**ORDINANCE NO. 2-2020**

**AMENDING ORDINANCE NO. 23-2004, AS AMENDED, CREATING THE POSITION OF CIVILIAN POLICE CLERK, CONFIRMING THE APPOINTMENT OF A CIVILIAN CLERK**

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

**SECTION I:** Section III of Ordinance No. 23-2004, as amended, is hereby amended further to read as follows:

SECTION III: The full-time Police Clerk shall be paid as follows: twenty one dollars and forty cents ($21.40) per hour for the first six months of service in that position, twenty two dollars and ninety cents ($22.90) per hour for the second six months of service in that position, and twenty four dollars and forty ($24.40) per hour for all years following one year of service in that position. Additionally, the Mayor and Chief of Police shall establish criteria for, and administer, an annual performance evaluation of the Police Clerk to be completed by January 31 of each calendar year. For each established criterion, the Police 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 Police 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 Chief of Police 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 III of Ordinance No. 23-2004, as amended above, shall take effect as of the pay period beginning March 29, 2020.

**SECTION III:** The hourly rate of pay for the Police Clerk serving in that position when the foregoing amended Section III of Ordinance No. 23-2004 takes effect shall be determined by his or her service time accumulated to date in that position.

 **SECTION IV:** The existing Section III of Ordinance No. 23-2004, as amended, shall be and is hereby repealed as of the pay period beginning March 29, 2020.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:

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Fiscal Officer

**CERTIFICATE**

I hereby certify this to be a true and correct copy of Ordinance No. 2-2020, passed at a meeting of the Council of the Village of Fairfax on this 16th day of March, 2020.

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