

MEMORANDUM

April 2, 2021

TO: Mayor John P. Kahl and Members of the City Council

FROM: Teresa Durm (Human Resources Director) and
Scott A. Brunton (City Attorney's Office)

SUBJECT: FY 2021-2022 Salary Resolution

DISCUSSION:

Attached is the Annual Salary Resolution providing a 3.50% general salary increase to wages for employees not covered by collective bargaining contract salary increases, and such increases may be adjusted lower on a case-by-case basis within the discretion of a Department Head in consultation with the respective Commissioner. In addition, \$20,000 is being provided for merit increases and market-rate adjustments to salaries when compared to other nearby municipalities for certain employee positions as determined by a Department Head in consultation with the respective Commissioner on a case-by-case basis. It should be noted that during the 2020-2021 fiscal year, the salaries for non-union employees were frozen at the 2019-2020 levels due to financial concerns related to the COVID-19 pandemic.

Additionally, the Pay Plan schedule and FLSA exemption status exhibits to the Annual Salary Resolution have been updated for the 2021-2022 fiscal year. These exhibits cover City employees not covered by a bargaining agreement and provide clarification for these City employees regarding their FLSA exemption status.

RECOMMENDATION:

Approve FY 2021-2022 Salary Resolution.

RESOLUTION NO. _____

East Peoria, Illinois

_____, 2021

RESOLUTION BY COMMISSIONER _____

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF EAST PEORIA, TAZEWELL COUNTY, ILLINOIS, THAT the salaries, wages and employee benefits for certain non-union employees of the City of East Peoria for the year beginning on May 1, 2021 and ending on April 30, 2022, shall be set as follows:

I. BE IT RESOLVED that the hourly wages of certain clerical, secretary, and general employees and the monthly salaries of certain other general, supervisory, and management employees shall be generally derived from the Pay Plan attached hereto as "Exhibit A".

1. The Pay Plan shall be reviewed annually by the City Council. The Council retains complete discretion on any adjustments to the ranges as set forth or the addition of steps or grades.

2. During a transition period while a job is being upgraded, an employee may receive compensation which is less than the minimum level of the established grade on the schedule set forth in the Pay Plan.

3. The Pay Plan shall serve only as a framework or guide and the City Council shall determine the actual compensation of each employee. Specific positions, titles, grade levels, and general pay ranges associated with each position are listed in the Pay Plan as set forth Exhibit A, attached hereto and incorporated by reference.

4. The exemption status of each employee position as provided in compliance with the Fair Labor Standards Act (FLSA) effective May 1, 2021, is further provided in Exhibit B, attached hereto and incorporated by reference.

II. BE IT FURTHER RESOLVED that the City Council hereby approves the following funds to be used for non-union employee salary and wage increases for the year beginning on May 1, 2021, and ending on April 30, 2022:

1. Funds totaling no more than an overall total 3.50% increase for all full-time, non-union City employees, which may be adjusted to a lower level on an employee-by-employee basis within the discretion of the Department Head or the Commissioner overseeing the non-union City employee's department, plus an additional \$20,000.00 for all full-time, non-union City employees as general salary and wage increases, merit increases, and/or bonuses for full-time, non-union City employees as determined by the

respective Department Head or the Commissioner overseeing the non-union City employee's department.

2. Specified part-time employees shall receive a 3.50% increase in wages.

III. BE IT FURTHER RESOLVED that the fringe benefits for all full-time employees shall be as set forth in the City of East Peoria Personnel Policy Manual, subject to any clarification or modification set forth below. Further, "permanent part-time employees" will receive no fringe benefits, except as specifically provided herein.

GROUP HEALTH INSURANCE

The City shall offer plan options under the City's group health care program to all full-time City employees, as such plan options are established by the City's Insurance and Benefits Committee. Further, the City's Insurance and Benefits Committee shall establish the City and employee monthly contribution rates for each of the plan options offered under the City's group health care program. The City shall pay the entire cost of the City contribution rate for the plan option selected by the full-time City employee, and the employee will be responsible for paying the applicable employee contribution rate. Article III of the City of East Peoria Personnel Policy Manual shall govern the group health insurance program and retiree coverage under the group health insurance program.

