

Administrative Process Minutes

January 16, 2026

4:30 P.M.

Village Office Meeting called to order at 4:30 PM

Committee: Billy Robinette, Janet Schmeltzer, Jason Cline, Chris Allerton

Reviewed - Employee Handbook of Personnel and Regulations - Section 8 HOURS AND COMPENSATION

SECTION 8.7 OVERTIME PAY

Fourth Paragraph- minimum should be changed to "maximum permitted limit applicable to employee."

SECTION 8.11 LIFEGUARDS

Removed - "When a Lifeguard substitutes for the regular pool manager, they will be compensated at \$11.00 per hour.

When a Lifeguard substitutes for the head lifeguard, they will be compensated an additional \$0.50 per hour."

RECORD OF ORDINANCES - Ordinance No. 2024-6-O

Under the third paragraph change the following:

WHEREAS, the Administration believes a review of the SCHEDULE is required periodically to remain competitive for wages for 2024 - 2030.

SECTIONS 1: The Salary and Wage range of employees will be as follows:

POSITION - first column change "Casual Labor" to "Seasonal Labor"

MAXIMUM - third column change the following:

Village Administrator- Full Time \$40.00 per hour
Administrator Assistance- \$30.00 per hour
Fiscal Officer - \$40.00 per hour
Fiscal Officer Assistant - \$30.00 per hour
Water System Operator - \$45.00 per hour
Wastewater System Operator Class II - \$45.00 per hour
Technician - General Maintenance - \$30.00 per hour
Billing Clerk- \$30.00 per hour
Street Crew Leader - \$35.00 per hour
Street Labor - \$30.00 per hour
Head Lifeguard - \$17.00 per hour

SECTION 3: added the following:

Chemical distribution license holders will receive additional \$0.50 for each license. Certification only up to the required level of the Water Works and Wastewater Works for the Village will be eligible for the raise in pay.

The Village of Bremen employees testing for certification up to the requirement of the Village to have, shall be reimbursed for one testing per level of certification and all required certifications. Reimbursement will be made only on the successful attempt. No reimbursement will be made for any certifications above and beyond the specific requirements for the position (s) held by an employee.

Returning lifeguards will receive a \$0.25 per hour raise each year. The Village will defray the cost of lifeguard certification fee for employees who have obtained the certification and/or recertification if it is for the Village of Bremen at the end of an employed season. It is each employee's responsibility to submit their request for reimbursement.

SECTION 6: Section 6 changes to Section 5. Change "This Ordinance shall repeal Ordinance 2024-6-O to 2026-2-O."

This committee will proceed to ask the council at next meeting to accept the recommended changes.

Meeting adjourned at 4:48 P.M.