does not apply to an employee using Vacation, Personal Leave, or Sick Time.
- F. Un-worked holidays will be considered as time worked for the purpose of computing overtime when the holiday falls on a regularly scheduled worked day. Un-worked holidays will not be considered as time worked for the purpose of computing overtime when the holiday falls on a regularly scheduled day off.
- G. For the purposes of computing over time hours; Vacation, Personal Leave, Death in the Family, or Sick Days will be considered time worked.
- H. If an employee has eligible "paid time off" (Vacation, Personal, Death in the Family, or Sick Leave) it must be used before an employee can request "no pay".

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negotiate a rate with the third-party event sponsor to include all costs incurred by the Village.

- M. Non-exempt employees in the Police Department working as a School Resource Officer (SRO) will receive an additional pay increase of \$.50 per hour. The Village is reimbursed by the third-party requesting the SRO coverage. The Police Chief will be paid an hourly rate determined by the corresponding annual salary divided by 2184 hours to include all cost incurred by the Village.
- N. Any village employee assuming the responsibilities with a title of Temporary Supervisor will receive an additional pay increase of \$1.00 per hour until such a time that they are no longer a temporary supervisor.
- O. Any Village Police Officer assuming the responsibilities with a title of Corporal will receive an additional pay increase of \$.50 per hour.
- P. Any Village Police Officer assuming the responsibilities with a title of Field Training Officer (FTO) will receive an additional pay increase of \$.50 per hour.
- Q. All Village Exempt and Non-exempt employees shall be paid on a bi-weekly basis on Friday. If the bi-weekly pay day falls on a holiday, employees will be paid the last business day prior to the scheduled pay day.

Chapter 2. Benefits

Section 1. Full-Time Employees

- A. The following positions are considered Full-Time Employees. Employees shall not be considered Full-time until the successful completion of the required probationary period:

Chief Of Police	Exempt
Captain	Non-Exempt
Sergeant	Non-Exempt
Patrolman II	Non-Exempt
Village Administrator	Exempt
Operator of Record	Non-Exempt
Operator II	Non-Exempt
Operator I	Non-Exempt
Operator	Non-Exempt
Tech	Non-Exempt
Labor II	Non-Exempt
Fiscal Officer	Exempt

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- B. All full-time employees are "employed at will" and nothing contained herein shall be relied upon as a contract for a specific term of months or years. The employee may be terminated from employment for cause or without cause at any time.
- C. For all Full-time Employees one day of vacation, holiday, personal, or sick time will be equal to the number of hours that the Employee is regularly scheduled for a standard workday.

Section 2. Sick Days

- A. Full-time employees of the Village with a normal 40-hour work week schedule will be entitled to sick leave of fifty-six (56) hours with pay per year beginning on the first day of each calendar year after the date of their hiring as a full-time employee. Full-time law enforcement employees working 12-hour shifts shall receive sixty (60) hours of sick leave with pay per year beginning on the first day of each calendar year after the date of their hiring as a full-time employee.
- B. Upon becoming a full-time Exempt employee and completing an initial 30-day period, employees shall receive eighty (80) hours of sick time.
- C. Upon becoming a full-time non-exempt employee and completing an initial 90-day probationary period, employees with a normal 40-hour work week schedule shall receive sixteen (16) sick hours. Full-time law enforcement employees working 12-hour shifts shall receive twenty-four (24) hours of sick leave hours.
- D. With supervisor approval, sick leave may be taken in one half-hour increments.
- E. Any employee who is unable to report for work and who is not on a previously approved day of vacation, sick leave, personal leave, or leave of absence, shall be responsible for notifying the employee's immediate supervisor that he/she will be unable to report for work. The notification must be made at least one (1) hour before the employee is scheduled to report for work unless emergency conditions prevent such notification.
- F. After three (3) consecutive scheduled shifts of sick leave or sick leave

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combined with personal time, vacation time, or regularly scheduled days off, then the supervisor may request written verification be obtained from the employee's physician before benefits will be paid and before the employee may return to work. In addition to the previous requirements, the Village reserves the right to send the employee to a physician selected by the Village. Supervisors may request a doctor's excuse prior to authorizing sick time requests made prior to twenty-four (24) hours in advance of the request.

