

TO: Mayor and City Council

FROM: Wendy Bednarek, Director of Human Resources

DATE: November 2, 2021

RE: Ordinance 21-60 Establishing the 2022 Wage and Salary Ordinance for Non-Collective Bargained Employees

Attached is the proposed Ordinance 21-60 establishing the wage and salary ordinance for non-collectively bargained employees for calendar year 2022. Staff is recommending a cost-of-living increase of 3.25% for all non-collectively bargained positions listed in the ordinance. Additionally, the ordinance reflects a few position pay grade reclassifications.

DETAILS:

Throughout the year staff monitors the economic environment and as one can imagine this year has been very different from recent years. Staff has reviewed the current economic indicators including the CPI-U, Social Security COLA, median public sector increases and recent arbitration awards. The CPI-U for the previous 12-month period (through October) is 5.4%. This number was initially labeled as “transitory” and as recently as last week economist are now stating this number is here to stay for a while. Social Security COLA has been announced to be 5.9% for 2022, the highest increase in almost four decades. At the time of this memorandum, there were not many 2022 reported increases to review and consider. The few that have been reported range from 2.75%-3.5% cost of living increases for 2022.

Upon review of external and internal comparability, the following position pay grade changes are proposed to the ordinance as follows:

- Customer Service Representative position is moved to a pay grade 6.
- Finance Assistant positions are moved to pay grade 7.
- Utility Billing Supervisor position is moved to pay grade 10.
- Community Development & Economic Development Director, Director of Human Resources, and Information Systems Director positions are moved to pay grade 24.
- Police Chief and Fire Chief positions are moved to pay grade 27.

Employees that are in the above reclassified positions will move to the closest step in the new pay grade that is equal or above their current level of pay.

Lastly, the Battalion Chief Holiday pay is being proposed to increase by \$500 in 2022. They do not receive “regular” holiday pay or time off and are expected to work their regular schedules. The holiday pay amount has not been increased for several years.

Staff requests the City Council approve the proposed established wage and salary ordinance 21-60 for non-collectively bargained employees.

cc: Laura Newman, City Administrator
Peggy Colby, Finance Director

**CITY OF BATAVIA, ILLINOIS
ORDINANCE 21-60**

**AN ORDINANCE ESTABLISHING THE 2022 WAGES AND
SALARIES FOR NON-COLLECTIVELY BARGAINED
EMPLOYEES**

**ADOPTED BY THE
MAYOR AND CITY COUNCIL
THIS 15TH DAY OF NOVEMBER 2021**

Published in pamphlet form
by authority of the Mayor
and City Council of the City of Batavia,
Kane & DuPage Counties, Illinois,
This 15th day of November, 2021

Prepared by:

City of Batavia
100 N. Island Ave.
Batavia, IL 60510

**CITY OF BATAVIA, ILLINOIS
ORDINANCE 21-60**

**AN ORDINANCE ESTABLISHING THE 2022 WAGES AND SALARIES
FOR NON-COLLECTIVELY BARGAINED EMPLOYEES**

BE IT ORDAINED by the City Council of the City of Batavia, Kane and DuPage Counties, Illinois, that the following rules, regulations, and wage plans are hereby established for employees of the City of Batavia, Illinois:

SECTION 1: SALARIES AND WAGES

1. All employees and appointed officials of the City of Batavia, Illinois, other than those represented by certified collective bargaining units, or separate contract, shall receive wages and compensation as hereafter from time to time established by separate ordinance, and such salaries or compensation shall be in accordance with the standards set forth in the wage structure, or plan marked "Exhibit A," attached hereto and made a part hereof. Employees represented by certified collective bargaining units shall receive wages and benefits according to their respective agreements.
2. For the purpose of this ordinance, full-time employees are defined as employees who work an average of 40 hours per week per year (except for employees that work a platoon schedule); all other employees are considered part-time.
3. Whenever it is necessary to determine an hourly rate for any non-sworn full-time employee within the aforesaid salary plan, such rate shall be computed on the basis of 2080 work hours per year.
4. New employees of the City shall receive the salary authorized by the City Administrator, providing such salary shall be within the salary range as set forth in "Exhibit A" and in accordance with the personnel policies of the City of Batavia, unless otherwise authorized by the City Council.

SECTION 2: DURATION AND REVIEW

This Ordinance shall be in effect for calendar year 2022 and shall be subject to review at the end of calendar year 2022, unless otherwise amended.

SECTION 3: ORDINANCES IN CONFLICT

All ordinances or parts of ordinances in direct conflict herewith are repealed.

SECTION 4: VALIDITY OF ORDINANCE

If any part or parts of this Ordinance are, for any reason, held to be invalid, such decisions shall not affect the validity of the remaining portions of this Ordinance.

