

# 120182

**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: David Hulseberg, Village Manager  
DATE: April 3, 2012 (B of T) Date: April 12, 2012  
TITLE: Salary Ordinance

SUBMITTED BY: Kathleen Dunne, Human Resources Administrator

BACKGROUND/POLICY IMPLICATIONS:

Please see the attached changes to the salary schedule which will be effective June 1, 2011.

Village Attorney \_\_\_\_\_ Date \_\_\_\_\_  
Finance Director \_\_\_\_\_ Date \_\_\_\_\_  
Village Manager \_\_\_\_\_ Date \_\_\_\_\_



## MEMORANDUM

**TO:** William J. Mueller, Village President and Members of the Board of Trustees

**FROM:** David A. Hulseberg, AICP, ICMA-CM, Village Manager

**RE:** Wage Compensation Study

**DATE:** April 9, 2012

Based upon direction received from the Lombard Village Board, staff utilized the Archer Company and Fox Lawson and Associates (FLA) to conduct a wage compensation study. This memorandum requests that the Village Board implements the following recommendations:

1. Implementation of the attached new salary ranges recommended from Fox Lawson and Associates (FLA).
2. Salary ranges will be reviewed every three years and salary ranges be adjusted at that same interval.
3. Employee's wages that were below the new proposed salary range be increased.
4. Employee's wages that were at the top/above the new proposed salary range be frozen at the old rate for three years.
5. Employees who are at the top/above of their range receive a \$750 merit bonus if they obtained an exceeds on their last annual performance evaluation. This payment will not be added to the annual base salary.
6. Employees who are within the new pay range will receive a 1.75% increase (up to the maximum).
7. Pay range changes take effect retroactively to June 1, 2011.

Fire Battalion Chiefs and Fire Lieutenants were looked at in a separate survey completed by the Archer Company. Currently, for these two jobs, Lombard is competitive with the municipalities surveyed. These pay ranges will not change.

For Police Lieutenants, the Archer Company found the comparables for the median of the maximum pay ranges are lower. The Archer Company also felt that with the additional compensation elements, Lombard was less competitive with the municipalities surveyed. It is recommended to increase the current maximum salary range to the median of \$110,409 and giving one day off per month.

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, 2011;

**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	30,748	36,128	41,509
Police Building Custodian	32,371	38,036	43,701
Customer Service Representative	35,618	41,851	48,084
Water Billing Representative	37,242	43,759	50,276
Accounts Payable/Accounts Receivable Clerk	38,865	45,666	52,468
Administrative Secretary	40,489	47,574	54,660
Building Division Representative	40,489	47,574	54,660
Accounting Assistant	40,489	47,574	54,660
Administrative Coordinator	42,112	49,482	56,851
Executive Coordinator	45,359	53,297	61,235
Facilities Maintenance Supervisor	45,339	53,297	61,235
Civil Engineering Technician	46,983	55,204	63,426
Payroll/Benefits Specialist	46,983	55,204	63,426
IT Specialist	48,606	57,112	65,618
Senior Building Division Representative	48,606	57,112	65,618
Accountant	51,041	59,973	68,906
Business Administrator	51,041	59,973	68,906
Code Enforcement Coordinator	51,041	59,973	68,906

Development Services Inspector	51,041	59,973	68,906
Geographic Information Systems Tech	51,041	59,973	68,906
Planner I	51,041	59,973	68,906
Customer Service Supervisor	54,288	63,789	73,289
Building Division Plan Reviewer/Inspector I	57,535	67,604	77,673
Chief Electrical Inspector/Plan Reviewer	57,535	67,604	77,673
Plumbing Plan Review/Inspector	57,535	67,604	77,673
Police Records Supervisor	57,535	67,604	77,673
Senior Planner	57,535	67,604	77,673
Civil Engineer I	60,782	71,419	82,056
Communications & Marketing Coordinator	60,782	71,419	82,056
Management Analyst	60,782	71,419	82,056
Urban Landscaping & Forestry Supervisor	67,276	79,049	90,823
Fleet Maintenance Operations Supervisor	70,523	82,865	95,206
Streets & Electrical Supervisor	70,523	82,865	95,206
Underground Utilities Supervisor	70,523	82,865	95,206
Accounting Manager	73,770	86,680	99,590
Building Official	73,770	86,680	99,590
Civil Engineer II	73,770	86,680	99,590
Fire Marshal	73,770	86,680	99,590
Water Treatment & WW Pumping Supervisor	73,770	86,680	99,590
Assistant Director of Finance	77,017	90,495	103,973
Assistant Director of Community Development	77,017	90,495	103,973
Human Resources Administrator	80,264	94,310	108,356
Private Development Engineer	80,264	94,310	108,356
P.W. Operations Superintendent	80,264	94,310	108,356
P.W. Utilities Superintendent	80,264	94,310	108,356
Fire Battalion Chief (Shift Commander)	81,398	95,642	109,887
Police Lieutenant	101,169	105,789	110,409
Assistant Director of Public Works	81,771	98,125	114,480
Assistant Fire Chief	84,951	101,941	118,931
Deputy Chief of Police	84,951	101,941	118,931
IT Manager	84,951	101,941	118,931
Village Engineer	84,951	101,941	118,931
Chief of Police	97,668	117,201	136,735
Director of Com. Dev.	97,668	117,201	136,735
Director of Finance/Village Treasurer	97,668	117,201	136,735
Director of Public Works	97,668	117,201	136,735
Fire Chief	97,668	117,201	136,735

**Part-Time Positions**

Part-Time Records Clerk	15.5630	18.2866	21.0101
Part-Time Police Buildings Custodian	15.5630	18.2866	21.0101
Data Entry Clerk, Public Works	16.3436	19.2039	22.0640
Human Resources Clerk	17.1241	20.1207	23.1173
Customer Services Representative	17.1241	20.1207	23.1173
Code Enforcement Field Representative	17.9048	21.0380	24.1712
Administrative Towing Coordinator	17.9048	21.0380	24.1712
Administrative Secretary	19.4659	22.8722	26.2789
Building Division Representative	19.4659	22.8722	26.2789
Communications Specialist	20.2462	23.7895	27.3323
Fire & Life Safety Specialist	21.8073	25.6236	29.4399
Code Enforcement Officer	22.5880	26.5404	30.4933
Fire Prevention Inspector	24.5390	28.8332	33.1279
Accreditation Manager/Training Coordinator	27.6611	32.5020	37.3428

**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 nine (9) 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 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. Fire Lieutenants step system will go into effect June 1, 2011 as follows:

Fire Lieutenants

Step 1	\$80,802
Step 2	83,631
Step 3	86,641
Step 4	89,674

Step 5	92,813
Step 6	96,061
Step 7	99,412

**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 agreements between the Village and the Illinois Fraternal Order of Police Labor Council:

- Police Officer
- Police Sergeant

**G.** 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

**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 \_\_\_\_\_, 2012.

First reading waived by this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

Passed on second reading this \_\_\_\_\_ day of \_\_\_\_\_, 2012

**Ayes:** \_\_\_\_\_

**Nays:** \_\_\_\_\_

**Absent:** \_\_\_\_\_

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
William J. Mueller  
Village President

Attest:

\_\_\_\_\_  
Brigitte O'Brien  
Village Clerk