



CITY OF WASHINGTON, ILLINOIS

City Council Agenda Communication

Meeting Date: May 18, 2020

Prepared By: Ray Forsythe, City Administrator

Agenda Item: Non-Union Employee Pay Plan

Explanation: Attached are the non-union proposed pay plans for the 2020-2021 fiscal year. Please note that the Sergeant Pay Plan is a separate plan that mirrors the Police PBPA pay plan structure but has historically received the same general wage increase as the non-union plan since they are not part of the PBPA and thus, non-union.

The Budget approved on April 20, 2020 included \$59,000 in funding for non-union employees. This includes the following (21 FTE):

- 2 Managers: Deputy Chief and Utilities Superintendent
- 5 Finance/Administrative Full-Time Staff
- 4 Full-Time Administrative Staff in the Police Department
- 5 Sergeants
- 12 Permanent Part-Time with 1 Finance and 11 Police Department

In addition, there are 4 Department Directors and 2 Contract Employees who are subject to a Merit Based Increase included in the budgeted funds.

Background: From research, I have discovered that the City established a “Merit Based Pay Plan” on 5/1/1990 which included an annual General Wage Increase and a 15-Step Pay Plan. All non-union employees (including Public Works) were placed in the step system based on experience and years of service determined by the City Administrator and Department Directors.

This Plan varied between 15 and 20 steps over the next ten years and in FY99-00, it was reduced to 13 steps and categories were added to show a relationship between the type of position and the corresponding salary ranges. For a few years, the Pay Plan was condensed so that the number of steps to reach the top were in direct relation to the category such that “Semi-Skilled” positions were in a 5-step plan; “Skilled, Technical and Supervisory” were in a 7-step plan and “Department Heads” were in a 10-step plan. The idea was to get employees to the top as fast as possible and then only provide a cost-of-living adjustment once the employee met their “maximum” value to the organization. Within two years, this Pay Plan was once again expanded to minimize the step increases and half steps were added, essentially changing the Plan to a 9, 13 and 19-step pay plan. Department Directors were taken out of the Plan in FY18-19 and moved to a merit-based only system. The Pay Plan changes indicated above did not affect the Sergeants as they had a separate plan; however, P-T officers have been included in the non-union Pay Plan. The Non-Union Pay Plan has always included a General Wage Increase adjusted to all steps throughout the Plan such that any employees at the top of the range would only receive that increase.

Date Prepared: 05/15/2020

The Public Works employees formed a union in 2007 and negotiated their first contract. The pay plan was similar to their former non-union plan. For FY2018-19 the Public Works Union Contract was renegotiated and the Step Plan was reduced to 11 with a freeze in the cell distribution and a 2.5% increase to the base.

The proposed 2020/2021 Pay Plan is attached to this Memo. The Department Directors, Police Chief and City Administrator are merit based; the balance of the Non-Union Employees will receive increases based on their position in the pay plan which is shown with a 2.5% increase.

I understand that there is a desire by some of the City Council Members to revise the pay system for the non-police, non-union employees to shift towards a merit-based system. I would recommend that the City Council Adopt the Proposed Pay Plan as attached for FY2020-21. The City Administrator, Finance Director and the Human Resource Specialist (once this position is approved and filled) will work with the Finance & Personnel Committee to develop a process to revise the pay system for the City of Washington to be effective for next budget year. This would include a Staffing Study, and a Compensation & Classification Study which would include identifying the pay systems used by comparable communities.

Fiscal Impact: A maximum of \$59,000. There is approximately \$58,500 in the Health Fund Reserves Account 503-00-160-1500 which could be used should the City's budgeted revenues fall short of projections due to the COVID-19 Pandemic.

Recommendation/

Committee Discussion Summary: As part of the discussion with the COVID-19 Response Plan Update #1 at the May 11 Committee of the Whole meeting, a majority of the City Council recommended putting the proposed pay plan on the City Council Agenda for May 18th. The City Administrator recommends approval.

Direction Requested: Approval of the 2020/2021 Non-Union Pay Plans including a 2.5% general wage increase, which is the same provided by the PBPA union contract for Police and Laborers union contract for PublicWorks.

Additional Documentation: Pay Plan Tables and List of Employees included in the budget.

