

## ORDINANCE NO. 2478

### AN ORDINANCE APPROVING THE ANNUAL BUDGET FOR FISCAL YEAR 2016-2017

**WHEREAS**, the Village of Rantoul, Champaign County, Illinois (the "**Village**"), is a home rule unit pursuant to the provisions of Section 6, Article VII of the 1970 Constitution of the State of Illinois, and may exercise any power and perform any function pertaining to its government and affairs, including, but not limited to, the power to regulate for the protection of the public health, safety, morals and welfare; to license; to tax; and to incur debt; and

**WHEREAS**, the provisions of Section 8-2-9.1 through Section 8-2-9.10 of the Illinois Municipal Code (65 ILCS 5/8-2-9.1 through 5/8-2-9.10), as supplemented by the power and authority of the Village as a home rule unit, are effective in and for the Village, the same having been adopted on September 9, 1997 by the President and Board of Trustees (the "**Corporate Authorities**") of the Village pursuant to Ordinance No. 1547, as supplemented and amended, including pursuant to Ordinance No. 1723 adopted on March 14, 2000 (now codified as Article II, entitled "Annual Budget", of Chapter 14, entitled "Finance", of the Code of Ordinance, Village of Rantoul, Illinois, the "**Annual Budget Provisions**"); and

**WHEREAS**, an annual budget for the fiscal year of the Village beginning May 1, 2016 and ending April 30, 2017, including the Pay Plan as provided for in Section 24-28, entitled "Compensation", of the Code of Ordinances, Village of Rantoul, Illinois, as supplemented and amended, has been compiled in tentative form by the Budget Officer in accordance with the provisions of Section 14-30 of the Annual Budget Provisions (collectively, the "**Proposed Annual Budget**"); and

**WHEREAS**, such Proposed Annual Budget as compiled in tentative form was made conveniently available for public inspection by the Corporate Authorities of the Village at least ten (10) days prior to a public hearing on such Proposed Annual Budget; and

**WHEREAS**, a public hearing was duly held at 6:00 p.m. on Tuesday, April 5, 2016, after due and proper notice of the availability for inspection of such Proposed Annual Budget and of such public hearing having been given by publication in the *Rantoul Press*, a newspaper having a general circulation within the Village, on March 16 and 23, 2016, dates at least ten (10) days prior to the date of such public hearing; and

**WHEREAS**, the Corporate Authorities of the Village hereby desire to pass, approve and adopt the Proposed Annual Budget as compiled in tentative form by the Budget Officer, including as such Proposed Annual Budget in tentative form has subsequently been changed, modified and revised by the Budget Officer and the Corporate Authorities prior to the adoption of this Ordinance (the "**Annual Budget**"); and

**WHEREAS**, a true, complete and correct copy of such Annual Budget as so changed, modified and revised by the Budget Officer and the Corporate Authorities of the Village prior to the adoption of this Ordinance has been presented to and is now before the meeting of the Corporate Authorities at which this Ordinance is adopted.

NOW THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF RANTOUL, CHAMPAIGN COUNTY, ILLINOIS, as follows:

**Section 1. Passage, Approval and Adoption of Annual Budget.** The Annual Budget be and the same is hereby passed, approved and adopted as the annual budget of and for the Village for the fiscal year beginning May 1, 2016 and ending April 30, 2017. The Annual Budget, as so passed, approved and adopted, shall be on file in the records of the Village Clerk with this Ordinance but any failure to do so shall not abrogate, diminish or impair its effect. In accordance with Section 8-2-9.4 of the Illinois Municipal Code (65 ILCS 5/8-2-9.4) and Section 14-29 of the Annual Budget Provisions, the passage, approval and adoption of the Annual Budget as provided in this Ordinance shall be in lieu of the passage of an appropriation ordinance as required by Section 8-2-9 of the Illinois Municipal Code (65 ILCS 5/8-2-9).

**Section 2. Adjustment for Encumbrances.** The Village Comptroller is hereby authorized to adjust the Annual Budget for the purposes of increasing any applicable expenditure by the amount of any encumbrance outstanding as of April 30, 2016.

**Section 3. Severability.** If any estimated revenues or authorized expenditures contained in the Annual Budget as passed, approved and adopted by this Ordinance is for any reason held invalid or unconstitutional for any reason whatsoever by a court of competent jurisdiction, the remainder of the Annual Budget, including as such Annual Budget may subsequently be supplemented and amended from time to time, shall not be affected thereby.

This Ordinance is hereby passed, the "ayes" and "nays" being called, by the concurrence of a majority of the members of the Corporate Authorities then holding office at a regular meeting held on the date set forth below upon a roll call vote as follows:

"Ayes" Brown, Wilson, Turner, Fox, Gamel + Smith  
"Nays" None  
"Absent" None

PASSED this 12th day of April, 2016.

Michael P. Bushong  
Village Clerk



is 12th day of April, 2016.

