

080252

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION

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: William T. Lichter, Village Manager

DATE: April 22, 2008 (B of T) Date: May 1, 2008

TITLE: Salary Ordinance

SUBMITTED BY: Kathleen Dunne, Human Resources Administrator

BACKGROUND/POLICY IMPLICATIONS:

Please see the attached changes which reflect a 3.75% increase to the salary schedule which will be effective June 1, 2008.

FISCAL IMPACT/FUNDING SOURCE:

Village Attorney _____ Date _____
Finance Director _____ Date _____
Village Manager _____ Date 4/23/08

ORDINANCE NO. _____

AN ORDINANCE SETTING RATES OF PAY

FOR VILLAGE EMPLOYEES

WHEREAS, the Board of Trustees of the Village of Lombard have reviewed the proposed salary schedule 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 - Salary schedule and other wages authorized shall become effective as of June 1, 2008;

Section 2: Village Salary Schedule Increases:

A. All salary increases shall be based upon merit as determined through the completion of an employee performance evaluation as contained in the Human Resources Manual. 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>
Village Hall Custodian	34,838	40,935	47,032
Police Building Custodian	36,318	42,672	49,028
Customer Service Representative	37,796	44,410	51,023
Public Works Clerk	37,796	44,410	51,023
Police Front Desk Clerk	39,274	46,147	53,019
Police Records Clerk	39,274	46,147	53,019
Accounts Payable/Accounts Receivable Clerk	39,274	46,147	53,019
Police Property Clerk	40,753	47,885	55,016
Administrative Secretary	42,231	49,623	57,014
Building Inspection Services Representative	42,231	49,623	57,014
Administrative Coordinator	43,709	51,358	59,007
Community Service Officer	43,709	51,358	59,007
Accounting Assistant	43,709	51,358	59,007
Payroll/Benefits Specialist	46,667	54,834	63,000
Executive Coordinator	46,667	54,834	63,000
Facilities Maintenance Supervisor	46,667	54,834	63,000
Licensing Specialist	46,667	54,834	63,000
Public Education Coordinator	46,667	54,834	63,000
Fire Prevention Inspector	46,898	55,115	63,332
Civil Engineer Tech	48,144	56,570	64,995

Salary Ordinance			
64,995	56,570	48,144	Geographic Information Systems Tech.
66,992	58,309	49,625	Accountant
66,992	58,309	49,625	Deputy Village Clerk
66,992	58,309	49,625	Development Services Inspector
66,992	58,309	49,625	IT Specialist
66,992	58,309	49,625	Planner I
69,987	60,914	51,842	Code Enforcement Coordinator
69,987	60,914	51,842	Customer Service Supervisor
73,979	64,388	54,799	Management Analyst
73,979	64,388	54,799	Planner II
77,968	67,862	57,755	Fire Prevention Inspector
77,968	67,862	57,755	Building Plan Reviewer/Inspector I
77,968	67,862	57,755	Chief Electrical Inspector/Plan Reviewer
77,968	67,862	57,755	Plumbing Plan Review/Inspector
81,961	71,337	60,712	Building Plan Review/Inspector II
81,961	71,337	60,712	Civil Engineer I
81,961	71,337	60,712	Communication & Marketing Coordinator
89,947	78,288	66,626	Technical Services Supervisor
93,939	81,762	69,584	Human Resources Administrator
93,939	81,762	69,584	Fleet Maintenance Operations Supervisor
93,939	81,762	69,584	Supervisor of Streets/Electrical/Forestry
93,939	81,762	69,584	Underground Utilities Supervisor
93,939	81,762	69,584	Water Treatment & W/Pumping Supv.
97,932	85,238	72,543	Accounting Manager
97,932	85,238	72,543	Building Inspection Supervisor
97,932	85,238	72,543	Civil Engineer II
97,932	85,238	72,543	Fire Marshal
101,924	88,712	75,500	Assistant Director of Finance
101,924	88,712	75,500	Private Development Engineer
101,924	88,712	75,500	Senior Planner
105,915	92,186	78,456	Fire Battalion Chief (Shift Commander)
105,915	92,186	78,456	P.W. Operations Superintendent
105,915	92,186	78,456	Police Lieutenant
105,915	92,186	78,456	P.W. Utilities Superintendent
111,605	95,662	79,718	Assistant Director of Public Works
115,658	99,136	82,613	Deputy Chief of Police
115,658	99,136	82,613	IT Manager
119,711	102,610	85,508	Village Engineer
131,872	113,034	94,195	Chief of Police
131,872	113,034	94,195	Asst. Village Manager/Director of Com. Dev.
131,872	113,034	94,195	Director of Finance/Village Treasurer
131,872	113,034	94,195	Director of Public Works
131,872	113,034	94,195	Fire Chief

Part-Time Positions

Part-Time Records Clerk	16,7492	19,6801	22,6115
Part-Time Police Buildings Custodian	17,4604	20,5155	23,5712
Data Entry Clerk, Public Works	17,4604	20,5155	23,5712
Human Resources Clerk	17,4604	20,5155	23,5712
Police Front Desk Clerk	18,8815	22,1860	25,4901
Police Records Clerk	18,8815	22,1860	25,4901
Administrative Secretary	20,3036	23,8570	27,4104
Building Inspectional Services Representative	20,3036	23,8570	27,4104
Communications & Marketing Specialist	21,0138	24,6915	28,3687
Fire Prevention Inspector	22,5474	26,4978	30,4482
Code Enforcement Officer	23,1462	27,1969	31,2477
Accreditation Manager	23,1462	27,1969	31,2477

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 if he/she is evaluated below expectations, or if he/she has not completed his/her first six (6) months of employment prior to June 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 six (6) months of employment 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. Fire Lieutenants and Police Sergeants step system will go into effect June 1, 2008 as follows:

Police Sergeants		Fire Lieutenants	
Step 1	\$83,348	Step 1	\$76,355
Step 2	85,878	Step 2	79,027
Step 3	88,485	Step 3	81,872
Step 4	91,171	Step 4	84,738
Step 5	93,940	Step 5	87,704
		Step 6	90,773
		Step 7	93,940

D. 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

E. 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

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

- Police Officer

Section 4: Crossing Guards

Crossing Guards shall be paid at \$12.3214 per hour.

Section 5: 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 Human Resources Manual or the collective bargaining agreement, effective upon the passage of this ordinance or as amended from time to time.

Section 6: 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 7: This ordinance shall be in full force and effect from and after its adoption and approval according to law.

Passed on first reading this _____ day of _____, 2008

First reading waived by this _____ day of _____, 2008

Passed on second reading this _____ day of _____, 2008

Ayes:

Nays:

Absent:

Approved this _____ day of _____, 2008

William J. Mueller
Village President

Brigitte O'Brien
Village Clerk

Attest: