

**VILLAGE OF DOWNERS GROVE  
REPORT FOR THE VILLAGE COUNCIL WORKSHOP  
MARCH 28, 2006 AGENDA**

SUBJECT:	TYPE:	SUBMITTED BY:
Resolution Amending Compensation Plan	✓ - Resolution - Ordinance - Motion - Discussion	Cara Pavlicek, Village Manager

**SYNOPSIS**

A resolution has been prepared authorizing an amendment to the Village's compensation plan for employees not covered by a collective bargaining agreement. The recommended changes are consistent with the information that was presented to the Village Council during the budget-related discussion at the January 10, 2006 Workshop.

**FISCAL IMPACT**

The FY2006 Recommended Budget presented for Council approval contains sufficient funding to execute the recommendations outlined in this report. Each percentage point increase in wages for employees not covered by a collective bargaining agreement requires approximately \$125,000 in funding over a 12-month period.

**RECOMMENDATION**

Approval on the April 4, 2006 Active Agenda.

**BACKGROUND**

The Village of Downers Grove is a service organization that allocates nearly 75% of its General Fund budget to personnel-related expenses. The recommended Village budget proposes a total staffing level of 369.14 fulltime equivalent (FTE) positions, which fall into the one of the following three employee groups for the purposes of salary/wage classification:

- Exempt & Non-Exempt Employees, 233.14 FTE
- Police Officers (Union), 61 FTE
- Firefighters (Union), 75 FTE

Collective bargaining agreements that were previously approved by the Village Council establish the wages for FY 06-07 for police officers and firefighters that are covered by the agreements (the agreement with the Firefighters will expire April 30, 2007 and the agreement with the Police Officers will expire on April 30, 2008.) The collective bargaining agreements establish a starting wage and steps that employees covered by the agreement are paid based upon length of employment.

All other Village employees are covered by an Employee Classification Schedule that classifies employee positions into a *pay grade*, numbered 2 through 24. Each Village employment position has been classified in a *pay grade* based on the unique technical requirements of the position. Each *pay grade* has a designated *wage range* that defines the minimum wage, midpoint of the range and the maximum wage for the *pay grade*. Each individual employee's wages are based upon the *pay grade* of their position and subsequently they are paid within the *wage range* based upon their experience and job performance. There

are no automatic pay steps that increase employee wages based on length of service. It is a merit based system that is often considered the foundation for a pay-for-performance system. For employees covered by the Employee Classification Schedule, individual employee wages can be increased annually in May when it is determined by the supervisor, based, in part, on the employee's performance evaluation. Over the last three years, these wage increases have averaged between 2% and 4%. There have been no across the board increases during this period. The *wage ranges* were last reviewed in November 2003, and adjusted in May 2004 which resulted in various increases to the *wage ranges* in amounts less than 5.5 percent.

In January 2006, Council discussed preparation of the budget with the following wage recommendations:

- Funding as required for wage increases provided for in police and fire collective bargaining agreements.
- Effective May 1, 2006, *wage ranges* would be increased as follows:
  1. Increase the range midpoints (the wage amount halfway between the range minimum and maximum) by 5.2% at Grade 2 up to 7.7% at Grade 24.
  2. Increase the separation between the range minimums and range maximums from 35% to 37.5%. Range minimums would be calculated at 20% below the midpoint. Range maximums would be calculated at 37.5% above the range minimums. This will have the effect of creating a greater "spread" between the minimum and maximum, offering greater flexibility to fill vacant positions based on market conditions.
- Funding for an average wage increase of 3.5% for all employees that are not covered by a collective bargaining agreement and that have demonstrated they meet performance standards. The proposed 3.5% is generally based on the Consumer Price Index for the past 12 months.
- Funding for an additional \$200,000 for merit increases to exceptionally high performing employees that are not covered by collective bargaining agreements.

