

**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 : Scott R. Niehaus, Village Manager

DATE : October 9, 2024 (B of T) Date: October 17, 2024

TITLE : Salary Ordinance

SUBMITTED BY: Kathleen Dunne, Director of Human Resources

BACKGROUND/POLICY IMPLICATIONS:

2023 Wage and Range Updates

1. Non-union Wage Adjustments – The FY 2025 budget will be approved on October 17, 2024. The 2025 budget included a 3% increase for non-union employees. The budgeted market adjustment is competitive with the market and other union bargaining agreements.
2. Merit Pool Program – A merit pool for non-union employees shall be up to 2%. This is the same as last year.
3. Salary Ranges – Non-Union Salary ranges will be increased by the general increase or adjusted in order to remain competitive based on pay study results.

FISCAL IMPACT/FUNDING SOURCE:

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

Appendix C

ORDINANCE NO. AN ORDINANCE SETTING RATES OF PAY AND SALARY INCREASES FOR VILLAGE EMPLOYEES

WHEREAS, the President and Board of Trustees of the Village of Lombard have reviewed the proposed updated salary schedule for Village employees, 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 – The Salary Schedule, other wages and salary increases authorized by this Ordinance shall become effective as of January 1, 2025.

SECTION 2: Village Salary Schedule Increases:

All salary increases shall be based upon merit as determined through the completion of an employee performance evaluation as contained in the Village's Human Resources Manual, as amended. 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>
Police Building Custodian	\$41,278	\$49,533	\$57,788
Facilities Technician	\$55,167	\$62,063	\$68,959
Administrative Coordinator	\$54,708	\$66,498	\$78,287
Finance Clerk *	\$52,961	\$66,200	\$79,440
Administrative Secretary *	\$52,961	\$66,200	\$79,440
Accounts Payable/Accounts Receivable Clerk *	\$52,961	\$66,200	\$79,440
Water Billing Representative *	\$52,961	\$66,200	\$79,440
Administrative Coordinator *	\$52,961	\$66,200	\$79,440
Permit Technician *	\$52,961	\$66,200	\$79,440
Administrative Specialist*	\$52,961	\$66,200	\$79,440
Executive Coordinator	\$60,593	\$72,712	\$84,830
Human Resources Specialist	\$69,466	\$83,201	\$96,935
Business Administrator/Deputy Clerk	\$69,466	\$83,201	\$96,935
Code Enforcement Coordinator	\$69,466	\$83,201	\$96,935
Geographic Information Systems Specialist	\$69,466	\$83,201	\$96,935
Civil Engineer Technician	\$69,466	\$83,201	\$96,935
Permit Coordinator	\$69,466	\$83,201	\$96,935
Human Resources Generalist	\$70,141	\$84,499	\$98,857
Accountant	\$70,141	\$84,499	\$98,857
Facilities Maintenance Supervisor	\$70,141	\$84,499	\$98,857

