

210369

VILLAGE OF LOMBARD  
REQUEST FOR BOARD OF TRUSTEES ACTION

  X   Resolution or Ordinance (Blue)                      *Waiver of First requested*   X    
       Recommendations of Boards, Commissions & Committees (Green)  
       Other Business (Pink)

TO:                      PRESIDENT AND BOARD OF TRUSTEES

FROM:                      Scott Niehaus, Village Manager

DATE:                      November 9, 2021    (B of T)                      Date: November 18, 2021

TITLE:                      Salary Ordinance

SUBMITTED BY:    Kathleen Dunne, Director of Human Resources

BACKGROUND/POLICY IMPLICATIONS:

**2022 Wage and Range Updates**

1. **Non-Union Wage Adjustments** – The FY 2022 budget will be approved on November 18, 2021. The 2022 budget included a 2% increase for non-union employees. The budgeted market adjustment is competitive with the market and other union bargaining agreements.
2. **Merit Pool Program** – A merit pool increase for non-union employees shall be up to 3%. The merit pool salary increase is slightly higher because no merit increases were given on January 1, 2021.
3. **Salary Ranges** - Non-Union Salary ranges will be increased by the general increase in order to remain competitive.
4. **Former SEIU Wage Adjustments & Salary Ranges** – Last December 2020, the SEIU bargaining unit filed a petition decertification removing all the positions listed in the contract from the union. Therefore, former SEIU employees are non-union. Since the decertification, it was decided to conduct a compensation study for these positions to ensure that the pay ranges are comparable with other communities. Employees within the new proposed salary range will be increased. Former SEIU employees are now eligible for a merit pool increase of up to 3% since they are currently non-union employees. A salary study was conducted and range adjustments were made for any position that had a 5% or greater mean variance. The former SEIU position ranges are listed in the 2022 Salary Ordinance.

Village Attorney	_____	Date	_____
Finance Director	_____	Date	_____
Village Manager	_____	Date	_____

**ORDINANCE NO.**  
**AN ORDINANCE SETTING RATES OF PAY AND SALARY INCREASES**  
**FOR VILLAGE EMPLOYEES**

**WHEREAS**, the President and Board of Trustees of the Village of Lombard have reviewed the proposed updated salary schedule for Village employees, and found it to be reasonable;

**NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LOMBARD, DUPAGE COUNTY, ILLINOIS**, as follows:

**SECTION 1:** Effective date – The Salary Schedule, other wages and salary increases authorized by this Ordinance shall become effective as of January 1, 2022.

**SECTION 2: Village Salary Schedule Increases:**

All salary increases shall be based upon merit as determined through the completion of an employee performance evaluation as contained in the Village’s Human Resources Manual, as amended. Regular full-time and regular part-time Village employees shall be paid according to the following salary structure, except as otherwise provided herein:

<u>Position</u>	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>
Police Building Custodian	\$37,775	\$45,330	\$52,885
Finance Clerk	\$38,554	\$45,822	\$53,090
Customer Service Representative	\$39,943	\$48,645	\$57,347
Accounts Payable/Accounts Receivable Clerk	\$44,830	\$54,449	\$64,067
Water Billing Representative	\$47,290	\$57,071	\$66,851
Water Billing Specialist	\$49,596	\$59,386	\$69,175
Administrative Secretary	\$49,596	\$59,386	\$69,175
Administrative Coordinator	\$50,066	\$60,855	\$71,644
Human Resources Specialist	\$49,896	\$61,591	\$73,285
Executive Coordinator	\$55,451	\$66,542	\$77,632
Facilities Maintenance Supervisor	\$55,451	\$66,542	\$77,632
Human Resources Generalist	\$59,126	\$70,951	\$82,775
Permit Coordinator	\$60,441	\$72,856	\$85,270
Business Administrator	\$59,562	\$71,474	\$83,386
Code Enforcement Coordinator	\$61,461	\$74,357	\$87,252
Development Services Inspector	\$61,461	\$74,357	\$87,252
Geographic Information Systems Technician	\$58,413	\$72,990	\$87,567
Civil Engineer Technician	\$63,571	\$75,871	\$88,170
Accountant	\$64,189	\$77,419	\$90,468

