

TO: Mayor and City Council

FROM: Wendy Bednarek, Director of Human Resources

DATE: February 23, 2021

RE: Ordinance 21-20 Amending the 2021 Wage and Salary Ordinance for Non-Collective Bargained Employees

Attached is the amended Ordinance 21-20 for the wages and salaries of non-collectively bargained employees. The Economic Development Manager position was approved in the 2021 budget. The amended ordinance is reflecting the addition of the Economic Development Manager position to pay grade 19 based on comparables and internal equity.

There are also some minor housekeeping changes that are listed below:

- Move the Manager of Electric Operations to a pay grade 21. This change was approved in 2020 and there was a clerical error in the original 2021 ordinance
- Update job titles for to appropriately reflect their duties:
 - Senior Engineer to Senior Civil Engineer
 - Project Engineer to Electrical Engineer
 - Senior Project Engineer to Senior Electrical Engineer
- Our water plant is a certification level “B” plant. Currently we pay Water & Sewer Utility Maintenance Workers and Crew Leaders for levels “A”, “B” and “C”. Effective calendar year 2021 any employee hired will only be paid for levels “B” and “C”.

Staff requests the City Council approve the proposed amendments to the wage and salary ordinance 21-20 for non-collectively bargained employees.

cc: Laura Newman, City Administrator

**CITY OF BATAVIA, ILLINOIS
ORDINANCE 21-20**

**AN ORDINANCE AMENDING THE 2021 WAGES AND SALARIES
FOR NON-COLLECTIVELY BARGAINED EMPLOYEES**

**ADOPTED BY THE
MAYOR AND CITY COUNCIL
THIS 1ST DAY OF MARCH 2021**

Published in pamphlet form
by authority of the Mayor
and City Council of the City of Batavia,
Kane & DuPage Counties, Illinois,
This 1st day of March, 2021

Prepared by:

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

**CITY OF BATAVIA, ILLINOIS
ORDINANCE 20-72**

**AN ORDINANCE AMENDING THE 2021 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 the remainder of calendar year 2021 and shall be subject to review at the end of calendar year 2021, 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 21-20

PRESENTED to the City Council of the City of Batavia, Illinois, this 1st day of March 2021.

PASSED by the City Council of the City of Batavia, Illinois, this 1st day of March 2021.

APPROVED by me as Mayor of said City of Batavia, Illinois, this 1st day of March 2021.

Jeffery D. Schielke, Mayor

Ward	Aldermen	Ayes	Nays	Absent	Abstain	Aldermen	Ayes	Nays	Absent	Abstain
1	O'Brien					Baerren				
2	Callahan					Wolff				
3	Meitzler					Chanzit				
4	Malay					Knopp				
5	Uher					Beck				
6	Cerone					Russotto				
7	McFadden					Miller				
Mayor Schielke										
VOTE:		Ayes	Nays	Absent	Abstentions					
Total holding office: Mayor and 14 aldermen										

ATTEST:

Ellen Posledni, City Clerk

CITY OF BATAVIA ORDINANCE 21-20

“EXHIBIT A” OF ORDINANCE NO. 21-20

**AMENDED SCHEDULE OF WAGES AND SALARIES
EFFECTIVE MARCH 1, 2021
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 – 2021 Pay Grades by Position

Pay Grade	Position
3	Receptionist
5	Customer Service Representative
6	Finance Assistant
7	Administrative Assistant
8	Building Maintenance Worker
8	Evidence/Property Custodian
8	Warehouse Operator
9	Public Properties & Services Maintenance Worker*
9	Utility Billing Supervisor
10	Lab Technician
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)
13	Building Inspector
13	Building Maintenance Supervisor

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Pay Grade	Position
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	Information Systems Director (E)
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)
22	Human Resources Director (E)
23	Community Development and Economic Development Director (E)
23	Deputy Fire Chief (E)
24	Deputy Police Chief (E)
25	Fire Chief (E)

CITY OF BATAVIA ORDINANCE 21-20

Pay Grade	Position
26	Police Chief (E)***
27	Finance Director (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:

2021 - \$0.64 per hour for each level

** Fire Battalion Chiefs are entitled to an additional holiday pay of \$3,300 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.

