

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: December 7, 2020 (B of T) Date: December 17, 2020
TITLE: Salary Ordinance
SUBMITTED BY: Kathleen Dunne, Director of Human Resources

BACKGROUND/POLICY IMPLICATIONS:

2021 Wage and range Updates

1. **Non-Union Wage Adjustments** – The FY 2021 budget which was approved on November 19, 2020 includes a 2.0% market based wage adjustment for all non-union employees. The budgeted market wage adjustment is competitive with the market and other union bargaining agreements.
2. **Merit Pool Program** – No merit pool was implemented for non-union employees this year.
3. **Salary Ranges** – Effective January 1, 2021 ranges were moved by 2% or moved based on salary study results.

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



MEMO TO: Village President and Lombard Village Board

DATE: November 30, 2020

FROM: Scott Niehaus, Village Manager
Kathleen Dunne, Director of Human Resources

SUBJECT: Non-Union Salary Compensation Memorandum

The Village Board gave direction in 2017 to conduct a salary study every 3 years. This memo is an update on non-union positions within the Village to determine if any adjustments to job titles, job descriptions, wages and/or salary ranges are necessary. The purpose of doing so is to ensure that the Village's compensation plan is effective in recruiting and maintaining quality employees. Various factors may impact this review including the competitive market place, retirement and attrition of existing employees, collective bargaining agreements and changes within the organization that require personnel to assume additional or different duties.

2021 PROPOSED WAGE AND RANGE UPDATES

- 1. Non-Union Wage Adjustments** - The FY 2021 budget which was approved on November 12th includes a 2% market-based wage adjustment for all non-union employees. At present there are a total of 46 non-union employees staffed in 40 positions. This represents a total of 17.83% of all Village employees. A survey of surrounding communities shows that their known wage adjustments for the upcoming fiscal year ranges between 2.00 % and 2.75 %. As such, our budgeted amount is competitive with the market.
- 2. Merit Pool Program** – Effective January 1, 2021, for the 2021 fiscal year, the merit pool salary increase for all full-time non-union employees shall be zero percent (0%), in accordance with, and subject to, the provisions of Chapter 4, Section F. of the Village's Human Resources Manual, as amended.
- 3. Salary Ranges** – The Village surveyed comparable communities and found that the current ranges for most positions were at least 2% below the average for all communities surveyed. Most communities surveyed increase their ranges by the general increase each year in order to remain competitive. Therefore, based on past Board direction, the salary ranges will continue to increase by the budgeted general increase each year.
- 4. New Position**– The part-time EMA Coordinator was added to the salary ordinance. The EMA Coordinator plans, organizes, administers, coordinates and effects the development and implementation of a Village-wide emergency planning and response program.

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 X Resolution or Ordinance (Blue) *Waiver of First requested* X
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 Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: Scott Niehaus, Village Manager

DATE: December 10, 2020 (B of T) Date: December 17, 2020

TITLE: Salary Ordinance

SUBMITTED BY: Kathleen Dunne, Director of Human Resources

BACKGROUND/POLICY IMPLICATIONS:

2021 Wage Updates

Salary ordinance was revised since the SEIU contract is nullified and they are to be considered non-union employees. The 2021 budget included a 2% increase for non-union employees. Therefore, the interpretation should be that the 2% increase approved for non-union employees effective January 1, 2021 also applies to this group of employees.

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



To: Scott Niehaus, Village Manager
From: Kathleen Dunne, Director of Human Resources
Date: December 9, 2020
Subject: SEIU Declaration of Disinterest

On December 7, 2020, the Village received a notice from the ILRB stating that the declaration of disinterest for SEIU was approved. **(Attachment A)** The notice has been posted in all Village buildings that represented SEIU employees. The notice states that the Union will no longer represent the 39 employees. Therefore, these employees would now be classified as non-union employees. As I mentioned previously, this is very rare. There is no more than 3 – 5 declarations of interest every calendar year throughout the entire State of Illinois.

