**ORDINANCE NO. 24-2019**

**REPEALING ORDINANCE NO. 9-2019 AND FURTHER AMENDING ORDINANCE NO. 37-1999, AS AMENDED, CREATING THE POSITION OF FULL-TIME ASSISTANT TO THE CLERK-TREASURER AND ADMINISTRATOR EMPLOYED IN THE ADMINISTRATION OF THE VILLAGE FISCAL DEPARTMENT AND DECLARING AN EMERGENCY**

**WHEREAS,** the Council of the Village of Fairfax (“Council”) previously adopted Ordinance No. 9-2019, modifying the pay reflected in the title hereof; and

**WHEREAS,** certain pay rates made effective in Ordinance No. 9-2019 were understated, contrary to Council’s intention; and

**WHEREAS,** it is necessary in this ordinance to correct such rates and provide for the full pay intended;

**NOW, THEREFORE, BE IT ORDAINED** by the Village of Fairfax, State of Ohio that:

**SECTION I:** Section IV of Ordinance No. 37-1999, as amended, is hereby amended further to read as follows:

SECTION IV: The full-time Assistant to the Clerk-Treasurer and Administrator shall be paid at the rate of: (a) nineteen dollars and fifty two cents ($19.52) per hour for the first six months of service in that position; (b) twenty one dollars and two cents ($21.02) per hour for the next six months of service in that position; and (c) twenty two dollars and fifty two cents ($22.52) per hour for all years following one year of service in that position. Additionally, the Clerk-Treasurer and Administrator shall jointly establish criteria for, and administer, an annual performance evaluation of the Assistant to the Clerk-Treasurer and Administrator to be completed by January 31 of each calendar year. For each established criterion, the Assistant to the Clerk-Treasurer and Administrator shall receive a performance evaluation on a ten (10) point scale where a score of ten represents the highest level of performance, a score of five (5) represents acceptable performance, and a score of zero (0) represents the lowest level of performance. In addition to the foregoing regular pay, the Assistant to the Clerk-Treasurer and Administrator shall be paid a performance bonus of two hundred fifty dollars ($250.00) for a total average evaluation score of 5-6, seven hundred fifty dollars ($750.00) for a total average evaluation score of 7-8, or one thousand two hundred fifty dollars ($1,250.00) for a total average evaluation score of 9-10. Such performance bonus shall be paid during the first regular April pay period following the annual evaluation. In the event of an irreconcilable disagreement between the Clerk-Treasurer and Administrator as to the applicable criteria, scoring scale, or the scoring of such criteria during the evaluation process, the final decision shall be made by the Mayor with input from the Clerk-Treasurer and Administrator.

**SECTION II:** Section IV of Ordinance No. 37-1999, as amended above, shall take effect as of the pay period beginning on January 5, 2020.

**SECTION III:** Notwithstanding the amended Section IV of Ordinance No. 37-1999, until the pay period beginning on January 5, 2020, which coincides with the one-year service anniversary of the current Assistant Clerk-Treasurer and Administrator, Robert Doppes, Mr. Doppes shall be paid at the rate of $21.86 per hour as established by separate ordinance.

**SECTION IV:** Ordinance No. 9-2019 and the existing Section IV of Ordinance No. 37-1999, as amended, are repealed.

**SECTION V:** This Ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety and general welfare and shall be effective immediately. The reason for said declaration of emergency is the immediate need to correct the 2019-20 pay rates for the Assistant Clerk-Treasurer.

Passed this 20TH day of May, 2019.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clerk-Treasurer

**CERTIFICATE**

I hereby certify this to be a true and correct copy of Ordinance No. 24-2019, passed at a meeting of the Council of the Village of Fairfax on this 20th day of May, 2019.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pay rates inserted/reviewed by JK and RD; Ordinance reviewed/approved by AA