G. Upon approval of an employee's supervisor, sick leave may be used by the employee only for the following reasons:

1. Illness, injury, or pregnancy-related conditions of the employee.
2. Exposure of an employee to a contagious disease which could be communicated to and jeopardize the health of the public and of other employees.
3. Illness, injury or pregnancy-related conditions of a member of the employee's immediate family where the employee's presence is reasonably necessary for the health and welfare of the employee or affected family member.
4. "Immediate family" for the purpose of this provision means the spouse, child, stepchild, foster child (If living in the employee's home) grandchild, son-in-law, daughter-in-law, parent, stepparent, grandparent, mother-in-law, father-in-law, brother, brother-in-law, sister, sister-in-law of the employee.
5. On the first day of each calendar year an employee shall be entitled to carry over from the prior year any unused sick leave pursuant to this ordinance.
6. Upon becoming a full-time Exempt employee, employees shall be able to transfer up to five hundred (500) hours of accrued sick leave to the Village from other Government entities. A certification letter from the prior Government employer must be received stating the number of hours available to transfer.

Section 3. Separation from Service

- A. For the purpose of this provision, the term "separation" shall mean retirement into the Village paid pension plans described in Section 7, or leaving, in

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good standing, the Village's employment after no less than 5 years of continuous service.

1. Any employee who has any unused sick leave accrued pursuant to the provisions of this ordinance shall be entitled to a maximum cash benefit of two hundred and fifty (250) hours of such unused sick leave accrued pursuant to Chapter 2, Section 2 of this ordinance including amounts carried over pursuant to the provisions of this ordinance upon separation from service at their election. This cash benefit shall be calculated using the employee's rate of pay at time of separation.
2. In order to be eligible for the conversion of their accrued but unused sick leave into cash, an employee must have five (5) years of regular full-time employment prior to separation.
3. Any employee whose employment is terminated shall be considered a new employee upon re-hire with no accrued months of employment for computation of paid vacations, sick pay and paid holidays, and any unused sick leave which was not liquidated to a cash benefit pursuant to paragraph A above shall not be allowed as a carryover.
4. In event of termination for cause an employee will not be entitled for payment for any remaining unpaid sick pay.

Section 4: Personal Leave

- A. Upon becoming full time and completing an initial 90-day probationary period, non-exempt employees shall receive twenty-four (24) hours of personal leave with full pay.
- B. Twenty-four (24) hours of personal leave shall be granted on January 1 of each calendar year.
- C. With supervisor approval, personal leave may be taken in one-hour increments
- D. No carry-over into the next calendar year shall be allowed for unused personal days.

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Section 5. Vacation

- A. Each full-time employee shall be entitled to paid vacation time as follows which shall accrue on the hiring date as a full-time employee:
1. One year from the hiring date, a full-time 40-hour per work week employee shall be eligible for a total of eighty (80) hours of paid vacation per calendar year. An employee can request up to forty (40) hours paid vacation after six months employment with supervisor approval. Vacation time taken prior to the one-year anniversary date shall be deducted from the eighty (80) hours accrued one year from the hiring date. One year from the hiring date, a full-time law enforcement employee working 12-hour shifts, shall be eligible for a total of eighty-four (84) hours of paid vacation per calendar year. These employees can request up to forty-two (42) hours of paid vacation after six months employment with supervisor approval.
 2. Five years from the hiring date, a full-time 40-hour per work week employee shall be eligible for a total of one-hundred twenty (120) hours of paid vacation per calendar year. Full-time law enforcement employees working 12-hour shifts shall be eligible for a total of one-hundred twenty-six (126) hours of paid vacation per calendar year.
 3. Ten years from the hiring date, a full-time 40-hour per work week employee shall be eligible for a total of one-hundred sixty (160) hours of paid vacation per calendar year. Full-time law enforcement employees working 12-hour shifts shall be eligible for a total of one hundred sixty-eight (168) hours of paid vacation per calendar year.
 4. After completing one (1) year of service with the Village, the Village Administrator, the Fiscal Officer, and the Chief of Police will accrue paid vacation commensurate with their years of experience at their previous employment as outlined in Sections 1, 2, and 3 above.
- B. Any employee who has any unused vacation at the time termination for cause or without cause pursuant to the provisions of this ordinance shall be entitled to a cash benefit for any remaining unpaid vacation.
- C. All vacation must have prior approval of the supervisor prior to the use of

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the vacation.

