

04/01/29

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 21, 2004 (B of T) Date: May 6, 2004

TITLE: Salary Ordinance

SUBMITTED BY: Joanne Jakubowski, Human Resources Manager

BACKGROUND/POLICY IMPLICATIONS:

Please see the attached changes which reflect a 3.75% increase to the salary schedule which will be effective June 1, 2004.

FISCAL IMPACT/FUNDING SOURCE:

Village Attorney _____ Date _____
Finance Director _____ Date _____
Village Manager W. T. Lichter Date 4/21/04

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, 2004;

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	29,852	35,076	40,300
Records Clerk	29,852	35,076	40,300
Accounting Clerk	31,119	36,565	42,010
Data Entry Clerk-Public Works	31,119	36,565	42,010
Human Resources Clerk	31,119	36,565	42,010
Police Building Custodian	31,119	36,565	42,010
Accounts Payable Clerk	32,386	38,053	43,720
Customer Service Representative	32,386	38,053	43,720
Engineering Clerk	32,386	38,053	43,720
Police Front Desk Clerk	33,651	39,541	45,431
Police Records Clerk	33,651	39,541	45,431
Accounts Receivable Clerk	34,920	41,031	47,141
Police Property Clerk	34,920	41,031	47,141
Administrative Secretary	36,187	42,520	48,853
Building Inspection Services Representative	36,187	42,520	48,853
Administrative Coordinator	37,453	44,007	50,560
Community Service Officer	37,453	44,007	50,560
Computer Operator	37,453	44,007	50,560
Senior Police Front Desk Clerk	37,453	44,007	50,560
Cable TV Technician	39,987	46,985	53,983

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Executive Coordinator	39,987	46,985	53,983
Facilities Maintenance Supervisor	39,987	46,985	53,983
Licensing Specialist	39,987	46,985	53,983
Public Education Coordinator	39,987	46,985	53,983
Civil Engineer Technician	41,253	48,473	55,692
Code Enforcement Officer	41,253	48,473	55,692
Geographic Information Systems Tech.	41,253	48,473	55,692
Accountant	42,521	49,962	57,404
Deputy Village Clerk	42,521	49,962	57,404
Development Services Inspector	42,521	49,962	57,404
PC Technical Support Specialist	42,521	49,962	57,404
Planner I	42,521	49,962	57,404
Senior Building Inspection Services Rep.	42,521	49,962	57,404
Customer Service Supervisor	44,422	52,195	59,969
Human Resources Generalist	44,422	52,195	59,969
Web Specialist	44,422	52,195	59,969
Management Analyst	46,955	55,172	63,389
Planner II	46,955	55,172	63,389
Building Plan Reviewer/Inspector	49,488	58,148	66,808
Chief Electrical Inspector/Plan Reviewer	49,488	58,148	66,808
Plumbing Plan Review/Inspector	49,488	58,148	66,808
Programmer/Analyst	49,488	58,148	66,808
Civil Engineer I	52,022	61,126	70,230
Communication & Marketing Coordinator	52,022	61,126	70,230
Systems Engineer	57,091	67,082	77,073
Technical Services Supervisor	57,091	67,082	77,073
Streets & Forestry Supervisor	57,091	67,082	77,073
Vehicle Maintenance Supervisor	57,091	67,082	77,073
Assistant to the Village Manager	59,624	70,059	80,493
Supervisor of Streets/Electrical	59,624	70,059	80,493
Underground Utilities Supervisor	59,624	70,059	80,493
Water Treatment & WW Pumping Supv.	59,624	70,059	80,493
Accounting Manager	62,160	73,037	83,914
Building Inspection Supervisor	62,160	73,037	83,914
Civil Engineer II	62,160	73,037	83,914
Fire Marshal	62,160	73,037	83,914
Fleet Services Superintendent	62,160	73,037	83,914
Senior Planner	62,160	73,037	83,914
Assistant Director of Finance	64,693	76,015	87,336
Private Development Engineer	64,693	76,015	87,336
Fire Battalion Chief (Shift Commander)	67,226	78,991	90,755
Human Resources Manager	67,226	78,991	90,755
P.W. Operations Superintendent	67,226	78,991	90,755
Police Lieutenant	67,226	78,991	90,755

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P.W. Utilities Superintendent	67,226	78,991	90,755
Assistant Director of Public Works	68,308	81,969	95,631
Deputy Chief of Police	70,788	84,946	99,104
Deputy Fire Chief	70,788	84,946	99,104
MIS Manager	70,788	84,946	99,104
Village Engineer	73,269	87,923	102,577
Chief of Police	80,712	96,855	112,997
Director of Community Development	80,712	96,855	112,997
Director of Finance/Village Treasurer	80,712	96,855	112,997
Director of Public Works	80,712	96,855	112,997
Fire Chief	80,712	96,855	112,997

Part-Time Positions

Part-Time Custodian	14.35	16.86	19.37
Accounting Clerk	14.96	17.58	20.20
Data Entry Clerk, Public Works	14.96	17.58	20.20
Human Resources Clerk	14.96	17.58	20.20
Police Front Desk Clerk	16.18	19.01	21.84
Police Records Clerk	16.18	19.01	21.84
Building Insp. Services Representative	14.40	20.44	23.49
Police – Administrative Secretary	17.40	20.44	23.49
Fire Prevention Inspector	19.32	22.70	26.09
Accreditation Manager	19.83	23.30	26.78
Code Enforcement Officer	19.83	23.30	26.78

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, 2004, Fire Lieutenants and Police Sergeants will begin the following step-plan system:

<u>Police Sergeants</u>		<u>Fire Lieutenants</u>	
Step 1	\$71,417	Step 1	\$65,426
Step 2	73,585	Step 2	67,716
Step 3	75,820	Step 3	70,154
Step 4	78,121	Step 4	72,609
Step 5	80,493	Step 5	75,150
		Step 6	77,780
		Step 7	80,493

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 \$10.56 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 _____, 2004

First reading waived by this _____ day of _____, 2004

Passed on second reading this _____ day of _____, 2004

Ayes: _____

Nays: _____

Absent: _____

Approved this _____ day of _____, 2004

William J. Mueller
Village President

Attest:

Barbara A. Johnson
Deputy Village Clerk