SICK LEAVE

Sick leave shall be governed by Article III of the City of East Peoria Personnel Policy Manual, except as modified herein for certain management level employees.

Department Heads, Deputy Fire Chief, Deputy Police Chiefs, Police Sergeants, Public Works Superintendents, Human Resources Director, and a full-time Mayor shall be entitled to sick leave of fifteen (15) duty days per year. Unused sick leave shall accumulate from calendar year to calendar year to a maximum of one hundred twenty (120) duty days. (Sick leave is earned at the rate of 1 1/4 days per month.)

The Assistant Fire Chiefs shall be entitled to sick leave of seven (7) duty days per year. Unused sick leave shall accumulate from calendar year to calendar year to a maximum of fifty-six (56) duty days. (Sick leave is earned at the rate of 14 hours per month.)

Department Heads shall be subject to the Sick Leave policy set forth in the City Personnel Policy Manual, provided that, in addition to the maximum accumulations of sick leave specified therein, full-time permanent Department Heads may accumulate up to an additional twenty (20) days of sick leave, which may be used only for extended illness, and which shall not be compensated unless used during an extended non-occupational illness or injury absence prior to termination or retirement.

HOLIDAY PAY

Holiday pay shall be governed by Article III of the City of East Peoria Personnel Policy Manual, except as modified herein for the specified non-union employees.

Assistant Fire Chiefs, Deputy Police Chiefs, and Police Sergeants shall be entitled to Holiday Pay equivalent to pay at their daily rate of pay for the ten annual holidays per year. For Assistant Fire Chiefs, they shall be paid for twelve (12) hours per holiday.

Permanent part-time employees shall receive pro-rata holiday pay for Thanksgiving, Christmas, and New Year's Day. Permanent part-time employees eligible for pro-rata holiday pay are part-time employees who work an average of 20 hours per week on a year-round basis (thereby excluding seasonable employees) and who have been employed by the City on a continuous basis since June 1st of the same calendar year.

CLOTHING ALLOWANCE

The Fire Chief, Deputy Fire Chiefs, and Assistant Fire Chiefs shall receive an annual clothing allowance of \$825.00 as of May 15th, and the Police Chief, Deputy Police Chiefs, and Sergeants shall receive an annual clothing allowance of \$1,100.00 as of May 15th; unless the officer has already announced his intent to retire. Where an officer retires during a fiscal year, the uniform allowance shall be prorated for each month of the fiscal year after the retirement by one-twelfth, and the officer, if he has already been paid the full annual allowance, shall either refund this amount, or authorize its deduction from his final compensation.

FITNESS

Command personnel in the Police Department and Fire Department shall be expected to meet the respective department's fitness standards.

IV. BE IT FURTHER RESOLVED THAT:

Special Firemen shall be paid at the rate of \$12.00 per hour for each hour while on duty at the scene of a fire when so directed to duty and at the rate of \$11.00 per hour when called to stand-by duty or for duty other than fighting fires; this rate for stand-by duty or for duty other than fighting fires will increase to \$12.00 per hour on January 1, 2022. Special fire fighters shall be expected to meet the East Peoria Fire Department Fitness Standards.

The Plumbing Inspector will continue to be paid monthly on a 75% fee commission basis.

The Electrical Inspector will continue to be paid monthly on a 75% fee commission basis.

The members of the Fire and Police Commission shall be paid a salary of \$2,400.00 per year, payable at \$200.00 per month.

The City Attorney, effective May 1, 2021, shall be paid at an hourly rate of \$227.00, partners in his law firm at the rate of \$203.00, senior associates at a rate of \$184.00, and all other members of his law firm shall be paid at an hourly rate of \$128.00 for all services, except that attendance at staff meetings and Council meetings will be covered by a retainer of \$1,000.00 per month.

