

ORDINANCE 2024-08

DELAWARE COUNTY COUNCIL

AN ORDINANCE DEFINING TERMS AND ESTABLISHING PROCEDURES  
FOR HIRING AND IMPLEMENTING SALARIES FOR COUNTY EMPLOYEES  
(EXCLUDING MERIT OFFICERS)

WHEREAS, the Delaware County Council (“Council”) has the responsibility to fix the compensation of the officers, deputies and other employees, both full-time and part-time (“Employee or Employees”), payable from the Delaware County General Fund, Highway Fund, or any other fund from which the County Auditor issues warrants for salaries or other compensation; and

WHEREAS, the Council has approved salaries for County employees for calendar year 2024; and

WHEREAS, the Council desires to provide direction on the assignment and implementation of said salaries; and

WHEREAS, the Council further desires to maintain uniform procedures for the hiring of Employees; and

WHEREAS, the Council previously adopted Ordinance 2022-005 to provide the desired direction on the assignment and implementation of said salaries through uniform procedures; and

WHEREAS, the Council subsequently adopted a series of amendments and complete restatements the most recent of which was Ordinance 2024-01; and

WHEREAS, the Council desires to further amend and restate the Salary Ordinance; and

WHEREAS, the Council intends that this Ordinance will repeal and replace 2024-01.

NOW, THEREFORE, BE IT ORDAINED by the Delaware County Council as follows:

**Section 1. Definitions.** For the purposes of this Ordinance, the following terms are defined as:

- a. Job Grade – the numerical (or other) classification assigned to a particular job by the Human Resources Department based upon its description and duties for the purpose of establishing its Position Base Salary under the current salary ordinance.
- b. Grade Demotion – a current Employee transferring to a job with a lower ranked Job Grade.
- c. Grade Promotion – a current Employee transferring to a job with a higher ranked Job Grade.
- d. Lateral Grade Transfer – a current Employee transferring to a job with the same ranked Job Grade.

- e. Department Change – transferring from one Delaware County department or office to another.
- f. New Employee – an individual being hired into a full-time position with the County.
- g. Part-Time Employee – any Employee working in a position established as part-time under the terms of this or any other Ordinance, whose permitted hours of work do not exceed twenty-nine (29) hours per week.
- h. Position Base Salary – the salary amount shown for each position on the Base Salary Spreadsheet as adopted by the Council showing the base salary amount for each position, and as Base Salary Spreadsheet may hereafter be amended by the Council from time to time. Position Base Salary is not the same as the salary appropriated for the position in the Annual Budget. This amount does not include any longevity pay. This amount will be used to determine the salary in the event of Grade Promotion, Grade Demotion, Lateral Grade Transfer or Department Change, or a New Employee, subject to the Probationary Period provided in this Ordinance.

**Section 2. Application of Ordinance.** From and after the adoption of this Ordinance by the Council, salaries approved for each position in the Annual Budget are for the Employee in that particular position as of January 1 of the budget year. Should that individual vacate the position for any reason during the budget year, the salary for the New Employee hired for the position shall be determined based upon the procedures defined in this Ordinance and the then current Base Salary Spreadsheet.

**Section 3. Budget; Compensation by Line Item.** Full-Time Employees can only be paid from the line item in the Annual Budget specific to the position they hold. When a new Full-Time Employee is hired to fill that position, he or she can only be paid for the remainder of the year from the balance remaining in the line item. Part-Time Employees can only be paid from line items in the Annual Budget for the department or office specifically established to compensate Part-Time Employees.

**Section 4. Current Employees.** In the event of Grade Promotion, Grade Demotion, Lateral Grade Transfer or Department Change involving a current Full-Time Employee, the salary for the position shall be the Position Base Salary as shown on the Base Salary Spreadsheet. If the Employee has served at least six (6) months in the prior position, he or she will not be required to have a Probationary Period.

