

ORDINANCE NO. 2420

**AN ORDINANCE
APPROVING THE ANNUAL BUDGET FOR FISCAL YEAR 2015-2016**

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, 2015 and ending April 30, 2016, 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 6:10 p.m. on Tuesday, April 7, 2015, 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 25, 2015, a date 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.

VILLAGE OF RANTOUL

PAY PLAN

May 1, 2015 – April 30, 2016

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, 2015 – April 30, 2016

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, 2015 – April 30, 2016

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 1st 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, 2015 – April 30, 2016

After the analysis is performed by the Human Resources Manager, no later than January 1st 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 1st 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 1st 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, 2015 – April 30, 2016

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, 2015 – April 30, 2016

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, 2015 – April 30, 2016

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 2015/2016															
TITLE	SALARY RANGES 2014/ 2015		SALARY RANGES 2015/ 2016		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- Accounting/Financial Specialist	\$47,522.45	\$71,284.24	\$48,948.12	\$73,422.77				1		X					
Accy- Accounting Specialist	\$13.62	\$22.71	\$14.03	\$23.39				1			X				
Accy- Budget Analyst	\$47,522.45	\$71,284.24	\$48,948.12	\$73,422.77				1		X					
Receptionist	\$13.62	\$22.71	\$14.03	\$23.39				1			X				
Airport Manager	\$54,003.35	\$81,005.61	\$55,623.45	\$83,435.77				1		X					
Line Service Technician	\$12.84	\$22.71	\$13.23	\$23.39				1			X				
Econ Dev/Airport Admin Assistant	\$13.62	\$22.71	\$14.03	\$23.39				1			X				
Central Maintenance- Lead Mechanic	\$43,202.22	\$64,804.48	\$44,498.29	\$66,748.62				1		X					
Central Maintenance- Mechanic	\$15.58	\$25.98	\$16.05	\$26.76				2			X				X
Central Maintenance- Mechanic (PPT)	\$15.58	\$25.98	\$16.05	\$26.76				1	1		X				
Community Development Director	\$62,643.80	\$93,965.12	\$64,523.11	\$96,784.08	X			1		X					
Comptroller	\$62,643.80	\$93,965.12	\$64,523.11	\$96,784.08	X			1		X					
Executive Assistant	\$15.58	\$25.98	\$16.05	\$26.76				1			X				
Human Resource Specialist-PPT	\$54,003.35	\$81,005.61	\$55,623.45	\$83,435.77				1	1		X				
Inspection- Chief Inspector	\$62,643.80	\$93,965.12	\$64,523.11	\$96,784.08	X			1		X					
Inspection- Inspector	\$22.85	\$34.27	\$23.53	\$35.30				1			X				
Inspection-Property Maintenance Supervisor	\$46,138.30	\$69,208.00	\$46,138.30	\$69,208.00				1		X					
Inspection-Executive Assistant	\$15.58	\$25.98	\$16.05	\$26.76				1			X				
Inspection-Rentl/ Property Admin Assistant	\$13.62	\$22.71	\$14.03	\$23.39				1			X				
Inspection-Property Inspector	\$15.58	\$25.98	\$16.05	\$26.76				2			X				
MIS- Computer Technician	\$13.62	\$22.71	\$14.03	\$23.39				1			X				
MIS-IT Manager	\$54,003.35	\$81,005.61	\$55,623.45	\$83,435.77				1		X					
Police Chief	\$75,604.47	\$113,406.70	\$77,872.60	\$116,808.90	X			1		X		X			
Administrative Assistant	\$13.62	\$22.71	\$14.03	\$23.39				1			X				
Police Community Services Worker/ESDA	\$13.62	\$22.71	\$14.03	\$23.39				1			X				
Police Dispatcher	\$15.58	\$25.98	\$16.05	\$26.76				3			X				X
Police Dispatcher - PPT	\$15.58	\$25.98	\$16.05	\$26.76				1	1		X				X
