



CITY OF WASHINGTON, ILLINOIS

City Council Agenda Communication

Meeting Date: July 6, 2020

Prepared By: Ray Forsythe, City Administrator

Agenda Item: Benefits for Sergeants

Explanation: A new 4-year Contract with the Police Officers was approved at the April 20th City Council Meeting. The budget for Fiscal Year 2020/2021 included a 2.5% increase for the Sergeants who are on a separate pay plan than other non-union employees. While the Sergeants are on a separate pay plan, they have had the same benefits as the non-union employees since taken out of the union in 2013.

The Chief of Police has requested that the City Council consider amending the benefit package for Sergeants to be similar to the union Police Officers to provide parity between the two groups of officers as well as maintaining interest by officers to attain advanced positions within the Department. Four items have been identified and outlined below.

This includes holiday pay, sick leave and comp-time. They also have a uniform allowance. Below is a comparison of benefits provided in the new 4-year contract and those benefits offered to Sergeants and other non-union employees.

Benefit Changes for Sergeants

- Uniform Allowance - An additional \$100/year
- Holiday Overtime Rate from 2 x to 2.5 times. This will only apply should a Sergeant work overtime on a Holiday. Not likely to be necessary unless there is a Sergeant off on sick leave or short staffing.
- Comp Time – All non-union staff, including Sergeants and Laborers currently can accumulate 64 hours of comp time at which point they must be paid rather than added to the comp bank. They can take 40 hours in a given fiscal year. The Police Officer contract recently approved increased both comp time accumulation to 160 and hours available to take per year to 160.
- Sick Leave Buy Back – Currently, the Police Officer contract allows 960 hours to be accumulated (compared to 1,280 for non-union and Laborer's) with an annual payout allowed of up to 96 hours if total accrued exceeds 400 hours. In addition, all sick hours (up to 960) on the books are paid at the rate at retirement. Non-union, including Sergeants (since 2/20/12) and Laborer's have a different program called Good Health Incentive Program (since 1991 in which the sick leave payout at termination was changed for all employees except the Police union) With the GHIP program, if certain criteria is met, a maximum of 32 hours may be paid per year. Currently Sergeants will be paid out at retirement for the sick time they had on the books that they accrued as an Officer.

These benefits have an annual cost and create a long-term liability which would be paid out individually as Sergeants retire from the City. The long-term liability comes from the increased Sick and Comp Time accrual and will vary depending on the annual buy back options each individual Sergeant elects to use.

This item was discussed at the May 18th Public Safety Committee Meeting and at the June 8 Committee of the Whole Meeting. Staff continued to estimate the overall costs of the proposed changes and presented those numbers to the Finance & Personnel Committee. Because the Benefits are included in the City's Personnel Manual it will require an Ordinance Amendment to adopt.

Fiscal Impact:

- **Uniform Allowance** – additional \$100 for 5 Sergeants for **total increased cost of \$500.**
- **Sick Leave Buy Back (SLBB)** - The potential annual cost of the Sick Leave Buy Back for the five Sergeants, if they chose to elect it, is approximately \$19,200 per year (at **current** rates). The GHIP program has a maximum payout of 32 hours per year which is 1/3 of the 96 for SLBB and equates to a maximum cost of \$6,400 resulting in an **increased annual cost of \$12,800 for SLBB** for the five Sergeants. This program would also allow for any sick time remaining on the books to be paid at the rate at termination. **The projected total future cost for this increased benefit for the five existing Sergeants is \$110,495.**
- **Compensatory Time** – **The annual cost of the increased comp time from using 40 hours to 160 hours per year would be approximately \$2,500** assuming a 25% increase in time used. Due to the increased Comp maximum, there is **also the potential for an additional 96 hours of Comp (160 minus 64 current policy) that could be paid at retirement at a higher rate than if the OT was paid throughout the tenure of the Sergeant.**

In addition to the fiscal impact, there is some exposure to having a disparity of benefits with other employee groups, especially in regard to the Laborer's contract which expires at the end of the fiscal year. One of the first tasks of the Human Resource Specialist will be to update the Personnel Manual and evaluate the benefits provided to all employees in the City.

Recommendation/

Committee Discussion Summary: The Public Safety Committee discussed this item at their May 18th Meeting and recommended that the item be further discussed by the Committee of the Whole which did at the June 8th Meeting. Finance & Personnel Committee reviewed this item at the June 15th Meeting and recommended that the item move forward to the City Council as an Ordinance.

This proposed policy change would not be retroactive and thus any sick time accrued up to the policy effective date would not be eligible for Sick Leave Buy Back or payment upon retirement. In addition, the sick leave payment would only be made at retirement and not at termination for any other reason.

Action Requested: Consideration of an Amendment to the Personnel Manual via an Ordinance.

ORDINANCE NO. _____

Synopsis: The following ordinance will amend certain provisions of the City of Washington Personnel Manual pertaining to Sergeant Benefits.

