

#050228

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:                    William T. Lichter, Village Manager  
  
DATE:                    April 25, 2005                      (B of T)                      Date: May 5, 2005  
  
TITLE:                    Salary Ordinance

SUBMITTED BY:    Kathleen Dunne, Human Resources Generalist

BACKGROUND/POLICY IMPLICATIONS:

Please see the attached changes which reflect a 4.0% increase to the salary schedule which will be effective June 1, 2005.

FISCAL IMPACT/FUNDING SOURCE:

Village Attorney \_\_\_\_\_ Date \_\_\_\_\_  
Finance Director \_\_\_\_\_ Date \_\_\_\_\_  
Village Manager William T. Lichter Date 4/28/05

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, 2005;

**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	31,046	36,479	41,912
Records Clerk	31,046	36,479	41,912
Police Building Custodian	32,364	38,027	43,690
Accounts Payable Clerk	33,681	39,575	45,469
Customer Service Representative	33,681	39,575	45,469
Public Works Clerk	33,681	39,575	45,469
Police Front Desk Clerk	34,998	41,123	47,248
Police Records Clerk	34,998	41,123	47,248
Accounts Receivable Clerk	36,316	42,672	49,027
Police Property Clerk	36,316	42,672	49,027
Administrative Secretary	37,634	44,220	50,807
Building Inspection Services Representative	37,634	44,220	50,807
Administrative Coordinator	38,951	45,767	52,583
Community Service Officer	38,951	45,767	52,583
Computer Operator	38,951	45,767	52,583
Senior Police Front Desk Clerk	38,951	45,767	52,583
Comm & Mktg Specialist	38,951	45,767	52,583
Executive Coordinator	38,951	45,767	52,583
Facilities Maintenance Supervisor	38,951	45,767	52,583
Licensing Specialist	38,951	45,767	52,583

## Salary Ordinance

Public Education Coordinator	38,951	45,767	52,583
Civil Engineer Technician	42,903	50,412	57,920
Code Enforcement Officer	42,903	50,412	57,920
Geographic Information Systems Tech.	42,903	50,412	57,920
Accountant	44,222	51,961	59,700
Deputy Village Clerk	44,222	51,961	59,700
Development Services Inspector	44,222	51,961	59,700
PC Technical Support Specialist	44,222	51,961	59,700
Planner I	44,222	51,961	59,700
Senior Building Inspection Services Rep.	44,222	51,961	59,700
Customer Service Supervisor	46,198	54,283	62,367
Human Resources Generalist	46,198	54,283	62,367
Web Specialist	46,198	54,283	62,367
Management Analyst	48,833	57,379	65,925
Planner II	48,833	57,379	65,925
Building Plan Reviewer/Inspector	51,467	60,474	69,481
Chief Electrical Inspector/Plan Reviewer	51,467	60,474	69,481
Plumbing Plan Review/Inspector	51,467	60,474	69,481
Programmer/Analyst	51,467	60,474	69,481
Civil Engineer I	54,104	63,571	73,039
Communication & Marketing Coordinator	54,104	63,571	73,039
Systems Engineer	59,374	69,765	80,156
Technical Services Supervisor	59,374	69,765	80,156
Urban & Forestry Supervisor	59,374	69,765	80,156
Vehicle Maintenance Supervisor	59,374	69,765	80,156
Assistant to the Village Manager	62,009	72,861	83,713
Supervisor of Streets/Electrical/Forestry	62,009	72,861	83,713
Underground Utilities Supervisor	62,009	72,861	83,713
Water Treatment & WW Pumping Supv.	62,009	72,861	83,713
Accounting Manager	64,646	75,958	87,271
Building Inspection Supervisor	64,646	75,958	87,271
Civil Engineer II	64,646	75,958	87,271
Fire Marshal	64,646	75,958	87,271
Fleet Services Superintendent	64,646	75,958	87,271
Senior Planner	64,646	75,958	87,271
Assistant Director of Finance	67,281	79,055	90,829
Private Development Engineer	67,281	79,055	90,829
Fire Battalion Chief (Shift Commander)	69,915	82,150	94,385
Human Resources Manager	69,915	82,150	94,385
P.W. Operations Superintendent	69,915	82,150	94,385
Police Lieutenant	69,915	82,150	94,385
P.W. Utilities Superintendent	69,915	82,150	94,385
Assistant Director of Public Works	71,040	85,248	99,455
Deputy Chief of Police	73,619	88,344	103,068