**Section 5. Current Part-Time Employees.** In the event that a current Part-Time Employee fills a full-time position and has worked continuously for six (6) months prior thereto accomplishing the skills needed in the full-time position, the Employee will be exempt from the probationary period required under this Ordinance and shall receive the Position Base Salary for the position.

**Section 6. Re-hire of a Previous Employee.** If an Employee is hired for a full-time position that he or she previously held and fulfilled the probationary period for that position as provided herein, upon recommendation of the department head or office holder and with

approval of the Council, the Employee shall be exempt from the Probationary Period upon re-hire.

**Section 7. Process for Filling Any Vacant Position.** Upon a determination that any vacant position needs to be filled, the department head or office holder shall adhere to the following procedure:

- a. The department head or office holder shall adhere to all provisions of the Delaware County Employee Handbook as adopted by the Delaware County Commissioners or the Delaware County Circuit Court Personnel Policy Handbook.
- b. The department head or office holder shall notify the Human Resource Director of the vacancy and request that the vacancy be posted.
- c. The Human Resource Director shall post the vacancy and refer all applicants on file and all new applicants received to the department head or office holder for consideration.
- d. Upon selection of an individual to fill the vacancy, the department head or office holder shall complete the Employee Personal Information Form, as amended from time to time, and submit the completed form to the Human Resource Director and the County Auditor for approval and signature. If there is no change in the rate of compensation, job title or job description for the position to be filled, and no additional expenditure required to fund the position for the remainder of the budget year, approval by the County Council is not required. A copy of the Employee Personal Information Form is attached hereto as Exhibit 'A' and incorporated by reference. A copy of Section 7, as amended from time to time, shall be attached to the form. In submitting the form, the department head or office holder affirms that he or she has complied with the provisions of Section 7.
- e. Upon the approval and completion of the Employee Personal Information Form by all necessary parties, the department head or office holder may hire the individual to the applicable position provided that the combined base salaries for the Employee who previously held the position and the New Employee hired for that position may not exceed the department or office appropriation for the position as approved in the Annual Budget.
- f. Any appropriations for the New Employee shall be subject to Council approval and must be submitted to the Council at its next regular meeting.
- g. The Auditor shall submit a report to the Council at each of its regular meetings detailing all positions filled under Section 7, paragraph d, by fund, line item, job title and balance in the line item. The Council shall review and receive the report.
- h. The hiring procedures set forth in this Section 7 are subject to and shall be superseded by any hiring freezes adopted by the Council.

**Section 8. Probationary Period.** Except as provided elsewhere in this Ordinance all New Employees, upon hire, shall have a Probationary Period, as follows:

- a. The Probationary Period for all New Employees shall be ninety (90) days from the first day of work.

- b. After the Probationary Period is completed, the department head or elected official shall complete a written evaluation and performance review of the Employee.
- c. Upon successful completion of the Probationary Period, the department head or office holder shall send the evaluation and performance review to the Human Resource Director.

**Section 9. Part-Time Job Classification Levels.** The following Part-Time Job Classifications and rates of pay are hereby established:

- a. Part-Time Level 1.
  - i. Pay rate of \$12.00 per hour.
  - ii. Types of jobs: General labor, filing, sorting, general office experience, basic computer experience, data entry, mailing, stuffing envelopes, answering telephones, basic maintenance, seasonal, runner/courier, general filing and distribution, transferring files between offices.
  - iii. Must have a high school diploma or high school equivalent.
- b. Part-Time Level 2.
  - i. Pay rate of \$14.00 per hour.
  - ii. Types of jobs: Positions that need significant and specific training/requirements, Jobs requiring on-call availability, Election Room Deputy Commissioners, Custodial and comparable positions.
  - iii. High school diploma or high school equivalent required in addition to specific training and/or certifications.
- c. Part-Time Level 3.
  - i. Pay rate of \$15.00 per hour.
  - ii. Types of jobs: Accounting, bookkeeping, payroll, legal secretaries, court-related clerical positions requiring advanced computer skills, positions that affect County liabilities.
  - iii. High school diploma or high school equivalent required, advanced education and/or degree, minimum of 2 years previous applicable experience required.
- d. Part-Time Level 4.
  - i. Pay rate of \$20.00 per hour.
  - ii. Types of jobs: Accounting, bookkeeping, payroll, legal secretaries, court-related clerical positions requiring advanced computer skills, grants and operations, and positions that affect County liabilities.