Non-Union - all employees not covered by a Collective Bargaining Agreement

Management

Ray Forsythe	City Administrator	Contract
Mike McCoy	Police Chief	Contract
Joanie Baxter	Finance Director	No pay plan-merit based
Dennis Carr	City Engineer	No pay plan-merit based
Jon Oliphant	Planning & Dev. Director	No pay plan-merit based
Kevin Schone	Public Works Director	No pay plan-merit based
Brian Rittenhouse	Utilities Superintendent	Non-Union pay plan
Jeff Stevens	Deputy Chief	Non-Union pay plan

Finance/Administrative

Mary Westerfield	HR/Customer Serv. Supervisor	Non-Union pay plan
Becky Holmes	Building & Zoning Supervisor	Non-Union pay plan
Paula Arnold	Customer Serv. Specialist	Non-Union pay plan
Jill Thomas	Customer Serv. Specialist	Non-Union pay plan
Cara Hanson	Customer Serv. Specialist	Non-Union pay plan

Full-time - Police Dept.

Greg Gordon	Sergeant	Non-Union pay plan - Sergeants
Ryan Grossman	Sergeant	Non-Union pay plan - Sergeants
Brian Simpson	Sergeant	Non-Union pay plan - Sergeants
Steve Smith	Detective Sergeant	Non-Union pay plan - Sergeants
Tyler Willi	Sergeant	Non-Union pay plan - Sergeants
Kent Henderson	Administrative Officer	Non-Union pay plan
Linda Storer	Administrative Assistant	Non-Union pay plan
Becky Kumer	Police Admin. Specialist	Non-Union pay plan
Courtney Williams	Police Admin. Specialist	Non-Union pay plan

Year Round - Part-time

Jeanette Glueck	P-T Accountant	Non-Union pay plan
Sherry Guimond	P-T Police Admin.	Non-Union pay plan
Bethany Duley	P-T Police Admin.	Non-Union pay plan
Jennifer Stone	P-T Police Admin.	Non-Union pay plan
Robert Abel	P-T Officer	Non-Union pay plan
Ron Brinker	P-T Officer	Non-Union pay plan
Justin Casey	P-T Officer	Non-Union pay plan
Corey Herron	P-T Officer	Non-Union pay plan
Nathan Hruska	P-T Officer	Non-Union pay plan
Joshua Jeffries	P-T Officer	Non-Union pay plan
Brad Marshall	P-T Officer	Non-Union pay plan
Carl Muller	P-T Officer	Non-Union pay plan

														General Wage Increase Top of Range Increase		2.50%	2.50%	
Range	1	1A	2	2A	3	3A	4	4A	5	5A	6	6A	7	7A				
Semi-skilled	40	33,254	34,545	35,837	37,140	38,443	39,755	41,066	42,390	43,713								
	42	34,106	35,432	36,756	38,092	39,428	40,774	42,120	43,476	44,835								
	44	34,980	36,340	37,700	39,069	40,439	41,819	43,200	44,591	45,983								
	46	35,877	37,271	38,666	40,071	41,475	42,891	44,308	45,736	47,162								
	48	36,798	38,228	39,657	41,098	42,540	43,992	45,444	46,907	48,372								
Skilled Office/Field/Technical	50	37,741	39,207	40,673	42,151	43,630	45,119	46,608	48,110	49,612	51,125	52,639	54,165	55,692				
	52	38,709	40,212	41,717	43,233	44,749	46,277	47,804	49,344	50,885	52,437	53,988	55,554	57,120				
	54	39,701	41,244	42,786	44,341	45,897	47,463	49,030	50,610	52,189	53,780	55,372	56,978	58,585				
	56	40,696	42,276	43,858	45,451	47,045	48,651	50,257	51,877	53,496	55,127	56,759	58,403	60,048				
	58	41,713	43,333	44,954	46,587	48,221	49,867	51,514	53,173	54,832	56,505	58,178	59,863	61,549				
	60	42,755	44,416	46,077	47,751	49,426	51,114	52,801	54,502	56,203	57,917	59,631	61,360	63,086				
	62	43,824	45,526	47,229	48,946	50,663	52,392	54,122	55,865	57,608	59,374	61,123	62,894	64,665				
	64	44,920	46,664	48,409	50,169	51,928	53,701	55,474	57,261	59,048	60,849	62,649	64,466	66,281				
	66	46,043	47,833	49,621	51,424	53,228	55,045	56,862	58,695	60,527	62,372	64,218	66,079	67,939				
Professional, Supervisory, Manager	70	46,964	48,788	50,613	52,452	54,291	56,145	57,999	59,868	61,735	63,619	65,502	67,439	71,376				
	72	49,582	51,510	53,436	55,378	57,319	59,275	61,233	63,206	65,178	67,166	69,154	71,158	73,161				
	74	50,822	52,797	54,771	56,761	58,752	60,757	62,763	64,785	66,808	68,845	70,882	72,936	74,990				
	76	52,093	54,118	56,141	58,181	60,221	62,278	64,333	66,406	68,479	70,567	72,656	74,761	76,865				
	78	53,395	55,470	57,544	59,636	61,727	63,834	65,941	68,066	70,190	72,331	74,471	76,629	78,787				
	80	54,730	56,857	58,984	61,126	63,270	65,430	67,591	69,767	71,945	74,139	76,334	78,545	80,757				
	82	56,099	58,278	60,457	62,655	64,852	67,065	69,280	71,511	73,743	75,993	78,242	80,510	82,776				
	84	57,502	59,735	61,969	64,221	66,473	68,742	71,013	73,301	75,588	77,893	80,199	82,523	84,846				
	86	58,939	61,229	63,519	65,827	68,134	70,461	72,787	75,133	77,477	79,841	82,204	84,585	86,967				
	88	60,413	62,759	65,106	67,472	69,839	72,223	74,608	77,011	79,415	81,837	84,258	86,700	89,141				
	90	61,923	64,328	66,734	69,159	71,584	74,028	76,472	78,937	81,399	83,882	86,365	88,868	91,370				
92	63,471	65,936	68,402	70,888	73,373	75,879	78,384	80,910	83,435	85,979	88,525	91,088	93,654					
94	65,058	67,585	70,113	72,660	75,208	77,776	80,343	82,933	85,521	88,129	90,737	93,366	95,996					
96	66,684	69,275	71,866	74,477	77,089	79,721	82,352	85,005	87,659	90,333	93,006	95,701	98,396					