Charles Smith  
Village President

STATE OF ILLINOIS            )  
COUNTY OF CHAMPAIGN    )    SS.  
VILLAGE OF RANTOUL        )

**CERTIFICATION OF ORDINANCE**

I, the undersigned, do hereby certify that I am the duly qualified and acting Village Clerk of the Village of Rantoul, Champaign County, Illinois (the “**Village**”), and as such official I am the keeper of the records and files of the Village and of the President and Board of Trustees of the Village (the “**Corporate Authorities**”).

I do further certify that the attached constitutes a full, true and complete excerpt from the proceedings of the meeting of the Corporate Authorities held on the 5th day of April, 2016, insofar as same relates to the adoption of Ordinance No. 2478, entitled:

**AN ORDINANCE APPROVING THE ANNUAL BUDGET FOR  
FISCAL YEAR 2016-2017,**

a true, correct and complete copy of which ordinance (the “**Ordinance**”) as adopted at such meeting appears in the transcript of the minutes of such meeting and is hereto attached. The Ordinance was adopted and approved by the vote and on the date therein set forth.

I do further certify that the deliberations of the Corporate Authorities on the adoption of the Ordinance were taken openly, that the vote on the adoption of the Ordinance was taken openly and was preceded by a public recital of the nature of the matter being considered and such information as would inform the public of the business being conducted, that such meeting was held at a specified time and place convenient to the public, that the agenda for the meeting was duly posted on the Village’s website and at the Village Hall at least 48 hours prior to the meeting, that notice of such meeting was duly given to all of the news media requesting such notice, that such meeting was called and held in strict compliance with the provisions of the open meeting laws of the State of Illinois, as amended, and that the Corporate Authorities have complied with all of the applicable provisions of such open meeting laws, the Illinois Municipal Code and their procedural rules in the adoption of the Ordinance.

**IN WITNESS WHEREOF**, I hereunto affix my official signature and the seal of the Village of Rantoul, Champaign County, Illinois, this 12th day of April, 2016.



A handwritten signature in black ink, appearing to read "Michael P. Brennan".

Village Clerk

# VILLAGE OF RANTOUL PAY PLAN

*May 1, 2016 – April 30, 2017*

## **Policy**

It is the policy of the Village of Rantoul to establish and maintain a pay plan that will attract, retain and motivate qualified personnel.

The compensation objectives of the Village of Rantoul are as set forth below. The Village recognizes that not all of these objectives can be completely achieved at all times, but they are listed here as guides.

The objectives of the pay plan are designed to:

- ◆ Establish ranges of compensation that reflect the value to the Village of the various employment positions as determined by a formal system of evaluation and review which takes into account the duties and levels of responsibility of each employment position;
- ◆ Adjust ranges of compensation when periodic surveys or changes in economic and competitive factors indicate that any such adjustments are warranted;
- ◆ Ensure that the compensation and related benefits for comparable employment positions are generally equal to the average pay and benefits provided by other employers who offer similar employment and hire the same caliber of personnel in the same employment markets;
- ◆ Encourage superior performance by adjusting the rate of compensation of each employee on the basis of the quality of individual performance, as determined by a systematic program of performance appraisal;
- ◆ Ensure that compensation is not influenced by race, color, sex, age, religion, ancestry, handicap unrelated to ability, national origin or any other prohibited classification;
- ◆ Communicate the general policies and procedures on which the pay plan is based so that employees may be informed about the compensation structure and the administration thereof as it affects them individually.

Questions concerning this policy should be directed to the Human Resources Department.

# VILLAGE OF RANTOUL PAY PLAN

*May 1, 2016 – April 30, 2017*

## **PAY PLAN DECISION PROCESS**

The Board of Trustees establishes, as part of the annual budget, the maximum number of authorized positions for both full-time and permanent part-time employees. The budget contains, at the beginning of each fund, a list of all authorized positions within each department or by budget activity, outlined according to the fund or budget activity from which any such position is funded, the classification to which each such position is assigned and the number of full-time or permanent part-time positions assigned to each such classification.

Any change in the amount of compensation paid to any non-union employee occurs on May 1 of each year. All such changes will be approved each year at the same time as the annual budget. Prior to any increases, annual evaluations are conducted for all positions.

The following outlines the framework for the pay plan. This includes how the Village deals with newly hired employees, annual merit reviews and job evaluations.

## **FRAME WORK FOR PAY PLAN**

### **Establishing the Original Ranges/Pay Grades**

In order to establish the ranges of compensation, each employee filled out a position analysis questionnaire. There were three questionnaires, one for exempt/managerial employees, one for non-exempt employees and one for office/clerical, technical or service employees. After each employee filled out the questionnaire, his or her supervisor reviewed the information and signed off and dated the employee's questionnaire. All questionnaires were then collected and sent to the Employer's Association to be scored. Each questionnaire has a corresponding score sheet. The questionnaires were broken down into four main parts: knowledge/skill requirements, responsibility levels, effort required and working conditions. From this score sheet, a point value was derived. The Employer's Association then configured the ranges of compensation based on our internal equity structure, external market factors and the corresponding position point values from the questionnaire score sheets for each position. All non-union employees, with the exception of Deputy Chief of Police, Police Lieutenant and Police Sergeant, will fit into one of the 10 configured grades of compensation ranges.

