



# ORDINANCE 2026-004

**AN ORDINANCE ESTABLISHING JOB CLASSIFICATIONS AND RATES FOR ALL EMPLOYEES OF THE VILLAGE OF JACKSON CENTER, SHELBY COUNTY, STATE OF OHIO AND DECLARING AN EMERGENCY.**

**WHEREAS**, it is necessary for the Council of the Village of Jackson Center to employ persons to perform certain duties of local government; and

**WHEREAS**, it is also necessary to create certain positions and to provide authority for the payment and compensation of employees of the village; and

**WHEREAS**, it is necessary for the Village Administrator to employ help and assistance in connection with street maintenance and repair, storm drain maintenance and repair, the operation of the municipal park and swimming pool and the maintenance and operations of municipal utilities, properties, and equipment; and

**WHEREAS**, the Wage and Benefits Committee is recommending the following revisions:  
**1) Section 4. "Compensation of Part Time Police Officers and Part Time Volunteer Firefighters"** to increase the hourly pay rate for Part Time Police Officer position from \$20.00 per hour to \$22.00 per hour and to set the maximum amount to be spent on part-time police compensation for 2026 to \$45,760;

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF JACKSON CENTER, SHELBY COUNTY AND STATE OF OHIO:**

**SECTION 1.**

There is hereby established the following Job Classifications and Pay Schedule for all employees and appointees of the Village of Jackson Center, Ohio:

**NOTE:** Full time hourly employees normally work an 80-hour bi-weekly pay period or 2080 hours per year. However, some job descriptions have varying hours per week.

**Paytable I- Full Time Hourly Rated Employees**

GRADE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G
1 - a Yr.	\$41,350.40	\$42,411.20	\$43,492.80	\$44,616.00	\$45,760.00	\$46,945.60	\$48,152.00
1 - Bi-Wkly	\$1,590.40	\$1,631.20	\$1,672.80	\$1,716.00	\$1,760.00	\$1,805.60	\$1,852.00
1 - a Hr.	\$19.88	\$20.39	\$20.91	\$21.45	\$22.00	\$22.57	\$23.15
2 - a Yr.	\$48,285.31	\$49,532.85	\$50,814.08	\$52,129.90	\$53,481.25	\$54,869.08	\$56,294.39
2 - Bi-Wkly	\$1,857.13	\$1,905.11	\$1,954.39	\$2,005.00	\$2,056.97	\$2,110.35	\$2,165.17
2 - a Hr.	\$23.21	\$23.81	\$24.43	\$25.06	\$25.71	\$26.38	\$27.06
3 - a Yr.	\$56,688.42	\$58,162.85	\$59,677.09	\$61,232.21	\$62,829.32	\$64,469.55	\$66,154.07
3 - Bi-Wkly	\$2,180.32	\$2,237.03	\$2,295.27	\$2,355.08	\$2,416.51	\$2,479.60	\$2,544.39
3 - a Hr.	\$27.25	\$27.96	\$28.69	\$29.44	\$30.21	\$30.99	\$31.80
4 - a Yr.	\$61,256.88	\$62,854.66	\$64,495.57	\$66,180.79	\$67,911.51	\$69,688.96	\$71,514.41
4 - Bi-Wkly	\$2,356.03	\$2,417.49	\$2,480.60	\$2,545.42	\$2,611.98	\$2,680.34	\$2,750.55
4 - a Hr.	\$29.45	\$30.22	\$31.01	\$31.82	\$32.65	\$33.50	\$34.38
5 - a Yr.	\$72,902.89	\$74,815.11	\$76,778.96	\$78,795.83	\$80,867.16	\$82,994.41	\$85,179.10
5 - Bi-Wkly	\$2,803.96	\$2,877.50	\$2,953.04	\$3,030.61	\$3,110.28	\$3,192.09	\$3,276.12
5 - a Hr.	\$35.05	\$35.97	\$36.91	\$37.88	\$38.88	\$39.90	\$40.95
6 - a Yr.	\$63,026.57	\$64,672.13	\$66,362.11	\$68,097.73	\$69,880.21	\$71,710.82	\$73,590.85
6 - Bi-Wkly	\$2,424.10	\$2,487.39	\$2,552.39	\$2,619.14	\$2,687.70	\$2,758.11	\$2,830.42
6 - a Hr.	\$30.30	\$31.09	\$31.90	\$32.74	\$33.60	\$34.48	\$35.38
7 - a Yr.	\$75,067.28	\$77,037.94	\$79,061.80	\$81,140.31	\$83,274.94	\$85,467.20	\$87,718.66
7 - Bi-Wkly	\$2,887.20	\$2,963.00	\$3,040.84	\$3,120.78	\$3,202.88	\$3,287.20	\$3,373.79
7 - a Hr.	\$36.09	\$37.04	\$38.01	\$39.01	\$40.04	\$41.09	\$42.17



