



CITY OF WASHINGTON, ILLINOIS

City Council Agenda Communication

Meeting Date: January 6, 2020

Prepared By: Ray Forsythe, City Administrator

Agenda Item: Department Director and Top Management Salary Ranges and Benefits

Explanation: The City Administrator has proposed a reorganization of the Public Works, City Engineer and Administrative Departments of the City to establish a Public Works Director, Utilities Superintendent, City Engineer, Engineering Tech, Finance Director and Director of Planning & Development. The Chief of Police, Deputy Chief and the City Administrator are also considered Director, Department Director or Top Management level positions. Because these positions are non-union, it is recommended that the Personnel Manual reflect Salary and Benefits offered. This is important to recruit, retain and provide internal equity. The City Engineer position is currently open and a salary and defined benefit package is desired for recruitment efforts.

Attached is a breakdown of Salary Ranges for each Department Director Position and the approved Pay Plan for the Utilities Superintendent and Deputy Chief. The Salary Ranges have been developed from the previous pay plan as well as a review of similar communities.

The City Council has recommended that the Department Directors pay be established by the City Administrator with annual reviews and merit-based increases if warranted. My recommendation would be to establish a policy for annual reviews which include written annual goals and performance measures with each Director, managed by the City Administrator. The review and merit system will be developed and included in the Personnel Manual.

Also included below are the other benefits provided to the positions outlined above.

Fiscal Impact: Budgeted Annually.

Recommendation/

Committee Discussion Summary: The City Administrator recommends approving the updated pay plan and benefits.

Action Requested: Recommendation for approval of Pay Ranges and Benefits for the Department Directors and Top Management.

Future Action: The approved Pay Ranges and Benefits will be incorporated into the Personnel Manual which will be brought to a future Finance & Personnel, Committee of the Whole and City Council Meeting for consideration.

Additional Documentation: Pay Ranges and Benefits outlined below which will be incorporated into the Personnel Manual. The Benefits listed below are the current benefits offered to all City of Washington Employees. There are no enhanced benefits included in this memo.

Date Prepared: 1/2/2020

PROPOSED SALARY & BENEFITS DEPARTMENT DIRECTORS & TOP MANAGEMENT

SALARY

DEPARTMENT DIRECTORS

FY 19/20

Chief of Police	Salary negotiated with Contract
City Administrator	Salary negotiated with Contract
City Engineer	\$83,172-\$122,822
Finance Director	\$83,172-\$122,822
Planning & Development Director	\$75,350-\$111,325
Public Works Director	\$75,350-\$111,325

Salary established at time of hire, promotion or if additional duties are added at the discretion of the City Administrator. Ranges will be evaluated annually and incorporated into the Personnel Manual.

TOP MANAGEMENT

PAY RANGE 96 FY 19/20

Deputy Police Chief
Utilities Superintendent

	1	1A	2	2A	3	3A	4	4A	5	5A	6	6A	7
96	65,057	67,585	70,113	72,660	75,209	77,777	80,343	82,932	85,521	88,129	90,738	93,367	95,996

Once the employee reaches Step 7, annual increases and longevity pay are added only.

LONGEVITY PAY (applicable to all above positions except City Administrator and Chief of Police of which are negotiated with contract)

<u>Years of Service</u>	<u>Longevity Pay</u>
11	\$900
16	\$1,325
21	\$1,775
22	\$1,865
23	\$1,955
24	\$2,045
25	\$2,135
26	\$2,235
27	\$2,335
28	\$2,435
29	\$2,535
30	\$2,635

BENEFITS – attached is a Summary of Benefits that would be available to Department Directors and Managers other than the City Administrator and Chief of Police of which are negotiated with contract..

Summary of Benefits – Department Directors/Managers City of Washington, Illinois

Vacation Time (Employer Paid) – Accrual of 3.333 hours per 24 pay periods to equal 80 hours per year during the first 5 years. An additional week is granted in five-year increments so that the accrual rate is equal to 120 after 10 years; 160 after 15 years; 200 after 20 years.

Sick Time (Employer Paid) – 96 hours initial sick time – after the first year, accrual of 4.0 hours per 24 pay periods per year. Employees may accumulate a maximum of 160 sick days (1,280 hours). An additional 80 days (640 hours) may be accumulated only for purposes of service credit for the Illinois Municipal Retirement Fund program.

Personal Time (Employer Paid) – 8 hours personal time per year is given at the beginning of the calendar year and must be taken by the end of the calendar year.

Exempt Employee Compensatory Time – 48 hours of time per fiscal year allowed for time off in recognition of additional time for meetings, etc. Any time remaining at the end of the fiscal year is paid.

Good Health Incentive Program (GHIP) (Employer Paid) – Employees who use no more than 8 hours sick leave in the calendar quarter may elect a paid day off, 8 hours of additional straight time pay, or 8 hours added to sick leave bank.

Holidays (Employer Paid) – New Year's Day; Martin Luther King, Jr. Day; Good Friday; Memorial Day; July 4th; Labor Day; Thanksgiving Day; Friday after Thanksgiving; Christmas Eve Day; Christmas Day.

Life Insurance (Employer Paid) – A \$50,000 term life insurance policy is provided for each Department Director and \$100,000 for the City Administrator. The excess over \$50,000 is considered a taxable benefit. Managers receive a \$20,000 term life insurance policy.

NCPERS Life Insurance (Employee Paid: Voluntary) – Optional supplemental life insurance plan – open enrollment offered annually; current premium \$16 per month.

Health Insurance (Medical/Dental) (Employee Paid Premiums) – \$220.00 monthly premium for family/dependent coverage, \$106.00 for individual coverage – See Health Benefit Plan Booklet for a description of benefits and coverages. Wellness/tobacco free premium incentive available up to \$50.00 for family coverage and \$25.00 for individual coverage.

Vision Insurance – voluntary vision insurance is offered through VSP. Premiums are withheld the first two pay periods of the month as follows: employee only \$3.53; employee plus one \$5.65; employee plus children \$5.77; employee plus family \$9.31.

Prescription Drug Card (Employee Paid Deductibles) – \$5.00 co-pay for generic prescriptions; \$15 co-pay for prescription for brand – formulary; \$30.00 for brand – non-formulary. Mail order for maintenance drugs also available. Must use Walgreens or mail order for maintenance drugs.

Retirement Fund (Employee mandatory contributions) – For non-Police – participation in Illinois Municipal Retirement Fund 4.5% contribution of gross pay and for Police – participation in the Police Pension Fund 9.91% contribution of gross pay. Employee contributions are tax-deferred. Upon retirement, distributions are taxed. Employer makes separate contribution based on IMRF calculated rate or Police Pension tax levy amount.

ICMA/VALIC Retirement (Employee voluntary contributions) – Optional Sec. 457 deferred compensation plans.

ICMA Retiree Health Savings Plan – (Employer paid) – For those not eligible for Retiree Health Insurance, employer funded retiree health savings plan at the rate of 1.75% of base salary.

Unreimbursed Medical (Employee voluntary contributions) – Pre-tax contributions to a maximum of \$2,750 per year for out-of-pocket medical expenses.

Dependent Care (Employee voluntary contributions) – Pre-tax contributions to a maximum of \$5,000 per year (as set by IRS) for dependent care expenses.