No position, new or revised, may be filled until it has been evaluated and a grade assigned.

In the event that a new position is created during the budgeting process, the position will be submitted to Human Resources for review and evaluation. Since it is a new position, the Department Head will be required to fill out a questionnaire about the current and new duties and responsibilities of the position. The questionnaire will be discussed with the Department Head and supervisor to verify accuracy. From this questionnaire, the point value will be determined from the score sheet and a pay grade assigned.

# VILLAGE OF RANTOUL

## PAY PLAN

*May 1, 2016 – April 30, 2017*

### **Compensation Structure**

The ranges of compensation consist of a minimum, midpoint and maximum rate for each pay grade. The collective group of all established ranges of compensation shall be known as the “**Compensation Structure**”. The Compensation Structure will be reviewed annually to recognize changes in economic conditions and the movement of compensation levels within local companies and the industry over the past year. These adjusted ranges shall be submitted to the Board of Trustees for approval in April of each year at the same time as the annual budget. These adjustments will take effect on May first (5/1) for all non-union employees. If this adjustment results in an employee falling below the minimum of the range, such employee’s pay shall be raised to the minimum amount.

### **New Employees**

The majority of all newly hired staff are employed at the bottom fourth (1/4) of the appropriate pay range. After the successful completion of any applicable probationary period, the pay may be increased within the bottom fourth (1/4) of the pay range depending on performance.

Applicants with outstanding qualifications and/or experience may be hired above the bottom fourth (1/4) of their range. If an employee is hired above the bottom fourth of the pay range, he or she will not receive a pay increase upon the successful completion of probation unless any such increase was negotiated at the time of employment.

### **Annual Merit Review**

The annual reviews for all non-union employees are conducted by their immediate supervisor, Village Administrator and/or Mayor annually. During this evaluation the job performance, as well as achievement of established goals, are reviewed for the preceding year. Each evaluation is then reviewed by the Department Head, Village Administrator and/or Mayor and then referred to Human Resources.

Human Resources will configure a matrix that will be used during the evaluation process. This matrix will suggest the general pattern of interrelationships between job performance, salary range penetration and the average increase approved by the Board of Trustees. This matrix would consist of a range based on the average increase approved by the Board of Trustees and would not exceed a range, that is 50% less than or 50% more than the approved average increase. This matrix would be further broken down into incremental steps. Any such increase shall take effect on May first for all non-union/eligible employees.

# VILLAGE OF RANTOUL PAY PLAN

*May 1, 2016 – April 30, 2017*

The following definitions are used in determining an employee's performance rating:

## **Always Exceeds Expectations**

Performance, behavior and customer service are outstanding & always exceed expected levels of achievement. The quality and quantity of work is consistently performed with exceptional results. (Requires specific examples)

## **Frequently Exceeds Expectations**

Performance, behavior and customer service consistently exceed expected levels of achievement. The quality and quantity of work is frequently performed at levels which exceed basic position requirements. (Requires specific examples)

## **Fully Meets Expectations**

Expected levels of performance, behavior and customer service achieved on a consistent and sustained basis. The quality and quantity of work fully meet the requirements of the position. Work is completed in a competent manner.

## **Sometimes Does Not Meet Expectations**

Work does not consistently meet the performance, behavior, customer service, quality, quantity and/or attendance requirements of the position. Improvement is needed.  
(Requires specific examples)

## **Job Re-Evaluations**

The Village of Rantoul will establish and maintain a job evaluation plan/system to determine and acknowledge the relative ranking of all positions prior to the effective date of any merit increase, as applicable. Although the job description or job description/specification is the primary source of information about a position, Human Resources may seek additional information about positions being evaluated from the incumbent, the immediate supervisor or others knowledgeable about the position.

Any evaluation or re-evaluation request shall be composed in memorandum form and shall contain a brief but comprehensive summary of why the request is being made. All requests for evaluation or re-evaluation will be submitted by the appropriate Department Head in writing to the Human Resources no later than October 1<sup>st</sup> each fiscal year.

After the request is received by Human Resources, the employee may be required to provide additional information and/or fill out a questionnaire about the current and new duties and responsibilities of the position. The new information/questionnaire will be discussed with the Department Head and supervisor to verify accuracy. Based on the job information provided, the point value will be determined and a pay grade assigned. Human Resources will consider the totality of the information collected in performing a position evaluation or re-evaluation analysis.