Communications & Marketing Coordinator	\$66,367	\$79,642	\$92,914
Building Plan Reviewer	\$67,281	\$80,519	\$93,756
Electrical Inspector/Plan Review	\$67,281	\$80,519	\$93,756
Police Records Supervisor	\$67,139	\$80,568	\$93,997
Asset Management Administrator	\$69,531	\$83,436	\$97,343
Senior Planner	\$69,320	\$84,048	\$98,775
Civil Engineer I	\$70,929	\$85,114	\$99,300
Management Analyst	\$70,929	\$85,114	\$99,300
Customer Service System Manager	\$78,508	\$94,209	\$109,909
Accounting Coordinator	\$78,508	\$94,209	\$109,909
Urban Landscaping & Forestry Supervisor	\$86,085	\$103,302	\$120,518
Fleet Maintenance Operations Supervisor	\$86,085	\$103,302	\$120,518
Streets & Electrical Supervisor	\$86,085	\$103,302	\$120,518
Underground Utilities Supervisor	\$86,085	\$103,302	\$120,518
Water Treatment & WW Pumping Supervisor	\$86,085	\$103,302	\$120,518
Civil Engineer II	\$86,085	\$103,302	\$120,518
Fire Marshal/Bureau Chief	\$86,085	\$103,302	\$120,518
Assistant Director of Community Development	\$89,874	\$107,849	\$125,823
Building Commissioner	\$93,662	\$112,395	\$131,127
Private Development Engineer	\$93,662	\$112,395	\$131,127
P.W. Operations Superintendent	\$93,662	\$112,395	\$131,127
P.W. Utilities Superintendent	\$93,662	\$112,395	\$131,127
Assistant Director of Finance	\$94,153	\$112,984	\$131,815
Fire Battalion Chief (Shift Commander)	\$99,736	\$118,733	\$137,730
Assistant Director of Public Works	\$98,956	\$118,747	\$138,538
Police Lieutenant	\$127,788	\$133,540	\$139,291
IT Manager	\$111,078	\$133,739	\$156,399
Director of Human Resources	\$111,078	\$133,739	\$156,399
Deputy Fire Chief	\$135,718	\$147,028	\$158,337
Deputy Chief of Police	\$135,718	\$147,028	\$158,337
Assistant Village Manager	\$121,670	\$146,003	\$170,336
Chief of Police	\$121,670	\$146,003	\$170,336
Director of Community Development	\$121,670	\$146,003	\$170,336
Director of Finance/Village Treasurer	\$121,670	\$146,003	\$170,336
Director of Public Works	\$121,670	\$146,003	\$170,336
Fire Chief	\$121,670	\$146,003	\$170,336
Village Manager	\$173,744	\$208,492	\$243,239

**Part-Time Positions**

Customer Service Representative	\$19.4234	\$23.6868	\$27.9502
Part-Time Facilities Technician	\$21.7442	\$26.0951	\$30.4461
Communications Specialist	\$23.6119	\$28.3449	\$33.0779
Administrative Secretary	\$23.8064	\$28.5780	\$33.3495
Permit Technician	\$24.4945	\$29.1359	\$33.7772
Administrative Coordinator	\$24.0704	\$29.2573	\$34.4441
EMA Coordinator	\$30.6000	\$35.7000	\$40.8000
Code Enforcement Officer	\$28.7651	\$34.8270	\$40.8888
Plumbing Inspector/Plan Review	\$30.2048	\$36.6154	\$43.0259
Planner I	\$31.3435	\$37.7859	\$44.2283
Fire Prevention Inspector	\$31.3435	\$37.7859	\$44.2283

