

100252
DISTRICT #

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

Resolution or Ordinance (Blue) Waiver of First Requested
 Recommendations of Boards, Commissions & Committees (Green)
 Other Business (Pink)

TO : PRESIDENT AND BOARD OF TRUSTEES

FROM: David A. Hulseberg, Village Manager

DATE : May 13, 2010 B of T: May 20, 2010

SUBJECT: Salary Ordinance

SUBMITTED BY: Kathleen Dunne, Human Resources Administrator

BACKGROUND/POLICY IMPLICATIONS:

Salary Range Ordinance:

The FY 2011 Salary Range Ordinance provides for the following:

1. The Police Sergeant and Fire Lieutenant Steps will increase by 2%.
2. The salary ranges for all other employees will be frozen at FY 2010 levels.
3. If an employee is not at the maximum of the range for that position, there will be a 2% cost of living increase provided that they received a "meets expectation" or higher on their employee personnel review. However, the salary will not be increased above the maximum of the range for that position.
4. The approximately 30 employees who are at the top of their range and did not receive a pay increase as identified in #3 will be eligible for a one time \$750.00 top of range bonus provided that they receive a minimum of a "meets expectation" on their employee personnel review.

The total cost for implementation of the FY 2011 Salary Range Ordinance recommendation is \$150,525 in salary increases (86 employees will receive a % of this) and \$25,500 in one time range bonuses (34 employees will receive \$750 each). The combined total is \$176,025.

Fiscal Impact/Funding Source:

Review (as necessary):

Finance Director _____
Village Manager _____
Date: 5/13/10

NOTE:

All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the agenda distribution.

submit

MEMORANDUM

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

FROM: David Hulseberg, Village Manager *DH*

DATE: May 12, 2010

SUBJECT: FY 2011 Salary Range and Adjustments for Non-Union Personnel

This memorandum provides analysis and recommendation to the Village Board on establishing the FY 2011 Salary Range and Adjustments for Non-Union Personnel.

Salary Study:

In March of this year, the Human Resources Department began a comprehensive review of the job descriptions and salaries of non-union Village employees, 72 in total. This is the first time in more than a decade that an overall review of salaries occurred. Data was collected from the Village's comparable communities (Addison, Bartlett, Carol Stream, Downers Grove, Elk Grove Village, Elmhurst, Hoffman Estates, Palatine, Park Ridge and Wheaton) for the purpose of determining our FY 2011 position salary ranges.

Human Resources staff averaged the data to create starting, mid-point and top of range salary for the 72 positions. Any position that was more than 3% out of tolerance from the averaged range of our comparables was then analyzed. Staff reviewed the job responsibilities to determine if the duties found in our job descriptions were a correct reflection of the present role of the incumbent in that position. Department heads were asked to review the data and make a recommendation if the position should be reclassified or kept in the existing range.

There were a total of 36 positions that did not fall into the 3% tolerance range. Of the 36 positions then reviewed, two (2) were eliminated (Building Inspector Supervisor and the Deputy Village Clerk position) and one (1) was restructured (Licensing Specialist position to a Business Administrator position).

Of the remaining 33 positions, 21 positions were deemed to be higher than the 3% tolerance range established. Six of these positions were then recommended by the Village Manager to be reduced after receiving Department Head input.

▲The Accounting Manager's range will decrease from a maximum of \$101,605 to \$97,463.

▲The Building Plan Reviewer/Inspector I's range will decrease from a maximum of \$80,892 to \$76,753.

▲ Chief Electrical Inspector/Plan Reviewer's range will decrease from a maximum of \$80,892 to \$76,753.

▲ Plumbing Plan Reviewer/Inspector's range will decrease from a maximum of \$80,892 to \$76,753.
▲ The Civil Engineer II's range will decrease from a maximum of \$101,605 to \$97,463.

▲ The Community Service Officer's range will decrease from a maximum of \$61,220 to \$55,399.

▲ The Customer Service Representative's range will decrease from a maximum of \$52,937 to \$50,866.

