

**NOTICE OF A SPECIAL MEETING OF THE
ADMINISTRATION & LEGAL COMMITTEE**

Notice is hereby given that a special meeting of the Administration & Legal Committee of the Village of Tinley Park, Cook and Will Counties, Illinois, will begin at 6:00 p.m. on Tuesday, September 26, 2017, in Council Chambers at the Village Hall of Tinley Park, 16250 S. Oak Park Avenue, Tinley Park, Illinois.

The agenda is as follows:

1. OPEN THE MEETING
2. CONSIDER THE APPROVAL OF THE MINUTES OF THE SPECIAL
ADMINISTRATION AND LEGAL COMMITTEE MEETING HELD ON SEPTEMBER 19,
2017.
3. RECEIVE UPDATE ON COMPENSATION AND BENEFITS STUDY.
4. RECEIVE COMMENTS FROM THE PUBLIC.

ADJOURNMENT

KRISTIN A. THIRION
VILLAGE CLERK

MINUTES
Administration & Legal Committee
September 19, 2017 – 7:15 p.m.
Village Hall of Tinley Park – Council Chambers
16250 S. Oak Park Avenue
Tinley Park, IL 60477

Members Present: M. Pannitto, Chair
M. Mangin, Village Trustee
C. Berg, Village Trustee

Members Absent: None

Other Board Members Present: B. Younker, Village Trustee
W. Brady, Village Trustee

Staff Present: D. Niemeyer, Village Manager
S. Neubauer, Police Chief
D. Framke, Marketing Director
S. Malmborg, Planner
R. Zimmer, Executive Assistant to the Mayor
P. Connelly, Village Attorney
L. Godette, Deputy Village Clerk

Item #1 - The meeting of the Administration and Legal Committee Meeting was called to order at 7:15 p.m.

Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE SPECIAL ADMINISTRATION AND LEGAL COMMITTEE MEETING HELD ON AUGUST 1, 2017 – Motion was made by Trustee Mangin, seconded by Trustee Berg, to approve the minutes of the Administration and Legal Committee Meeting held on August 22, 2017. Vote by voice call. Chairman Pannitto declared the motion carried.

Item #3 – DISCUSS CLASS B LIQUOR LICENSE FOR IN N OUT LIQUOR, 7101 W. 183RD STREET – Village Attorney Connelly stated that George's Liquor is currently operating under a Class B license and is willing to give up its current license when the new store, In N Out Liquors, opens. This is not a traditional change of location of a liquor license nor is it a change of ownership because the owner is closing one business and opening another under different articles of incorporation. In order to open In N Out Liquors needs to have comes renovations done at the new location. The owner, Laith Swaiss, does not want to begin construction on the new location unless is he is sure a liquor license will be granted. George's Liquor will continue to operate until the day before In N Out opens its doors. As a result, this petition is to award a Class B liquor license to In N Out Liquor that will not go into effect until the day after George's Liquors closes its doors. The net result for this action will keep the number of Class B licenses the same.

Motion was made by Mangin, seconded by Trustee Berg, to recommend approving a Class B. Liquor License for In N Out Liquor, 7101 W. 183rd St. Vote by voice. Chairman Pannitto declared the motion carried.

Item #4 – RECEIVE COMMENTS FROM THE PUBLIC - No comments from the public.

ADJOURNMENT = Motion was made by Trustee Mangin, seconded by Trustee Berg, to adjourn this meeting of the Administration & Legal Committee. Vote by voice call. Chairman Pannitto declared the motion carried and adjourned the meeting at 7:19 p.m.

MEMORANDUM



To: Michael Pannitto, Chair Administration & Legal Committee

From: David Niemeyer, Village Manager *dm*

cc: Village Board
Patrick Carr, Interim Assistant Village Manager
Denise Maiolo, Interim Human Resource Director
Sam Brunell, Interim Deputy Human Resource Director
Patrick Connelly, Village Attorney

Date: September 22, 2017

Re: Compensation and Benefits Analysis

Staff will be providing an update on the Compensation and Benefit Analysis at the Tuesday, September 26, 2017 Administration and Legal Committee meeting. Attached is a copy of the PowerPoint that will be presented.