**SECTION 3: Exceptions To Range Structure:**

- A.** An employee may receive a salary below the minimum of his/her assigned range as detailed in Section 2 above if he/she is evaluated below expectations, or if he/she has not completed his/her first nine (9) months of employment prior to January 1st of each year. In the case of an introductory employee, he/she shall be brought to the range minimum either upon the successful completion of the first nine (9) months of employment as evidenced by a meets or exceeds expectations on his/her performance evaluation or in a manner otherwise determined to be suitable by the Village Manager in accordance with recommendations of the position classification job evaluation and salary plan.
- B.** An employee may continue to receive a salary above the maximum of the range if, as a result of a reclassification study, the range within which the employee is employed is changed. In the event the employee's salary is above the maximum of the range, the salary shall be maintained without any increase until the salary falls within the range or shall be adjusted in a manner determined to be suitable by the Village Manager.
- C.** The following positions shall be paid in accordance with the provisions of the collective bargaining agreement between the Village and AFSCME Local #89:
- Custodial Worker (Public Works Building Only)
  - Engineering Assistant
  - Maintenance Worker I
  - Forestry Technician
  - Mechanic
  - Maintenance Worker II
  - Electrician
  - Senior Engineering Assistant
  - Senior Mechanic
  - Water Plant Operator

- Crew Leader
- Principal Engineering Assistant

D. The following Position(s) shall be paid in accordance with the provisions of the collective bargaining agreement between the Village and Lombard Firefighters Union Local #3009:

- Firefighter
- Fire Lieutenant

E. The following position(s) shall be paid in accordance with the provisions of the collective bargaining agreements between the Village and the Illinois Fraternal Order of Police Labor Council:

- Police Officer
- Police Sergeant

F. The following position(s) shall be paid in accordance with the provisions of the collective bargaining agreement between the Village and the Teamsters:

- Community Service Officer
- Police Front Desk Clerk
- Police Records Clerk
- Police Property Clerk

G. The Village Manager shall be paid in accordance with the provisions of his contract with the Village, as amended from time to time.

#### **SECTION 4: Overtime, Premium Pay and Other Special Pay**

All rates of pay for overtime, premium pay and other special pay shall be made according to the appropriate sections of the Village's Human Resources Manual, as amended, or the collective bargaining agreement effective upon the passage of this Ordinance or as amended from time to time.

#### **SECTION 5: Employees Other Than Full-Time**

The Village Manager is authorized to set rates of pay for regular part-time, temporary or emergency employees; said hourly rates to be generally consistent with those being paid in the community for comparable activities and skills.

**SECTION 6:** Effective January 1, 2022, for the 2022 fiscal year, the general salary increase for all full-time and part-time non-union employees shall be two percent (2.0%), with said general salary increase being implemented in accordance with, and subject to, the provisions of Chapter 4, Section E. of the Village's Human Resources Manual, as amended.

**SECTION 7:** Effective January 1, 2022, for the 2022 fiscal year, the merit pool salary increase for all full-time and part-time non-union employees shall be three percent

(3.0%), in accordance with, and subject to, the provisions of Chapter 4, Section F. of the Village's Human Resources Manual, as amended.

**SECTION 8:** Effective January 1, 2022, for the 2022 fiscal year, the merit one-time lump sum payment, for a full-time non-union employee who is ineligible for a general or merit pool salary increase, due to reaching the maximum for the salary range for the position held by said employee, shall be implemented in accordance with, and subject to, the provisions of the "Merit One-time Lump Sum Payment" subsection of Chapter 4, Section F. of the Village's Human Resources Manual, as amended."

**SECTION 9:** This Ordinance shall be in full force and effect from and after its adoption, approval and publication in pamphlet form, as provided by law.

Passed on first reading this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

First reading waived by action of the Board of Trustees this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Passed on second reading this \_\_\_\_\_ day of \_\_\_\_\_, 2021, pursuant to a roll call vote as follows:

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

Approved by me this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Keith T. Giagnorio  
Village President

Attest:

\_\_\_\_\_  
Elizabeth Brezinski  
Village Clerk

Published in pamphlet form this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Elizabeth Brezinski  
Village Clerk