Communications & Marketing Coordinator	\$73,520	\$87,986	\$102,450
Engineering Project Manager	\$73,520	\$87,986	\$102,450
Plan Reviewer	\$73,520	\$87,986	\$102,450
Building Inspector	\$73,520	\$87,986	\$102,450
Combination Inspector	\$73,520	\$87,986	\$102,450
Development Services Inspector	\$73,520	\$87,986	\$102,450
Police Records Supervisor	\$73,520	\$87,986	\$102,450
Asset Management Administrator	\$77,506	\$93,006	\$108,508
Civil Engineer I	\$77,506	\$93,006	\$108,508
Management Analyst	\$77,506	\$93,006	\$108,508
Business Process Manager	\$87,453	\$104,944	\$122,432
Accounting Manager	\$87,453	\$104,944	\$122,432
Economic Development Specialist	\$87,453	\$104,944	\$122,432
Planning & Zoning Manager	\$87,453	\$104,944	\$122,432
Civil Engineer II	\$94,068	\$112,881	\$131,693
Fire Marshal/Bureau Chief	\$94,068	\$112,881	\$131,693
Urban Landscaping & Forestry Supervisor	\$100,866	\$121,034	\$141,206
Fleet Maintenance Operations Supervisor	\$100,866	\$121,034	\$141,206
Streets & Electrical Supervisor	\$100,866	\$121,034	\$141,206
Underground Utilities Supervisor	\$100,866	\$121,034	\$141,206
Water Treatment & WW Pumping Supervisor	\$100,866	\$121,034	\$141,206
Private Development Engineer	\$105,987	\$127,181	\$148,377
Assistant Director of Finance	\$105,987	\$127,181	\$148,377
P.W. Operations Superintendent	\$105,987	\$127,181	\$148,377
P.W. Utilities Superintendent	\$105,987	\$127,181	\$148,377
Assistant Director of Public Works	\$111,240	\$133,488	\$155,735
Police Lieutenant	\$139,638	\$147,687	\$155,735
IT Manager	\$123,496	\$148,258	\$173,019
Deputy Police Chief	\$148,303	\$160,661	\$173,019
Deputy Fire Chief	\$148,303	\$160,661	\$173,019
Director of Building	\$126,434	\$153,492	\$180,550
Director of Economic Development & Planning	\$126,434	\$153,492	\$180,550
Director of Human Resources	\$126,434	\$153,492	\$180,550
Chief of Police	\$135,534	\$162,639	\$189,745
Director of Finance/Village Treasurer	\$135,534	\$162,639	\$189,745
Director of Public Works	\$135,534	\$162,639	\$189,745
Fire Chief	\$135,534	\$162,639	\$189,745
Deputy Village Manager	\$147,465	\$173,988	\$200,510
Village Manager	\$189,855	\$227,825	\$265,794

*Administrative Specialist - SBC

Part-Time Positions

Communications Specialist	\$26.3024	\$31.9703	\$37.6380
Administrative Secretary	\$26.3024	\$31.9703	\$37.6380
Permit Technician *	\$26.7658	\$32.4791	\$38.1924
Administrative Coordinator *	\$25.4616	\$31.8270	\$38.1924
Administrative Specialist *	\$25.4616	\$31.8270	\$38.1924
Code Enforcement Officer	\$31.4324	\$38.0564	\$44.6803
Planner I	\$34.2499	\$41.2897	\$48.3295
Fire Prevention Inspector	\$34.2499	\$41.2897	\$48.3295
Part-time Accreditation Manager	\$37.9272	\$48.1383	\$58.3495

*Administrative Specialist - SBC

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 above if he/she is evaluated below expectations, or if he/she has not completed his/her first nine (9) months of employment prior to January 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.** 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

D. 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
- Fire Lieutenant
- Fire Battalion Chief

E. 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

F. 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

G. The Village Manager shall be paid in accordance with the provisions of his contract with the Village, as amended from time to time.

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 Village's Human Resources Manual, as amended, 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 6: Effective January 1, 2025, for the 2025 fiscal year, the general salary increase for all full-time and part-time non-union employees shall be three percent (3.0%), with said general salary increase being implemented in accordance with, and subject to, the provisions of Chapter 4, Section E. of the Village's Human Resources Manual, as amended.

SECTION 7: Effective January 1, 2025, for the 2025 fiscal year, the merit pool salary increase for all full-time and part-time non-union employees shall be two percent (2.0%), in accordance with, and subject to, the provisions of Chapter 4, Section F. of the Village's Human Resources Manual, as amended.

SECTION 8: Effective January 1, 2025, for the 2025 fiscal year, the merit one-time lump sum payment, for a full-time non-union employee who is ineligible for a general or merit pool salary increase, due to reaching the maximum for the salary range for the position held by said

employee, shall be implemented in accordance with, and subject to, the provisions of the “Merit One-time Lump Sum Payment” subsection of Chapter 4, Section F. of the Village’s Human Resources Manual, as amended.”

SECTION 9: This Ordinance shall be in full force and effect from and after its adoption, approval and publication in pamphlet form, as provided by law.

Passed on first reading this _____ day of _____, 2024.

First reading waived by action of the Board of Trustees this _____ day of _____, 2024.

Passed on second reading this _____ day of _____, 2024, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Approved by me this _____ day of _____, 2024.

Keith T. Giagnorio
Village President

Attest:

Elizabeth Brezinski
Village Clerk

Published in pamphlet form this _____ day of _____, 2024.

Elizabeth Brezinski
Village Clerk