

## MEMORANDUM

**TO:** The Honorable Mayor and City Council  
**FROM:** Holly Schulz, Director of Human Resources  
**DATE:** April 17, 2023  
**SUBJECT:** **2023/2024 Pay Ordinance**

### Request

Approval of the attached Pay Ordinance establishing the Department Head (D), Managerial/Professional (M) and General Occupation (G) Classification pay scales for non-union employees for May 1, 2023 - April 30, 2024. This ordinance includes a 3% range adjustment to the pay scales for the 2023/2024 year, along with step movement for G-scale employees and a 0-5% merit pool for Managerial employees and Department Heads.

### Background

It is the policy of the City of Wheaton to establish a compensation plan that will allow the City to effectively compete for qualified personnel, retain productive employees and ensure that pay is equitable, both internally and externally, and commensurate with the duties performed by each employee.

**Pay Range Adjustment** - A range adjustment of 3% to the City's compensation plan for 2023/2024 is recommended based on a variety of factors including the sharp increase in both Employment Cost Index (ECI) and Consumer Price Index (CPI-U), as well as the increases negotiated into the Collective Bargaining Agreements.

- The ECI increased 5.1% for the twelve-month period ending December 2022.
- The CPI-U for February 2022-February 2023 increased 6%. It increased 7.9% the year prior.
- The IAFF Local 3706 (Fire) bargaining unit will receive a 2.25% cost of living adjustment effective May 1, 2023.
- The Local 150 (Public Works) will receive a 3% cost of living adjustment, with an additional market adjustment effective May 1, 2023.
- The MAP 699 (Police Patrol) and MAP 450 (Police Sergeants) bargaining agreements will expire on April 30, 2023. The City is currently bargaining with both unions.
- The average cost of living increase for surrounding communities is 3.13%

**Merit/Performance Increase** - Department Heads and Managerial/Professional employees would be eligible for a merit increase (0-5%) based on their annual evaluation rating at the time of their performance review. The incumbents in the General Occupation scale would receive a 3% increase on May 1, 2023 and would be allowed to move through their step range with a "meets standards" rating on their annual evaluation.



## Cost

The budgeted cost of pay increases for non-union employees is \$320,968 for 2023. Staff's recommendation of a 3% cost of living adjustment will cost \$365,352. Most of the difference between budget and the recommendation will come from the General Occupation positions.

<b>Pay Scale</b>	<b>Budget (2% ARA + 4% D&amp;M Merit + Step Increases)</b>	<b>Recommendation (3% ARA + 5% D&amp;M Merit + Step Increases)</b>	<b>Difference</b>
Department Heads (D)	\$77,467	\$97,339	\$19,827
Managerial/Professional (M)	\$84,797	\$107,184	\$22,387
General Occupation (G)	\$158,704	\$198,893	\$40,189
<b>Total Increase</b>	<b>\$320,968</b>	<b>\$403,416</b>	<b>\$82,448</b>

**Position Changes** - Finally, there were several position changes to the compensation plan since May 2022:

- Department Head Scale DE – City Attorney was added.
- Management/Professional Scale MC – The Administrative Superintendent was removed due to reorganization in Administration.
- Management/Professional Scale MB – The Senior Systems Analyst was removed due to reorganization in the IT Department.
- General Occupation Scale GL – The Senior Management Analyst position was created due to a reorganization in Administration and Finance Departments.
- General Occupation Scale GL – The Network Analyst position was created due to a reorganization of duties in the IT Department.
- General Occupation Scale GK – The Grant Coordinator position was removed due to reorganization of duties in the Finance Department.
- General Occupation Scale GJ – The Management Analyst position was created due to a reorganization in Administration.
- General Occupation Scale GJ – The Public Safety Analyst position was created due to a reorganization in the Police Department, which included removal of one Administrative Secretary position.
- General Occupation Scale GG – The Administrative Assistant position was created due to a reorganization in Administration, HR and Legal.
- Part Time/Seasonal Occupation Scale
  - Added Part-Time Custodian
  - Removed Part-Time Special Projects Assistant due to reorganization in Administration, HR and Legal.
  - Removed Part-Time Administrative Assistant due to reorganization in Administration, HR and Legal.

## Recommendation

In order to maintain a competitive compensation plan, Staff recommends a 3% range adjustment due to a dramatic increase in the Consumer Price Index, Employment Cost Index, and recent increases to collective bargaining units. In addition, staff recommends step increases for the G Scale and merit increases for the M and D Scales.