▲ The Village Engineer's range will decrease from a maximum of \$124,200 to \$110,581.

Fourteen of the remaining positions were determined to have job responsibilities which are more responsible than the comparable set. One position is still under review, that of the Fire Marshall.

Of the 12 positions which were below the 3% tolerance rate established 5 of these positions were then recommended by the Village Manager to be increased after receiving Department Head input.

▲ One of Customer Service Representatives will be restructured to a Water Billing Representative. The new range for this position will increase from \$52,937 to \$55,008.

▲ The Customer Service Supervisor's range will increase from a maximum of \$72,611 to \$75,152.

▲ The GIS Technician's range will increase from a maximum of \$67,433 to \$69,505.

▲ The Licensing Specialist's position was restructured to Business Administrator. The new range will increase from a maximum of \$65,363 to \$69,505.

▲ The Management Analyst's range will increase from a maximum of \$76,753 to \$80,892.

The remaining 7 positions were determined to have job responsibilities which are less responsible than the comparable set. Also, all part time positions will be reviewed in the coming year.

Salary Range Ordinance:

The FY 2011 Salary Range Ordinance provides for the following:

1. The Police Sergeant and Fire Lieutenant Steps will increase by 2%.
2. The salary ranges for all other employees will be frozen at FY 2010 levels.
3. If an employee is not at the maximum of the range for that position, there will be a 2% cost of living increase provided that they received a "meets expectation" or higher on their employee personnel review. However, the salary will not be increased above the maximum of the range for that position.
4. The approximately 30 employees who are at the top of their range and did not receive a pay increase as identified in #3 will be eligible for a one time \$750.00 top of range bonus provided that they receive a minimum of a "meets expectation" on their employee personnel review.

The total cost for implementation of the FY 2011 Salary Range Ordinance recommendation is \$150,525 in salary increases (86 employees will receive a % of this) and \$25,500 in one time range bonuses (34 employees will receive \$750 each). The combined total is \$176,025.

Recommendation:

Staff recommends that the Board of Trustees approve the FY 2011 Salary Ordinance and allow the Village Manager to award top of range bonus to certain employees.

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, 2010;

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	36,145	42,470	48,795
Police Building Custodian	37,679	44,273	50,866
Customer Service Representative	37,679	44,273	50,866
Water Billing Representative	40,746	47,877	55,008
Police Front Desk Clerk	40,746	47,877	55,008
Police Records Clerk	40,746	47,877	55,008
Accounts Payable/Accounts Receivable Clerk	40,746	47,877	55,008
Community Service Officer	41,036	48,218	55,399
Police Property Clerk	42,281	49,680	57,079
Administrative Secretary	43,815	51,483	59,151
Building Division Representative	43,815	51,483	59,151
Senior Building Division Representative	44,343	52,104	59,865
Administrative Coordinator	45,348	53,284	61,220
Accounting Assistant	45,348	53,284	61,220
Payroll/Benefits Specialist	48,417	56,890	65,363
Executive Coordinator	48,417	56,890	65,363
Facilities Maintenance Supervisor	48,417	56,890	65,363
Civil Engineer Tech	49,950	58,691	67,433

