

ORDINANCE NO. O-2020-18

AN ORDINANCE AMENDING THE PAY SCHEDULES FOR OFFICERS, ASSISTANTS AND EMPLOYEES OF THE CITY OF WHEATON, ILLINOIS

Whereas, the corporate authorities of the City of Wheaton deem it appropriate to amend the Pay Schedules for certain City employees; and

Whereas, in effort to maintain flexibility in the setting of pay schedules during the COVID-19 crisis, the corporate authorities will reevaluate this ordinance based upon an evolving analysis of the City's financial status; and

Whereas, the city manager shall monitor the City's financial status and report to the City Council by memorandum prior to July 6, 2020.

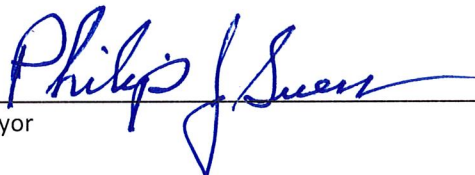
NOW THEREFORE BE IT ORDAINED by the Mayor and City Council of the City of Wheaton, Illinois, by its home rule authority as follows:

Section 1: That the Pay Schedules, Exhibits A, B, C, D, E, and F for employees of the City, not in collective bargaining units, which are attached hereto and incorporated herein as if fully set forth as Attachment 1 shall be the City's Pay Schedules for May 1, 2020 to April 30, 2021.

Section 2: Chapter 3 Subsection C (1) of the City Employee Manual, as adopted by Ordinance No O-2019-54 is suspended for May 1, 2020 to April 30, 2021 so that employees in the general occupation category shall not be eligible for a merit step increase when employee "Meets Standards" according to the evaluation given on the evaluation date. Subsections C (3 and 4) of the City Employee Manual as they relate to salary increases, are suspended from May 1, 2020 to April 30, 2021.


Section 3: All ordinances or parts of ordinances in conflict herewith be and are hereby repealed.

Section 4: This Ordinance shall be in full force and have retroactive effect on May 1, 2020, as provided by law.



Mayor

Attest:



City Clerk

Roll Call Vote:

Ayes:	Councilwoman Robbins Councilman Rutledge Councilman Zaruba Councilman Barbier Councilwoman Bray-Parker Councilwoman Fitch Mayor Suess
Nays:	None
Absent:	None

Motion Carried Unanimously

ATTACHMENT 1

Exhibit A

City of Wheaton Department Head (D) Occupation Scale

Grade	Position Titles	Salary Scale		
		Min	Mid	Max
DA	Public Information Officer	81,886	98,264	114,641
DB	N/A	87,617	105,143	122,665
DC	Director of Building & Code Enfor. Director of Planning & Econ.Dev.	93,750	112,502	131,253
DD	Director of Engineering Director of Human Resources Director of Information Technology	100,313	120,377	140,440
DE	N/A	107,335	128,803	150,270
DF	Assistant City Manager Chief of Police Director of Finance Director of Public Works Fire Chief	114,850	137,818	160,790
DG	N/A	122,889	147,467	172,044
DH	N/A	131,491	157,789	184,088
DI	N/A	140,697	168,836	196,972
DJ	City Manager	150,544	180,653	210,762
DK	N/A	161,082	193,299	225,515
DL	N/A	172,358	206,831	241,302

All positions FLSA exempt.

**City of Wheaton
Managerial/Professional (M) Occupation Scale**

Grade	Position Titles	Salary Scale		
		Min	Mid	Max
MA	Facilities Manager	79,799	93,764	107,727
MB	Senior Systems Analyst Fleet Maintenance Superintendent Forestry Superintendent (2) Senior Project Engineer	85,385	100,327	115,269
MC	Assistant Director of Finance Assistant Director of IT Admin Superintendent Sewer Superintendent Street Superintendent Water Superintendent	91,361	107,351	123,337
MD	N/A	97,756	114,864	131,972
ME	(4) Assistant Fire Chief	104,600	122,905	141,210
MF	(2) Deputy Police Chief	111,922	131,508	151,096
MG	N/A	119,756	140,714	161,672

All positions exempt except Assistant Fire Chief which is Non-Exempt.

**City of Wheaton
General (G) Occupation Scale**

Grade	FLSA Status	Grade	FLSA Status
Grade GL		Grade GG	
Electrical Services Manager	Exempt	Payroll/Accts Payable Coordinator	Non-Exempt
Finance Analyst	Exempt	Senior Administrative Secretary	Non-Exempt
Project Engineer (2)	Exempt		
Stormwater Engineer	Exempt	Grade GF	
Systems Analyst	Exempt	Administrative Secretary (2)	Non-Exempt
Police Services Supervisor	Non-Exempt	Accounts Coordinator - A/R	Non-Exempt
Procurement Officer	Exempt	Accounts Coordinator - Utility Billing	Non-Exempt
Systems & Data Analyst	Exempt	Accounts Coordinator - A/P	Non-Exempt
		Dispatcher/Assistant	Non-Exempt
Grade GK		Permit Processor (2)	Non-Exempt
Building Inspector	Non-Exempt	Systems Specialist - Public Safety	Exempt
City Clerk/Executive Assistant	Exempt	Systems Specialist - GIS	Exempt
Code Compliance Officer	Exempt	Maintenance Technician	Non-Exempt
Plan Examiner (2)	Non-Exempt		
		Grade GE	
Grade GJ		Community Service Officer (3)	Non-Exempt
HR Generalist	Exempt	Customer Service Representative	Non-Exempt
Property Control Officer	Non-Exempt	Police Services Representative (5)	Non-Exempt
Grade GI		Grade GD	
Staff Accountant	Exempt	Parking Enforcement Officer (2)	Non-Exempt
Staff Planner	Exempt		
		Grade GC	
Grade GH		(No Current Incumbents)	
Municipal Producer	Exempt		
Public Relations Coordinator	Exempt	Grade GB	
Web/Multimedia Specialist	Exempt	Account Clerk	Non-Exempt
		Grade GA	
		(No Current Incumbents)	

