

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 A Hulseberg, Village Manager
DATE: November 29, 2012 (B of T) Date: December 6, 2012
TITLE: FY 2013 Salary Schedule
SUBMITTED BY: Kathleen Dunne, Human Resource Administrator

BACKGROUND/POLICY IMPLICATIONS:

Please see the attached changes to the salary schedule which will be effective January 1, 2013.

FISCAL IMPACT/FUNDING SOURCE:

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



MEMORANDUM

TO: Peter Breen, Acting Village President and Members of the Board of Trustees

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

RE: FY 2013 Salary Increases

DATE: November 28, 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 last year. This memorandum requests that the Village Board implements the following recommendations for FY 2013:

1. Salary ranges will remain frozen. The salary ranges will be reviewed again in 2013 (three years from the pay study) and salary ranges be adjusted in 2014 using the same interval.
2. Employee's wages that were at the top/above the new proposed salary range be frozen at the old rate.
3. Employees who are at the top/above of their range receive a \$1000 merit bonus if they obtained a exceeds on their last annual performance evaluation. This payment will not be added to the annual base salary.
4. Employees who are within the pay range may be eligible for an increase at the discretion of the Department Head within a 1.75% pool (up to the maximum of their pay range).
5. Pay range changes take effect on January 1, 2013.

Fire Battalion Chiefs and Fire Lieutenants were looked at in a separate survey. Fire Battalion Chiefs are above the median of their comparables for both minimum and maximum of the range. The median is \$77,122 for the minimum of the range and \$108,487 for the maximum of the range. Fire Battalion Chiefs are at \$81,398 for the minimum and \$109,887 for the maximum.

Fire Lieutenants are below the median for the minimum of their range, but above the Median for maximum of the range. The median is \$86,334 for the minimum and \$97,262 for the maximum. Fire Lieutenants are at \$80,802 for the minimum, which is \$5,532 below the median of \$86,334. For the maximum, they are above the median by \$2150. Their maximum is \$99,412. Increasing the minimum for Fire Lieutenants is not recommended since this new minimum would be higher than the minimum for Fire Battalion Chiefs. The current minimum of the range is over 5% of the top firefighter base pay of \$ 75,867.

Currently, for these two jobs, Lombard is competitive with the municipalities surveyed. As such, these pay ranges will not change.

For Police Lieutenants, it was found they are below the minimum and maximum of the median when compared to their comparables. The median for the minimum is \$105,061 and the median for the maximum is \$110,570. They are below the median by \$3892 for the minimum of the range and below the median for the maximum of the range by \$161. Their current minimum is \$101,169 and maximum is \$110,409. It is recommended to increase the current minimum salary range by \$3892 to the median of \$105,061 and increase the current maximum salary range by \$161 to the median of \$110,570. New comparables were utilized to be consistent with what was used for the FOP police officer arbitration and FOP Police Sergeant negotiations.

A revised salary ordinance is attached reflecting the above recommendations.

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 January 1, 2013;

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
Executive Coordinator	45,359	53,297	61,235
Facilities Maintenance Supervisor	45,339	53,297	61,235
Payroll/Benefits Specialist	46,983	55,204	63,426
Business Administrator	51,041	59,973	68,906
Customer Service Supervisor	54,288	63,789	73,289
Chief Electrical Inspector/Plan Reviewer	57,535	67,604	77,673
Police Records Supervisor	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	105,061	107,735	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
Assistant Village Manager	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
Administrative Towing Coordinator	17.9048	21.0380	24.1712
Communications Specialist	20.2462	23.7895	27.3323
Accreditation Manager	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 January 1, 2013 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

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

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

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.

Peter Breen
Acting Village President

Attest:

Brigitte O'Brien
Village Clerk