

## ORDINANCE NO. 3848

An Ordinance Establishing Salaries And Certain Benefits For Salaried And Hourly Full-Time And Part-Time Employees Within The Service Of The City Of Oxford, Ohio, Paid From January 1st, 2026, Through December 31st, 2026.

WHEREAS, the City Manager recommends the adoption of the 2026 Salary and Benefits Ordinance.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OXFORD, BUTLER COUNTY, STATE OF OHIO, THAT THE SALARIES, WAGES, AND CERTAIN BENEFITS FOR OFFICIALS AND EMPLOYEES OF THE CITY OF OXFORD BE FIXED AS FOLLOWS:

### **SECTION 1: Full-Time Employees**

Full-time positions are hereby established with respect to position title, authorized number, and pay range as listed in Exhibit A.

### **SECTION 2: Pay Bands 1 through 7**

The compensation plan, setting forth the range of base pay bands for each position title (pay bands 1 through 7), is attached as Exhibit B and incorporated herein as the Base Pay Band Provisions.

Adoption of this Ordinance reflects a 4% increase rounded up to the nearest penny of all employees not covered by a collective bargaining agreement. The Finance Director and City Manager shall also receive the same increase to their current base salaries.

Except as otherwise provided in the charter, the City Manager is authorized to establish the starting salary based on a review of comparable positions in similar municipalities. Beginning January 1, 2024, new hires with equivalent experience and/or certification will be hired at the same rate as other employees in that classification. If the new hire does not have comparable experience or certification, they may be brought in at a lower starting wage and be provided with a 1-3 year pathway, contingent upon positive performance, to achieve equal pay with other employees in the same classification. This pathway will be outlined in the offer letter. If there are no other individuals in the same classification as a new hire, a market range based upon comparable municipalities may be used to determine a new hire salary.

The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year.

The City Manager is hereby authorized to increase an employee's salary when a promotion occurs, where an employee moves to a higher job classification. The new salary range should be based on a review of comparable positions in similar municipalities. Promotional pathways are detailed in Exhibit C.

Where salaried employee(s) of the City of Oxford are traveling outside of Butler County, Ohio under O.R.C. 5502.35 and 5502.41; to work under local, state or federal declared emergency conditions, said employee will be entitled to overtime at a rate determined as follows: divide the employee's annual salary by the sum by 2080 hours and multiply that dividend by 1.5. This will equal the rate of expected reimbursement (from either OEMA, EMAC, FEMA, etc.) for any work exceeding 8 hours per day. Work hours are determined by employee(s) normal scheduled work hours. Salaried employees will be paid the "overtime amount" in the form of a bonus. Furthermore, the City Manager

authorizes employees to utilize either vacation time or comp time during EMAC / National deployments.

### **SECTION 3: Year-Round Part-Time Employees**

Part-time positions are hereby established with respect to position title, authorized number, minimum and maximum compensation as listed in Exhibit A. The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year.

Part-time is defined as working less than 1,560 hours per year, from October to November. This does not apply to PT Firefighter EMT and Firefighter/Paramedic staffing, who should refer to the Fire Part-Time policy in Exhibit D..

### **SECTION 4: Seasonal Part Time Employees**

Seasonal part-time positions are hereby established with respect to position title, authorized number, minimum and maximum compensation in Exhibit A. The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year not to exceed the maximum rate per hour.

### **SECTION 5: Department Heads and Supervisory Employees.**

- A. Defined. The positions of City Manager, Assistant City Manager, Finance Director, Police Chief, Community Development Director, Service Director, Parks and Recreation Director, and Fire Chief are department heads. These employees in addition to Assistant Finance Director, Deputy Service Director, Streets and Maintenance Manager, Wastewater Collection Manager, Water Distribution Manager, Water Plant Manager and Wastewater Plant are considered supervisory employees.
- B. Overtime. Department heads are salaried employees and are not entitled to overtime.
- C. Vacation. Department heads shall accrue vacation leave monthly at the rates listed in the table below. The City Manager may adjust vacation accrual rates, at the time of hire, based on previous experience in the public, nonprofit, or private sector. The employee begins accruing vacation leave immediately, but may only take leave during the first year with City Manager approval.

After 12 months (1 year)	120 hours
After 84 months (7 years)	160 hours
After 156 months (13 years)	200 hours

The City Manager is authorized to grant up to 80 hours of vacation leave during the first year of employment of a department head based on extenuating circumstances.

