**ORDINANCE NO. 3-2020**

**AMENDING ORDINANCE NO. 9-1999, AS AMENDED, CREATING THE POSITION OF FULL-TIME TAX CLERK EMPLOYED IN THE ADMINISTRATION OF THE VILLAGE INCOME TAX**

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

 **SECTION I:** Section IV of Ordinance No. 9-1999, as amended, is hereby amended further to read as follows:

SECTION IV: The full-time Tax Clerk shall be paid at the rate of: (a) twenty dollars and twenty cents ($20.20) per hour for the first six months of service in that position; (b) twenty-one dollars and seventy ($21.70) per hour for the next six months of service in that position; and (c) twenty-three dollars and twenty cents ($23.20) per hour for all years following one year of service in that position. Additionally, the Mayor and Fiscal Officer shall establish criteria for, and administer, an annual performance evaluation of the Tax Clerk to be completed by January 31 of each calendar year. For each established criterion, the Tax Clerk 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 Tax Clerk 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 Mayor and Fiscal Officer 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.

 **SECTION II:** Section IV of Ordinance No. 9-1999, as amended above, shall take effect as of the pay period beginning March 29, 2020.

 **SECTION III:** The hourly rate of pay for the Tax Clerk serving in that position when the foregoing amended Section IV of Ordinance No. 9-1999 takes effect shall be determined by his or her service time accumulated to date in that position.

 **SECTION IV:** The existing Section IV of Ordinance No. 9-1999, as amended, is repealed as of the pay period beginning March 29, 2020.

 **SECTION V:** This Ordinance shall take effect and be in full force from and after the earliest period allowed by law.

Passed this 16th day of March, 2020.

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 Mayor

ATTEST:

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

Fiscal Officer

**CERTIFICATE**

I hereby certify this to be a true and correct copy of Ordinance No. 3-2020, passed at a meeting of the Council of the Village of Fairfax on this 16th day of March, 2020.

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