# VILLAGE OF RANTOUL

## PAY PLAN

*May 1, 2016 – April 30, 2017*

After the analysis is performed by the Human Resources Manager, no later than January 1<sup>st</sup> of each fiscal year and a new position and/or new pay grade for the job/individual being evaluated is recommended, (based on a substantial change in the responsibilities and duties of an existing position), the appropriate Department Head will then review and decide to go forward with the recommendation.

The recommendation will then be submitted to the Village Administrator for review and approval decision. This review and approval decision by the Village Administrator will be completed no later than March 1<sup>st</sup> of each fiscal year.

If the recommendation is approved by the Village Administrator and if the analysis indicates that the job's point value has increased, the Village Administrator and the Department Head will determine if a salary increase is warranted, which will depend on several factors including the economic conditions at the time and Village Board approval. Any salary increase decision will be included as part of the next fiscal year's budget. If a merit increase is established, it will be added onto any newly adjusted rate.

Any merit increase for the employee with an approved new position and/or new pay grade and who receives a newly adjusted rate, will be added onto the newly adjusted rate and will be included as part of the next fiscal year's budget no later than April 1<sup>st</sup> each fiscal year.

As part of the annual budget development process for the next fiscal year, the Department Head will include any position and any salary changes, approved by the Village Administrator, in his/her department's annual fiscal year budget proposal.

Finally the Board of Trustees review and approve the Annual Village Budget presented by the Village Administrator, which includes any position and salary changes, based on the Village's Job Re-evaluation system.

### **Shift Differentials**

Shift Premium pay for the position of Dispatcher is as follows:

- 1.) An additional \$0.25 per hour for the second shift
- 2.) An additional \$0.35 per hour for the third shift

Such additional compensation or pay per hour shall not be added to any such Employee's base hourly rate of compensation to calculate pay increases. However, such pay will be used for the purpose of calculating overtime or any other compensable benefit.

# VILLAGE OF RANTOUL PAY PLAN

*May 1, 2016 – April 30, 2017*

## Certification Pay

Each employee in the Management Information Systems department of the Village assigned to duties as a Computer Technician who becomes and continues to maintain certification status as outlined below, as evidenced by the either CompTIA or Microsoft, shall receive such additional compensation or pay per hour in such amount as is specified below for the applicable certification. Employees eligible for this premium shall be able to add only one additional premium per fiscal year.

<u>Certification</u>	<u>\$/hour</u>
CompTIA A+	\$0.50
MCP (Microsoft Certified Professional) (Exam 70-271 or 70-272)	\$0.50
MCDST (MS Certified Desktop Support Technician)	\$0.50

## Public Works Certification Pay

Each employee in the Public Works Department of the Village assigned to duties as an operator in the water, wastewater, or systems maintenance divisions who becomes and continues to maintain status as a “Certified Operator”, as evidenced by a Certificate of Technical Competency issued by the Illinois Environmental Protection Agency, shall receive such additional compensation or pay per hour in such amount as is specified below for the applicable class of such certification as follows:

<u>Water</u>		<u>Wastewater</u>	
<u>Class</u>	<u>\$/hour</u>	<u>Class</u>	<u>\$/hour</u>
D	\$0.22	4	\$0.22
C	\$0.43	3	\$0.43
B	\$0.65	2	\$0.65
A	\$0.86	1	\$0.86

Certified gas welder pay equals an additional \$0.22/hour.

Petroleum Class “A” Operator pay equals an additional \$0.22/hour.

Such additional compensation or pay per hour shall not be added to any such Employee’s base hourly rate of compensation to calculate pay increases. However, such pay will be added to base pay and used for the purpose of calculating overtime or any other compensable benefit.

# VILLAGE OF RANTOUL PAY PLAN

*May 1, 2016 – April 30, 2017*

## **Gas Apprentice Program Pay**

Each employee in the Public Works Department of the Village assigned to duties as a Gas Technician in the gas division who completes the required training to achieve a Level 1 or Level 2 Certification under an Operator Qualification Training Program for a natural gas system as approved by the Director of Public Works shall receive compensation or pay per hour in such amount as is specified below:

Level 1 Certification: 90% of the midpoint of the hourly rate range for such position

Level 2 Certification: 95% of the midpoint of the hourly rate range for such position

Such compensation or pay per hour shall be in such amount as is equal to the applicable percentage of the midpoint hourly rate in effect when any such certification is achieved.

## **Fire Department Compensation**

The compensation of the Fire Chief and all other members of the Fire Department is hereby established pursuant to Section 16-44 of the Village Code as follows:

<u>Position</u>	<u>Per Meeting Rate *</u>
Fire Chief	\$100.00
Assistant Fire Chief	\$60.00
Captain	\$50.00
Secretary-Treasurer	\$50.00
Firefighter	\$40.00

\* There are three mandatory meetings each month. However, the Fire Chief may also call special meetings at other times as needed which will be paid at the same rate as a fire call appearance.