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### JOB CLASSIFICATION

PAY TABLE I	PAY GRADE/STEP BEGIN & END
Administrative Clerk	Grade 1 – Step A to Grade 2 – Step G
Utility Clerk	Grade 1 – Step A to Grade 2 – Step G
Police Officer	Grade 2 – Step A to Grade 3 – Step G
General Laborer	Grade 1 – Step A to Grade 2 – Step G
Laborer	Grade 2 – Step A to Grade 3 – Step G
Apprentice Lineman	Grade 2 – Step A to Grade 3 – Step G
Lineman I	Grade 3 – Step A to Grade 4 – Step G
Lineman II	Grade 4 – Step A to Grade 5 – Step G
Water/Wastewater Apprentice	Grade 2 – Step A to Grade 3 – Step G
Water/Wastewater Operator I	Grade 3 – Step A to Grade 4 – Step G
Water/Wastewater Operator II	Grade 4 – Step A to Grade 5 – Step G
Electric Superintendent	Grade 6 – Step A to Grade 7 – Step G
Park Superintendent	Grade 6 – Step A to Grade 7 – Step G
Street Superintendent	Grade 6 – Step A to Grade 7 – Step G
Water/Wastewater Superintendent	Grade 6 – Step A to Grade 7 – Step G

The Village Administrator shall determine the employee to fill the position and shall determine the pay step of the employee applicable to the above Pay Table I.

### PAYTABLE II - SALARIED PERSONNEL

GRADE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G
<b>1 - a Yr.</b>	\$57,881.05	\$59,387.68	\$60,934.99	\$62,524.07	\$64,156.06	\$65,832.12	\$67,553.42
<b>1 - Bi-Wkly</b>	\$2,226.19	\$2,284.14	\$2,343.65	\$2,404.77	\$2,467.54	\$2,532.00	\$2,598.21
<b>2 - a Yr.</b>	\$69,122.81	\$70,932.97	\$72,792.00	\$74,701.22	\$76,661.99	\$78,675.71	\$80,743.79
<b>2 - Bi-Wkly</b>	\$2,658.57	\$2,728.19	\$2,799.69	\$2,873.12	\$2,948.54	\$3,025.99	\$3,105.53
<b>3 - a Yr.</b>	\$81,788.79	\$83,940.93	\$86,151.17	\$88,421.09	\$90,752.30	\$93,146.46	\$95,605.25
<b>3 - Bi-Wkly</b>	\$3,145.72	\$3,228.50	\$3,313.51	\$3,400.81	\$3,490.47	\$3,582.56	\$3,677.13
<b>4 - a Yr.</b>	\$82,213.05	\$84,376.64	\$86,598.65	\$88,880.66	\$91,224.27	\$93,631.17	\$96,103.05
<b>4 - Bi-Wkly</b>	\$3,162.04	\$3,245.26	\$3,330.72	\$3,418.49	\$3,508.63	\$3,601.20	\$3,696.27
<b>5 - a Yr.</b>	\$98,209.06	\$100,804.54	\$103,470.11	\$106,207.64	\$109,019.09	\$111,906.44	\$114,871.76
<b>5 - Bi-Wkly</b>	\$3,777.27	\$3,877.10	\$3,979.62	\$4,084.91	\$4,193.04	\$4,304.09	\$4,418.14

Salaried employees are full-time, self-supervising positions. Salary is based on an 80-hour bi-weekly pay period. Any additional hours required to perform their duties have been considered in the base pay.