The City Manager's vacation benefit shall be in accordance with the City Manager's contract.

- D. Other Benefits and Provisions. Except as superseded by the provisions of this section, department heads and supervisory employees shall be entitled to all other benefits and provisions of this Ordinance applicable to full-time employees of the City of Oxford.
- E. Sick Leave. The Police Chief shall receive a bonus of \$310 per calendar quarter if no sick leave is used during that quarter. If the Police Chief uses no sick leave for the calendar year, the Chief shall receive an additional \$360. The bonus payment shall be issued at the end of each calendar quarter.

## **SECTION 6: General Provisions**

- A. Pay Periods. Employees shall be paid bi-weekly. Pay days shall be on Friday, except when City offices are closed for a holiday on Friday, in which case payday shall be the last workday preceding the holiday.
- B. Hours of Work. Full-time, non-contract, and non-salaried employees' work week shall be forty hours. When directed by their supervisor to work overtime, such employees shall be compensated at the rate of one and one-half (1-1/2) times their base rate of pay for all hours actually worked in excess of forty hours per week.
- C. On Call Pay: Non-salaried, qualified staff who provide coverage to respond to alarms and emergency calls for service after regularly scheduled work hours will be paid one hour, at a rate of one and half times their normal pay rate, per 24 hours of coverage.
- D. Call In Pay: Staff who are called in for non-scheduled tasks, after the completion of their normal work day or 30 minutes prior to the start of their next normal work day, shall receive a minimum of three (3) hours compensation at one and a half times their normal rate of pay.
- E. Shift Differential Pay. The applicable rate of shift differential for the entire shift worked will be determined by the applicable rate for the majority of the hours in an assigned shift. If an assigned shift is evenly divided between two rates, the higher rate shall be applicable to all hours of the shift worked. A full-time employee who is assigned by their supervisor to work a shift after 4:00 p.m. and before 8:00 a.m. shall receive shift differential pay for all hours worked. The differential shall be twenty-five cents (\$0.25) per hour for all hours of a shift actually worked after 4:00 p.m. and before 12:00 midnight. The differential shall be forty-five cents (\$0.45) per hour for all hours of a shift actually worked after 12:00 midnight and before 8:00 a.m. Shift differential will be paid at its normal rate for scheduled hours worked on a holiday in addition to holiday pay. Overtime may be incurred for the work week (over 40 hours) attributable to working during a shift differential period (defined above). For purposes of calculating overtime pay, the base pay rate shall include the hourly shift differential amount. The shift differential rate used for overtime calculation will be the same rate used for shift differential as determined per the guidelines above.
- F. CDL Trainer Stipend: Staff who are qualified to provide CDL instruction and, with supervisor approval, offer program training to other employees, will be provided a stipend of up to \$1,000.
- G. Emergency Appointments. In case of civil unrest or other like emergency, the City Manager

may appoint emergency police officers or other volunteer citizens as may be necessary for temporary service during the emergency and shall report this action to the City Council at its next meeting. Such emergency appointees shall be compensated for all time actually worked on behalf of the City.