CITY OF BATAVIA ORDINANCE 21-60

PRESENTED to the City Council of the City of Batavia, Illinois, this 15th day of November 2021.

PASSED by the City Council of the City of Batavia, Illinois, this 15th day of November 2021.

APPROVED by me as Mayor of said City of Batavia, Illinois, this 15th day of November 2021.

Jeffery D. Schielke, Mayor

Ward	Aldermen	Ayes	Nays	Absent	Abstain	Aldermen	Ayes	Nays	Absent	Abstain
1	Baerren					Solfa				
2	Leman					Wolff				
3	Chanzit					Ajazi				
4	Malay					Connelly				
5	Uher					Beck				
6	Cerone					Russotto				
7	Vogelsinger					Miller				
Mayor Schielke										
VOTE:		Ayes	Nays	Absent	Abstentions					
Total holding office: Mayor and 14 aldermen										

ATTEST:

Kate Garrett City Clerk

CITY OF BATAVIA ORDINANCE 21-60

“EXHIBIT A” OF ORDINANCE NO. 21-60

**SCHEDULE OF WAGES AND SALARIES
EFFECTIVE JANUARY 1, 2022
WAGE AND SALARY ADMINISTRATION**

The pay grades and pay steps listed on Tables 1 and 2 shall apply to all the positions as described below. Employees will move up one step within their pay grade on their anniversary dates until the maximum step is attained. An exception to this procedure shall be employees whose performance places them on probation.

Table 1 – 2022 Pay Grades by Position

Pay Grade	Position
3	Receptionist
6	Customer Service Representative
6	Records Technician
7	Administrative Assistant
7	Community Service Officer
7	Finance Assistant
8	Building Maintenance Worker
8	Evidence/Property Custodian
8	Warehouse Operator
9	Public Properties & Services Maintenance Worker*
10	Lab Technician
10	Utility Billing Supervisor
10	Wastewater Plant Operator*
10	Water & Sewer Utility Maintenance Worker*
11	GIS Analyst (E)
11	IS Technician (E)
11	Mechanic
11	Planner (E)
11	Utility Locator/Meter Technician
12	Code Compliance Officer
12	Communication Manager (E)
12	Human Resource Specialist (E)
13	Assistant to City Administrator (E)

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Pay Grade	Position
13	Building Inspector
13	Building Maintenance Supervisor
13	Building Inspector/Code Enforcement Officer
13	Engineering Assistant
13	Police Records Supervisor (E)
13	Public Properties & Services Crew Leader
14	Chief Wastewater Operator
14	Meter Shop Crewleader
14	Sr. Engineering Assistant
14	Water & Sewer Crew Leader
15	Civil Engineer (E)
16	Planning and Zoning Officer (E)
17	Senior Civil Engineer (E)
18	Assistant Finance Director (E)
18	Systems Manager (E)
19	Fire Marshal
19	Electrical Engineer (E)
19	Assistant City Engineer (E)
19	Building Commissioner (E)
19	Economic Development Manager (E)
20	Wastewater Superintendent (E)
20	Water & Sewer Utility Superintendent (E)
21	Fire Battalion Chief **
21	Manager of Electric Operations (E)
21	Public Properties & Services Superintendent (E)
21	Senior Electrical Engineer (E)
21	Street Superintendent (E)
22	City Engineer/Engineering Manager (E)
23	Deputy Fire Chief (E)
24	Community Development and Economic Development Director (E)
24	Deputy Police Chief (E)
24	Human Resources Director (E)

CITY OF BATAVIA ORDINANCE 21-60

Pay Grade	Position
24	Information Systems Director (E)
27	Finance Director (E)
27	Fire Chief (E)
27	Police Chief (E)***
27	Public Works Director (E) ***

(E) Indicates salaried exempt employees

* Public Properties & Services Maintenance Workers and Public Properties & Services Crew Leader shall receive, in addition to their regular salaries, an additional amount per hour for each certification as an ISA Certified Arborist and/or ISA Certified Arborist Municipal Specialist.

* Wastewater Plant Operators shall receive, in addition to their regular salaries, an additional amount per hour for each wastewater certification they receive for levels 1, 2 and/or 3.

* Water & Sewer Utility Maintenance Workers shall receive an additional amount per hour for each water certification they receive for levels “A”, “B” and/or “C”. Any employee hired after January 1, 2021, the additional amount per hour will be paid on certifications for levels “B” and “C” only.

The amounts for each level are as follows:

2022 - \$0.66 per hour for each level

** Fire Battalion Chiefs are entitled to an additional holiday pay of \$3,800 per year. Newly promoted or new hired employees in this position will be entitled to the appropriate pro-rated amount of holiday pay.

