

# City of Celina Ohio

## Contact Information:

Michael Didonato  
HR Coordinator  
419-586-6464  
[hrcoordinator@celinaohio.org](mailto:hrcoordinator@celinaohio.org)

Thomas Wale  
Police Chief  
567-890-2732  
[t.wale@celinaohiopd.gov](mailto:t.wale@celinaohiopd.gov)

## Career Opportunities

**Dispatcher:** One-year Probation

**Patrolman:** One-year Probation

A	B	C	D	E	F
\$23.16	\$23.86	\$24.58	\$25.32	\$26.08	
\$29.07	\$29.65	\$30.24	\$30.85	\$31.47	\$32.10

**Pay Periods:** Biweekly. All checks are direct-deposited.

**Time Off:** Full-time employees accrue paid vacation leave according to the following schedule and may begin to use it upon accrual:

### **Vacation:**

- After one (1) years of service: 2 weeks paid vacation or 3.1 hours per 80 hour pay period.
- After seven (7) years of service: 3 weeks paid vacation or 4.6 hours per 80 hour pay period.
- After eleven (11) years of service: 4 weeks paid vacation or 6.2 hours per 80 hour pay period.
- After eighteen (18) years of service: 5 weeks paid vacation or 7.7 hours per 80 hour pay period.

### **Personal Days:**

- All full-time employees receive one personal day upon hire and two more after one year of service
- All employees are able to earn an additional personal day very every quarter they do not use any sick leave
- All personal days will be loaded as holiday hours on the first check of each year after your initial personal are loaded

### **Holiday Days:**

- All full-time employees will be loaded with 80 hours at the beginning of the year or pro-rated for how many holidays have already passed in the year
- All employees are able to carry over sixteen hours of holiday into the new year and be paid out for the rest
- All employees will receive time and a half when working on the calendar day that the holiday falls on

### **Sick Leave:**

- Sick leave is accrued at the rate of 4.6 hours per 80-hour pay period. Sick leave accumulates indefinitely. Upon retirement from active service with the County, employees are eligible for payment of thirty-five (35%) percent of their accumulated unused sick leave up to 120 days. The rate of pay the employee is receiving at the time of retirement is used as the rate of sick leave conversion.

### **Insurance:**

- Please see 2024 Celina Benefit Booklet
- Employer Contribution: *Single* \$500.00 each quarter at the beginning of the quarter if you have a medical plan up to \$2,000.00 a year
- Employer Contribution: *Family* \$1,000.00 each quarter at the beginning of the quarter if you have a medical plan up to \$4,000.00 a year

Life Insurance: \$30,000.00 paid for by the employer

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**Holidays:** *City of Celina recognizes the following ten (10) holidays:*

New Year's Day	President's Day	Good Friday	Memorial Day
Independence Day	Labor Day	Thanksgiving Day	Friday after Thanksgiving
Day Before Christmas	Christmas Day		

**Retirement:** *Ohio Police & Fire Pension Fund: City only pays into PERS - not into Social Security.*

- City contributes a percentage of your wages. Law Enforcement: 19.5%
- Employee contributes a percentage of their wages. Law Enforcement: 12.25%

Several retirement options are available upon retirement: age eligibility, years of service, etc. If, for some reason you leave City employment, your contributions to OP&F can be withdrawn after a waiting period.

## Selections:

- Some applicants will be selected for an interview. The interview process will include the following and conditional offer of employment will include the following:
  - Intense Background Investigation
  - Computerized Voice Stress Evaluation (Lie Detector)
  - Psychological Evaluation
  - Financial Evaluation
  - Physical
  - Drug Screen

**Hours of Work:** *We are a 24-hours a day, 7 days a week operation. To accomplish this:*

- Communication employees work five eight-hour shifts each week.
- Patrol employees work five eight hour shifts each week.

Overtime is scheduled on an as needed basis. Any hours over 80 in a time period will be considered overtime.

**Days Off:** *All positions work a schedule with two consistent days off each week.*