

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Section 3: All ordinances or parts of ordinances in conflict herewith be and are hereby repealed.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

  
Philip J. Suess  
Mayor

Attest:

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

All positions FLSA exempt.

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

<b>Grade</b>	<b>Position Titles</b>	<b>Salary Scale</b>		
		<b>Min</b>	<b>Mid</b>	<b>Max</b>
<b>MA</b>	Facilities Manager	79,799	93,764	107,727
<b>MB</b>	Senior Systems Analyst Fleet Maintenance Superintendent Forestry Superintendent (2) Senior Project Engineer	85,385	100,327	115,269
<b>MC</b>	Assistant Director of Finance Assistant Director of IT Admin Superintendent Sewer Superintendent Street Superintendent Water Superintendent	91,361	107,351	123,337
<b>MD</b>		N/A	97,756	114,864
<b>ME</b>	(4) Assistant Fire Chief	104,600	122,905	141,210
<b>MF</b>	(2) Deputy Police Chief	111,922	131,508	151,096
<b>MG</b>		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
<b><u>Grade GL</u></b>		<b><u>Grade GG</u></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		
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
		Accounts Coordinator - A/P	Non-Exempt
<b><u>Grade GK</u></b>		Dispatcher/Assistant	Non-Exempt
Building Inspector	Non-Exempt	Permit Processor (2)	Non-Exempt
City Clerk/Executive Assistant	Exempt	Systems Specialist - Public Safety	Exempt
Code Compliance Officer	Exempt	Systems Specialist - GIS	Exempt
Plan Examiner (2)	Non-Exempt	Maintenance Technician	Non-Exempt
<b><u>Grade GJ</u></b>		<b><u>Grade GE</u></b>	
HR Generalist	Exempt	Community Service Officer (3)	Non-Exempt
Property Control Officer	Non-Exempt	Customer Service Representative	Non-Exempt
		Police Services Representative (5)	Non-Exempt
<b><u>Grade GI</u></b>		<b><u>Grade GD</u></b>	
Staff Accountant	Exempt	Parking Enforcement Officer (2)	Non-Exempt
Staff Planner	Exempt		
<b><u>Grade GH</u></b>		<b><u>Grade GC</u></b>	
Municipal Producer	Exempt	(No Current Incumbents)	
Public Relations Coordinator	Exempt		
Web/Multimedia Specialist	Exempt	<b><u>Grade GB</u></b>	
		Account Clerk	Non-Exempt
<b><u>Grade GA</u></b>		<b><u>Grade GA</u></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>	<b>Percent Increase Pay</b>
4.50 - 5.00	No Increase
4.00 - 4.49	No Increase
3.50 - 3.99	No Increase
3.00 - 3.49	No Increase
Below 3.0	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