Fire Department dues in the amount of \$10.00 will be deducted from each Firefighter's monthly paycheck.

In addition to the per meeting rate as set forth above, all members of the Fire Department shall receive \$20.00 per fire call appearance; provided, however, that effective January 1, 2011, in the event of a fire call appearance lasting more than four (4) hours which involves a significant event (e.g., a train derailment, environmental hazard, tornado or other severe or ice storm) as determined by the sole discretion of the Fire Chief or his or her designee each responding member will receive \$20 per hour for each hour worked, beginning with the first hour worked, for all time attributable to being on the scene for such appearance after the first four (4) consecutive hours of being at the scene, but such time attributable to being on the scene shall not

# VILLAGE OF RANTOUL PAY PLAN

*May 1, 2016 – April 30, 2017*

include any time for clean up, training or other duties not directly related to such significant event. Such additional amount per hour shall be paid in thirty (30) minute increments.

## **Incentive Retention Pay**

All members of the Fire Department who have nine (9) or more years of continuous service in the Fire Department but have not attained the age of 66 or more years will be eligible for incentive retention pay as follows:

Years of continuous service	Amount per year
9-13	\$500
14-18	\$750
19 or more	\$1,000

## **Payment of Benefits upon Retirement**

Any full-time employee (as defined in the Personnel Code) other than a member of any collective bargaining unit who is a “participating employee” within, and eligible to receive benefits from, the Illinois Municipal Retirement Fund, completes (20) or more years of continuous employment with the Village, has attained the required age to receive a pension and is eligible to retire in good standing may elect to receive such compensation as may otherwise be due for any earned but unused compensatory time, any earned but unused vacation, any compensable accumulated but unused sick leave and any entitled but unused personal leave payable under this Article upon such full-time employee’s termination of employment (the “**Termination Payment**”), in equal installments over the course of each pay period occurring during the four (4) month period immediately prior to such full-time employee’s last day of employment, subject to the following:

- (i) To be eligible for such election, any such full-time employee shall submit an irrevocable retirement resignation to the Village, coupled with a written notice of such election, at least 140 days prior to such full-time employee’s last day,
- (ii) Any such full-time employee making such election shall further agree in writing that in the event that the amount of the Termination Payment is subsequently reduced for any reason due either to the use of any earned compensatory time, earned vacation, accumulated sick leave or entitled personal leave or to any such last day of employment occurring earlier than the submitted resignation date after the Termination Payment is determined and any payment thereof has begun, that any such reduction shall be made in the applicable pay period during which any such used or last day of the employment occurs.