Salary Ordinance

Deputy Fire Chief	73,619	88,344	103,068
IT Manager	73,619	88,344	103,068
Village Engineer	76,200	91,439	106,679
Chief of Police	83,941	100,729	117,517
Director of Community Development	83,941	100,729	117,517
Director of Finance/Village Treasurer	83,941	100,729	117,517
Director of Public Works	83,941	100,729	117,517
Fire Chief	83,941	100,729	117,517

**Part-Time Positions**

Part-Time Custodian	14.9246	17.5380	20.1500
Accounting Clerk	15.5596	18.2822	21.0048
Data Entry Clerk, Public Works	15.5596	18.2822	21.0048
Human Resources Clerk	15.5596	18.2822	21.0048
Police Front Desk Clerk	16.8260	19.7707	22.7154
Police Records Clerk	16.8260	19.7707	22.7154
Building Insp. Services Representative	18.0933	21.2596	24.4264
Administrative Secretary	18.0933	21.2596	24.4264
Fire Prevention Inspector	20.0928	24.6080	27.1336
Accreditation Manager	20.6264	24.2365	27.8462
Code Enforcement Officer	20.6264	24.2365	27.8462

**Section 2: 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 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. As of June 1, 2005, Fire Lieutenants and Police Sergeants will begin the following step-plan system:

<u>Police Sergeants</u>		<u>Fire Lieutenants</u>	
Step 1	\$74,274	Step 1	\$68,043
Step 2	76,529	Step 2	70,424
Step 3	78,852	Step 3	72,960
Step 4	81,246	Step 4	75,513
Step 5	83,714	Step 5	78,156
		Step 6	80,892
		Step 7	83,714

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 3: Crossing Guards**

Crossing Guards shall be paid at \$10.98 per hour.

**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 Human Resources Manual 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 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 \_\_\_\_\_, 2005

First reading waived by this \_\_\_\_\_ day of \_\_\_\_\_, 2005

Passed on second reading this \_\_\_\_\_ day of \_\_\_\_\_, 2005

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

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

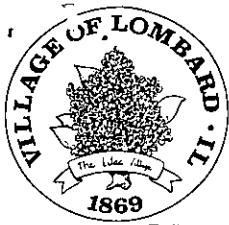
**Absent:** \_\_\_\_\_

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2005

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

Attest:

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



**MEMO TO** : The Honorable President  
And Board of Trustees

**FROM** : William T. Lichter *WTL*  
Village Manager

**DATE** : May 2, 2005

**SUBJECT** : **ORDINANCE SETTING RATES OF PAY**

Attached is a revised copy of the ordinance setting rates of pay for Village employees scheduled for the May 5<sup>th</sup> Village Board meeting. Due to a scrivener's error, the attached corrected copy is being distributed to you. The changes are in bold.

/cb

Attachment

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Executive Coordinator	<b>41,587</b>	<b>48,865</b>	<b>56,142</b>
Facilities Maintenance Supervisor	<b>41,587</b>	<b>48,865</b>	<b>56,142</b>
Licensing Specialist	<b>41,587</b>	<b>48,865</b>	<b>56,142</b>



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Passed on first reading this \_\_\_\_\_ day of \_\_\_\_\_, 2005

First reading waived by this \_\_\_\_\_ day of \_\_\_\_\_, 2005

Passed on second reading this \_\_\_\_\_ day of \_\_\_\_\_, 2005

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

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

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

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2005

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

Attest:

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