



## Village of Downers Grove

### Official Village Policy Approved by Village Council

|                 |                                                                                   |                 |                |
|-----------------|-----------------------------------------------------------------------------------|-----------------|----------------|
| Description:    | <b>Employment Classification Plan</b>                                             |                 |                |
| Res. or Ord. #: | <b>Res. 2001-33</b>                                                               | Effective Date: | <b>4/17/01</b> |
| Category:       | <b>Human Resources</b>                                                            |                 |                |
|                 | <input type="checkbox"/> New Council Policy                                       |                 |                |
|                 | <input checked="" type="checkbox"/> Amends Previous Policy Dated: <b>11/29/93</b> |                 |                |
|                 | Description of Previous Policy (if different from above):<br><br>                 |                 |                |

#### RESOLUTION 2001-33

#### **A RESOLUTION AMENDING THE VILLAGE OF DOWNERS GROVE EMPLOYMENT CLASSIFICATION PLAN**

WHEREAS, the Village Manager has heretofore issued the Employment Classification Plan; and

WHEREAS, the Village Council of the Village of Downers Grove, has heretofore approved the Employment Classification Plan; and

WHEREAS, it has been recommended by the Village Manager that a comprehensive amendment to the Employment Classification Plan be adopted by deleting the existing Employment Classification Plan in its entirety and substituting in its place a new Village of Downers Grove Employment Classification Plan, dated April 17, 2001.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

1. That the existing Employment Classification Plan is hereby amended by substituting in its place, and in its entirety, the Village of Downers Grove Employment Classification Plan, dated April 17, 2001, a copy of which is attached hereto as Exhibit #1.
2. That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.
3. That this Resolution shall be in full force and effect from and after its passage as provided by law.

Brian Krajewski, Mayor

Passed: April 17, 2001

Attest:

Linda Brown, Deputy Village Clerk

# **VILLAGE OF DOWNERS GROVE**

## **EMPLOYEE CLASSIFICATION PLAN**



Revised 4/17/01

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## SECTION 1. EMPLOYMENT CLASSIFICATION PLAN

### 1.1 In General

The Employment Classification Plan (the "Plan") is the systematic identification and grouping of the employment positions of the Village of Downers Grove. Except as noted herein, the Plan includes all non-bargaining employment positions with the Village, including part time positions.

### 1.2 Exclusions

The Plan does not include, and shall not apply to, any of the following:

- a. Any employment position covered as part of collective bargaining agreement, except to the extent otherwise provided in the collective bargaining agreement.
- b. Any temporary employment position with the Village, such as seasonal positions.
- c. Any employment position covered by an express employment contract, except to the extent otherwise provided in the employment contract.

### 1.3 Components

The Plan is composed of the following:

- a. Class specifications for each employment position with the Village; and,
- b. The grouping of these class specification into a compensation plan.

### 1.4 No Contract or Vested Rights Created

Except for employees under the jurisdiction of the Board of Fire and Police Commissioners, employees of the Village are "at will" employees and may be removed at any time, with or without cause. This plan does not create, and shall not be construed as creating, any contract or offer to contract with the Village. No property or tenure rights in employment shall be created, or deemed to be created, by this plan. All provisions of this plan are subject to change, at the sole discretion of the Village, at any time, with or without notice. No policy, benefit or procedure set forth in this plan implies or may be construed to imply that it or any portion thereof is an employment contract. Employment and compensation may be terminated by the Village with or without notice at any time at the option of the Village. In the event any of the provisions of this plan conflict with the laws of the State of Illinois or the United States Government, the latter shall take precedence.

### 1.5 Definitions

The definitions set forth in the Village of Downers Grove Personnel Manual shall apply to this Plan. For purpose of this program, the term Director means and includes the Village Manager, the Deputy Village Manager, the Fire Chief, the Police Chief, the Director of Planning Services, the Director of Information Services, the Director of Economic Development, the Director of Financial Services, the Director of Public Works, the Village Attorney, the Director of Human Resources, the Director of Social and Health Services, the Director of Code Services, and the Director of Redevelopment.