**ORDINANCE NO. O-2023-**

**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.

**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, adopted by Ordinance No. O-2022-17 on April 18, 2022, are hereby repealed and rescinded in their entirety and replaced with the amended Exhibits A, B, C, D, E, and F which are attached hereto and incorporated herein as if fully set forth as Attachment 1.

Section 2: All ordinances or parts of ordinances in conflict herewith be and are hereby repealed.

Section 3: This Ordinance shall be in full force and effect May 1, 2023, as provided by law.

\_\_\_\_\_  
Mayor

Attest:

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

Roll Call Vote:

Ayes:  
Nays:  
Absent:

Passed:  
Published:

# ATTACHMENT 1

Exhibit A

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

Grade	Position Titles	Salary Scale		
		Min	Mid	Max
<b>DA</b>	Public Information Officer	95,270	114,325	133,379
<b>DB</b>	N/A	101,938	122,328	142,714
<b>DC</b>	Director of Building & Code Enfor. Director of Planning & Econ.Dev.	109,073	130,890	152,706
<b>DD</b>	Director of Engineering Director of Human Resources Director of Information Technology	116,708	140,052	163,394
<b>DE</b>	City Attorney	124,878	149,855	174,831
<b>DF</b>	Assistant City Manager Chief of Police Director of Finance Director of Public Works Fire Chief	133,622	160,343	187,071
<b>DG</b>	N/A	142,974	171,570	200,164
<b>DH</b>	N/A	152,983	183,579	214,176
<b>DI</b>	N/A	163,693	196,431	229,166
<b>DJ</b>	City Manager	175,149	210,180	245,210
<b>DK</b>	N/A	187,410	224,892	262,374
<b>DL</b>	N/A	200,529	240,637	280,742

All positions FLSA exempt.

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

		Salary Scale		
		Min	Mid	Max
<b>MA</b>	Facilities Manager (2) Development Engineer	87,634	102,970	118,305
<b>MB</b>	Fleet Maintenance Superintendent Forestry Superintendent Senior Project Engineer EMS Manager	93,769	110,178	126,587
<b>MC</b>	Assistant Director of Finance Assistant Director of IT Sewer Superintendent Street Superintendent Water Superintendent	100,331	117,892	135,447
<b>MD</b>	N/A	107,355	126,142	144,930
<b>ME</b>	(4) Assistant Fire Chief	114,871	134,972	155,075
<b>MF</b>	N/A	122,911	144,420	165,932
<b>MG</b>	(2) Deputy Police Chief	131,515	154,530	177,546

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

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

Grade	FLSA Status	Grade	FLSA Status
<b><u>Grade GL</u></b>		<b><u>Grade GG</u></b>	
Electrical Services Manager	Exempt	Senior Administrative Secretary	Non-Exempt
Finance Analyst	Exempt	Administrative Assistant	Non-Exempt
Project Engineer (3)	Exempt		
Systems Analyst	Exempt	<b><u>Grade GF</u></b>	
Police Services Supervisor	Non-Exempt	Administrative Secretary (2)	Non-Exempt
Procurement Officer	Exempt	Accounts Coordinator - A/R	Non-Exempt
Systems & Data Analyst	Exempt	Accounts Coordinator - Utility Billing	Non-Exempt
Social Worker	Exempt	Accounts Coordinator - A/P	Non-Exempt
Senior Management Analyst	Exempt	Dispatcher/Assistant	Non-Exempt
Network Analyst	Exempt	Building Services Representative (2)	Non-Exempt
		Systems Specialist - Public Safety	Exempt
<b><u>Grade GK</u></b>		Systems Specialist - GIS	Exempt
Building Inspector	Non-Exempt	Maintenance Technician	Non-Exempt
City Clerk/Executive Assistant	Exempt		
Code Compliance Officer	Exempt	<b><u>Grade GE</u></b>	
Plan Examiner (2)	Exempt	Community Service Officer (3)	Non-Exempt
		Customer Service Representative	Non-Exempt
<b><u>Grade GJ</u></b>		Police Services Representative (5)	Non-Exempt
HR Generalist	Exempt		
Property Control Officer	Non-Exempt	<b><u>Grade GD</u></b>	
Management Analyst	Exempt	Parking Enforcement Officer (2)	Non-Exempt
Public Safety Analyst	Non-Exempt		
<b><u>Grade GI</u></b>		<b><u>Grade GC</u></b>	
Staff Accountant	Exempt	(No Current Incumbents)	
Staff Planner	Exempt		
<b><u>Grade GH</u></b>		<b><u>Grade GB</u></b>	
Municipal Producer	Exempt	Account Clerk	Non-Exempt
Payroll & A/P Supervisor	Non-Exempt		
Public Relations Coordinator	Exempt	<b><u>Grade GA</u></b>	
Web/Multimedia Specialist	Exempt	(No Current Incumbents)	
PT Social Worker	Non-Exempt		
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>	40,461	41,964	43,521	45,138	46,881	48,695	50,574
	<i>Hrly</i>	19.45	20.18	20.92	21.70	22.54	23.41	24.31
<b>GB</b>	<i>Annual</i>	43,292	44,901	46,567	48,298	50,163	52,102	54,115
	<i>Hrly</i>	20.81	21.59	22.39	23.22	24.12	25.05	26.02
<b>GC</b>	<i>Annual</i>	46,322	48,043	49,827	51,678	53,674	55,750	57,906
	<i>Hrly</i>	22.27	23.10	23.96	24.85	25.80	26.80	27.84
<b>GD</b>	<i>Annual</i>	49,567	51,406	53,315	55,295	57,432	59,653	61,957
	<i>Hrly</i>	23.83	24.71	25.63	26.58	27.61	28.68	29.79
<b>GE</b>	<i>Annual</i>	53,036	55,006	57,048	59,165	61,451	63,827	66,293
	<i>Hrly</i>	25.50	26.45	27.43	28.44	29.54	30.69	31.87
<b>GF</b>	<i>Annual</i>	56,748	58,855	61,041	63,307	65,755	68,296	70,935
	<i>Hrly</i>	27.28	28.30	29.35	30.44	31.61	32.83	34.10