*** The Police Chief and the Public Works Director shall be paid a car allowance of \$500 per month.

Public Properties & Services Maintenance Workers and Crew Leader shall receive an annual stipend for each certification:

- Pesticide Operator Certification \$100
- Pesticide Applicator Certification \$200

Water & Sewer Utility Maintenance Workers and Crew Leader shall receive an annual stipend of \$100 for the NASSCO certification.

Building Maintenance Supervisor, Public Properties & Services Crew Leader, Chief Wastewater Operator, Meter Shop Crew Leader and Water & Sewer Utilities Crew Leader shall receive an annual stipend of \$400 for completion of the Illinois Public Service Institute Program.

CITY OF BATAVIA ORDINANCE 21-60

Records Technicians shall receive at \$200 annual stipend should the Chief of Police designate an employee as a “matron”. Any records technician designated as a matron shall receive appropriate training and will be notified on an annual basis of their designation.

Employees that receive certifications for additional training or qualifications may receive an annual stipend for such certifications as approved by the City Administrator. Such amounts will not exceed \$500 per year in total.

Employees that reach a milestone anniversary will receive an annual token award in a form and manner approved by the City Administrator.

PART-TIME AND TEMPORARY PERSONNEL

Regular Part-Time: same hourly rate as full-time employee in same classification, except Part-Time Pay-Per-Read Meter Readers who shall be compensated on a per meter basis. The pay-per-read rate shall be as follows:

2022 - \$0.48 per meter read

Pay-Per-Read Meter Readers shall be subject to all the rules of the City’s Personnel Manual but shall not be eligible for fringe benefits other than the winter clothing and boot allowance provided to other Public Works employees.

Temporary: shall be subject to current state and federal minimum wage standards or compensated in a greater amount by employment contract with the City.

CITY OF BATAVIA ORDINANCE 21-60

Table 2 – 2022 Pay Steps by Pay Grade

Pay Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G
1	\$41,671	\$43,965	\$46,381	\$48,932	\$51,625	\$54,463	\$57,459
2	\$43,546	\$45,943	\$48,470	\$51,135	\$53,948	\$56,914	\$60,044
3	\$45,506	\$48,010	\$50,650	\$53,436	\$56,376	\$59,475	\$62,746
4	\$47,554	\$50,170	\$52,929	\$55,839	\$58,911	\$62,150	\$65,569
5	\$49,695	\$52,426	\$55,311	\$58,353	\$61,562	\$64,949	\$68,522
6	\$51,932	\$54,787	\$57,799	\$60,979	\$64,333	\$67,872	\$71,605
7	\$54,268	\$57,253	\$60,403	\$63,723	\$67,228	\$70,926	\$74,827
8	\$56,709	\$59,830	\$63,121	\$66,592	\$70,253	\$74,118	\$78,193
9	\$59,261	\$62,522	\$65,959	\$69,586	\$73,415	\$77,452	\$81,713
10	\$61,929	\$65,335	\$68,929	\$72,720	\$76,719	\$80,939	\$85,391
11	\$64,715	\$68,273	\$72,029	\$75,992	\$80,172	\$84,579	\$89,232
12	\$67,626	\$71,347	\$75,271	\$79,411	\$83,780	\$88,385	\$93,246
13	\$70,670	\$74,558	\$78,657	\$82,984	\$87,548	\$92,364	\$97,444
14	\$73,851	\$77,913	\$82,197	\$86,719	\$91,488	\$96,519	\$101,828
15	\$77,174	\$81,417	\$85,895	\$90,620	\$95,605	\$100,864	\$106,412
16	\$80,647	\$85,082	\$89,760	\$94,699	\$99,908	\$105,402	\$111,198
17	\$84,276	\$88,911	\$93,801	\$98,960	\$104,403	\$110,146	\$116,202
18	\$88,068	\$92,912	\$98,022	\$103,413	\$109,100	\$115,101	\$121,433
19	\$92,033	\$97,093	\$102,433	\$108,068	\$114,011	\$120,281	\$126,897
20	\$96,175	\$101,463	\$107,043	\$112,930	\$119,142	\$125,693	\$132,608
21	\$100,500	\$106,028	\$111,859	\$118,013	\$124,502	\$131,349	\$138,573
22	\$105,023	\$110,800	\$116,893	\$123,322	\$130,104	\$137,261	\$144,809
23	\$109,749	\$115,786	\$122,154	\$128,873	\$135,961	\$143,437	\$151,325
24	\$114,689	\$120,996	\$127,651	\$134,671	\$142,079	\$149,893	\$158,137
25	\$119,850	\$126,441	\$133,397	\$140,732	\$148,471	\$156,637	\$165,253
26	\$125,243	\$132,129	\$139,397	\$147,064	\$155,153	\$163,686	\$172,690
27	\$130,880	\$138,074	\$145,670	\$153,681	\$162,135	\$171,052	\$180,459