

MINUTES
Administration and Legal Committee
September 26, 2017 – 6:00 p.m.
Village Hall of Tinley Park – Council Chambers
16250 S. Oak Park Avenue
Tinley Park, IL 60477

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

Members Absent: None

Other Board Members Present: None

Staff Present: D. Niemeyer, Village Manager
P. Carr, Assistant Village Manager
S. Neubauer, Police Chief
L. Mason, Deputy Police Chief
D. Maiolo, Acting Human Resource Director
S. Burnell, Interim Assistant Human Resource Director
L. Godette, Deputy Village Clerk
L. Carollo, Commission/Committee Secretary

Item #1 - The meeting of the Administration and Legal Committee Meeting was called to order at 6:01 p.m.

Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE ADMINISTRATION AND LEGAL COMMITTEE MEETING HELD ON SEPTEMBER 19, 2017 – Motion was made by Trustee Berg, seconded by Trustee Mangin, to approve the minutes of the Administration and Legal Committee Meeting held on September 19, 2017. Vote by voice call. Chairman Pannitto declared the motion carried.

Item #3 – RECEIVE UPDATE ON COMPENSATION AND BENEFITS STUDY -

Samantha Burnell presented an update on the Compensation and Benefits Study. The update included the project timeline noting that the Village's current pay structure was developed and implemented in 2006, with various updates and adjustments made throughout the years. A Request for Proposal (RFP) for this study was issued in the summer of 2016 and awarded to Paypoint HR. Raw data was collected by Paypoint HR starting in October of 2016 and distributed in to the Village in April 2017. A report was presented to this committee in June of 2017. Further review of positions and a more in depth analysis of market data has been held over the past two months.

The current pay plan includes two separate pay plans for management and non-management staff in addition to a salary ordinance for various groups of part-time employees. It has eight steps, with two additional merit steps. In equitable salary ranges spread between minimum and maximum rates vary from 30% to 80%. There are several unused pay grades and outdated positions.

The proposed pay plan includes a single pay plan that includes both full and part-time, management and non-management staff. It has fifteen steps with some steps serving as merit steps that require an employee meeting stringent criteria developed and approved by the Village Manager. There is a 60% spread between each pay grade's minimum and maximum rates which provide opportunity for pay

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increases for performance, experience, market rates, cost of living, and career growth. The elimination of unused positions and reclassification of other position to be better suit the needs of the Village are also included.

Staff recommends all non-bargaining employees to receive a 2.5% market wage adjustment with a one-time payment retroactive to May 1, 2017 based on their current hourly rate per the Village's pre-existing pay plan. The estimated cost of the one time retroactive pay is \$375,000 which is currently budgeted. The estimated date of the market wage adjustment is following Village Board approval in early October. After further research Staff will be bringing the implementation proposal for the new pay plan to the Village Board for approval.

Trustee Mangin commented that this new pay plan will be much clearer to employees and a succession plan will be implemented.

Trustee Berg asked job descriptions would be reviewed. Ms. Burnell stated that some would be reformatted not necessarily changed. Trustee Berg asked if there would be a side by side comparison regarding salaries. Ms. Brunell stated yes.

Trustee Pannitto this will be a difficult process with some new job creations, researching merit performance and making sure current employees receive their pay increase.

Motion was made by Trustee Mangin, seconded by Trustee Berg, to recommend to the Village Board awarding the 2.5% pay increase to non-bargaining employees. Vote by voice. Chairman Pannitto declared the motion carried.

Item #4 – RECEIVE COMMENTS FROM THE PUBLIC –

Michael Paus stated he is pleased with the new plan and hopes the succession plan will elevate the need for consultants. He is also pleased with the residency restriction being lifted.

Diane Galante stated her concerns regarding employees that are being overpaid for their positions according to the study. Trustee Mangin noted that the merit adjustment is part of the new plan and that in time the adjustment will take care of this issue for both employees who are paid to high and paid to low. Trustee Pannitto concurred that it will take time to make these adjustments.

ADJOURNMENT

Motion was made by Trustee Mangin, seconded by Trustee Berg, to adjourn this meeting of the Administration and Legal Committee. Vote by voice call. Chairman Pannitto declared the motion carried and adjourned the meeting at 6:25 p.m.

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