

**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 Niehaus, Village Manager

DATE:                 November 6, 2018                      (B of T) Date: November 15, 2018

TITLE:                 Salary Ordinance

BACKGROUND/POLICY IMPLICATIONS:

**2019 Wage and Range Updates**

1. **Non-Union Wage Adjustments** - The FY 2019 budget which will be approved on November 15<sup>th</sup> includes a 1.5% market based wage adjustment for all non-union employees. A survey of comparable communities shows that the known wage adjustments for the upcoming fiscal year range between 2.00 % and 2.75 %. As such, the budgeted market wage adjustment is competitive with the market and other union bargaining agreements.
  
2. **Merit Pool Program** – A merit pool was implemented for non-union employees at an amount not to exceed 2%. This pool is a way to motivate and reward strong performers for their efforts and to assist employees in moving through their respective ranges. An employee may be eligible for a merit adjustment between 0- 2% and is based on performance.
  
3. **Salary Ranges** –Effective January 1, 2019, salary ranges will be increased by 1.5%. All pay grades and ranges will move by the general increase as approved by the Board of Trustees on an annual basis. The Deputy Fire Chief’s range will be changed to align with the Deputy Police Chief’s salary range.
  
4. **Organizational Restructure For Accounting Function** – The Finance Department is restructuring the Accounting Division changing the upcoming vacant Accounting Manager position to Accounting Coordinator and hiring a Finance Clerk.

FISCAL IMPACT/FUNDING SOURCE:

Village Attorney	_____	Date	_____
Finance Director	<u>Timothy Sexta</u>	Date	<u>11/7/18</u>
Village Manager	_____	Date	_____

**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, 2019. The position of Accounting Coordinator is effective immediately.

**SECTION 2: Village Salary Schedule:**

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:

<b><u>Position</u></b>	<b><u>Minimum</u></b>	<b><u>Mid-Point</u></b>	<b><u>Maximum</u></b>
Police Building Custodian	35,596	42,715	49,834
Finance Clerk	36,330	43,179	50,027
Human Resources/Payroll Specialist	47,018	58,038	69,058
Executive Coordinator	52,253	62,704	73,154
Facilities Maintenance Supervisor	52,253	62,704	73,154
Human Resources Generalist	54,124	64,948	75,773
Business Administrator	56,126	67,351	78,576
Asset Management Administrator	60,250	72,300	84,350
Communications & Marketing Coordinator	62,539	75,048	87,555
Police Records Supervisor	63,267	75,921	88,575
Civil Engineer I	66,838	80,205	93,573
Management Analyst	66,838	80,205	93,573
Urban Landscaping & Forestry Supervisor	73,979	88,774	103,570
Customer Service System Manager	73,979	88,774	103,570
Accounting Coordinator	73,979	88,774	103,570
Fleet Maintenance Operations Supervisor	77,549	93,059	108,569
Streets & Electrical Supervisor	77,549	93,059	108,569
Underground Utilities Supervisor	77,549	93,059	108,569
Civil Engineer II	81,120	97,344	113,567

Fire Marshal/Bureau Chief	81,120	97,344	113,567
Water Treatment & WW Pumping Supervisor	81,120	97,344	113,567
Assistant Director of Community Development	84,690	101,628	118,566
Building Commissioner	84,690	101,628	118,566
Private Development Engineer	88,260	105,912	123,564
P.W. Operations Superintendent	88,260	105,912	123,564
P.W. Utilities Superintendent	88,260	105,912	123,564
Assistant Director of Finance	88,723	106,467	124,212
Fire Battalion Chief (Shift Commander)	93,983	111,884	129,786
Assistant Director of Public Works	93,248	111,898	130,547
Police Lieutenant	120,418	125,838	131,257
IT Manager	104,672	126,025	147,378
Director of Human Resources	104,672	126,025	147,378
Deputy Fire Chief	127,890	138,548	149,205
Deputy Chief of Police	127,890	138,548	149,205
Assistant Village Manager	111,376	133,651	155,925
Chief of Police	111,376	133,651	155,925
Director of Community Development	111,376	133,651	155,925
Director of Finance/Village Treasurer	111,376	133,651	155,925
Director of Public Works	111,376	133,651	155,925
Fire Chief	111,376	133,651	155,925
Village Manager	163,723	196,465	229,210

### **Part-Time Positions**

Part-Time Facilities Technician	20.49	24.59	28.69
Communications Specialist	22.25	26.7148	31.17

### **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

**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 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
- Senior Building Division Representative
- Accountant
- Code Enforcement Coordinator
- Development Services Inspector
- Geographic Information Systems Technician
- Planner I
- Plan Reviewer/Inspector
- Chief Electrical Inspector/Plan Reviewer
- Plumbing Plan Review/Inspector
- Senior Planner
- Part-Time Data Entry Clerk, Public Works
- Part-Time Customer Services Representative
- Part-Time Code Enforcement Field Representative
- Part-Time Administrative Secretary
- Part-Time Building Division Representative
- Part-Time Code Enforcement Officer
- Part-Time Fire Prevention Inspector

H. 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, 2019, for the 2019 fiscal year, the general salary increase for all full-time non-union employees shall be two percent (1.5%), 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, 2019, for the 2019 fiscal year, the merit pool salary increase for all full-time non-union employees shall be in an amount not to exceed two percent (2%), with said merit pool salary increase being implemented in accordance with, and subject to, the provisions of Chapter 4, Section F. of the Village's Human Resources Manual, as amended.

**SECTION 9:** Effective January 1, 2019, for the 2019 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 10:** 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 \_\_\_\_\_, 2018.

First reading waived by action of the Board of Trustees this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Passed on second reading this \_\_\_\_\_ day of \_\_\_\_\_, 2018, pursuant to a roll call vote as follows:

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

Approved by me this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Keith T. Giagnorio  
Village President

Attest:

\_\_\_\_\_  
Sharon Kuderna  
Village Clerk

Published in pamphlet form this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Sharon Kuderna  
Village Clerk