JOB TITLES AND PAY RANGES 2016/2017															
TITLE	SALARY RANGES 2016/ 2016		SALARY RANGES 2016/ 2017		Officer	Bargaining Unit Employee	Essential Employee	Full-Time	Part-Time	Salaried	Hourly	Police Employee	Provisional Employee	Uniformed Employee (I)	Uniformed Employee (II)
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM											
Accy- Financial Manager	\$49,948.12	\$73,422.77	\$50,416.56	\$76,625.45				1		X					
Accy- Accounting Specialist	\$14.03	\$23.39	\$14.45	\$24.09				1			X				
Receptionist	\$14.03	\$23.39	\$14.45	\$24.09				1			X				
Airport & EDC Operations and Property Manager	\$65,823.45	\$83,435.77	\$57,292.18	\$85,938.85				1		X					
Airport Operations Supervisor	\$13.23	\$23.39	\$13.62	\$24.09				1			X				
Econ Dev/Airport Admin Assistant	\$14.03	\$23.39	\$14.45	\$24.09				1			X				
Central Maintenance- Lead Mechanic	\$44,498.20	\$66,748.62	\$45,833.24	\$68,751.08				1		X					X
Central Maintenance- Mechanic	\$16.05	\$26.76	\$16.53	\$27.66				3			X				X
Central Maintenance- Mechanic (PPT)	\$16.05	\$26.76	\$16.53	\$27.66				1	1		X				
Community Development Director	\$84,523.11	\$98,784.08	\$86,458.81	\$99,687.60	X			1		X					
Comptroller	\$84,523.11	\$98,784.08	\$86,458.81	\$99,687.60	X			1		X					
Executive Assistant	\$16.05	\$26.76	\$16.53	\$27.66				1			X				
Human Resource Specialist-PPT	\$55,823.45	\$83,435.77	\$57,292.18	\$85,938.85				1	1		X				
Inspection- Chief Inspector	\$84,523.11	\$98,784.08	\$86,458.81	\$99,687.60	X			1		X					
Inspection- Inspector	\$23.53	\$35.30	\$24.24	\$36.36				1			X				
Inspection-Property Maintenance Supervisor	\$46,138.30	\$69,208.00	\$47,622.45	\$71,284.24				1		X					
Inspection-Executive Assistant	\$16.05	\$26.76	\$16.53	\$27.66				1			X				
Inspection-Rentals Property Admin Assistant	\$14.03	\$23.39	\$14.45	\$24.09				1			X				
Inspection-Property Inspector	\$16.05	\$26.76	\$16.53	\$27.66				2			X				
MIS- Computer Technician	\$14.03	\$23.39	\$14.45	\$24.09				1			X				
MIS-IT Manager	\$55,823.45	\$83,435.77	\$57,292.18	\$85,938.85				1		X					
Police Chief	\$77,872.60	\$116,808.80	\$80,208.78	\$120,313.17	X			1		X		X			
Administrative Assistant	\$14.03	\$23.39	\$14.45	\$24.09				1			X				
Police Community Services Worker/ESDA	\$14.03	\$23.39	\$14.45	\$24.09				1			X				
Police Service Representatives	\$16.05	\$26.76	\$16.53	\$27.66				2			X				X
Police Service Representatives - Part Time	\$16.05	\$26.76	\$16.53	\$27.66				1	1		X				X
Police Operations Manager	\$49,948.12	\$73,422.77	\$50,416.56	\$76,625.45				1		X					X
Evidence Custodian	\$16.05	\$26.76	\$16.53	\$27.66				1			X				
Police Lieutenant	\$38.09	\$42.70	\$39.24	\$43.98				2			X	X			X
Police Investigator	\$25.42	\$35.09	\$25.42	\$35.09		X		2			X	X			X
Police Patrolman	\$25.42	\$35.09	\$25.42	\$35.09		X		19			X	X			X
Police Sergeant	\$35.16	\$38.79	\$35.16	\$38.79		X		6			X	X			X
Police Sergeant - Investigations	\$35.16	\$38.79	\$35.16	\$38.79		X		1			X	X			X
PW-Administrative Assistant	\$14.03	\$23.39	\$14.45	\$24.09				1			X				
PW-Administrative Support Supervisor	\$18.05	\$30.08	\$18.59	\$30.98				1			X				
PW- Assistant Director	\$64,523.11	\$98,784.08	\$66,458.81	\$99,687.60				1		X					
PW- Director	\$77,872.60	\$116,808.80	\$80,208.78	\$120,313.17	X			1		X					
PW-Engineering Information Technician	\$23.53	\$35.30	\$24.24	\$36.36				1			X				
PW-Elec Apprentice Lineman	\$23.76	\$28.13	\$24.47	\$28.97		X	X	3			X				X
PW- Elec. Lineman	\$30.35	\$31.28	\$31.26	\$32.20		X	X	5			X				X
PW- Elec. - Lineman Foreman	\$32.47	\$33.44	\$33.44	\$34.44		X	X	1			X				X
PW- Elec. - Systems Foreman	\$32.47	\$33.44	\$33.44	\$34.44		X	X	1			X				X
PW- Elec. - Systems Technician	\$30.35	\$31.28	\$31.26	\$32.20		X	X	2			X				X
PW-Elec - Apprentice Technician	\$23.76	\$28.13	\$24.47	\$28.97		X	X	2			X				X
PW-System Inter/SCADA Control	\$23.53	\$35.30	\$24.24	\$36.36				1			X				
PW- Gas, HVAC & Safety, Chief Opr	\$55,823.45	\$83,435.77	\$57,292.18	\$85,938.85			X	1		X					X
PW- Gas, Technician	\$18.05	\$30.08	\$18.59	\$30.98			X	2			X				X
PW- HVAC, Technician	\$18.05	\$30.08	\$18.59	\$30.98				2			X				X
PW- Storekeeper	\$18.05	\$30.08	\$18.59	\$30.98				1			X				X
PW- Street and Systems Operator	\$18.05	\$30.08	\$18.59	\$30.98				5			X				X
PW- Street, Laborer	\$14.03	\$23.39	\$14.45	\$24.09				1			X				X
PW- Street, Maintenance Foreman	\$21.39	\$32.10	\$22.03	\$33.06			X	1		X					X
PW-Pump Station & Sanitary Sewer, Chief Operations	\$55,823.45	\$83,435.77	\$57,292.18	\$85,938.85			X	1		X					X
PW- Pump Station & Sanitary Sewer Operators	\$18.05	\$30.08	\$18.59	\$30.98				3			X				X
PW- Wastewater, Chief Operations	\$55,823.45	\$83,435.77	\$57,292.18	\$85,938.85			X	1		X					X
PW Waste Water Lab Technician	\$23.53	\$35.30	\$24.24	\$36.36				1			X				
PW- Wastewater, Foreman	\$21.39	\$32.10	\$22.03	\$33.06			X	1			X				X
PW- Wastewater, Operator/Maintenance	\$18.05	\$26.76	\$18.53	\$27.56				5			X				X
PW- Water, Chief Operations	\$55,823.45	\$83,435.77	\$57,292.18	\$85,938.85			X	1		X					X
PW- Water, Operator/Maintenance	\$16.05	\$26.76	\$16.53	\$27.56				6			X				X
Rec-Director	\$84,523.11	\$98,784.08	\$86,458.81	\$99,687.60	X			1		X					
Rec- Fitness/Aquatic & Adult Rec Supervisor	\$46,000.00	\$52,000.00	\$47,380.00	\$53,660.00				1		X					
Rec- Equipment Operator	\$16.05	\$26.76	\$16.53	\$27.56				1			X				
Rec- Maintenance Supervisor	\$49,948.12	\$73,422.77	\$50,416.56	\$76,625.45				1		X					
Rec- Office Supervisor	\$18.05	\$30.08	\$18.59	\$30.98				1			X				
Rec-Admin Assistan (PPT)	\$14.03	\$23.39	\$14.45	\$24.09				1	1		X				
Rec-Facilities Maintenance	\$16.05	\$26.76	\$16.53	\$27.56				1			X				
Rec- Laborer/Maintenance	\$14.03	\$23.39	\$14.45	\$24.09				1			X				
Rec- Youth Programs Director (Asst Director)	\$49,948.12	\$73,422.77	\$50,416.56	\$76,625.45				1		X					
Utility Cashier Clerk	\$14.03	\$23.39	\$14.45	\$24.09				2			X				
Utility Office Manager	\$44,498.20	\$66,748.62	\$45,833.24	\$68,751.08				1		X					
Utility Senior Cashier Clerk	\$16.05	\$26.76	\$16.53	\$27.56				1			X				
Village Administrator	\$93,445.41	\$165,967.40	\$96,249.80	\$170,940.42	X			1		X					