Police Operations Manager	\$47,522.45	\$71,284.24	\$48,948.12	\$73,422.77				1		X					X
Dispatcher/Records Custodian	\$15.58	\$25.98	\$16.05	\$26.76				1			X				
Police Lieutenant	\$36.98	\$42.70	\$38.09	\$42.70				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	\$13.62	\$22.71	\$14.03	\$23.39				1			X				
PW- Administrative Support Supervisor	\$17.52	\$29.20	\$18.05	\$30.08				1			X				
PW- Assistant Director	\$62,643.80	\$93,965.12	\$64,523.11	\$96,784.08				1		X					
PW- Director	\$75,604.47	\$113,406.70	\$77,872.60	\$116,808.90	X			1		X					
PW-Engineering Information Technician	\$22.85	\$34.27	\$23.53	\$35.30				1			X				
PW- Elec- Groundman/MrRdr-Elec.	\$22.76	\$23.45	\$22.76	\$23.45		X	X	1			X				X
PW-Elec Apprentice Lineman	\$23.76	\$28.13	\$23.76	\$28.13		X	X	3			X				X
PW- Elec. Lineman	\$30.35	\$31.26	\$30.35	\$31.26		X	X	4			X				X
PW- Elec- Lineman Foreman	\$32.47	\$33.44	\$32.47	\$33.44		X	X	1			X				X
PW- Elec- Systems Foreman	\$32.47	\$33.44	\$32.47	\$33.44		X	X	1			X				X
PW- Elec- Systems Technician	\$30.35	\$31.26	\$30.35	\$31.26		X	X	2			X				X
PW-Elec - Apprentice Technician	\$23.76	\$28.13	\$23.76	\$28.13		X	X	2			X				X
PW- Elec- Underground Specialist	\$27.32	\$28.13	\$27.32	\$28.13		X	X	1			X				X
PW- Gas, HVAC & Safety, Chief Opr	\$54,003.35	\$81,005.61	\$55,623.45	\$83,435.77				1		X					X
PW- Gas, Technician	\$17.52	\$29.20	\$18.05	\$30.08			X	2			X				X
PW- HVAC, Technician	\$17.52	\$29.20	\$18.05	\$30.08				2			X				X
PW- Storekeeper	\$17.52	\$29.20	\$18.05	\$30.08				1			X				X
PW- Street amd Systems Operator	\$17.52	\$29.20	\$18.05	\$30.08				5			X				X
PW- Street, Laborer	\$13.62	\$22.71	\$14.03	\$23.39				1			X				X
PW- Street, Maintenance Foreman	\$20.77	\$31.17	\$21.39	\$32.10			X	1			X				X
PW-Pump Station & Sanitary Sewer, Chief Operations	\$54,003.35	\$81,005.61	\$55,623.45	\$83,435.77			X	1		X					X
PW- Pump Station & Sanitary Sewer Operators	\$17.52	\$29.20	\$18.05	\$30.08				3			X				X
PW- Wastewater, Chief Operations	\$54,003.35	\$81,005.61	\$55,623.45	\$83,435.77			X	1		X					X
PW Waste Water Lab Technician	\$20.77	\$31.17	\$21.39	\$32.10				1			X				X
PW- Wastewater, Foreman	\$20.77	\$31.17	\$21.39	\$32.10			X	1			X				X
PW- Wastewater, Operator/Maintenance	\$15.58	\$25.98	\$16.05	\$26.76				5			X				X
PW- Water, Chief Operations	\$54,003.35	\$81,005.61	\$55,623.45	\$83,435.77			X	1		X					X
PW- Water, Operator/Maintenance	\$15.58	\$25.98	\$16.05	\$26.76				6			X				X
Rec-Director	\$62,643.80	\$93,965.12	\$64,523.11	\$96,784.08	X			1		X					
Rec- Fitness/Aquatic & Adult Rec Supervisor	\$11.69	\$19.48	\$12.04	\$20.06				1			X				
Rec - Forum Supervisor PPT	\$15.58	\$25.98	\$16.05	\$26.76				1	1		X				
Rec- Equipment Operator	\$15.58	\$25.98	\$16.05	\$26.76				1			X				
Rec- Maintenance Supervisor	\$47,522.45	\$71,284.24	\$48,948.12	\$73,422.77				1		X					
Rec- Office Supervisor	\$17.52	\$29.20	\$18.05	\$30.08				1			X				
Rec-Admin Assistan (PPT)	\$13.62	\$22.71	\$14.03	\$23.39				1	1		X				
Rec-Facilities Maintenance	\$15.58	\$25.98	\$16.05	\$26.76				1			X				
Rec- Laborer/Maintenance	\$13.62	\$22.71	\$14.03	\$23.39				1			X				
Rec- Youth Programs Director (Asst Director)	\$47,522.45	\$71,284.24	\$48,948.12	\$73,422.77				1		X					
Utility Cashier Clerk	\$13.62	\$22.71	\$14.03	\$23.39				2			X				
Utility Office Manager	\$43,202.22	\$64,804.48	\$44,498.29	\$66,748.62				1		X					
Utility Senior Cashier Clerk	\$15.58	\$25.98	\$16.05	\$26.76				1			X				
Village Administrator	\$90,724.67	\$161,133.40	\$93,446.41	\$165,967.40	X			1		X					