## **SECTION 7: Employee Benefits**

- A. Uniforms. The Police Chief shall receive credit in the same manner as the Detective Sergeant, as specified in the Police Sergeants and Lieutenants contract. The City shall provide full-time employees in the Service Department and the Parks & Recreation Department, who wear a uniform in the performance of their duties, with a uniform rental service.
- B. Sick leave. Sick leave shall be earned by all full-time employees at the rate of ten (10) hours per month and may be accumulated without maximum. Previously accumulated sick leave may be transferred as allowed by law. Under extraordinary circumstances, the City Manager may approve the transfer of sick leave credits from one City employee to another.
- C. Sick Leave Incentive. A full-time, non-contract employee shall receive an incentive of two hundred dollars (\$200.00) per calendar quarter if the employee uses no sick leave during that quarter. Use of any hours, including partial hours, of sick leave will result in the employee receiving no payment for that quarter. Any employee who uses no sick leave for a calendar year shall receive an additional two hundred dollar (\$200.00) incentive. The employee shall receive all such incentive payments at the end of each calendar quarter. Any payment shall reflect applicable federal, state, and local withholdings. Sick leave used for Worker's Compensation leave as defined in the Employee Handbook shall not be considered sick leave used for purposes of this paragraph. As a part of the sick leave incentive, as of December 31, 2007, those employees having a sick leave balance will have those hours banked. Future accruals will not be added to the hours banked, however, all banked hours and any accruals will continue to show on the individuals pay stub to be used should the hours be needed for illness. The banked hours will be held until voluntary departure, death, or lay off, at which time not more than 1,200 banked hours shall be converted to vacation time at the ratio of one-to-one for the first three hundred hours and three-to-one for the remaining nine hundred hours.
- D. Sick leave conversion. Prior to retirement, an employee with a banked sick leave balance of 280 hours up to a maximum of 1200 hours may convert the balance to vacation or pay at a rate of 5:1. However, there must be 240 hours remaining, and such conversion may only be made by written application to the Finance Department during the month of April, and pay, when requested, will be made on or before May 20. Should an employee on lay-off (who has converted sick leave to vacation) return to City employment, they may within one year of reinstatement repurchase their accumulated sick leave by repaying at the same rate as the pay-off. Such repayment may be in cash, by payroll deduction or use of newly accumulated vacation time.
- E. Payment of Health Insurance Premiums. For each full-time employee who participates in the City group medical insurance programs, the City will make a per month per employee contribution as determined by the budget during the effective period of this Ordinance for health/medical insurance, major medical, prescription insurance, dental insurance and vision care insurance. The Employee will pay a contribution for single coverage or for family coverage, each pay period, with deductions being made from gross pay before taxes. The City may offer different health care program options at different employee contribution rates, and

may offer an incentive to participate in the City's wellness program.

- F. Holiday Schedule. There shall be sixteen (16) paid days off for full-time employees as follows: (10 holidays/6 personal days)

New Year's Day (January 1)

Martin Luther King, Jr. Day (third Monday in January)

Washington/Lincoln Day (third Monday in February)

Memorial Day (last Monday in May)

Independence Day (July 4)

Labor Day (first Monday in September)

Thanksgiving Day (fourth Thursday in November)

Day after Thanksgiving

Christmas Eve (December 24)

Christmas Day (December 25)

Personal Hours - 48 Hours (Note: The Juneteenth holiday is granted as 8 personal hours within this total of 48 hours).

New employees hired during the year shall have their Personal Hours prorated based on their initial hire date. Personal Hours are earned at a rate of 4 hours per month, but are provided to the employee in a lump sum of 48 hours on January 1 each year. If an employee separates from the city having used Personal Hours before they have been accrued, the employee will be responsible for repaying the value of those hours, which will be deducted from their final paycheck in accordance with state and federal law.

With the exception of employees who work a continuous schedule, holidays falling on a Saturday shall be observed on the preceding Friday, and holidays falling on a Sunday shall be observed on the following Monday.

- G. Pay for Work on Certain Holidays. Any full-time employee, department heads excluded, who is required by the employee's supervisor to work on a designated holiday as a part of the employee's regularly scheduled duty and within the employee's normal hours of work shall receive pay in an amount equal to one and one-half (1-1/2) times the employee's base hourly rate of pay for all hours actually worked by the employee between the hours of 12:01 a.m. and 12:00 midnight, inclusive, on the designated holiday. When such an employee works on a holiday, the employee shall be entitled to an additional day off in lieu of the holiday.

Employees called to work on a designated holiday (to perform a special project or emergency repair) may receive pay in the amount equal to one and one-half (1-1/2) times the employee's base hourly rate of pay for all hours actually worked on the holiday in addition to the eight hours straight time pay for the holiday at the discretion of the City Manager. (Employees working less than eight (8) hours on a holiday have two options: 1) the employee can claim the eight (8) hour holiday and overtime for the actual number of hours worked; or 2) the employee can claim overtime for the number of hours worked, and use personal, vacation or comp time to make up the remaining hours and receive the holiday off at another time.)

When a calendar holiday falls on either weekend day(s) (including Christmas Eve and Christmas), the following rules apply:

If an employee works the designated holiday, the employee is entitled to:

One and one-half (1-1/2) times their base hourly rate for the hours worked, and a paid day to be taken at another time.

If an employee works a true calendar holiday(s) that falls on Saturday or Sunday, the employee is entitled to pay at one and one-half (1-1/2) times the base hourly rate for the hours worked.