Compensation and Benefits Study

Project Updates and Recommendations

September 26, 2017

Project Timeline

- The Village's current pay structure was developed and implemented in 2006, with various updates and adjustments made throughout the years.
- Village issued an RFP for a Compensation and Benefits Study in late summer 2016 and awarded Paypoint HR with the contract in September 2016.
- Paypoint HR held several conference calls with HR and the Village Manager, completed on site visits with staff, and implemented online Job Analysis Questionnaires for employees to complete.
- Raw data was collected beginning in October 2016 and distributed to Village in April 2017
 - no private sector organizations responded.
- Draft Report received on June 12, 2017 and was presented for initial review to Administration & Legal Committee in June 27, 2017.
- Further review of positions, more in depth analysis of market data, and subsequent conference calls with Paypoint have been held over past 2 months.

Key Deliverables from Paypoint HR

- Single, Equitable, Simple Pay Plan.
- Updated Job Descriptions and Job Descriptions and Classification Policy Manual.
- Pay Plan Administration and Managing Pay Ranges Guidelines, Policies, and Procedures.
- Informal Appeals Process Policy and Discussion Guides.
- “Train the Trainer” Session with Management Staff.
- Review of Merit Pay and Benefits.

Current vs. Proposed Pay Plan

Current Pay Plan	Proposed Pay Plan
- Two separate pay plans for Management and Non-Management staff in addition to a salary ordinance for various groups of part-time employees. - Only 8 steps, with two additional “merit” steps, which can cause pay compression issues and low morale for the employees at the top of their range. - Inequitable salary ranges – spread between minimum and maximum rates vary from 30% - 80%. - Several unused pay grades and outdated positions.	- A single pay plan that includes both full and part-time Management and Non-Management staff, which eliminates number of positions in salary ordinance. 15 steps (A-O), but with Steps “N” and “O” serving as “Merit” steps that require an employee meet stringent criteria developed and approved by the Village Manager. 60% spread between each pay grade’s minimum and maximum rates –provides opportunity for pay increases for performance, experience, market rates, cost of living, career growth, etc. - Elimination of unused positions and re-classification of other positions to better suit the needs of the Village.

Staff Recommendations

- Phase 1 – Market Wage Adjustment.
 - All non-bargained employees will receive a 2.5% market wage adjustment (one-time payment) retroactive to May 1, 2017 based on their current hourly rate per the Village's pre-existing pay plan. This will NOT require the Village to have to update the Village's pre-existing pay plan or salary ordinance.
 - Estimated Cost to the Village: \$375,000 (Currently Budgeted).
 - Estimated Date of Implementation: Early October/ASAP following Village Board approval.
- Phase 2 – Implement New Pay Plan.
 - All non-bargained employees (including those on salary ordinance) will be plotted on the new pay plan into the next step that is closest to the employee's currently existing hourly rate. This results in a one-time "transition adjustment".
 - Estimated Cost to the Village: TBD.
 - Estimated Date of Implementation: Mid – Late December following Village Board approval.

Moving Forward

- Further Analysis of Part-Time Positions on Salary Ordinance.
 - Ex. Firefighters, Crossing Guards, Commission Secretaries.
- Communication Plan for Staff to include Supervisor Training and Appeals Process for Employees.
- Implement Pay Plan and One-Time “Transition Adjustment” by May 1, 2018.
- Review and Revise Village’s Benefits and Merit Plan Based on Paypoint’s Recommendations and Village’s Performance Evaluation Process.
- Development of a Village-Wide Succession Plan.



Questions?

COMMENTS FROM THE PUBLIC

ADJOURNMENT