

# MEMORANDUM

March 30, 2022

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

FROM: Teresa Durm, Human Resources Director  
Scott A. Brunton, City Attorney

SUBJECT: FY 2022-2023 Salary Resolution

---

## DISCUSSION:

Consistent with the Working Cash Budget and Appropriation Ordinance recently approved by the City Council for the upcoming 2022-2023 fiscal year that begins on May 1, 2022, attached is the FY 2022-2023 Annual Salary Resolution. In accordance with the FY 2022-2023 Working Cash Budget and Appropriation Ordinance, the Salary Resolution provides a 2.0% general salary increase to wages for employees not covered by collective bargaining contract salary increases. Further, Department Heads – in consultation with the respective Commissioner – may adjust these salaries on a case-by-case basis within their discretion and within the budget constraints established by the FY 2022-2023 Working Cash Budget and Appropriation Ordinance.

Additionally, the Pay Plan schedule and FLSA exemption status exhibits to the Annual Salary Resolution have been updated for the 2022-2023 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 2022-2023 Salary Resolution.

**RESOLUTION NO. 2122-132**

**East Peoria, Illinois**

**\_\_\_\_\_ , 2022**

**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, 2022 and ending on April 30, 2023, 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, 2022, 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, 2022, and ending on April 30, 2023:

1. Funds totaling no more than an overall total 2.0% 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.

2. Specified part-time employees shall receive a 2.0% increase in wages.

3. Within budget constraints for the specific department, additional salary and wage increases, merit increases, or bonuses may be granted to non-union full-time employees as determined to be appropriate by the respective Department Head or the Commissioner overseeing the non-union City employee's department.

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, and Public Works Superintendents 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 and the Public Works Superintendents 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 1<sup>st</sup> 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 \$12.00 per hour when called to stand-by duty or for duty other than fighting fires; these rates will both increase to \$13.00 per hour on January 1, 2023. 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, 2022, shall be paid at an hourly rate of \$230.00, partners in his law firm at the rate of \$210.00, senior associates at a rate of \$190.00, and all other members of his law firm shall be paid at an hourly rate of \$135.00 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 (2022-2023 Fiscal Year)**

<b>GRADE</b>	<b>POSITION TITLE</b>	<b>MINIMUM</b>	<b>MIDRANGE</b>	<b>MAXIMUM</b>
18	City Administrator	101,500	124,500	152,000
17	Police Chief, Fire Chief, Public Works Director	98,750	116,000	139,200
16	Deputy Police Chiefs, Deputy Fire Chief,	94,500	112,000	134,400
15	Director of Finance, Asst. Fire Chiefs, Police Sergeant	91,500	104,750	125,700
14	Street/Solid Waste Supv., Water/WW Supv., P & CD Dir., Dir. of Tourism & Special Events, City Clerk, HR Director	72,000	86,000	103,200
13	Asst. Treas. & Office Mgr., Fitness Dir., Dir of Bldgs. & Insp.	55,000	68,750	82,500
12	Bldg. Insp. 1, ESC Operations Mgr., Grounds Mgr., Records Supervisor	44,680	55,850	67,020
11	Admin. Asst. Police, Admin. Asst. Fire*, Admin. Asst. PW, GIS/Zoning Coord., Admin. Asst. for Admin., Maintenance Coord.	36,000	51,000	61,200
10	Receptionist, Utility Billing Clerk, Accounts Payable Clerk, ESC Concessions Mgr./Asst Operations Mgr., Asst. Grounds Mgr., Accts. Receivable Clerk, Permit Billing Clerk	30,000	41,300	49,560
9**	ESC Instructors, MOD's-PT	12.00	14.05	17.95

Notes: Merit increases for those above the maximum in their assigned Grade will be applied as a Bonus, and will NOT become part of the employee's base. Increases for part-time employees beyond year three are dependent upon a combination of years of service, certifications, and merit.

\* Includes duties for Public Relations-Social Media Coordinator

\*\* Minimum wage will increase to \$13.00 on January 1, 2023.

**EXHIBIT B**  
**FLSA Exemption Status of City Positions (2022-2023 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
ESC Operations Manager	Exempt
Fitness Director	Exempt
HR Director	Exempt
Building Inspector 1	Exempt
Asst. Finance Director	Exempt
Records Supervisor	Exempt
Grounds Manager	Exempt
ESC Concessions Mgr/Assistant Operations Mgr	Non-Exempt
Administrative Assistant of Fire	Non-Exempt
Administrative Assistant of PW	Non-Exempt
Administrative Assistant of Police	Non-Exempt
Mayor/HR Administrative Assistant	Non-Exempt
GIS/Zoning Coordinator	Non-Exempt
Receptionist	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