H. Group Life and Accidental Death and Dismemberment Insurance.

The City will pay 100% of the premium for these fringe benefits for coverage in an amount equal to the employee's annual base salary, except that the amount of the insurance coverage provided will be subject to a reduction schedule included in the group policy. Such reductions generally begin at age 65 and are subject to ADEA regulations. These fringe benefits apply only to full-time employees working at least forty (40) hours per week. The City will pay 100% of the premium group life insurance coverage on the Police Chief in an amount equal to one and one-half (1-1/2) times the Police Chief's annual salary to a maximum of \$175,000.

- I. Longevity Bonus Pay. Longevity Bonus Pay will only be paid to eligible employees who accrue the required years of service on or before December 31, 2025 and are full-time employees of the City on or before December 31, 2025. To be eligible for Longevity Bonus Pay an employee must meet both requirements. No partial or proportionate Longevity Bonus Pay will be paid. An employee shall accrue one year of service for twelve consecutive months of full-time employment. Part-time employees who become full-time employees may use hours worked as a part-time employee towards years of credit. Credit will not be given for partial years of service.

Full-time employees who leave the City's employment and are eligible to receive longevity pay based on the anniversary date in 2026 shall be given their longevity payment with final pay. All other eligible employees will receive Longevity Bonus pay in November 2026. All eligible full-time employees shall be paid in accordance with the following schedule. Contract employees shall be paid according to the appropriate contracts. The Chief of Police shall be paid longevity according to the current schedule in the Police Supervisors' contract.

Longevity Pay	Rate
After 5 years	\$800
After 6 years	\$825
After 7 years	\$850
After 8 years	\$875
After 9 years	\$900
After 10 years	\$925
After 11 years	\$950
After 12 years	\$975
After 13 years	\$1,000
After 14 years	\$1,025
After 15 years	\$1,050
After 16 years	\$1,075
After 17 years	\$1,100
After 18 years	\$1,125
After 19 years	\$1,150
After 20 years	\$1,175
After 21 years	\$1,200
After 22 years	\$1,225
After 23 years	\$1,250
After 24 years	\$1,275
After 25 years	\$1,300
After 26 years	\$1,325
After 27 years	\$1,350
After 28 years	\$1,375
After 29 years	\$1,400
After 30 years	\$1,425

- J. **Vacation.** An employee shall accrue vacation monthly at the following rates listed in the table below, unless otherwise covered by a collective bargaining unit. New hires with prior public sector experience may provide documentation of prior experience, be credited with years of service, and earn vacation at a higher rate. Upon written request, the City Manager may review documented prior experience in the nonprofit and private sectors and may adjust vacation accrual rates if the experience is deemed relevant to the current position. The employee begins accruing vacation leave immediately, but may only take leave during the first year with Supervisor approval. The City Manager is authorized to grant up to 40 hours of the employee's vacation leave to be used in advance of their first-year anniversary on the basis of extenuating circumstances.

Tenure	Vacation Hours
After 12 months (1 year)	80
After 24 months (2 years)	88
After 48 months (4 years)	96
After 60 months (5 years)	104
After 72 months (6 years)	112
After 84 months (7 years)	120
After 96 months (8 years)	128
After 108 months (9 years)	136
After 120 months (10 years)	144
After 132 months (11 years)	152
After 144 months (12 years)	160
After 156 months (13 years)	168
After 168 months (14 years)	176
After 180 months (15 years)	184
After 192 months (16 years)	192
After 204 months (17 years)	200

- K. **Reimbursement.** Employees authorized and required by the assigned supervisor to drive personal vehicles on official City business shall be reimbursed for actual miles driven at the IRS standard mileage rate in effect. Employees who are out of the City on official business or at authorized training functions shall be reimbursed for meals and other costs according to the travel policy.



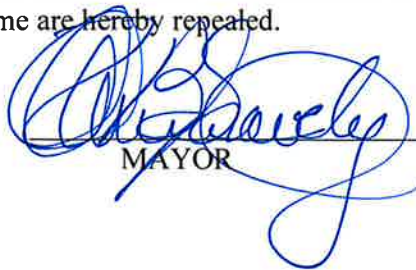
- L. Continuing Education/Tuition Reimbursement. For 2026, \$10,000 will be budgeted. Depending upon the availability of funds, an employee may be reimbursed for the cost of tuition and required course books for any job-related course, provided that the employee submits a written request for reimbursement on the appropriate form, with a copy of the course description, before taking the class. If only one employee submits a request for a class and receives at least a "B" average in the class, the employee will receive 50% of the amount budgeted. An employee who receives a final grade of "A" will receive 100% of the amount budgeted as reimbursement. Should there be more than one employee requesting tuition reimbursement, the funds will be distributed equally among those employees who have completed their classes and received their final grades as noted above. For example, if three (3) employees submit requests and all three receive a final grade of "A" for their classes, the amount budgeted will be divided among the three and the funds will be distributed equally at the end of the year. Requests for reimbursement should be submitted to the Human Resources Department.