THIS RESOLUTION CREATES NO RIGHTS, CONTRACTUAL OR OTHERWISE, BETWEEN THE CITY AND ANY PROSPECTIVE OR CURRENT EMPLOYEE, OR ANY OTHER PERSON. THE STATEMENTS OF POLICY CONTAINED IN THIS RESOLUTION ARE NOT MADE FOR THE PURPOSE OF INDUCING ANY PERSON TO BECOME OR REMAIN AN EMPLOYEE OF THE CITY, AND SHOULD NOT BE CONSIDERED "PROMISES" OR A GRANT OF "PROPERTY" RIGHTS. THE CITY MAY ADD TO, SUBTRACT FROM AND/OR MODIFY THIS RESOLUTION AT ANY TIME WITHOUT NOTICE. NOTHING CONTAINED IN THIS RESOLUTION IMPAIRS THE RIGHT OF AN EMPLOYEE OR THE CITY TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME FOR ANY REASON. THIS RESOLUTION SUPERSEDES ANY PRIOR RESOLUTION ADDRESSING ANY MATTER SET FORTH HEREIN.

APPROVED:

Mayor

ATTEST:

City Clerk

EXHIBIT A
Pay Plan Schedule (2021-2022 Fiscal Year)

GRADE	POSITION TITLE	MINIMUM	MIDRANGE	MAXIMUM
18	City Administrator	100,000	124,500	149,000
17	Police Chief, Fire Chief, Public Works Director	96,750	113,750	136,500
16	Deputy Police Chiefs, Deputy Fire Chief	93,000	109,500	131,400
15	Asst. Fire Chiefs, Police Sergeant	90,000	102,675	123,200
14	Street/Solid Waste Supt., Water/WW Supt., P & CD Dir., Dir. of Tourism & Special Events, City Clerk, Director of Finance; HR Dir	70,000	84,250	101,100
13	Housing Authority Dir, Asst. Finance Dir., Fitness Dir., Dir. of Bldgs & Inspections	53,900	67,375	80,850
12	Res. Bldg. Insp., Grounds Mgr., Concessions/Operations Mgr.	43,800	54,750	65,700
11	Police Office Mgr, Admin. Asst. Fire, Admin. Asst. PW, Mayor/ HR Admin. Asst., GIS/Zoning Coord., Maintenance Coord.	35,000	50,000	60,000
10	Receptionist, Utility Billing Clerk, Accounts Payable Clerk, Asst. Grounds Mgr., Accts. Receivable Clerk, Permit Billing Clerk	27,600	40,475	48,570
9**	ESC Instructors, MOD's-PT	11.00	13.75	17.60

Notes: Increases for part-time employees beyond year three are dependent upon a combination of years of service, certifications, and merit.

** Minimum wage will increase to \$12.00 on January 1, 2022.

EXHIBIT B
FLSA Exemption Status of City Positions (2021-2022 Fiscal Year)

City Administrator	Exempt
Police Chief	Exempt
Fire Chief	Exempt
Public Works Director	Exempt
Deputy Police Chiefs	Exempt
Assistant Fire Chiefs	Exempt
Police Sergeants	Exempt
Street/Solid Waste Superintendent	Exempt
Water/Wastewater Superintendent	Exempt
Planning & Community Development Dir.	Exempt
Director of Tourism & Special Events	Exempt
Director of Buildings & Inspections	Exempt
City Clerk	Exempt
Director of Finance	Exempt
Housing Authority Director	Exempt
Fitness Director	Exempt
HR Director	Exempt
Residential Building Inspector	Exempt
Asst. Finance Director	Exempt
ESC Concessions/Operations Manager	Exempt
Grounds Manager	Exempt
Police Office Manager	Exempt
Administrative Assistant of Fire	Non-Exempt
Administrative Assistant of PW	Non-Exempt
Mayor/HR Administrative Assistant	Non-Exempt
GIS/Zoning Coordinator	Non-Exempt
Receptionist	Non-Exempt
Secretary/Leasing Specialist	Non-Exempt
Utility Billing Clerk	Non-Exempt
Accounts Payable Clerk	Non-Exempt
Asst. Grounds Manager	Non-Exempt
Maintenance Supervisor	Non-Exempt
Accts. Receivable Clerk	Non-Exempt
Permit Billing Clerk	Non-Exempt