# Village of Rantoul

*Village of Rantoul*

## **FRINGE BENEFITS SUMMARY**

### **I. Health Insurance**

Rantoul offers group health insurance programs to its employees through United HealthCare Plan through Carle Clinic. Their clinic is located in Champaign-Urbana, with a satellite office in Rantoul. The Village also offers dental coverage through MetLife Dental. The municipality pays all but \$21.00 of the employee health and dental care costs. Dependent coverage is available and is partially paid by the employee and the Village.

The current monthly rates for employees are as follows. Note these rates are subject to change annually during benefit rate renewals.

	<b>MEDICAL – United HealthCare</b>	<b>DENTAL – MetLife</b>	<b>VISION - VSP</b>	
Employee	\$ 10.00	\$0.00	\$11.03	
Employee + 1	\$349.74	\$33.85	\$16.00	
Family	\$531.77	\$79.76	\$28.69	

**Note: Rates for May 1<sup>st</sup> 2016 thru April 30<sup>th</sup> 2017. Costs for these benefits will change annual with renewal of policies**

### **II. Employee Life Insurance**

Rantoul offers life insurance through Prudential Insurance Company. All employees have \$25,000 term life insurance paid for by the municipality. Dependent coverage is available for \$5,000 term insurance. The current monthly rates are as follows:

Spouse only	\$1.00
Children Only	\$0.95
Spouse & Children	\$1.95

### **III. Long Term Disability**

Long Term Disability coverage is available to employees through Mutual of Omaha. Cost is based on coverage elected, salary and age.

**IV. Prepaid Legal**

Prepaid legal services such as Legal Shield and Identity Theft are available to the employee at their cost.

**V. AFLAC**

Various insurance plans are available to the employee at their cost. See brochure.

**VI. Employee Deferred Compensation**

Rantoul offers a deferred compensation plan for employees under Section 457 of the Internal Revenue Code (457 plan). It is a plan for employees of state and local governments whereby you can elect to defer a portion of your salary so that you are not immediately taxed on the amount of the salary being deferred.

Deferred compensation plans result in an immediate tax savings on the amount deferred. In addition, there is no tax on the earnings during the deferral period. Tax is paid when the amount of the deferred compensation and the earnings are withdrawn, generally after retirement.

You can defer 25% of your gross salary, up to a maximum of \$17,000 per year. You can withdraw funds only upon retirement, separation of service, or if you suffer a severe financial hardship.

Your deferred compensation will be invested in a mutual fund in the American Funds family of mutual funds. You choose the type of mutual fund you would like to invest in, ranging from money market funds, to bond funds, to stock funds.

If you are interested in the deferred compensation program, please contact Tom Iorio at Edward Jones 893-8171.

**VII. Direct Deposit**

Your paycheck will be deposited on pay day directly into the account you designate. You will receive a pay stub that will show your payroll information including hours worked, amount earned, and total deductions. To enroll in direct deposit, contact the Accounting Office to fill out the direct deposit form.

**VIII. Holidays**

The following paid holidays are observed by the Village of Rantoul

News Year's Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Fourth of July	Christmas Day
Labor Day	

In addition you will receive two personal days annually to be used when you choose with prior approval from your supervisor.

