



## CITY OF WASHINGTON, ILLINOIS

### City Council Agenda Communication

**Meeting Date:** December 18, 2023

**Prepared By:** Jim Snider, City Administrator

**Agenda Item:** Resolution to amend the existing Employee Handbook and provide for a one-time payment to non-bargaining unit employees and certain increased benefits for those full-time employees and certain part-time employees.

**Explanation:** With the approval of a successor agreement with the local PBLC, I am recommending certain economic benefits be approved for non-bargaining unit employees and certain increased benefits for those full-time employees and certain part-time employees as follows:

- \$6000 one-time payment to all non-bargaining full-time employees to offset the impact of the generational inflation spike over the last two years (*five of which are Sergeants in the Police Department and are not a part of the bargaining unit*) and a 3% base salary wage increase for all non-bargaining unit employees retroactive back to May 1, 2023, versus their current 2.5% base salary increase for FY24.
- Provide a one-time payment to the three permanent part-time employees to offset the impact of the generational inflation spike over the last two years:
  - Accountant -- **\$5,100** one-time payment for non-union employees to offset the impact of the inflation spike over the last two years. (*based on average hours per week at 85% of 40 hours per week*)
  - HR Manager -- **\$2,340** one-time payment for non-union employees to offset the impact of the inflation spike over the last two years. (*based on average hours per week at 39% of 40 hours per week*)
  - Police Department Administrative Support Specialist -- **\$2,760** one-time payment for non-union employees to offset the impact of the inflation spike over the last two years. (*based on average hours per week at 46% of 40 hours per week*)
- Adding Juneteenth as a holiday
- Increasing the number of Personal Days from 1 to 2
- Adding the \$30/month "Gym Membership" reimbursement (*corrected from Tuesday's message to reflect the actual monthly cost*)
- Increasing the life insurance for those employees that are currently at \$20,000 to \$50,000 and increasing department head life insurance from \$50,000 to \$75,000.

**Fiscal Impact:** Sufficient funds have been budgeted for FY24 and will require additional funds for FY25, and FY26 to pay for the benefits outlined in the successor CBA.

**Action Requested:** I recommend the approval of the resolution.

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION TO AMEND EXISTING EMPLOYEE HANDBOOK AND  
PROVIDE FOR A ONE-TIME PAYMENT TO NON-BARGAINING UNIT  
EMPLOYEES FULL-TIME EMPLOYEES AND CERTAIN PART-TIME EMPLOYEES**

**WHEREAS**, the City of Washington, Tazewell County, Illinois, a home rule unit of local government, has the power to set policies and procedures for its employees and elected officials; and

**WHEREAS**, previously the City has adopted certain compensation levels and benefits in current force and effect for City employees; and

**WHEREAS**, these compensation levels and benefits are in constant need of review and revision; and

**WHEREAS**, City staff have identified a need to amend and revise certain compensation levels and benefits to be competitive and to take into account and offset the generational inflation spike over the last two years:

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE  
CITY OF WASHINGTON, TAZEWell COUNTY, ILLINOIS, as follows:**

1. All full-time employees in non-bargaining unit positions will receive a one-time payment of Six Thousand Dollars (\$6,000.00) gross.
2. All full-time employees in non-bargaining unit positions will receive an increase of 0.5% to their base wage or salary retroactive to May 1, 2023.
3. Part-time employees in the following positions will receive a one-time payment in the gross amounts as follows:
  - a. Accountant -- \$5,100.00
  - b. Human Resource Manager -- \$2,340.00
  - c. Police Department Administrative Support Specialist-- \$2,760.00
4. The Employee Handbook is hereby amended as follows:
  - a. To add Juneteenth as a holiday, beginning 2024.
  - b. To increase the number of Personal Days from 1 to 2, effective January 1, 2024.

- c. To increase the life insurance for those employees that are currently at \$20,000 to \$50,000, and increasing Department Head life insurance from \$50,000 to \$75,000, effective January 1, 2024.
  - d. To add a \$30/month Gym Membership reimbursement pursuant to the following terms, effective January 1, 2024: “Employees are encouraged to maintain physical fitness. To promote a healthy workplace the City of Washington shall pay the gym memberships of employees up to \$30 per month. The City of Washington shall reimburse employees for their gym memberships on a quarterly basis providing the following requirements are met: (1) employees prove membership to a gym with receipts on a quarterly basis; (2) employees prove gym usage of a minimum of 12 days per month. The City of Washington may enter into an agreement with a local gym which includes memberships for all employees. If such an agreement is established and the City of Washington pays all membership dues for the employees, then the City of Washington shall no longer be required to reimburse the employees for the gym membership. “
- 5. City staff are directed to prepare and re-publish the Employee Handbook to conform to the requirements of Paragraph 3 of this Resolution.
  - 6. The revised Employee Handbook shall supersede any previously approved personnel policies procedures and shall be effective as of the date of this Resolution.
  - 7. The City hereby incorporates all of the recitals above into this Resolution as if fully set forth herein.
  - 8. That this Resolution shall be in full force and effect immediately upon its passage by the City Council of the City of Washington, Tazewell County, Illinois, and approval by the Mayor thereof.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WASHINGTON, TAZEVELL COUNTY, ILLINOIS**, that the foregoing Resolution is hereby approved.

**DATED** this 18th day of December, 2023.

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

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Gary W. Manier, Mayor

ATTEST:

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Valeri L. Brod, City Clerk