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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:

2021 - \$0.46 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.

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Table 2 – 2021 Pay Steps by Pay Grade

Pay Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G
1	\$ 40,359	\$ 42,581	\$ 44,921	\$ 47,392	\$ 50,000	\$ 52,749	\$ 55,650
2	\$ 42,175	\$ 44,497	\$ 46,944	\$ 49,525	\$ 52,250	\$ 55,123	\$ 58,154
3	\$ 44,074	\$ 46,499	\$ 49,056	\$ 51,754	\$ 54,601	\$ 57,603	\$ 60,771
4	\$ 46,057	\$ 48,591	\$ 51,263	\$ 54,081	\$ 57,057	\$ 60,194	\$ 63,505
5	\$ 48,131	\$ 50,776	\$ 53,570	\$ 56,516	\$ 59,624	\$ 62,905	\$ 66,365
6	\$ 50,297	\$ 53,062	\$ 55,980	\$ 59,060	\$ 62,308	\$ 65,736	\$ 69,351
7	\$ 52,560	\$ 55,451	\$ 58,502	\$ 61,717	\$ 65,112	\$ 68,693	\$ 72,472
8	\$ 54,924	\$ 57,947	\$ 61,134	\$ 64,496	\$ 68,042	\$ 71,785	\$ 75,732
9	\$ 57,396	\$ 60,554	\$ 63,883	\$ 67,396	\$ 71,104	\$ 75,014	\$ 79,141
10	\$ 59,980	\$ 63,278	\$ 66,759	\$ 70,431	\$ 74,304	\$ 78,391	\$ 82,703
11	\$ 62,678	\$ 66,124	\$ 69,762	\$ 73,600	\$ 77,648	\$ 81,917	\$ 86,423
12	\$ 65,497	\$ 69,101	\$ 72,902	\$ 76,911	\$ 81,143	\$ 85,603	\$ 90,311
13	\$ 68,446	\$ 72,211	\$ 76,181	\$ 80,372	\$ 84,792	\$ 89,457	\$ 94,377
14	\$ 71,526	\$ 75,461	\$ 79,610	\$ 83,989	\$ 88,608	\$ 93,481	\$ 98,623
15	\$ 74,745	\$ 78,854	\$ 83,191	\$ 87,768	\$ 92,596	\$ 97,689	\$103,062
16	\$ 78,108	\$ 82,404	\$ 86,935	\$ 91,718	\$ 96,763	\$102,084	\$107,698
17	\$ 81,623	\$ 86,112	\$ 90,848	\$ 95,845	\$101,117	\$106,679	\$112,544
18	\$ 85,296	\$ 89,987	\$ 94,937	\$100,158	\$105,666	\$111,478	\$117,611
19	\$ 89,136	\$ 94,037	\$ 99,209	\$104,666	\$110,422	\$116,495	\$122,903
20	\$ 93,148	\$ 98,269	\$103,674	\$109,375	\$115,392	\$121,737	\$128,434
21	\$ 97,337	\$102,691	\$108,338	\$114,298	\$120,583	\$127,215	\$134,211
22	\$101,717	\$107,312	\$113,214	\$119,440	\$126,009	\$132,940	\$140,251
23	\$106,294	\$112,141	\$118,309	\$124,816	\$131,681	\$138,922	\$146,562
24	\$111,079	\$117,187	\$123,633	\$130,432	\$137,607	\$145,175	\$153,159
25	\$116,077	\$122,461	\$129,198	\$136,302	\$143,798	\$151,707	\$160,051
26	\$121,301	\$127,970	\$135,009	\$142,435	\$150,269	\$158,534	\$167,254
27	\$126,760	\$133,728	\$141,085	\$148,844	\$157,031	\$165,668	\$174,779