Year-Round Part-Time

Range	1	1A	2	2A	3	3A	4	4A	5	5A	6	6A	7	7A
PT32	14.76	15.63	16.49	17.35	18.22	19.10	19.97	20.87	21.75					
PT40	16.36	17.14	17.92	18.71	19.49	20.29	21.07	21.88	22.68					
PT48	17.95	18.65	19.35	20.04	20.76	21.45	22.17	22.88	23.60	24.31	25.04	25.77	26.49	
PT50	18.39	19.12	19.83	20.54	21.27	21.99	22.72	23.45	24.19	24.93	25.65	26.41	27.15	
PT51	18.71	19.63	20.61	21.13	21.67	22.21	22.75	23.90	24.50	25.11	25.74	26.38	27.05	
PT52	18.86	19.59	20.33	21.05	21.80	22.55	23.29	24.04	24.78	25.54	26.31	27.06	27.83	
PT54	19.57	19.93	20.68	21.43	22.18	22.93	23.70	24.46	25.23	25.99	26.76	27.53	28.32	
PT56	19.94	20.51	21.28	22.05	22.83	23.60	24.39	25.17	25.96	26.75	27.54	28.34	29.13	
PT58	20.30	21.08	21.88	22.68	23.48	24.27	25.07	25.88	26.69	27.50	28.32	29.14	29.95	30.55
PT70	23.55	24.46	25.38	26.29	27.22	28.14	29.08	30.02	30.95	31.90	32.84	33.80	34.75	35.44

Public Works Part-Time Laborers: 1st year - \$10.96 per hour; Returning - \$11.61 per hour; 3rd year or more - \$12.33 per hour

Range Designations

46 - Custodian/Meter Reader; 50 - Office Assistant; 52 - Customer Service Specialist I; 54 - Customer Service Specialist II
56 - Pol. Admin. Specialist; 58 - Administrative Officer; Administrative Assistant; 60 - Senior Customer Service Specialist;
72 - Accounting Supervisor; Building & Zoning Supervisor; 74 - Customer Service/Human Resources Supervisor,
80 - Associate Planner; Planning & Development Coordinator; 86 - Accountant; 96 - Deputy Chief of Police; Utilities Superintendent

PT40 - Part-Time Meter Reader/Custodian; Part-Time Customer Service Specialist; PT48 - Part-Time Cemetery Sexton;
PT51 - Part-Time Records Clerk, Part-Time Officer/Asst. Commander/Commander; PT54 - Part-Time Administrative Assistant
PT56 - Part-Time Pol. Admin. Specialist; PT58 - Part-Time Building Inspector; PT70 - Part-Time Accountant

City of Washington		
Sergeant Pay Plan - FY 20-21		
	2.50%	2.50%
	5/1/19 - 4/30/20	5/1/20 - 4/30/21
Base	75,914.70	77,812.57
After 3	77,366.62	79,300.79
After 6	78,818.55	80,789.01
After 9	80,272.01	82,278.81
After 12	80,997.97	83,022.92
After 15	81,723.94	83,767.04
After 18	82,449.90	84,511.14
After 21	83,175.85	85,255.25
After 24	83,909.53	86,007.27