- iii. Advanced education/college degree or minimum of prior 5 years of applicable job related experience required.
- e. Part-Time EMT and Paramedic Rates.
  - i. Emergency medical technicians at \$16.00 per hour. Paramedics at \$20.00 per hour.
  - ii. High school diploma or high school equivalent required, advanced education and/or degree, minimum of 3 years previous applicable experience required.
- f. Part-Time Correctional Officers
  - i. Pay rate of \$15.00 per hour and shall remain at this rate until they have completed the Sheriff's required initial training program. Upon completion of the initial training program and with the recommendation of the Sheriff, the pay rate for the Part-Time Correctional Officer shall be increased to \$16.00 per hour.
- g. Part-Time Communications Center Employees:
  - i. Starting in training: \$16.00 per hour for 29 hours per week;
  - ii. Certified on one console (basic self-sufficient): \$17.00 per hour for 29 hours per week;
  - iii. Certified to work all consoles (usually takes 9 months to one year): \$18.00 per hour for 29 hours per week.
- h. Coroner Part-Time Services.
  - i. \$100.00 per person per call on Coroner's cases.
  - ii. \$25.00 per person per call on non-Coroner's cases.
- i. Part-Time Highway and Bridge Department Employees.
  - i. Highway and Bridge Department positions that do not require a CDL: \$14.00 per hour.
  - ii. Highway and Bridge Department positions that require a CDL and/or Equipment Operator: \$18.00 per hour.
- j. Special Sheriff Deputy – Federal Inmate Transportation.
  - i. \$24.00 per hour. (Reimbursed by United States Marshals Service).


**Section 10. Part-Time Positions; Hours; Full-Time Employees; Overtime.**


- a. Departments or offices requesting part-time positions shall file their request with the Human Resource Director and identify which Part-Time Level the proposed position will fall under. Upon review of the requirements for the job and the duties, the Human Resource Director shall confirm the appropriate level.

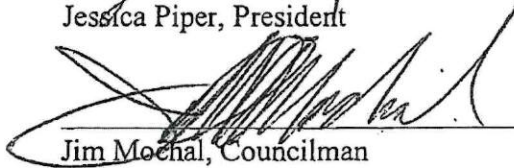
- b. A Part-Time Employee shall be allowed to work up to twenty-nine (29) hours per work week.
- c. A Full-Time Employee shall be entitled to receive benefits as determined and approved in the Personnel Handbook by the County Commissioners, subject to appropriation by the Council.
- d. FLSA compensatory time may be awarded in lieu of monetary payment for overtime at the discretion of the department head. Employees shall *only* be provided compensatory time at the rate of 1 ½ hours for each hour worked over 40 hours in a 7-day workweek, regardless of the number of hours the employee is regularly scheduled to work. No employee may accrue more than 80 total hours of compensatory time.

**Section 11. Repeal.** This Ordinance, upon its adoption, shall repeal, replace and supersede the following Ordinances: Ordinances 2024-01.


ADOPTED BY THE DELAWARE COUNTY COUNCIL THIS 28 DAY OF MAY, 2024.

  
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 Jessica Piper, President


  
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 Matt Kantz, President Pro Tempore

  
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 Jim Moehal, Councilman

  
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 Ryan Webb, Councilman

  
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 William Hughes, Councilman

  
 \_\_\_\_\_  
 Dan Flanagan, Councilman

  
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 Eugene Whitehead, Councilman

Attest:  
  
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 Ed Carrol Jr., Auditor

This Ordinance is approved in form by:  
  
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 Legal Counsel