The Village should maintain a non-union compensation system that controls and limits arbitrary and unfair compensation, while allowing for flexible decisions for employees that perform vastly different functions across the organization. In evaluating the Village's personnel systems, the need to make adjustments that better facilitate high performance within the organization is recognized. This, however, requires a careful and methodical approach to ensure effectiveness, including the following activities that will need to be pursued in during the next fiscal year:

- Comprehensive review and updating of job descriptions throughout the organization
- Establishment of stronger organization-wide training initiatives to better prepare employees to perform job duties
- Review of the performance appraisal process to correct deficiencies and advance employee development, linked to individual and team performance indicators
- Review of benefits to determine comparability with other employers

Staff intends to begin these activities in the Spring/Summer of 2006, following the second phase of the strategic planning session with the Village Council and Directors that was started in March 2006. The strategic planning process will begin to provide the necessary foundation for these activities by establishing a set of more clearly articulated policy goals and objectives that will help to guide the comprehensive improvement of the Village's personnel systems.

## **ATTACHMENTS**

Resolution

Wage Classification Schedule

**RESOLUTION \_\_\_\_\_**

**A RESOLUTION AMENDING THE DOWNERS GROVE COMPENSATION PLAN  
BY ADOPTING A REVISED PLAN EFFECTIVE MAY 1, 2006**

WHEREAS, on November 29, 1993, the Village Council adopted Resolution 93-51 entitled "A Resolution Establishing the Village of Downers Grove Classification Plan" (hereinafter referred to as the "Classification Plan"); and,

WHEREAS, pursuant to the Classification Plan, the Village Council is to establish, and from time to time amend, a Compensation Plan for Village employees which groups positions into pay grades; and,

WHEREAS, the Village Council has previously established the Compensation Plan; and,

WHEREAS, the Village Council has determined that it is necessary and desirable to further amend the Compensation Plan as provided herein.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

1. For Village employees employed as of May 1, 2006, and effective pay period beginning May 1, 2006, the Compensation Plan is hereby amended by deleting the existing Compensation Plan, and, in its place, substituting the revised Compensation Plan, run date May 1, 2006, a copy of which is attached hereto and made a part hereof by reference.

2. To the extent of any conflict with this resolution, all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

\_\_\_\_\_  
Mayor

Passed:

Attest: \_\_\_\_\_  
Village Clerk

## Hourly Contractual Wages for Firefighters and Police Officers (Current & Effective 5/1/06)

Step		Starting	1	2	3	4	5	6	7	% Chng
Firefighter *	Current	17.24	18.61	19.98	21.36	22.73	24.08			
	Effective 5/1/06	18.09	19.53	20.97	22.41	23.85	25.26			4.9%
FF-Paramedic *	Current	18.27	19.73	21.18	22.64	24.09	25.52			
	Effective 5/1/06	19.17	20.70	22.22	23.75	25.28	26.78			4.9%
Fire Lieutenant *	Current	26.97	27.69	28.65						
	Effective 5/1/06	28.29	29.05	30.06						4.9%
Fire Engineer *	Current	25.64								
	Effective 5/1/06	26.90								4.9%
Police Officer	Current	22.44	23.72	25.23	26.76	28.34	29.97	31.67	33.62	
	Effective 5/1/06	23.34	24.67	26.24	27.83	29.47	31.17	32.93	34.97	4.0%

\* Per the contractual bargaining agreement, the annual work schedule for Fire Dept. Personnel amounts to 2,750 hours in the current fiscal year and 2,726 hours annually beginning May 1, 2006