#### SECTION 8: Applicability

Irrespective of any language or wording herein above, this Ordinance shall not be, and no provision or portion hereof shall be, applicable to any employee of the City of Oxford employed pursuant to a written contract relative to wages and working conditions. This entire Ordinance is effective and applicable only as to employees whose employment is not covered pursuant to the terms and conditions of a written contract with the City.

#### SECTION 9: Repeal of Conflicting Ordinances

All other ordinances and resolutions or parts of ordinances and resolutions in conflict with the provisions of this Ordinance be and the same are hereby repealed.



MAYOR

ADOPTED: NOVEMBER 18, 2025

ATTEST:



CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

## EXHIBIT A: POSITIONS AND PAYBANDS

Full-Time Employees					
Position	Number of Employees Authorized	Pay Band	Pay Band Range Min	Pay Band Range Max	Notes
<b>Office of the City Manager</b>					
City Manager	1	By Contract			
Assistant City Manager/Human Resources & Economic Development	1	Pay Band 7	\$ 44.04	\$ 79.13	
Operations/HR Manager	1	Pay Band 6	\$ 34.26	\$ 60.80	
Clerk of Council/Administrative Assistant II	1	Pay Band 5	\$ 29.36	\$ 49.43	
Economic Development Specialist	1	Pay Band 5	\$ 29.36	\$ 49.43	
Sustainability Coordinator	1	Pay Band 5	\$ 29.36	\$ 49.43	
Administrative Assistant II/Deputy Clerk	1	Pay Band 3	\$ 23.38	\$ 39.42	
<b>Finance Department</b>					
Finance Director	1	By Contract			
Assistant Finance Director	1	Pay Band 6	\$ 34.26	\$ 60.80	
Payroll Specialist	1	Pay Band 5	\$ 29.36	\$ 49.43	
Finance Specialist	1	Pay Band 5	\$ 29.36	\$ 49.43	
Accounting Specialist	1	Pay Band 4	\$ 25.80	\$ 41.81	
Utility Collections Specialist	1	Pay Band 4	\$ 25.80	\$ 41.81	
Sr. Utility Collections Specialist	1	Pay Band 4	\$ 25.80	\$ 41.81	

## EXHIBIT A: POSITIONS AND PAYBANDS

<b>Parks &amp; Recreation</b>					
Parks & Recreation Director	1	Pay Band 7	\$ 44.04	\$ 79.13	
Aquatics & Recreation Programs Supervisor	1	Pay Band 5	\$ 29.36	\$ 49.43	
Operations Supervisor	1	Pay Band 5	\$ 29.36	\$ 49.43	Change the title to Operations Supervisor to better reflect the role.
Sports Activities Supervisor	1	Pay Band 5	\$ 29.36	\$ 49.43	
Aquatics & Recreation Programs Coordinator	1	Pay Band 3	\$ 23.38	\$ 39.42	
Sports Coordinator	1	Pay Band 3	\$ 23.38	\$ 39.42	
Preschool Teacher	1	Pay Band 2	\$ 21.88	\$ 35.49	
Custodian	1	Pay Band 1	\$ 19.79	\$ 32.07	
Receptionist	1	Pay Band 1	\$ 19.79	\$ 32.07	
<b>Community Development Department</b>					
Community Development Director	1	Pay Band 7	\$ 44.04	\$ 79.13	
City Planner/GIS Coordinator	1	Pay Band 6	\$ 34.26	\$ 60.80	
Code Enforcement Officer	2	Pay Band 6	\$ 34.26	\$ 60.80	Increased 2nd code enforcement officer from PT to FT.
<b>Safety Department – Fire Division</b>					
Fire Chief/Inspector	1	Pay Band 7	\$ 44.04	\$ 79.13	
Assistant Chief	2				This staff is needed to train new FF, and it was included in the levy budget.
Fire Captains	3	By Contract			