69,505	60,495	51,485	Geographic Information Systems Tech.
69,505	60,495	51,485	Accountant
69,505	60,495	51,485	Business Administrator
69,505	60,495	51,485	Development Services Inspector
69,505	60,495	51,485	IT Specialist
69,505	60,495	51,485	Planner I
69,505	60,495	51,485	Code Enforcement Coordinator
72,611	63,198	53,786	Customer Service Supervisor
75,152	65,410	55,669	Senior Planner
76,753	66,803	56,854	Building Division Plan Reviewer/Inspector I
76,753	66,803	56,854	Chief Electrical Inspector/Plan Reviewer
76,753	66,803	56,854	Plumbing Plan Reviewer/Inspector
76,753	66,803	56,854	Fire Prevention Inspector
80,892	70,406	59,920	Management Analyst
80,892	70,406	59,920	Building Division Plan Review/Inspector II
85,035	74,013	62,990	Civil Engineer I
85,035	74,013	62,990	Communications Coordinator
85,035	74,013	69,126	Technical Services Supervisor
93,321	81,223	72,194	Human Resources Administrator
97,463	84,828	72,194	Fleet Maintenance Operations Supervisor
97,463	84,828	72,194	Supervisor of Streets/Electrical/Forestry
97,463	84,828	72,194	Underground Utilities Supervisor
97,463	84,828	72,194	Water Treatment & WW Pumping Supv.
97,463	84,828	72,194	Accounting Manager
97,463	84,828	72,194	Civil Engineer II
97,463	84,828	75,263	Fire Marshal
101,605	88,434	78,331	Assistant Director - Com Dev
105,747	92,039	78,331	Assistant Director of Finance
105,747	92,039	78,331	Private Development Engineer
109,887	95,642	81,398	Fire Battalion Chief (Shift Commander)
109,887	95,642	81,398	P. W. Operations Superintendent
109,887	95,642	81,398	Police Lieutenant
109,887	95,642	81,398	P. W. Utilities Superintendent
110,581	96,246	81,912	Village Engineer
115,790	99,249	82,708	Assistant Director of Public Works
119,996	102,853	85,711	Deputy Chief of Police
119,996	102,853	85,711	IT Manager
136,818	117,272	97,727	Chief of Police
136,818	117,272	97,727	Director of Com. Dev.
136,818	117,272	97,727	Director of Finance/Village Treasurer
136,818	117,272	97,727	Director of Public Works
136,818	117,272	97,727	Fire Chief

Part-Time Positions

Part-Time Records Clerk	17,374	20,483	23,459
Data Entry Clerk, Public Works	18,150	21,284	24,454
Human Resources Clerk	18,150	21,284	24,454
Part-Time Police Buildings Custodian	18,150	21,284	24,454
Part-Time Public Works Clerk	18,150	21,284	24,454
Customer Services Rep	18,150	21,284	24,454
Police Front Desk Clerk	18,852	22,151	26,446
Police Records Clerk	19,589	23,017	26,446
Administrative Secretary	21,065	24,751	28,438
Building Division Representative	21,065	24,751	28,438
Administrative Towing Coordinator	21,065	24,751	28,438
Communications Specialist	21,801	25,617	29,432
Fire Prevention Inspector	23,275	27,351	31,424
Code Enforcement Officer	24,014	28,217	32,419
Accreditation Manager	28,807	33,849	38,890

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 and Police Sergeants step system will go into effect June 1, 2010 as follows:

<u>Police Sergeants</u>			<u>Fire Lieutenants</u>		
Step 1	\$88,203	Step 1	\$80,802		
Step 2	90,880	Step 2	83,631		
Step 3	93,639	Step 3	86,641		

Step 4	96,482	Step 4	89,674
Step 5	99,412	Step 5	92,813
Step 6		Step 6	96,061
Step 7		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 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 \$12.7835 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 _____, 2010.

First reading waived by this _____ day of _____, 2010.

Passed on second reading this _____ day of _____, 2010.

Ayes:

Nays:

Absent:

Approved this _____ day of _____, 2010.

William J. Mueller
Village President

Attest:

Brigitte O'Brien
Village Clerk

100952

**VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION**

<input checked="" type="checkbox"/>	Resolution or Ordinance (Blue)
<input type="checkbox"/>	Recommendations of Boards, Commissions & Committees (Green)
<input type="checkbox"/>	Other Business (Pink)

Waiver of First requested X

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: David Hulseberg, Village Manager

DATE: May 10, 2010 (B of T) Date: May 20, 2010

TITLE: Salary Ordinance

SUBMITTED BY: Kathleen Dunne, Human Resources Administrator

BACKGROUND/POLICY IMPLICATIONS:

All salary ranges will be frozen for the 2010-2011 fiscal year. Please see the attached memo regarding the exceptions.

_____	Village Attorney
_____	Finance Director
_____	Village Manager

Date _____
Date _____
Date _____