



MEMO TO: Village President and Lombard Village Board

DATE: November 30, 2020

FROM: Scott Niehaus, Village Manager  
Kathleen Dunne, Director of Human Resources

SUBJECT: Non-Union Salary Compensation Memorandum

The Village Board gave direction in 2017 to conduct a salary study every 3 years. This memo is an update on non-union positions within the Village to determine if any adjustments to job titles, job descriptions, wages and/or salary ranges are necessary. The purpose of doing so is to ensure that the Village's compensation plan is effective in recruiting and maintaining quality employees. Various factors may impact this review including the competitive market place, retirement and attrition of existing employees, collective bargaining agreements and changes within the organization that require personnel to assume additional or different duties.

## **2021 PROPOSED WAGE AND RANGE UPDATES**

1. **Non-Union Wage Adjustments** - The FY 2021 budget which was approved on November 12th includes a 2% market-based wage adjustment for all non-union employees. At present there are a total of 46 non-union employees staffed in 40 positions. This represents a total of 17.83% of all Village employees. A survey of surrounding communities shows that their known wage adjustments for the upcoming fiscal year ranges between 2.00 % and 2.75 %. As such, our budgeted amount is competitive with the market.
2. **Merit Pool Program** – Effective January 1, 2021, for the 2021 fiscal year, the merit pool salary increase for all full-time non-union employees shall be zero percent (0%), in accordance with, and subject to, the provisions of Chapter 4, Section F. of the Village's Human Resources Manual, as amended.
3. **Salary Ranges** – The Village surveyed comparable communities and found that the current ranges for most positions were at least 2% below the average for all communities surveyed. Most communities surveyed increase their ranges by the general increase each year in order to remain competitive. Therefore, based on past Board direction, the salary ranges will continue to increase by the budgeted general increase each year. A detailed spreadsheet with the survey data and highlighted exceptions are attached as **APPENDIX A**.
4. **New Position**– The part-time EMA Coordinator was added to the salary ordinance. The EMA Coordinator plans, organizes, administers, coordinates and effects the development and implementation of a Village-wide emergency planning and response program.