## EXHIBIT A: POSITIONS AND PAYBANDS

Firefighter/Paramedics or EMT	15	By Contract			2026 will add +3 FT FF to get to 15 FT FF staff.
Office Manager	1	Pay Band 5	\$ 29.36	\$ 49.43	
<b>Safety Department – Police Division</b>					
Police Chief	1	Pay Band 7	\$ 44.04	\$ 79.13	
Police Lieutenant	2	By Contract			
Police Sergeant	6	By Contract			
Police Officer	22	By Contract			
Public Safety Assistant	3	By Contract			
Police Records Specialist	1	By Contract			
Dispatcher/Clerk	6	By Contract			
Office Manager	1	Pay Band 5	\$ 29.36	\$ 49.43	
Social Services Liaison	1	Pay Band 5	\$ 29.36	\$ 49.43	
<b>Service Department</b>					
Service Director	1	Pay Band 7	\$ 44.04	\$ 79.13	
Deputy Service Director	1	Pay Band 6	\$ 34.26	\$ 60.80	
Environmental Specialist	1	Pay Band 5	\$ 29.36	\$ 49.43	
Office Manager	1	Pay Band 4	\$ 25.80	\$ 41.81	
Custodian	2	Pay Band 1	\$ 19.79	\$ 32.07	
<b>Engineering Division</b>					
City Engineer	1	Pay Band 6	\$ 34.26	\$ 60.80	
Engineering Technician	1	Pay Band 5	\$ 29.36	\$ 49.43	
Engineering Aide	1	Pay Band 4	\$ 25.80	\$ 41.81	

## EXHIBIT A: POSITIONS AND PAYBANDS

<b>Streets and Maintenance Division</b>					
Streets and Maintenance Manager	1	Pay Band 6	\$ 34.26	\$ 60.80	
Equipment Mechanic	1	Pay Band 5	\$ 29.36	\$ 49.43	
Grounds Maintenance Supervisor	2	Pay Band 5	\$ 29.36	\$ 49.43	
Street Operations Specialist	1	Pay Band 4	\$ 25.80	\$ 41.81	
Service Worker I	4	Pay Band 1	\$ 19.79	\$ 32.07	
Service Worker II	3	Pay Band 2	\$ 21.88	\$ 35.49	
Service Worker III	4	Pay Band 3	\$ 23.38	\$ 39.42	
<b>Wastewater Division</b>					
<b>Collection</b>					
Wastewater Collection Manager	1	Pay Band 6	\$ 34.26	\$ 60.80	
Wastewater Collections Operator I	1	Pay Band 2	\$ 21.88	\$ 35.49	Anticipated OEPA certification and promotion from SW II to Operator I.
Wastewater Collections Operator II	3	Pay Band 4	\$ 25.80	\$ 41.81	
<b>Plant</b>					
Wastewater Plant Manager	1	Pay Band 6	\$ 34.26	\$ 60.80	
WWTP Laboratory Technician	1	Pay Band 3	\$ 23.38	\$ 39.42	
Service Worker I	1	Pay Band 1	\$ 19.79	\$ 32.07	
Plant Mechanic I	1	Pay Band 3	\$ 23.38	\$ 39.42	
Plant Mechanic II	1	Pay Band 4	\$ 25.80	\$ 41.81	
WWTP Operators II	2	Pay Band 4	\$ 25.80	\$ 41.81	
WWTP Operator III	2	Pay Band 5	\$ 29.36	\$ 49.43	

## EXHIBIT A: POSITIONS AND PAYBANDS

<b>Water Division</b>					
<b>Distribution</b>					
Water Distribution Manager	1	Pay Band 6	\$ 34.26	\$ 60.80	
Water Distribution Operator I	1	Pay Band 2	\$ 21.88	\$ 35.49	Will replace retiree at Operator II with a new Operator I
Water Distribution Operator II	3	Pay Band 4	\$ 25.80	\$ 41.81	1 anticipated retirement, and 3 anticipated staff OEPA certifications leading to promotions from Operator I to II
<b>Plant</b>					
Water Plant Manager	1	Pay Band 6	\$ 34.26	\$ 60.80	
Utility Maintenance Technician	1	Pay Band 2	\$ 21.88	\$ 35.49	
Utility Meter Reader	1	Pay Band 1	\$ 19.79	\$ 32.07	
Water Plant Operator II	1	Pay Band 4	\$ 25.80	\$ 41.81	
Water Plant Operator III	1	Pay Band 5	\$ 29.36	\$ 49.43	
<b>TOTAL Full-Time Budgeted:</b>	<b>142</b>				