### JOB CLASSIFICATION

PAY TABLE II	PAY GRADE/STEP BEGIN & END
Police Sergeant	Grade 1 – Step A to Grade 2 – Step G
Police Chief	Grade 2 – Step A to Grade 3 – Step G
Assistant Fiscal Officer	Grade 1 – Step A to Grade 2 – Step G
Village Administrator	Grade 4 – Step A to Grade 5 – Step G

The Village Council shall determine by Resolution the appointment of police personnel, the Village Administrator, or the acting Village Administrator in the event of a vacancy in the office of Village Administrator.

Council shall determine the Grade and Step in Pay Table II for all salaried personnel after hearing the recommendation of the Village Administrator as to the available source of revenue.



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### SECTION 2.

#### PAYTABLE III - SEASONAL HOURLY RATED PERSONNEL

POSITION	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G
Pool Director	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00	\$18.50	\$19.00
Asst Director	\$14.50	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50
Lifeguard	\$13.00	\$13.50	\$14.00	\$14.50	\$15.00	\$15.50	\$16.00
Slide Attendant	\$11.00	\$11.50	\$12.00	\$12.50	\$13.00	\$13.50	\$14.00
Summer Laborer	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00	\$18.50	\$19.00

**Determination of Job Classification and Seasonal Hourly Rated Personnel:** The Village Administrator in accordance with the skill and ability of the employee shall determine the Job Classification and the Pay Step of the Seasonal and Hourly Rate Personnel and the work performed.

### SECTION 3.

#### **Compensation of Elected Officials, Fiscal Officer, Zoning Enforcement Officer, Fire Chief, Deputy Fire Chief, Assistant Fire Chief and Economic Development Director:**

There is hereby established the following Pay Schedule for Elected Officials, and Appointees of the Village of Jackson Center, Ohio:

Position	Annual Salary / Monthly	Effective Date
Council Members	\$4,000.00 / \$333.33	At the beginning of a newly elected term
Fiscal Officer	\$6,000.00 / \$500.00	August 1, 2022
Mayor	\$7,500.00 / \$625.00	At the beginning of a newly elected term
Fire Chief	\$5,500.00 / \$458.33	October 1, 2022
Deputy Fire Chief	\$3,000.00 / \$250.00	October 1, 2022
Assistant Fire Chief	\$3,000.00 / \$250.00	October 1, 2022
Zoning Enforcement Officer	\$13,200.00 / \$1,100.00	January 3, 2026
Economic Development Director	\$22,560.00/\$1,880.00	January 3, 2026
Cemetery Superintendent	\$3,000.00 / \$250.00	January 1, 2024

### SECTION 4.

#### **Compensation of Part Time Police Officers and Part Time Volunteer Firefighters:**

There is hereby established the following hourly rate for part-time police and a per item pay schedule for fire personnel of the Village of Jackson Center, Ohio:

Position	Pay Item	Pay Rate	Effective
Part Time Police Officer	Hourly Rate	\$22.00	January 1, 2026
Probationary Firefighter	Fire Meeting & Training	\$10.00	June 27, 2023
Probationary Firefighter	Fire Run & Mutual Aid Run	\$15.00	June 27, 2023
Part Time Firefighter	Fire Meeting & Training	\$20.00	October 1, 2022
Part Time Firefighter	Fire Run & Mutual Aid Run	\$30.00	October 1, 2022

The following limits are hereby set on the compensation of Part Time Police Officers: The maximum amount to be spent on Part Time Police Officer compensation throughout the calendar year 2026 is \$45,760. The maximum amount includes an allotment of \$4,200 to be used during the Community Days Festival. No Part Time Police Officer may work more than twenty-eight (28) hours in a forty-hour (one week) period. The following limits are hereby set on the compensation of Volunteer Firefighters: A maximum of one regular meeting and one training meeting per month will be paid.

