

**AN ORDINANCE AMENDING O-27-11 ESTABLISHING
THE TERMS OF EMPLOYMENT OF THE
WATER/SEWER BILLING CLERK OF THE CITY OF
CORTLAND, OHIO**

WHEREAS, there is a need to establish terms of employment for the water/sewer billing clerk for the City of Cortland, Ohio; and,

WHEREAS, the following is subject to set policy, namely:

Dorraine Brainard – Water/Sewer Billing Clerk

NOW, THEREFORE:

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CORTLAND, OHIO:

Section 1. That the Council of the City of Cortland does hereby approve the wage of \$11.68 per hour effective July 1, 2011; \$11.80 per hour effective 07/01/12; \$12.04 per hour effective 07/01/13.

Section 2. The employer will pay 100% of the employee's statutorily required contribution to the Ohio Public Employee Retirement System. In the event the City, by virtue of amendments to Ohio's retirement system, is prohibited from picking up the employee's contribution to the retirement fund, the City agrees to increase the employee's hourly wage by the amount of the 10% pick-up for which the City has been responsible.

Section 3. Benefits, where applicable, shall be in accordance with the currently approved OCSEA agreement, however, benefits shall include and be limited to the following benefits only, sick leave, personal leave, sick leave bonus, service connected disability, jury duty, bereavement leave, leave without pay, hospitalization and life insurance, vacation, paid holidays, longevity, drug free workplace and a health insurance incentive in the amount of 1.5% of her rate of pay as defined in Article 25, Section 10 of the OCSEA agreement, or the sum of \$500.00, whichever is greater, payable on the first full pay in January of each year of this contract.

Section 4. Written formal evaluation shall be performed annually by the Finance Director.

Section 5. The office hours for said position shall be 80 hours per pay period. If the work schedule requires work beyond the 80 hours per pay period, said Water/Sewer Billing Clerk shall receive compensatory time off at one and one-half hours for each hour worked beyond the normal schedule to be taken within 60 days from said pay period.

Section 6. The general duties of the Water/Sewer Billing Clerk shall be at the direction of the Finance Director. Said duties shall consist of, but not be limited to, assisting with the water and sewer billing functions of the department.