## EXHIBIT A: POSITIONS AND PAYBANDS

Year Round Part Time				
Position	Number of Employees Authorized	Minimum Pay Rate	Maximum Pay Rate	Notes
<b>City Manager</b>				
Community Outreach Specialist	1	\$ 31.20	\$ 38.48	
<b>Parks &amp; Recreation</b>				
Recreation Technician	2	\$ 14.56	\$ 21.84	
Front Desk Receptionist	3	\$ 14.56	\$ 21.84	
Pre School Teacher Assistant	8	\$ 14.56	\$ 21.84	
<b>Service Department</b>				
Custodian	1	\$ 14.56	\$ 21.84	
Laborers	4	\$ 14.56	\$ 21.84	
Water Operators	2	\$ 24.00	\$ 35.00	
<b>Safety Department – Fire Division</b>				
Fire Inspector	2	\$ 31.20	\$ 38.48	
Fire Division Captains		\$ 22.88	\$ 30.16	Hours per year, not # of positions
Fire Division Lieutenants-EMT		\$ 21.84	\$ 29.12	Hours per year, not # of positions
Firefighter/EMT or Paramedic		\$ 22.00	\$ 30.00	Hours per year, not # of positions
Student EMTs		\$ 14.56	\$ 21.84	Hours per year, not # of positions
<b>Safety Department – Police Division</b>				
Property Custodian	1	\$ 31.20	\$ 38.48	
Police Officer	6	\$ 37.44	\$ 44.72	
Public Safety Assistant	4	\$ 26.00	\$ 33.28	
Dispatcher/Clerk	4	\$ 26.00	\$ 33.28	
Dispatcher/Clerk	4	\$ 26.00	\$ 33.28	
<b>City-Wide</b>				
Interns: High school, undergraduate, and graduate level students.	-	\$ 12.48	\$ 18.72	Hours per year, not # of positions
<b>Total Year-Round PT Employees</b>	<b>43</b>			
Number of hours budgeted for PT Fire	31,600			
Number of hours budgeted for PT interns	5,000			

## EXHIBIT A: POSITIONS AND PAYBANDS

Seasonal Part-Time				
Positions	Number of Employees Authorized	Minimum Pay Rate	Maximum Pay Rate	Notes
<b>Parks &amp; Recreation Department</b>				
Parks & Recreation Technician		\$12.00	\$19.00	Hours per year, not # of positions
Program Coordinator	3	\$15.00	\$22.00	
<b>Service Department</b>				
<b>Street Department</b>				
Laborer	7	\$12.00	\$20.00	
<b>Wastewater Division</b>				
<b>Plant</b>				
Laborer	1	\$12.00	\$20.00	
<b>Collections</b>				
Laborer	1	\$12.00	\$20.00	
<b>Water Division</b>				
<b>Plant</b>				
Laborer	1	\$12.00	\$20.00	
<b>TOTAL Seasonal Part-Time:</b>	<b>13</b>			

Number of hours budgeted for  
Parks & Recreation Technicians 17,000



## EXHIBIT B: PAY BANDS

2026 Pay Band Ranges				
<p><b>Pay Bands:</b></p> <p>Pay bands are classifications of jobs in a broad category. Each band demonstrates a minimum to maximum pay for a grouping of similar types of positions.</p> <p>It does not represent a minimum to maximum pay for any one position.</p>				
	Min Hourly	Min Annual	Max Hourly	Max Annual
Pay Band 7	\$44.04	\$91,603.20	\$79.13	\$164,590.40
Pay Band 6	\$34.26	\$71,260.80	\$60.80	\$126,464.00
Pay Band 5	\$29.36	\$61,068.80	\$49.43	\$102,814.40
Pay Band 4	\$25.80	\$53,664.00	\$41.81	\$86,964.80
Pay Band 3	\$23.38	\$48,630.40	\$39.42	\$81,993.60
Pay Band 2	\$21.88	\$45,510.40	\$35.49	\$73,819.20
Pay Band 1	\$19.79	\$41,163.20	\$32.07	\$66,705.60

## **EXHIBIT C: PROMOTIONAL PATHWAYS**

### **City of Oxford Promotional Pathways**

Promotions may be granted based on certification, educational achievement, and additional responsibilities. An employee must have a positive performance evaluation and meet the criteria listed below.