- D. For all non-exempt employees, the scheduling of vacation must be done in advance per the following guidelines:
1. All requests for vacation must be submitted to your supervisor by April 1st.
 2. Your Supervisor will return all vacation requests by May 1st with which weeks are approved.
 3. Employees have 30 days to re-schedule any vacation requests which were not approved.
 4. Employees must schedule all but one week of the available vacation time.

Your Supervisor shall have the right to schedule vacation time for any employee in accordance with the needs, requirements, and convenience of the department.

- E. With supervisor approval, vacation time may be taken in one-half day increments.
- F. Any 40-hour work week employee may carry-over a maximum of forty (40) unused vacation hours into the next calendar year. Law enforcement employees that work 12-hour shifts may carry over a maximum of forty-two (42) hours of unused vacation into the next calendar year.
- G. Any employee may sell vacation time back to the Village with supervisor approval.
- a. Any 40-hour employee who has eligible vacation time of forty (40) hours or more must take at least forty (40) hours of vacation. Any law enforcement employee that works 12-hour shifts who has eligible vacation time of forty-two (42) hours or more must take at least forty-two (42) hours of vacation per calendar year.
 - b. Any remaining vacation hours may be sold back to the Village.
 - c. All requests for selling back vacation must be turned in by December 1st.

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Section 6. Death in the Immediate Family

- A. For purposed of this section "immediate family" shall be defined as in Section 2 Paragraph G Item 4.

- B. Upon death of a member of an employee's immediate family, that employee shall be allowed:
 - 1. Three (3) days with pay when the funeral is held within the State of Ohio, with one (1) day of said three (3) day period being the day of the funeral.

 - 2. Five (5) days with pay when the funeral is held out of the State of Ohio, with one (1) day of said five (5) day period being the day of the funeral.

Section 7. Pension contributions

- A. The employee of the Village of West Lafayette shall be covered by the following pension plans with all employer contributions made as required by the Village of West Lafayette:
 - 1. Fulltime police officers - Ohio Police & Fire Pension & Disability Fund. The Village will contribute to this fund at a rate of 24.5% of the employee's gross pay and Full-time Village Police Officers will contribute at a rate of 7.25% to be deducted each pay period.

 - 2. All other Full-time employees and Part-time police officers – Public Employees Retirement System of Ohio. The Village will contribute to this fund at a rate of 14% of the employee's gross pay and Village employees will contribute at a rate of 10% to be deducted each pay period.

Section 8. Health and Life Insurance

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- A. All Full-Time employees of the Village of West Lafayette shall be covered by a reasonable health insurance plan. The expense of the plan shall be paid as follows: 95% by the Village and 5% by the employee.

- B. All Full-Time employees of the Village of West Lafayette shall be eligible to participate in a Dental Insurance Plan. The expense of the plan shall be paid as follows: 50% by the Village and 50% by the employee.

- C. All Full-Time employees of the village of West Lafayette shall be eligible to participate in a Vision Insurance Plan. The expense of the plan shall be paid as follows: 100% by The Village and 0% by the employee.

- D. All Full-Time employees of the Village of West Lafayette shall be covered by a life insurance policy in the minimum amount of \$25,000.00. The expense of the plan shall be paid as follows: 100% by The Village and 0% by the employee.

- E. All Full-Time employees of the Village of West Lafayette may elect to be covered by a Voluntary life insurance policy, the amount to be determined by the employee. The expense of the plan shall be paid as follows: 0% by The Village and 100% by the employee.

