

Legistar #: 220373

**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 : November 21, 2022 (B of T) Date: December 1, 2022

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 2023 budget was approved on November 17, 2022. The 2023 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%. The merit pool salary increase is slightly higher because no merit increases were given on January 1, 2022.
3. Salary Ranges – Non-Union Salary ranges will be increased by the general increase or adjusted in order to remain competitive.

FISCAL IMPACT/FUNDING SOURCE:

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, 2023.

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	\$38,908	\$46,690	\$54,471
Finance Clerk	\$39,711	\$47,197	\$54,682
Customer Service Representative	\$41,141	\$50,104	\$59,067
Accounts Payable/Accounts Receivable Clerk	\$46,175	\$56,082	\$65,989
Water Billing Representative	\$48,709	\$58,783	\$68,857
Water Billing Specialist	\$51,084	\$61,168	\$71,250
Administrative Secretary	\$51,084	\$61,168	\$71,250
Administrative Coordinator	\$51,568	\$62,681	\$73,793
Administrative Specialist	\$49,920	\$60,528	\$74,880
Executive Coordinator	\$57,115	\$68,538	\$79,960
Facilities Maintenance Supervisor	\$57,115	\$68,538	\$79,960
Human Resources Specialist	\$57,115	\$68,538	\$79,960
Business Administrator/Deputy Clerk	\$65,478	\$78,425	\$91,371
Code Enforcement Coordinator	\$65,478	\$78,425	\$91,371
Geographic Information Systems Data Analyst	\$65,478	\$78,425	\$91,371
Human Resources Generalist	\$65,478	\$78,425	\$91,371
Permit Coordinator	\$65,478	\$78,425	\$91,371
Civil Engineer Technician	\$65,478	\$78,425	\$91,371
Accountant	\$66,115	\$79,742	\$93,182

Communications & Marketing Coordinator	\$68,358	\$82,031	\$95,701
Plan Reviewer	\$69,299	\$82,935	\$96,569
Building Inspector	\$69,299	\$82,935	\$96,569
Combination Inspector	\$69,299	\$82,935	\$96,569
Development Services Inspector	\$69,299	\$82,935	\$96,569
Police Records Supervisor	\$69,153	\$82,985	\$96,817
Asset Management Administrator	\$71,617	\$85,939	\$100,263
Senior Planner	\$71,400	\$86,569	\$101,738
Civil Engineer I	\$73,057	\$87,668	\$102,279
Management Analyst	\$73,057	\$87,668	\$102,279
Business Process Manager	\$80,863	\$97,035	\$113,206
Accounting Manager	\$80,863	\$97,035	\$113,206
Urban Landscaping & Forestry Supervisor	\$88,667	\$106,401	\$124,134
Fleet Maintenance Operations Supervisor	\$88,667	\$106,401	\$124,134
Streets & Electrical Supervisor	\$88,667	\$106,401	\$124,134
Underground Utilities Supervisor	\$88,667	\$106,401	\$124,134
Water Treatment & WW Pumping Supervisor	\$88,667	\$106,401	\$124,134
Civil Engineer II	\$88,667	\$106,401	\$124,134
Fire Marshal/Bureau Chief	\$88,667	\$106,401	\$124,134
Assistant Director of Community Development	\$92,570	\$111,084	\$129,598
Private Development Engineer	\$96,471	\$115,767	\$135,061
P.W. Operations Superintendent	\$96,471	\$115,767	\$135,061
P.W. Utilities Superintendent	\$96,471	\$115,767	\$135,061
Assistant Director of Finance	\$96,978	\$116,374	\$135,769
Fire Battalion Chief (Shift Commander)	\$102,728	\$122,295	\$141,862
Assistant Director of Public Works	\$101,924	\$122,310	\$142,694
Building and Code Enforcement Director	\$101,924	\$122,310	\$142,694
Police Lieutenant	\$131,622	\$137,546	\$143,470
IT Manager	\$114,411	\$137,751	\$161,091
Director of Human Resources	\$114,411	\$137,751	\$161,091
Deputy Fire Chief	\$139,790	\$151,439	\$163,088
Deputy Chief of Police	\$139,790	\$151,439	\$163,088
Chief of Police	\$125,320	\$150,383	\$175,446
Director of Community Development	\$125,320	\$150,383	\$175,446
Director of Finance/Village Treasurer	\$125,320	\$150,383	\$175,446
Director of Public Works	\$125,320	\$150,383	\$175,446
Fire Chief	\$125,320	\$150,383	\$175,446
Deputy Village Manager	\$139,000	\$164,000	\$189,000
Village Manager	\$178,956	\$214,747	\$250,536

Part-Time Positions

Customer Service Representative	\$20.0061	\$24.3974	\$28.7887
Part-Time Facilities Technician	\$22.3965	\$26.8780	\$31.3594
Administrative Secretary	\$24.5206	\$29.4353	\$34.3500
Permit Technician	\$25.2293	\$30.0100	\$34.7905
Administrative Coordinator	\$24.7925	\$30.1350	\$35.4774
Communications Specialist	\$24.7925	\$30.1350	\$35.4774
EMA Coordinator	\$31.5180	\$36.7710	\$42.0240
Code Enforcement Officer	\$29.6281	\$35.8718	\$42.1155
Plumbing Inspector/Plan Review	\$31.1109	\$37.7139	\$44.3167
Planner I	\$32.2838	\$38.9195	\$45.5551
Fire Prevention Inspector	\$32.2838	\$38.9195	\$45.5551
Part-time Accreditation Manager	\$35.7500	\$43.3750	\$55.0000

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 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, 2023, for the 2023 fiscal year, the general salary increase for all full-time and part-time non-union employees shall be two 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, 2023, for the 2023 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, 2023, for the 2023 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 _____, 2022.

First reading waived by action of the Board of Trustees this _____ day of _____, 2022.

Passed on second reading this _____ day of _____, 2022,
pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Approved by me this _____ day of _____, 2022.

Keith T. Giagnorio
Village President

Attest:

Elizabeth Brezinski
Village Clerk

Published in pamphlet form this _____ day of _____, 2022.

Elizabeth Brezinski
Village Clerk