AN ORDINANCE AMENDING THE PERSONNEL MANUAL OF THE CITY OF WASHINGTON, TAZEWELL COUNTY, ILLINOIS REGARDING THE PAY PLAN

WHEREAS, the existing Personnel Manual of the City of Washington, IL provides for an Official Pay Plan; and

WHEREAS, the City of Washington approved Resolution No. R-1299 approving a new 4 year contract with the Policeman's Benevolent Labor Committee representing the Washington Patrol Officers on April 20, 2020; and

WHEREAS, the City of Washington now wishes to provide similar benefits to the non-union Sergeants; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WASHINGTON, TAZEWELL COUNTY, ILLINOIS, as follows:

Section 1. That Article V of the Personnel Manual of the City of Washington be and the same hereby is amended by deleting the existing Paragraph 6(b) of Said Article V entitled "The Pay Plan" in its entirety and replacing it with the following:

(b) Compensatory Time Option. At the election of the employee, overtime compensation may be taken as pay or compensatory time off. Non-union employees may accumulate up to a maximum of sixty-four (64) hours of compensatory time and Sergeants can accumulate up to a maximum of one hundred sixty (160) hours of compensatory time. Non-union employees may take up to forty (40) hours and Sergeants may take up to one hundred sixty (160) hours per fiscal year. The scheduling of compensatory time off shall be subject to the prior approval of the employee's supervisor or Department Head.

A Sergeant may not accumulate compensatory time if the City is being reimbursed for the Sergeant's service. An officer may not accumulate compensatory time if he/she is filling an overtime shift for someone who is off on compensatory time. An officer may not accumulate compensatory time if he/she is filling an overtime shift for someone who is off on a personal day. In the event that a Sergeant is ordered in to work, the Sergeant may choose to take the time worked as compensatory time or pay, regardless of the type of time taken off to cause the order in.

Section 2. That Article X of the Personnel Manual of the City of Washington be and the same hereby is amended by adding Paragraph 3(e) of said Article X entitled "Holidays":

(e) Should a Sergeant work overtime on a Holiday, the rate of pay shall be 2.5 times their regular pay rate.

Section 3. That Article X of the Personnel Manual for the City of Washington be and the same hereby is amended by deleting the existing Paragraph 7(h) of Said Article X entitled "Unused Sick Time" in its entirety and replacing it with the following:

7(h). Unused Sick Time. Through December, 1991, employees, at their election, are to be paid for all unused sick time at the end of the year, provided the employee has accumulated thirty (30) days of sick time to be carried over and saved. Employees, at their election, are to be paid for all unused sick time upon termination from City service.

Effective January 1, 1992, the prior program providing for an annual sell-back of sick leave hours will no longer be in effect. Effective January 1, 1992, employees who use no more than eight (8) hours of sick leave in any calendar quarter shall receive either eight (8) hours paid personal time off, or eight (8) hours of accumulated sick leave, or eight (8) hours pay, at the employee's option, such pay to be paid at the completion of each quarter and will be paid at the employee's regular hourly rate. Employees electing the eight (8) hours paid personal time off must take the time off within the calendar year in which the time off was awarded. Such time, when taken off, shall not be counted as time worked for purposes of computing overtime compensation. Upon termination from City service, employees, at their option, may sell-back all or part of their unused sick leave accumulated through December, 1991. Such accumulated unused sick leave shall be paid at the employee's hourly rate in effect December 1, 1991.

In lieu of the above Good Health Day program, effective May 1, 2020, Sergeants will be allowed to accumulate up to 960 Hours with an annual payout allowed of up to 96 hours if total accrued hours exceed 400 hours. In addition, all sick hours (up to 960) on the books are paid at the rate at retirement except that any sick leave accrued during the rank of Sergeant between February 20, 2012 and April 30, 2020 is not eligible for payment at termination or for the annual buyback.

Section 4. That Article XIV of the Personnel Manual of the City of Washington be and the same hereby is amended by deleting the existing Paragraph 1(c) of said Article XIV entitled "General Provisions and Prohibitions" in its entirety and by substituting the following in lieu thereof:

(c) Uniform Allowance. Uniforms shall be provided for Public Works employees and other employees who wear uniforms. Clothing allowance for other employees will be in accordance with the following schedule:

- (1) Police Sergeants will receive the following annual uniform allowance: \$890 for the Detective Sergeant and \$790 for all other Sergeants in two, equal semi-annual installments.
- (2) Police Officers - Annual allowance as per contract.
- (3) Auxiliary Police Officers - \$175.00 per year.

Section 5. All resolutions, ordinances or parts thereof in conflict herewith are hereby expressly repealed.

Section 5. This ordinance shall be in full force and effect from and after its passage and approval.

Section 6. The Finance Director shall provide a copy of this ordinance to all Sergeants within fourteen (14) days after the date of passage and approval of this ordinance.

PASSED AND APPROVED this _____ day of _____, 2020.

AYES: _____

NAYS: _____

Mayor

ATTEST:

City Clerk