Section 9. Clothing Allowance

- A. The following positions are eligible to receive a clothing allowance of \$500.00 in their first calendar year, eligible employees are then entitled to an annual clothing allowance of \$300.00 per calendar year for work related items:
 - 1. Village Administrator
 - 2. Operator of Record
 - 3. Operator I/II
 - 4. Operator
 - 5. Tech
 - 6. Labor II
 - 7. Labor I

- B. The following full-time positions are eligible to receive an annual clothing allowance of \$700.00 per calendar year for work related items:
 - 1. Police Chief
 - 2. Captain
 - 3. Sergeant
 - 4. Patrolman II

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- C. The following Part-Time positions are eligible to receive an annual clothing allowance of \$250.00 per calendar year for work related items as long as they have worked 100 hours or more by December 31st, of the previous calendar year:
1. Patrolman I
- D. The Police Department may use this allowance for the purchase of a service weapon and/or equipment.
- E. No one employee, with exception to the Police Chief, Captain, Sergeant or Patrolman II, shall receive more than a total of \$500.00 per calendar year.
- F. All employees of the police department will be required to sign and adhere to the "Agreement for Training and Uniform Reimbursement for Police Officers". This agreement will be generated and managed by the Chief of Police.
- G. All non-exempt employees must get supervisor approval prior to using this benefit.
- H. Unused funds do not carry over into the next calendar year.

Section 10. Holiday Schedule

- A. Eligibility to receive holiday pay is defined as follows:
1. A full-time employee.
 2. Employed thirty (30) consecutive days prior to the said holiday.
 3. The employee shall work the scheduled workdays directly proceeding and following the said holiday. An employee who uses available "Paid time off" (Vacation, Personal, Death in the Family, or Sick time) the schedule workday directly proceeding and/or following the said holiday the employee will have that "Paid Time Off" considered as day(s) worked for the purpose of qualifying for holiday pay.
- B. Following are the days that will be considered paid holidays to be observed:
- New Year's Day
 - Good Friday
 - Memorial Day
 - Independence Day

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- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Day after/before Christmas
- Christmas Day

By December 15th of each calendar year, the Ordinance Committee shall submit the exact calendar days for each holiday to be observed to the Mayor for approval. These holidays are considered “off-days” for most employees, unless a particular department must operate during these days (i.e. Police Department). If the department must operate during any of the holidays listed, any Holiday Premium Pay will be paid for working the actual holiday listed in Section 10(B) above only and will be paid for the total hours worked.

Chapter 3. Applicable Time Periods

- A. This ordinance shall be applicable to all employees of the Village of West Lafayette, Ohio, on and after June 10, 2024, regarding all employee benefits covered herein. Pursuant to Ohio Revised Code Section 9.44 it is herewith declared that the anniversary date of employment is the anniversary date of the most recent hiring as a full-time employee.
- B. All provisions of Ordinances and Resolutions inconsistent with the provisions herein shall be and herewith are amended to the extent they otherwise would be applicable to the pay rates of the above pay categories and classifications on and after June 10, 2024, otherwise however, they shall remain in full force and effect.

Chapter 4.

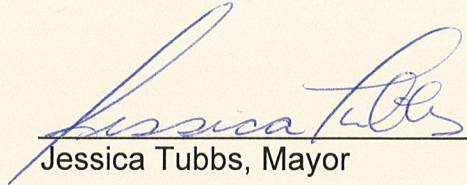
- A. All provisions of Ordinances and Resolutions in conflict with the provisions and terms of this ordinance shall be and is herewith amended in accordance with this ordinance.
- B. This Ordinance shall be declared an emergency for necessity of health, safety, and welfare of the citizens of West Lafayette, Ohio and shall be effective upon passage and signing by the Mayor.

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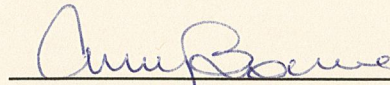
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Passed on this 25th day of November, 2024



Jessica Tubbs, Mayor

Attest:



Amy Bourne, Fiscal Officer

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This Revision Log is for reference only and is not part of the Ordinance

Revision Log:

<u>Date:</u>	<u>Revision:</u>
6/22/15	Changed Ordinance Number from 2014-31 to 2015-09.
6/22/15	Page 1, Section, Paragraph C Changed adding Tax Administrator to Office manager indicating rate of pay to \$13.05 per hour
8/10/15	Changed Ordinance Number from 2015-09 to 2015-12.
8/10/15	Changed Section 1, Paragraph A, Item 2, Paragraph B Item 1, and Paragraph C item 3 to reflect \$0.50 pay raise.
8/10/15	Page 2, added Council Special Meeting Pay in Section E
8/10/15	Page 2, Added Section F.2. Overtime for 8 hours in a day.
8/10/15	Page 2, changed Section I from: "For the purposes of computing over time hours; Vacation, Personal Leave, Death in the Family, or Sick Days will not be considered time worked. This section (1G) does not apply to Section 1D3" to "For the purposes of computing over time hours; Vacation, Personal Leave, Death in the Family, or Sick Days will be considered time worked".
8/10/15	On Page 3, changed last sentence of Section O from "The Police Chief will negotiate a rate" to "The Police Chief will negotiate a rate with the third-party event sponsor to include all costs incurred by the Village".
8/10/15	On Page 2, Section K Removed
8/10/15	On Page 3, Section L Removed
11/12/15	Page 3, Section M, Item A, added plus \$10.00 per run, Item B, revised from Assistant Chief to Operations Officer \$1,000.00 per year plus \$10.00 per run, to be paid annually, Item C, added Finance Officer, \$1,000.00 per year plus \$10.00 per run, to be paid annually.
11/12/15	Page 3, Section M, Paragraph E, changed from: "The per fire run payment does not apply to either the Fire Chief or the Assistant Chief" to "The per fire run payment does not apply to the Fire Chief."
12/21/2015	On page 2, Added section 1 Paragraph D.
12/21/2015	On Page 3, Section M, Item B, Revised Operations Officer to Assistant Chief, Revised Finance Officer to Assistant Chief.
2/9/2016	Page 2, Removed Supplemental income for exempt employees.
2/9/2016	Page one, adjusted section 1 wages
3/7/2017	Page 1, Section 1 Paragraph A adjusted annual pay for mayor and council
3/7/2017	Page 2, Section 1 Paragraph D revised for when making up hours.
3/20/2017	Page 1, Section 1 Paragraph A corrected to reflect proper pay scale.
2/26/2018	Page 1, Section 1 Paragraph A, Village administer (PT) moved from Hourly to Exempt (Full Time).
9/10/2018	Page 3, Section 1 added Paragraph P for School Resource Officers
10/8/2018	Added Appendix A outlining job title definitions
11/26/2018	Combined Pay ordinance with Benefits ordinance

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- 11/26/2018 Changed Chapter 2 Section 9, paragraph B to reflect clothing allowance changes.
- 4/22/2019 Added Sergeant description to Appendix A, added Sergeant to pay schedule on page 1 Section 1A, added Sergeant to page 4 Section 1, updated Vacation accrual process in Section 5A
- 9/9/2019 Changed Section 1K to include Exempt employees and increase rate of pay to 2 times their normal straight time.
- 9/9/2019 Updated Sections 2 & 4 to add 90-day probationary period wording before Personal and Sick time are accrued.
- 9/23/2019 Added Section 1.M. to establish the rate of pay for a Temporary Supervisor. Added the Temporary Supervisor job description to Appendix A.
- 11/25/2019 Added 2% pay increase to all regular hourly and salary employees.
- 1/17/2020 Wage Table updated
- 1/31/2020 Corrected Wage Table
- 5/11/2020 Updated Section 5(G) to include All Employees.
- 6/22/2020 Updated Section 2B, Removed Section 8F.
- 11/9/2020 Updated Ch.1 Section 1D(1) and Ch.2 Section 1C
- 12/14/2020 Added 2% pay increase to all regular hourly and salary employees. Updated pg.11 Section 9B for uniforms. Updated paid time off sections to reflect law enforcement employees new 12-hour shift.
- 05/24/2021 Amended Chapter 2, Section 2 regarding the number of sick hours an employee can accrue and the cash benefit conversion of sick hours at time of separation of employment. Amended Chapter 2, Section 5 the accrual of vacation hours for the Village Administrator, the Fiscal Officer and the Police Chief. Added Chapter 2, Section 9 (F) for police officers.
- 08/23/2021 Updated pay chart, updated Section 2, Updated Appendix A.
- 09/13/2021 Added Section 1 N & O regarding additional hourly pay for police officers.
- 10/25/2021 Updated Section 2(D), Section 2(G)(5), and added Section 2(G)(6).
- 12/20/2021 Added 2% pay increase to all regular hourly and salary employees, removed Office Manager, added Admin Assistant.
- 4/14/2022 Increased Labor I & II hourly rate
- 12/12/2022 Added 2% pay increase to all regular hourly and salary employees. Added Ch. 1, Section 1(P). Amended Ch. 1, Section 1(D)(2). Added Ch. 2, Section 8(E). Amended Ch. 2, Section 10(B).
- 1/23/2023 Increased all Police Department base wages by \$2.00 and the Admin Assistant by \$.75. Updated Ch. 1, Section 1(D)(2). Added Ch. 1, Section 1(I). Updated Ch. 2, Section 7(1) & (2).
- 3/13/2023 Updates to Chapter 1 Section 1(D)(1), Chapter 2 Section 2(A&C), Section 5(A)(1-3) and Section 5(F&G) to reflect the Police Dept change to 12-hour shifts.
- 12/11/2023 Added 2% pay increase to all regular hourly and salary employees. Added >20 yrs pay scale tier. Increased Volunteer Firefighter pay per run and in person training. Updated Ch. 2, Section 9 and Section 10.