## General Employee Classification Schedule (Current & Proposed)

Grade	Minimum (Hourly)			Midpoint/Control (Hourly)			Maximum (Hourly)		
	Current	Proposed	% Chng	Current	Proposed	% Chng	Current	Proposed	% Chng
<b>2</b>	<b>11.55</b>	<b>11.94</b>	<b>3.3%</b>	<b>13.58</b>	<b>14.32</b>	<b>5.5%</b>	<b>15.60</b>	<b>16.41</b>	<b>5.2%</b>
OPEN									
<b>3</b>	<b>12.93</b>	<b>13.36</b>	<b>3.4%</b>	<b>15.19</b>	<b>16.04</b>	<b>5.6%</b>	<b>17.45</b>	<b>18.38</b>	<b>5.3%</b>
Building Maintenance Worker I				Shop Assistant Intern - Fleet Services					
Bus Operator				Stormwater Engineer Intern					
Management Intern				Switchboard/Receptionist					
Production Assistant									
<b>4</b>	<b>14.30</b>	<b>14.80</b>	<b>3.5%</b>	<b>16.80</b>	<b>17.75</b>	<b>5.7%</b>	<b>19.30</b>	<b>20.34</b>	<b>5.4%</b>
Admin. Secretary 1 - Human Resources				Printing Clerk					
Community Service Officer I									
<b>5</b>	<b>15.67</b>	<b>16.23</b>	<b>3.6%</b>	<b>18.41</b>	<b>19.48</b>	<b>5.8%</b>	<b>21.15</b>	<b>22.32</b>	<b>5.5%</b>
Accounting Specialist I				Deputy Village Clerk					
Admin Specialist – FD, Pub Ed & Training				Police Records Specialist					
Building Maintenance Worker II				Production Technician					
Cashier									
<b>6</b>	<b>17.04</b>	<b>17.67</b>	<b>3.7%</b>	<b>20.02</b>	<b>21.20</b>	<b>5.9%</b>	<b>23.00</b>	<b>24.29</b>	<b>5.6%</b>
Administrative Secretary II – Code Services				Building Maintenance Technician I					
Administrative Secretary II – Financial Services				Community Response Center Coordinator					
Administrative Secretary II – Fire Administration				Community Service Officer II					
Administrative Secretary II – Fire Prevention				Computer Operator					
Administrative Secretary II – Human Resources				Court/Property Control Officer					
Administrative Secretary II - Planning Services				Maintenance Worker I					
Administrative Secretary II – Police				Parts Inventory Technician					
Administrative Secretary II – Public Works				Permits/Inspection Control Clerk					
Administrative Technician II									
<b>7</b>	<b>18.41</b>	<b>19.10</b>	<b>3.8%</b>	<b>21.63</b>	<b>22.93</b>	<b>6.0%</b>	<b>24.85</b>	<b>26.27</b>	<b>5.7%</b>
Administrative Assistant - Public Works				Investigative Specialist					
Assistant Community Events Coordinator				Legal Secretary					
Communications Operator				Public Services Specialist					
Investigative Aide				Secretary to the Village Manager					
<b>8</b>	<b>19.78</b>	<b>20.55</b>	<b>3.9%</b>	<b>23.24</b>	<b>24.65</b>	<b>6.1%</b>	<b>26.70</b>	<b>28.25</b>	<b>5.8%</b>
Admin. Specialist/Purchasing Asst. - Police				Production Supervisor					
Building Maintenance Technician II				Publications Technician					
CAD Technician				Staff Accountant					
Community Events Coordinator				Supervisor/Community Support Officer					
Crime Prevention Specialist				Transit Coordinator					
Fleet Maintenance Technician				Water Supply Specialist					
Maintenance Worker II									
<b>9</b>	<b>21.15</b>	<b>21.99</b>	<b>4.0%</b>	<b>24.85</b>	<b>26.39</b>	<b>6.2%</b>	<b>28.55</b>	<b>30.24</b>	<b>5.9%</b>
Code Enforcement Officer				Public Works Technician - Permits					
Engineering Technician				Public Works Technician - Water, AMR					
Fire Marshall				Purchasing Assistant					
Manager, Tourism				Resource Center Program Coordinator					
Public Works Technician				Special Projects Coordinator					
Public Works Technician - JULIE				Stormwater Engineering Tech.					