Since their contract is nullified and they are to be considered non-union employees, the current Human Resources Manual will be the document that applies to them in terms of benefits, etc. The 2021 budget included a 2% increase for non-union employees. Therefore, the interpretation should be that the 2% increase approved for non-union employees effective January 1, 2021 also applies to this group of employees.

The annual salary ordinance is scheduled for the Village Board agenda on December 17, 2020. A revised salary ordinance will be sent on late agenda and the Village will be seeking Village Board authority on a 2% general increase for this group of employees.

The Village will be conducting a compensation study in 2021 for the positions that were previously represented by SEIU to ensure that the ranges are competitive with comparable communities.

Please feel free to call with any questions or comments.

NOTICE TO EMPLOYEES

FROM THE ILLINOIS LABOR RELATIONS BOARD

Case No. S-DD-21-004

NOTICE OF DECLARATION OF DISINTEREST PETITION

A PETITION has been filed with this agency by **Service Employees International Union, Local 73** to declare its disinterest in further representation of certain employees of **Village of Lombard**.

The Illinois Labor Relations Board has investigated the petition and determined that 12 months have passed since the certification of the labor organization, and that the petition is otherwise appropriate. The Board has notified the labor organization that its petition has been approved, and has issued a revocation of the prior certification of the unit represented by the labor organization. Upon receipt of this revocation of the prior certification, the duties and responsibilities of the labor organization to that bargaining unit shall cease.

Description of the S-RD-14-005 unit revoked is as follows:

Included: Employees of the Village of Lombard in the following titles: Accountant; Accounting Assistant; Accounts Payable/Accounts Receivable Clerk; Administrative Coordinator; Administrative Secretary-Community Development; Administrative Secretary-Finance; Administrative Secretary-Fire; Administrative Secretary-Police; Administrative Secretary-Public Works; Part-time Administrative Secretary-Village Manager's Office; Building Division Plan Review/Inspector I; Building Division Representative; Chief Electrical Inspector/Plan Reviewer; Civilian Engineering Technicians; Code Enforcement Coordinator; Code Enforcement Officers; Customer Service Representative; Development Services Inspector; Fire and Life Safety Specialists; Fire Prevention Inspectors; G.I.S. Technician; Human Resources Clerk; IT Specialist; Office Planner I; Plumbing Plan Review/Inspector; Public Works Data Clerk; Senior Building Division Representative; Senior Planner; Water Billing Representative.

Excluded: All managerial, supervisory and confidential employees as defined in the Illinois Public Labor Relations Act; the following titles are disputed and therefore excluded under Section 1210.100(b)(7)(B) of the Board's Rules and Regulations, 80 Ill. Admin. Code §§1200-1240: Management Analyst; Customer Service Supervisor.

Inquiries regarding this case may be directed to the Board as listed below. Always reference the case number listed at the top of this Notice.

Illinois Labor Relations Board
801 South 7th Street, Suite 1200A
Springfield, IL 62703
(217) 785-3155
ilrb.filing@illinois.gov

Date Notice posted: 12-7-20

**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, 2021.

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	\$37,034	\$44,440	\$51,848
Finance Clerk	\$37,798	\$44,924	\$52,049
Human Resources/Payroll Specialist	\$48,917	\$60,383	\$71,848
Executive Coordinator	\$54,364	\$65,237	\$76,109
Facilities Maintenance Supervisor	\$54,364	\$65,237	\$76,109
Human Resources Generalist	\$57,966	\$69,559	\$81,152
Business Administrator	\$58,394	\$70,072	\$81,751
Communications & Marketing Coordinator	\$65,066	\$78,080	\$91,092
Police Records Supervisor	\$65,823	\$78,988	\$92,154
Asset Management Administrator	\$68,168	\$81,800	\$95,434
Civil Engineer I	\$69,538	\$83,445	\$97,353
Management Analyst	\$69,538	\$83,445	\$97,353
Customer Service System Manager	\$76,968	\$92,360	\$107,754
Accounting Coordinator	\$76,968	\$92,360	\$107,754
Urban Landscaping & Forestry Supervisor	\$84,397	\$101,277	\$118,155
Fleet Maintenance Operations Supervisor	\$84,397	\$101,277	\$118,155
Streets & Electrical Supervisor	\$84,397	\$101,277	\$118,155
Underground Utilities Supervisor	\$84,397	\$101,277	\$118,155
Water Treatment & WW Pumping Supervisor	\$84,397	\$101,277	\$118,155