### SECTION 5.

**Medical Insurance:** All fulltime employees of the village shall be included in the health and life insurance plan provided by the village. Employee's share of premiums for said health insurance coverage will be fifteen percent (15%) of the annual premium as determined on January 1<sup>st</sup> of each year. Said employee contribution will be deducted



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proportionately from each employee pay. The employee contribution will be calculated to the nearest one-tenth (1/10) of a dollar.

**Health Insurance Opt-out:** Employees who opt-out of village provided medical insurance shall be eligible to receive \$1,000 a year for those not currently on our insurance or those currently with single coverage and will be paid in arrears \$500 on June 30<sup>th</sup> and on December 31<sup>st</sup>; and \$2,000 a year for those currently with family coverage (*employee/spouse, employee/child, employee/children, employee/spouse/child, family*) and will be paid in arrears \$1,000 on June 30<sup>th</sup> and on December 31<sup>st</sup>.

### SECTION 6.

**Mutual Aid Compensation:** Employees who participate in mutual aid to other requesting jurisdictions shall be paid double time if (1) the Village is reimbursed in full for the employees pay and (2) double time is authorized by the contract, agreement, or regulations. Otherwise, employees will be paid at the Village overtime rate. Mutual aid pay will begin when the employee leaves to respond to the requesting jurisdiction.

### SECTION 7.

**Cell Phone Stipend:** Beginning on January 1, 2026 the Village will no longer provide a cell phone to "on-call" employees. Therefore, employees will need to purchase their own cellular device/plan. In order for the Village to maintain constant contact for business reasons with employees; the Village is enacting the following cell phone stipend plan: Eligible Full-Time employees will be compensated Forty-Five Dollars (\$45.00) per month beginning on January 3<sup>rd</sup>, 2026. Eligible Part-Time Employees will be compensated Thirty Dollars (\$30.00) per month beginning January 3<sup>rd</sup>, 2026. Eligibility will be determined by the Village Administrator based on substantial non-compensatory business reasons, such as the need to be able to contact the employee at all times for work-related emergencies. All Employees receiving this stipend are subject to the Village's Personnel Policy, Policy 401 "Personal Communication Devices".

### SECTION 8.

**Personnel Policy & Procedures Manuals:** The Village Administrator is hereby authorized to prepare, and from time to time, as situations may require, revise the Personnel Policy & Procedures Manuals. These Manuals shall supplement this ordinance with definitions and administer this ordinance. Said Manuals, when not repugnant to municipal ordinances or resolutions, shall have the same validity as ordinances.

### SECTION 9.

**Prior Ordinance Repealed:** All ordinances inconsistent herewith are hereby repealed.

### SECTION 10.

**Effective Date of Pay Tables:** Effective date of Pay Tables I, II and III as of January 3, 2026.

### SECTION 11.

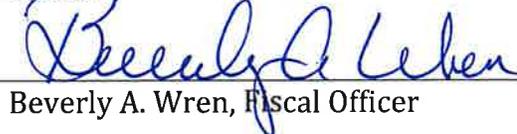
**Effective Date of Ordinance:** That Council hereby declares this to be an emergency measure immediately necessary for the preservation of the public peace, health, safety, and welfare; such an emergency arising out of the need to provide adequate compensation and benefits for village personnel. Wherefore, this Ordinance shall take effect and be in full force from and after its adoption by Council and approval by the Mayor.

Adopted on this date:

February 23, 2026

  
Jesse Fark, Mayor

Attest:

  
Beverly A. Wren, Fiscal Officer



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### **CERTIFICATE OF FISCAL OFFICER AS TO POSTING**

*I certify that the above Ordinance 2026-004 has been posted as required by law. Posted on the Village Website and Social Media Page.*

Date of Posting:

February 24, 2026

Signed:

Beverly C. Lehen