		Step							
Grade		1	2	3	4	5	6	7	8
<b>GG</b>	<i>Annual</i>	59,422	61,691	64,046	66,493	69,032	71,666	74,404	77,246
	<i>Hrly</i>	28.57	29.66	30.79	31.97	33.19	34.45	35.77	37.14
<b>GH</b>	<i>Annual</i>	63,582	66,008	68,530	71,147	73,863	76,685	79,614	82,654
	<i>Hrly</i>	30.57	31.73	32.95	34.21	35.51	36.87	38.28	39.74
<b>GI</b>	<i>Annual</i>	68,029	70,629	73,328	76,127	79,034	82,052	85,186	88,440
	<i>Hrly</i>	32.71	33.96	35.25	36.60	38.00	39.45	40.95	42.52
<b>GJ</b>	<i>Annual</i>	72,793	75,573	78,460	81,455	84,566	87,796	91,148	94,630
	<i>Hrly</i>	35.00	36.33	37.72	39.16	40.66	42.21	43.82	45.50

		Step								
Grade		1	2	3	4	5	6	7	8	9
<b>GK</b>	<i>Annual</i>	76,419	79,340	82,373	85,522	88,792	92,187	95,710	99,369	103,167
	<i>Hrly</i>	36.74	38.14	39.60	41.12	42.69	44.32	46.01	47.77	49.60
<b>GL</b>	<i>Annual</i>	81,767	84,893	88,138	91,509	95,007	98,639	102,411	106,323	110,389
	<i>Hrly</i>	39.31	40.81	42.37	43.99	45.68	47.42	49.24	51.12	53.07

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

<b>Performance Evaluation Score</b>	<b>Percent Increase Pay</b>
4.50 - 5.00	5.0%
4.00 - 4.49	4.5%
3.50 - 3.99	4.0%
3.01 - 3.49	3.5%
3.00	3.0%
Below 3.0	0



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

Part-Time Cust. Services Rep. Part-Time ER Mgmt Specialist Part-Time Systems Technician Part-Time CSO Part-Time Police Services Rep Part-Time Property Maint Inspector Part-Time Admin Assistant (PW) Part-Time Building Services Rep	
Step 1	\$19.36
Step 2	\$20.33
Step 3	\$21.35
Step 4	\$22.41
Step 5	\$23.54
Step 6	\$24.71

Crossing Guard	
Per Crossing	\$18.06

Part-Time Media Assistant	
Step 1	\$15.47
Step 2	\$16.22
Step 3	\$17.04
Step 4	\$17.88
Step 5	\$18.79
Step 6	\$19.70

Seasonal Worker	
Step 1	\$14.00
Step 2	\$15.00

Part-Time Admin. Assist. Engineering Intern Part-Time Custodian	
Step 1	\$14.10
Step 2	\$14.80
Step 3	\$15.55
Step 4	\$16.33
Step 5	\$17.14
Step 6	\$17.98