Exempt Position: Not eligible for overtime pay.
 Non-Exempt Position: Eligible for overtime pay.

**City of Wheaton
General (G) Occupation Scale**

		Step						
Grade		1	2	3	4	5	6	7
GA	<i>Annual</i>	37,503	38,897	40,339	41,838	43,454	45,135	46,877
	<i>Hrly</i>	18.03	18.70	19.39	20.11	20.89	21.70	22.54
GB	<i>Annual</i>	40,127	41,618	43,163	44,767	46,496	48,293	50,160
	<i>Hrly</i>	19.29	20.01	20.75	21.52	22.35	23.22	24.12
GC	<i>Annual</i>	42,936	44,531	46,185	47,900	49,751	51,674	53,672
	<i>Hrly</i>	20.64	21.41	22.20	23.03	23.92	24.84	25.80
GD	<i>Annual</i>	45,943	47,648	49,417	51,252	53,233	55,292	57,427
	<i>Hrly</i>	22.09	22.91	23.76	24.64	25.59	26.58	27.61
GE	<i>Annual</i>	49,159	50,985	52,877	54,840	56,959	59,161	61,447
	<i>Hrly</i>	23.63	24.51	25.42	26.37	27.38	28.44	29.54
GF	<i>Annual</i>	52,599	54,553	56,578	58,679	60,948	63,303	65,749
	<i>Hrly</i>	25.29	26.23	27.20	28.21	29.30	30.43	31.61

		Step							
Grade		1	2	3	4	5	6	7	8
GG	<i>Annual</i>	55,078	57,181	59,364	61,631	63,985	66,428	68,965	71,599
	<i>Hrly</i>	26.48	27.49	28.54	29.63	30.76	31.94	33.16	34.42
GH	<i>Annual</i>	58,934	61,182	63,521	65,946	68,463	71,079	73,794	76,612
	<i>Hrly</i>	28.33	29.41	30.54	31.70	32.91	34.17	35.48	36.83
GI	<i>Annual</i>	63,057	65,466	67,967	70,562	73,257	76,054	78,959	81,975
	<i>Hrly</i>	30.32	31.47	32.68	33.92	35.22	36.56	37.96	39.41
GJ	<i>Annual</i>	67,472	70,049	72,724	75,501	78,384	81,378	84,485	87,712
	<i>Hrly</i>	32.44	33.68	34.96	36.30	37.68	39.12	40.62	42.17

		Step								
Grade		1	2	3	4	5	6	7	8	9
GK	<i>Annual</i>	70,832	73,540	76,351	79,270	82,301	85,447	88,712	92,105	95,625
	<i>Hrly</i>	34.05	35.36	36.71	38.11	39.57	41.08	42.65	44.28	45.97
GL	<i>Annual</i>	75,789	78,687	81,695	84,819	88,062	91,428	94,924	98,550	102,319
	<i>Hrly</i>	36.44	37.83	39.28	40.78	42.34	43.96	45.64	47.38	49.19

**Department Head
&
Managerial/Professional Merit Pay**

Performance Evaluation Score
4.50 - 5.00
4.00 - 4.49
3.50 - 3.99
3.00 - 3.49
Below 3.0

Percent Increase Pay
No Increase
No Increase
No Increase
No Increase
No Increase

**City of Wheaton
Part-time/Seasonal Occupation Scale**

Part-Time Cust. Services Rep. Part-Time Special Projects Part-Time ER Management Co. Part-Time Systems Technician Part-Time CSO Part-Time Police Services Rep Part-Time Property Maint Inspector Part-Time Admin Assistant (Admin) Part-Time Admin Assistant (PW)	
Step 1	\$17.67
Step 2	\$18.55
Step 3	\$19.48
Step 4	\$20.45
Step 5	\$21.48
Step 6	\$22.55

Crossing Guard	
Per Day	\$32.98

Part-Time Media Assistant	
Step 1	\$14.12
Step 2	\$14.80
Step 3	\$15.56
Step 4	\$16.32
Step 5	\$17.15
Step 6	\$17.98

Seasonal Worker	
Start	\$10.00
Step 1	\$11.00
Step 2	\$12.00

Administrative Intern Part-Time Admin. Assist.	
Step 1	\$12.87
Step 2	\$13.50
Step 3	\$14.19
Step 4	\$14.90
Step 5	\$15.65
Step 6	\$16.41