Civil Engineer II	\$84,397	\$101,277	\$118,155
Fire Marshal/Bureau Chief	\$84,397	\$101,277	\$118,155
Assistant Director of Community Development	\$88,112	\$105,734	\$123,356
Building Commissioner	\$91,825	\$110,191	\$128,556
Private Development Engineer	\$91,825	\$110,191	\$128,556
P.W. Operations Superintendent	\$91,825	\$110,191	\$128,556
P.W. Utilities Superintendent	\$91,825	\$110,191	\$128,556
Assistant Director of Finance	\$92,307	\$110,768	\$129,230
Fire Battalion Chief (Shift Commander)	\$97,780	\$116,404	\$135,030
Assistant Director of Public Works	\$97,015	\$116,419	\$135,821
Police Lieutenant	\$125,283	\$130,921	\$136,560
IT Manager	\$108,900	\$131,117	\$153,333
Director of Human Resources	\$108,900	\$131,117	\$153,333
Deputy Fire Chief	\$133,057	\$144,144	\$155,233
Deputy Chief of Police	\$133,057	\$144,144	\$155,233
Assistant Village Manager	\$119,284	\$143,140	\$166,996
Chief of Police	\$119,284	\$143,140	\$166,996
Director of Community Development	\$119,284	\$143,140	\$166,996
Director of Finance/Village Treasurer	\$119,284	\$143,140	\$166,996
Director of Public Works	\$119,284	\$143,140	\$166,996
Fire Chief	\$119,284	\$143,140	\$166,996
Village Manager	\$170,337	\$204,402	\$238,470

Part-Time Positions

Part-Time Facilities Technician	\$21.3178	\$25.5834	\$29.8491
Communications Specialist	\$23.1489	\$27.7891	\$32.4293
EMA Coordinator	\$30.0000	\$35.0000	\$40.0000

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, 2021, for the 2021 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.

In light of the granting of SEIU's petition for declaration of disinterest by the Illinois Relations Board, on December 7, 2020, the following positions shall be provided with the two percent (2.0%) general increase provided for in this section 6:

- Customer Service Representative
- Water Billing Representative
- Water Billing Specialist
- Accounts Payable/Accounts Receivable Clerk
- Administrative Secretary
- Building Division Representative
- Accounting Assistant
- Administrative Coordinator
- Civil Engineering Technician
- Senior Building Division Representative
- Accountant
- Code Enforcement Coordinator
- Development Services Inspector
- Geographic Information Systems Technician
- Planner I
- Plan Reviewer/Inspector
- Chief Electrical Inspector/Plan Reviewer
- Plumbing Plan Review/Inspector
- Senior Planner
- Part-Time Data Entry Clerk, Public Works
- Part-Time Customer Services Representative
- Part-Time Code Enforcement Field Representative
- Part-Time Administrative Secretary
- Part-Time Building Division Representative
- Part-Time Code Enforcement Officer
- Part-Time Fire Prevention Inspector

SECTION 7: Effective January 1, 2021, for the 2021 fiscal year, the merit pool salary increase for all full-time and part-time non-union employees shall be zero percent (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, 2021, for the 2021 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 _____, 2020.

First reading waived by action of the Board of Trustees this _____ day of _____, 2020.

Passed on second reading this _____ day of _____, 2020, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Approved by me this _____ day of _____, 2020.

Keith T. Giagnorio
Village President

Attest:

Sharon Kuderna
Village Clerk

Published in pamphlet form this _____ day of _____, 2020.

Sharon Kuderna
Village Clerk