## General Employee Classification Schedule (Current & Proposed)

Grade	Minimum (Hourly)			Midpoint/Control (Hourly)			Maximum (Hourly)		
	Current	Proposed	% Chng	Current	Proposed	% Chng	Current	Proposed	% Chng
<b>10</b>	<b>22.30</b>	<b>23.34</b>	<b>4.7%</b>	<b>26.35</b>	<b>28.01</b>	<b>6.3%</b>	<b>30.40</b>	<b>32.09</b>	<b>5.6%</b>
	Accounting Supervisor Assistant Village Forester Building Inspector Counselor GPS Technician Grants Coordinator			Plan Reviewer/Building Inspector Plumbing Inspector PSRT Coordinator Supervisor, Police Records/Information Supervisor, VOC					
<b>11</b>	<b>23.89</b>	<b>24.89</b>	<b>4.2%</b>	<b>28.07</b>	<b>29.86</b>	<b>6.4%</b>	<b>32.25</b>	<b>34.22</b>	<b>6.1%</b>
	Employee Benefits Coordinator Public Works Materials Coordinator			Staff Planner					
<b>12</b>	<b>25.26</b>	<b>26.34</b>	<b>4.3%</b>	<b>29.68</b>	<b>31.61</b>	<b>6.5%</b>	<b>34.10</b>	<b>36.22</b>	<b>6.2%</b>
	GIS Specialist Public Safety System Administrator Staff Engineer			Stormwater Engineer Village Clerk					
<b>13</b>	<b>26.63</b>	<b>27.79</b>	<b>4.4%</b>	<b>31.29</b>	<b>33.35</b>	<b>6.6%</b>	<b>35.95</b>	<b>38.22</b>	<b>6.3%</b>
	Database Programmer Internet Operations Administrator Manager, Public Works/Pavement Manager, Public Works/Streets & Tech. Services Manager, Public Works/Water Supply Manager, Village Operations Center			Public Education/Information Officer - FD Public Education/Information Supervisor - PD Senior Planner Systems Administrator Village Forester					
<b>14</b>	<b>28.00</b>	<b>29.25</b>	<b>4.5%</b>	<b>32.90</b>	<b>35.10</b>	<b>6.7%</b>	<b>37.80</b>	<b>40.22</b>	<b>6.4%</b>
	Manager, Building Services Manager, Fleet Maintenance			Manager, Police Records/Information					
<b>15</b>	<b>29.37</b>	<b>30.71</b>	<b>4.6%</b>	<b>34.51</b>	<b>36.85</b>	<b>6.8%</b>	<b>39.65</b>	<b>42.23</b>	<b>6.5%</b>
	Assistant Director - Information Services Chief Building Inspector Director Community Events & Tourism			Police Sergeant Senior Staff Engineer					
<b>16</b>	<b>30.74</b>	<b>32.18</b>	<b>4.7%</b>	<b>36.12</b>	<b>38.61</b>	<b>6.9%</b>	<b>41.50</b>	<b>44.24</b>	<b>6.6%</b>
	Assistant Director, Financial Services Assistant Director, Human Res./Risk Manager Director, Social & Health Services			Division Chief – Fire Prevention Traffic Engineering Manager					
<b>17</b>	<b>32.11</b>	<b>33.64</b>	<b>4.8%</b>	<b>37.73</b>	<b>40.37</b>	<b>7.0%</b>	<b>43.35</b>	<b>46.26</b>	<b>6.7%</b>
	Assistant Village Attorney Assistant Village Manager Battalion Chief Battalion Chief, Training Battalion Chief, Support Services			Development Engineering Manager II Director of Marketing & Media Police Lieutenant – Investigations Police Lieutenant - Operations					
<b>19</b>	<b>34.85</b>	<b>36.58</b>	<b>5.0%</b>	<b>40.95</b>	<b>43.90</b>	<b>7.2%</b>	<b>47.05</b>	<b>50.30</b>	<b>6.9%</b>
	Assistant Director, Public Works/Operations Assistant Director, Public Works/Engineering Deputy Chief of Police - Administration			Deputy Chief of Police - Operations Deputy Fire Chief – Administration Deputy Fire Chief – Operations					
<b>20</b>	<b>36.22</b>	<b>38.06</b>	<b>5.1%</b>	<b>42.56</b>	<b>45.67</b>	<b>7.3%</b>	<b>48.90</b>	<b>52.33</b>	<b>7.0%</b>
	Director, Human Resources Director, Information Services			Director, Code Services					
<b>22</b>	<b>38.96</b>	<b>41.01</b>	<b>5.3%</b>	<b>45.78</b>	<b>49.21</b>	<b>7.5%</b>	<b>52.60</b>	<b>56.39</b>	<b>7.2%</b>
	Chief of Police Fire Chief Director, Financial Services			Director, Public Works Dir. Planning & Comm. Development					
<b>23</b>	<b>40.33</b>	<b>42.49</b>	<b>5.4%</b>	<b>47.39</b>	<b>50.99</b>	<b>7.6%</b>	<b>54.45</b>	<b>58.43</b>	<b>7.3%</b>
	Deputy Village Manager			Village Attorney					
<b>24</b>	<b>41.70</b>	<b>43.98</b>	<b>5.5%</b>	<b>49.00</b>	<b>52.77</b>	<b>7.7%</b>	<b>56.30</b>	<b>60.47</b>	<b>7.4%</b>
	OPEN								