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6/10/2024 Updated Chapter 1, Section 1(M) SRO to receive additional \$.50 per hour.
11/25/2024 Added 2% pay increase to all regular hourly and salary employees.

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Appendix A

Definitions

Police

Sergeant – A full-time police officer who acts in an administrative capacity, who works more than 32 hours per week and who holds a current OPOTA Certification.

Patrolman II – A full-time police officer who works more than 32 hours per week and who holds a current OPOTA Certification.

Patrolman I – A part-time police officer who holds a current OPOTA Certification and works no more than 32 hours per week.

Patrolman (probationary) - A police officer who holds a current OPOTA Certification and has been employed by the Village of West Lafayette for a period of less than 6 months.

Administrative Assistant – An employee who works in the Administration office under the Police Chief and who is responsible for maintaining records, payroll timesheets, and expungement of records. Additional duties include, but are not limited to, preparing bank deposits, trips to the bank, post office, Coshocton County Sheriff's office, the courts and prosecutor's office, answering the Village main phone line and helping with clerical duties as needed by the Police Chief and Village Administrator.

Wastewater Classification

Tech – An Operator in training assigned to the wastewater plant working towards taking his/her Class One Wastewater license test or who has passed the exam for Class One Wastewater Operator and has not yet completed the required hours to achieve a full license as Wastewater Operator in the State of Ohio.

Operator – An employee who successfully passed his/her Class One or Class Two exam in Wastewater and has achieved a valid license to operate in the State of Ohio as such.

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Operator I – An Operator who works more than 32 hours per week and who has successfully passed his/her Class One exam in Wastewater and has achieved a valid license to operate in the State of Ohio.

Operator II – An Operator who works more than 32 hours per week and who has successfully passed his/her Class Two exam in Wastewater and has achieved a valid license to operate in the State of Ohio as a Class Two Operator.

Operator of Record – An Operator II that is listed on all Ohio EPA documentation as the “Operator of Record” for our Wastewater Treatment Plant, Wastewater Collections system, and the Pearl Valley and Fresno Forced County Main. The Operator of Record shall be responsible for filing all mandated reports with the Ohio EPA and any other regulating authority as indicated by his title. The Operator of Record shall supervise any other level of Operators or Techs assigned to the Wastewater Treatment Plant.

Street

Labor II -A full-time Village employee who works more than 32 hours per week and who is responsible for maintaining the public properties, streets, and assisting the wastewater operators as needed, and completing any other tasks assigned to them by the Village Administrator.

Labor I - A part-time Village employee who works a maximum of 32 hours per week and who is responsible for maintaining the public properties, streets, and assisting the wastewater operators as needed, and completing any other tasks assigned to them by the Village Administrator.

Other

Temporary Supervisor – A village employee assuming the responsibility of a village officer in that officer’s absence. A temporary supervisor will have the ability to approve/deny vacation request, time, and over-time request. The employee shall have the ability to execute Purchase orders with the mayor’s approval. This employee shall not have the ability to hire or discharge any employee.