

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, 2019 (B of T) Date: November 21, 2019

TITLE: FY2020 Salary Ordinance

BACKGROUND/POLICY IMPLICATIONS:

FY2020 Wage and range Updates

1. **Non-Union Wage Adjustments** – The FY 2020 budget which will be approved on November 21, 2019, includes a 2% market-based wage adjustment for all non-union employees. 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, 2020 salary ranges will be increased by 2%. All pay grades and ranges will move by the general increase as approved by the Board of Trustees on an annual basis.

Village Attorney	_____	Date	_____
Finance Director	_____	Date	_____
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, 2020.

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	\$36,308	\$43,569	\$50,831
Finance Clerk	\$37,057	\$44,043	\$51,028
Human Resources/Payroll Specialist	\$47,958	\$59,199	\$70,439
Executive Coordinator	\$53,298	\$63,958	\$74,617
Facilities Maintenance Supervisor	\$53,298	\$63,958	\$74,617
Human Resources Generalist	\$55,206	\$66,247	\$77,288
Business Administrator	\$57,249	\$68,698	\$80,148
Asset Management Administrator	\$61,455	\$73,746	\$86,037
Communications & Marketing Coordinator	\$63,790	\$76,549	\$89,306
Police Records Supervisor	\$64,532	\$77,439	\$90,347
Civil Engineer I	\$68,175	\$81,809	\$95,444
Management Analyst	\$68,175	\$81,809	\$95,444
Urban Landscaping & Forestry Supervisor	\$75,459	\$90,549	\$105,641
Customer Service System Manager	\$75,459	\$90,549	\$105,641
Accounting Coordinator	\$75,459	\$90,549	\$105,641
Fleet Maintenance Operations Supervisor	\$79,100	\$94,920	\$110,740
Streets & Electrical Supervisor	\$79,100	\$94,920	\$110,740
Underground Utilities Supervisor	\$79,100	\$94,920	\$110,740
Civil Engineer II	\$82,742	\$99,291	\$115,838
Fire Marshal/Bureau Chief	\$82,742	\$99,291	\$115,838

Water Treatment & WW Pumping Supervisor	\$82,742	\$99,291	\$115,838
Assistant Director of Community Development	\$86,384	\$103,661	\$120,937
Building Commissioner	\$86,384	\$103,661	\$120,937
Private Development Engineer	\$90,025	\$108,030	\$126,035
P.W. Operations Superintendent	\$90,025	\$108,030	\$126,035
P.W. Utilities Superintendent	\$90,025	\$108,030	\$126,035
Assistant Director of Finance	\$90,497	\$108,596	\$126,696
Fire Battalion Chief (Shift Commander)	\$95,863	\$114,122	\$132,382
Assistant Director of Public Works	\$95,113	\$114,136	\$133,158
Police Lieutenant	\$122,826	\$128,354	\$133,882
IT Manager	\$106,765	\$128,546	\$150,326
Director of Human Resources	\$106,765	\$128,546	\$150,326
Deputy Fire Chief	\$130,448	\$141,318	\$152,189
Deputy Chief of Police	\$130,448	\$141,318	\$152,189
Assistant Village Manager	\$113,604	\$136,324	\$159,044
Chief of Police	\$113,604	\$136,324	\$159,044
Director of Community Development	\$113,604	\$136,324	\$159,044
Director of Finance/Village Treasurer	\$113,604	\$136,324	\$159,044
Director of Public Works	\$113,604	\$136,324	\$159,044
Fire Chief	\$113,604	\$136,324	\$159,044
Village Manager	\$166,997	\$200,394	\$233,794

Part-Time Positions

Part-Time Facilities Technician	\$20.8998	\$25.0818	\$29.2638
Communications Specialist	\$22.6950	\$27.2442	\$31.7934

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
- Water Billing Specialist
- 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, 2020, for the 2020 fiscal year, the general salary increase for all full-time non-union employees shall be two percent (2.0%), 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, 2020, for the 2020 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, 2020, for the 2020 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 _____, 2019.

First reading waived by action of the Board of Trustees this _____ day of _____, 2019.

Passed on second reading this _____ day of _____, 2019, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Approved by me this _____ day of _____, 2019.

Keith T. Giagnorio
Village President

Attest:

Sharon Kuderna
Village Clerk

Published in pamphlet form this _____ day of _____, 2019.

Sharon Kuderna
Village Clerk