

ORDINANCE NO. O-2020-27

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 reevaluated Ordinance number O-2020-18, amending the pay schedules for officers, assistants and employees of the City of Wheaton, based upon an evolving analysis of the City's financial status; and

Whereas, the city manager provided an update on the City's financial status and reported to the City Council on July 6, 2020.

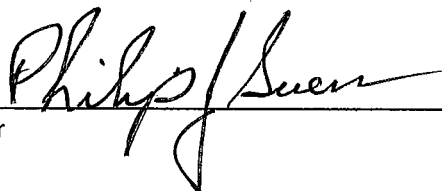
NOW THEREFORE BE IT ORDAINED by the Mayor and City Council of the City of Wheaton, Illinois, by its home rule authority as follows:

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.

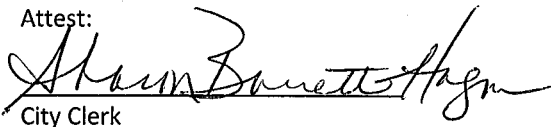
Section 2: Chapter 3 Subsection C (1) of the City Employee Manual, as adopted by Ordinance No O-2019-54 is suspended for May 1, 2020 to April 30, 2021 so that employees in the general occupation category shall not be eligible for a merit step increase when employee "Meets Standards" according to the 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Section 3: All ordinances or parts of ordinances in conflict herewith be and are hereby repealed.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 commencing retroactively as of May 1, 2020 as provided by law.

  
\_\_\_\_\_  
Mayor

Attest:

  
\_\_\_\_\_  
City Clerk

Ayes:

Roll Call Vote:

Councilwoman Robbins  
Councilman Rutledge  
Councilman Zaruba  
Councilman Barbier  
Councilwoman Bray-Parker  
Councilwoman Fitch  
Mayor Suess

Nays:

None

Absent:

None

Motion Carried Unanimously

Passed: July 20, 2020

Published: July 21, 2020



# ATTACHMENT 1

Exhibit A

## City of Wheaton Department Head (D) Occupation Scale

Grade	Position Titles	Salary Scale		
		Min	Mid	Max
DA	Public Information Officer	83,524	100,229	116,934
DB	N/A	89,369	107,246	125,118
DC	Director of Building & Code Enfor. Director of Planning & Econ.Dev.	95,625	114,752	133,878
DD	Director of Engineering Director of Human Resources Director of Information Technology	102,319	122,785	143,249
DE	N/A	109,482	131,379	153,275
DF	Assistant City Manager Chief of Police Director of Finance Director of Public Works Fire Chief	117,147	140,574	164,006
DG	N/A	125,347	150,416	175,485
DH	N/A	134,121	160,945	187,770
DI	N/A	143,511	172,213	200,911
DJ	City Manager	153,555	184,266	214,977
DK	N/A	164,304	197,165	230,025
DL	N/A	175,805	210,968	246,128

All positions FLSA exempt.

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

Grade	Position Titles	Salary Scale		
		Min	Mid	Max
<b>MA</b>	Facilities Manager	81,395	95,639	109,882
<b>MB</b>	Senior Systems Analyst Fleet Maintenance Superintendent Forestry Superintendent (2) Senior Project Engineer EMS Manager	87,093	102,334	117,574
<b>MC</b>	Assistant Director of Finance Assistant Director of IT Admin Superintendent Sewer Superintendent Street Superintendent Water Superintendent	93,188	109,498	125,804
<b>MD</b>	N/A	99,711	117,161	134,611
<b>ME</b>	(4) Assistant Fire Chief	106,692	125,363	144,034
<b>MF</b>	(2) Deputy Police Chief	114,160	134,138	154,118
<b>MG</b>	N/A	122,151	143,528	164,905

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

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

<b>Grade</b>	<b>FLSA Status</b>	<b>Grade</b>	<b>FLSA Status</b>
<b>Grade GL</b>		<b>Grade GG</b>	
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	<b>Grade GF</b>	
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
<b>Grade GK</b>		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		
		<b>Grade GE</b>	
<b>Grade GJ</b>		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
<b>Grade GI</b>		<b>Grade GD</b>	
Staff Accountant	Exempt	Parking Enforcement Officer (2)	Non-Exempt
Staff Planner	Exempt		
		<b>Grade GC</b>	
<b>Grade GH</b>		(No Current Incumbents)	
Municipal Producer	Exempt		
Public Relations Coordinator	Exempt	<b>Grade GB</b>	
Web/Multimedia Specialist	Exempt	Account Clerk	Non-Exempt
		<b>Grade GA</b>	
		(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
<b>GA</b>	<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
<b>GB</b>	<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
<b>GC</b>	<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
<b>GD</b>	<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
<b>GE</b>	<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
<b>GF</b>	<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
<b>GG</b>	<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
<b>GH</b>	<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
<b>GI</b>	<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
<b>GJ</b>	<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
<b>GK</b>	<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
<b>GL</b>	<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**

<b>Performance Evaluation Score</b>
4.50 - 5.00
4.00 - 4.49
3.50 - 3.99
3.00 - 3.49
Below 3.0

<b>Percent Increase Pay</b>
2%
1.75%
1.50%
1%
No Increase

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

<b>Part-Time Cust. Services Rep.</b>		
<b>Part-Time Special Projects</b>		
<b>Part-Time ER Management Co.</b>		
<b>Part-Time Systems Technician</b>		
<b>Part-Time CSO</b>		
<b>Part-Time Police Services Rep</b>		
<b>Part-Time Property Maint Inspector</b>		
<b>Part-Time Admin Assistant (Admin)</b>		
<b>Part-Time Admin Assistant (PW)</b>		
Step 1	\$	18.02
Step 2	\$	18.92
Step 3	\$	19.87
Step 4	\$	20.86
Step 5	\$	21.91
Step 6	\$	23.00

<b>Crossing Guard</b>		
Per Day	\$	33.64

<b>Part-Time Media Assistant</b>		
Step 1	\$	14.40
Step 2	\$	15.10
Step 3	\$	15.87
Step 4	\$	16.65
Step 5	\$	17.49
Step 6	\$	18.34

<b>Seasonal Worker</b>		
Start	\$	10.20
Step 1	\$	11.22
Step 2	\$	12.24

<b>Administrative Intern</b>		
<b>Part-Time Admin. Assist.</b>		
Step 1	\$	13.13
Step 2	\$	13.77
Step 3	\$	14.47
Step 4	\$	15.20
Step 5	\$	15.96
Step 6	\$	16.74