



Meeting: Village Board
Meeting Date: 09/23/13
Agenda Item: 6f

Mission Statement

Delivering quality services in a courteous, cost-effective and efficient manner.

VILLAGE BOARD MEETING STAFF REPORT

REPORT TO: Burt R. McIntyre, President
Village Board of Trustees

REPORT FROM: Paul F. Evert, Village Administrator

AGENDA ITEM: Review and take action on the updated salary schedule for all full-time employees of the village

ACTION REQUESTED: __Ordinance __Resolution X Motion __Receive/File

POLICY ISSUE

Will the village board approve the Updated Salary Schedule for all full-time employees as presented?

PRIOR ACTION/REVIEW

The board hired consulting firm Public Administration Associates (PAA) to perform a compensation and benefits study which was completed and presented to the village board at the August 26, 2013 board meeting. No action was taken by the board.

BACKGROUND INFORMATION

Staff has reviewed the recommendations made by PAA in their study and prepared a salary schedule for all full-time employees. (Please note that hourly employees, or non-exempt employees, will have hourly rates determined by taking their salary and dividing by 2,080 hours, the average number of hours worked in a calendar year.)

The study gave several recommendations; one was to approve a salary schedule for all employees based on a 15 step pay scale. The study gave a recommendation of a 30% spread between Step 1 and Step 15: however, since the actual recommended ranges exceeded the 30%, staff created a new schedule based on the 30% spread and 15 steps. The schedule is found as Attachment I.

PAA recommended a pay grade system that matched similar positions into the same pay grade. PAA recommended having 13 pay grades with Grade 9 left blank. During the creation of the pay system, staff created 14 pay grades but skipped numbers at various grades to allow for each pay grade to be separated by approximately \$2,000. By allowing for more future pay grades to be created, the administrator will be able to implement a new pay for performance system that may keep low performing employees in their current grade while moving others to new steps or new grades. Movement within pay grades and into new pay grades would be dictated by their performance.

To clarify pay grade use with pay for performance, the following example is submitted. Two new clerical employees are hired in 2014 and placed into Grade 2, start at step 1 or \$31,800. As they continue to work at the village, annual evaluations will be given. During their first evaluation, one of the two employees has performed at an excellent level and will receive a two-step increase in their pay. The other employee was graded lower and will not be moved from step 1. As time

passes, the employee at step 1 does not improve and is removed from employment and replaced by a new employee that begins on step 1. If the good employee continues to perform at a high level, that employee will continue to move up the pay grade for Grade 2 and could possibly be moved into a new pay Grade 3 that could begin with a starting salary of \$33,800. (Please remember that this paragraph is just an example of the one way two employees could move up the pay grade or stay at their current level.)

Each current employee will be placed onto a corresponding pay step within their noted pay grade that most closely matches their current salary. The personnel policy (if adopted as presented) gives the Administrator authority to determine pay for performance type raises in the future.

FISCAL IMPACT:

- | | |
|------------------------------|------------------------|
| 1. Is There A Fiscal Impact? | <u>Yes</u> |
| 2. Is it Currently Budgeted? | <u>2014</u> |
| 3. If Budgeted, Which Line? | <u>Salary accounts</u> |

RECOMMENDED ACTION

Village staff recommends the Village Board approve the attached Updated Salary Schedule for all Full-Time Employees.

If the Village Board agreed with this action, the following motion could be used, ***“Motion to approve the Updated Salary Schedule for all Full-time Employees.”***

POLICY ALTERNATIVE(S)

The Village Board could take the following actions:

- Approve with revisions
- Deny the suggested motion
- Table the suggested motion and request additional information

ATTACHED INFORMATION

- I. Updated Salary Schedule for all Full-time Employees

ATTACHMENT I

Updated Salary Schedule for all Full-time Employees

<u>Grade and Position(s) Title</u>	<u>Recommended Range</u> (Low – Mid point – High)
<u>Grade 30</u> Administrator	\$88,800 - \$102,003 - \$117,170
<u>Grade 24</u> Public Works Director	\$77,200 - \$88,679 - \$101,864
<u>Grade 22</u> Fire Chief & Dir. of Admin Services	\$73,900 - \$84,888 - \$97,509
<u>Grade 20</u> Dir. Community Development	\$68,200 - \$78,340 - \$89,988
<u>Grade 18</u> Dir. Engineering	\$65,700 - \$75,469 – 86,690
<u>Grade 14</u> Engineer-staff	\$57,250 - \$65,762 - \$75,540
<u>Grade 13</u> Park Superintendent & Building Inspector	\$55,200 – 63,407 - \$72,835
<u>Grade 12</u> GIS Coordinator	\$54,168 - \$62,222 - \$71,474
<u>Grade 10</u> Accountant, Dir. Leisure Svc, Eng Tech II & Fire Cap.	\$48,600 - \$55,826 - \$64,127
<u>Grade 8</u> Administrator’s Assistant, Foreman, Eng Tech I, Mechanic	\$44,112 - \$50,671 - \$58,205
<u>Grade 7</u> Utility & DPW Laborer	\$42,000 - \$48,245 - \$55,418
<u>Grade 6</u> Laborer Assistant	\$40,400 - \$46,407 - \$53,307
<u>Grade 5</u> Municipal Court Clerk & Utility Clerk	\$37,200 – \$42,731 – \$49,085
<u>Grade 2</u> Administrative Assistant – VH & DPW	\$31,800 – \$36,528 – \$41,959