**IX. Sick Leave**

You will receive twelve sick days per year. Sick days not used will accumulate to a total of 2,080 hours.

**X. Vacation**

You will also receive two weeks of vacation a year for the first five years, three weeks a year for the next ten years, four weeks a year through the twenty-first year, and after that one additional day per year up to a total of 25 days. All vacation time must be approved by your supervisor.

**XI. Employee Well-Being**

Village employees are eligible for discounted membership at the Forum. Cost is \$25.00 annually. Employees are also eligible for a discount on a pool pass.

**XII. Retirement**

All full-time employees and appointed officials, except sworn police officers, are covered under the Illinois Municipal Retirement Fund (IMRF). Employees and the Village both contribute to the program. Employees must contribute 4.5% of their pretax income. Village contributions vary but are generally around 12% of the salary. Vesting in IMRF occurs in ten years. Employees participating in IMRF also are required to contribute to Social Security retirement. Sworn police officers are covered by a police pension fund.

**XIII. No Smoking Policy**

All municipal buildings in the Village of Rantoul have adopted a no-smoking policy. Smoking will be allowed only outside the buildings.

**XIV. Flexible Spending Plan**

Employees of the Village can participate in a Flexible Spending Plan by having a portion of their earnings set-aside, before taxes, to fund a Flexible Spending Account (FSA). You can then use your FSA to pay the following bills: dental, vision, and prescription out-of-pocket costs; over-the-counter medications and dependent care. By participating in a Flex Plan, most employees will save between 20-30 % in taxes on the money set aside in their FSA. Employees must successfully complete their six-month probationary period to participate in a Flexible Spending Plan.

**XV. Village Departments**

**Public Works** - Greg Hazel, Director; Pete Passarelli, Assistant Director; 892-2178

Public Works is made up of five divisions; Electric, Water, Wastewater, Streets and Gas.

- **Electric Division** 892-2178

Rantoul owns and operates its own electric utility and distribution system. Almost all of Rantoul's electricity is purchased through the Illinois Municipal Electric Agency of which Rantoul is a member. For some time, it has been more economical for Rantoul to join with other cities to purchase power than it is to generate it. Rantoul's electric rates are established locally by the Village Board and are among the lowest in the area. Rantoul has approximately 5,000 electric utility customers. The electric plant is located on the corner of Grove Street and North Ohio and employs 24 people.

o **Water and Wastewater Division** 892-2710 (Water) 892-2762 (Wastewater)

Rantoul owns and operates its own water purification plant and distribution system. Our water is supplied by deep wells and is as pure and potable as any water available. The water softening and fluoridation plant is located on West Belle Avenue at Ohio Street.

The wastewater treatment plant is a completely new facility, which was put on line in 1988. The \$18 million plant serves all of Rantoul as well as the former Chanute Air Force Base. The plant is located on Rt. 136 on the east edge of town.

o **Street Division** 892-2178

The Street Division is responsible for brush and leaf pick up, chipping, street sweeping, street and sidewalk repairs, painting and snow removal.

o **Gas Division** 892-4383

The Village purchased the gas system on the former air force base.

**Police Department** - Chief Erman Blevins 893-0989

The Rantoul Police Department operates with 33 sworn police officers and 8 support personnel. The police department is located at 109 E. Grove.

**Fire Department** - Chief Ken Waters 892 - 8401

The Rantoul Fire Department consists of 27 paid, on call firefighters. The firefighters work other full-time jobs and respond to fires when called. The department is fully equipped with the latest firefighting equipment and all firefighters are fully trained. The department also operates a rescue unit with trained Emergency Medical Technicians (EMT's) in conjunction with the village ambulance service. The main fire station is located on the corner of Kentucky and Grove downtown next to the police station. The sub-station is located on North Maplewood Avenue.

**Community Development Department** - Mike Loschen, Director 892-6824

The Community Development program offers housing rehabilitation and street and civic projects through grants from the U.S. Government Department of Housing and Urban Development Program (HUD). Approximately \$250,000 annually is spent in the community to help build and restore streets in low income neighborhoods. Also several houses are rehabilitated for low income households. The department is located in the Municipal Building.

**Inspection Department** - Daniel Culkin, Inspector 892-6825

The Inspection Department is responsible for ensuring that all new construction is built to code specifications. All building, electrical, and plumbing permits are issued through this department. In addition, the department makes inspections and issues electrical, plumbing, and garbage hauler's licenses. It also oversees the Rental Inspection Program. The department is located in the Municipal Building.

**Comptroller Department** - Scot Brandon, Comptroller 892-6828

Department includes accounting, utility billing and information services. Provides all financial records, accounts payable and receivable, utility customer service and billing, computer support and planning. Department is located in Municipal Building.

**Human Resources** Tony Peyton 892-6858

Department manages all employee benefits and records and is responsible for advertising and hiring new employees.

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Revised 04.15.2014