#### **Promotions Pathway-Water and Wastewater Divisions**

Promotional opportunities will be aligned with staff certifications as follows:

- **Operator Roles:** Staff in operator positions will advance to the next classification upon achieving their next level of Ohio EPA certification.
- **Non-Operator Roles :** Staff outside operator roles who obtain Ohio EPA certification will receive a 5% raise to recognize their accomplishment.

#### **Promotions Pathway- Streets & Maintenance Division**

Staff in the Streets & Maintenance Division will have a structured ten-year, two-step pathway. Staff must become certified through the Ohio Department of Transportation's (ODOT) Road Scholars program **or** obtain an Ohio Department of Agriculture (ODA) Pesticide Commercial Applicator License and meet the criteria listed below. A supervisor must document and certify that this promotional pathway criterion has been accomplished and will forward the request to Human Resources for review and implementation.

##### **SW I to SW II:**

- Five (5) years as Service Worker I
- Road Scholar I Certification through ODOT **or** Pesticide Commercial Applicator License through the ODA at the following levels:
  - Core Pesticide Certification
  - Category 5-Industrial Vegetation Control
- CDL Class B with Airbrake

##### **SW II to SW III:**

- Five (5) years as SW II
- Road Scholar II Certification through ODOT **or** Pesticide Commercial Applicator License through the ODA at the following levels:
  - Core Pesticide Certification
  - Category 5 (Industrial Vegetation Control)
  - Category 6 (Ornamental weed/pest)
  - Category 8 (Turf)
- CDL Class A

## **EXHIBIT C: PROMOTIONAL PATHWAYS**

### **Promotions Pathway-All other non-contract employees:**

May be eligible for a promotion with the creation of a new position or vacancy in an existing position. Internal staff may apply for positions based on their experience and qualifications.

In addition to creating a new position or vacancy, a supervisor may recommend a raise of up to 5% for staff who have taken on significant new responsibilities or achieved an educational milestone, which must be approved by the City Manager.

# **EXHIBIT D: FIRE DIVISION PART-TIME HOURS POLICY**

## **Fire Division: Part Time Employee Hours Policy**

### **I. GENERAL ORDER**

1. No Paid-On-Call or Part-time employee may be scheduled in excess of fifteen hundred fifty nine (1559) hours in any given year. For the purposes of calculating the 1559 hours, the period will begin on November 1 and end on October 31 (Fiscal Year).
2. No Paid-On-Call or Part-time employee may work in excess of one hundred-six (106) hours in any pay period without approval from the Fire Chief.
3. Part-time employees will only be scheduled for a maximum of 30 hours per week on average, or a maximum of 1559 hours annually.
4. Part-time employees who have documented health care insurance through another employer or provider may decline health insurance coverage from the City of Oxford. Those employees declining health care insurance may voluntarily sign up for additional hours once the schedule is posted, up to a maximum of 2,500 hours per year.
  - a. Should the part-time employee lose or cancel their insurance coverage for any reason, they will then be held to the 1559 hour limit for the current year. Should the employee already be in excess of 1559 they will not be eligible to work for the remainder of that fiscal year.
5. Any hours worked in the employee's hired capacity or similar function to their hired capacity shall be calculated as total hours worked for that pay period and year. Performing other sanctioned duties other than those for which the employee was hired shall not be included in total hours.
6. Due to employees working trades and picking up additional shifts, it is the responsibility of the employee to keep from working in excess of one hundred-six (106) hours in any given pay period, and fifteen hundred fifty-nine (1559) hours in any given fiscal year.
7. Any employee with a set schedule is ultimately responsible for all of their scheduled shifts. The employee must keep this in mind when picking up or covering shifts.
8. All employees assigned to "part-time" status are required to work a minimum of 12 hours in each two week pay period. Employees may have these hours waived by the Fire Chief if no shifts are available.

## **EXHIBIT D: FIRE DIVISION PART-TIME HOURS POLICY**

### **Enforcement:**

1. Any employee of this department working in excess of one hundred-six (106) hours in any given pay period without authorization from a Chief Officer, will be subject to disciplinary action as outlined in the City of Oxford Employee Handbook.
2. Should an employee work fifteen hundred fifty-nine (1559) hours within a given fiscal year, then that employee will immediately be placed on Administrative Leave without pay until November 1 of that year, unless they have waived health insurance.
3. Should an employee meet the fifteen hundred fifty-nine (1559) hour maximum prior to the end of the fiscal year, without waiving health insurance, each uncovered scheduled shift will be cause for disciplinary action as outlined in the City of Oxford Employee Handbook.