## **SECTION 2. CLASS SPECIFICATION**

### **2.1 In General**

A class specification is a listing of the minimum requirements or qualifications, such as education, work experience, and other criteria, needed to perform one or more employment positions with the Village. Class specifications are descriptive and explanatory and are not necessarily inclusive of all duties performed. They are designed to indicate the types of duties and level of responsibilities assigned to the class. The use of a particular specification as to duties, qualifications, or other factors shall not be held to exclude others of a similar kind or quality.

### **2.2 Employment Positions**

Within each class specification there may be one or more employment positions. By way of example, Administrative Secretary I designates entry-level secretary and Administrative Secretary II, all Department secretaries. A class specification may act as the job description where there is only one employment position involved. Where more than one employment position is involved, a separate job description may be prepared by the department head. This job description is to be based upon the class specification and submitted to the Director of Human Resources for approval. Where a separate job description has not been prepared, the class specification shall act as the job description for an employment position. The Director of Human Resources shall maintain the original and official copies of all class specifications and job descriptions for all employment positions with the Village. No employment position shall be created, amended, or recognized except as included in the official records of the Director of Human Resources.

### **2.3 Exempt Status**

Each class specification shall indicate whether the employment position(s) involved is an exempt or non-exempt employment position as provided under the Fair Labor Standards Act.

### **2.4 Authority**

The Village Manager has the sole authority to establish, abolish, or amend a class specification.

### **SECTION 3. COMPENSATION PLAN**

#### **3.1 In General**

The compensation plan groups the class specifications into pay grades, providing a grade interval and a range spread for each pay grade.

a. The pay grade is the number given to a group of class specifications for purposes of the compensation plan. These groups are numbered in ascending order from lower to higher salary ranges.

b. The salary range represents the spread from the lowest to the highest permitted salary for any class specification within the pay grade.

c. The range spread is the percentage increase from the lowest to the highest salary in the salary range.

d. The grade interval is the percentage change in the salary range between a pay grade and the pay grade immediately preceding.

#### **3.2 Authority**

The Village Council has the sole authority to establish, abolish, or amend the compensation plan.

#### **3.3 Establishment or Modification of Salary Range, Grade Interval or Range Spread**

Proposals to establish, abolish, or amend a salary range, grade interval or range spread may be initiated by the Village Manager and submitted to the Village Council for review and approval.

#### **3.4 Designation of a Class Specification Within a Pay Grade**

No change or modification in the pay grade designation of an existing class specification shall be permitted. Where a new or amended class specification is proposed the relevant Director shall, in conjunction with the Comprehensive Position Questionnaire (CPQ) described in section 4.2 of this program, submit a recommendation and supporting information regarding the proposed pay grade for the new or amended class specification.

#### **3.5 Salary Range**

Employees shall be placed and moved through the salary range, from the starting (lowest) salary to the mid-point, so that such employees are at a salary as designated in the compensation plan.

#### **3.6 Employee Salary May not Exceed Range**

Under no circumstances may an employee's salary rate exceed the maximum for the relevant pay range. This provision does not apply to bonus payments which are not added to an employee's salary base.



#### **SECTION 4. ESTABLISHMENT OR MODIFICATION OF A CLASS SPECIFICATION**

##### **4.1 Authority to Initiate**

Proposals to establish, abolish or amend a class specification may be initiated by a Director for an employment position within such Director's group. In addition, a proposal to establish, abolish or amend a class specification may also be initiated by the Director of Human Resources or the Village Manager for any employment position with the Village.

##### **4.2 Submittal Required**

The Director initiating a proposal to establish, abolish or amend a class specification, or as directed by the Village Manager or Director of Human Resources, shall complete a Comprehensive Position Questionnaire (CPQ) on forms provided by the Director of Human Resources. The CPQ shall be submitted to the Director of Human Resources, along with any supporting documents or information. In addition, the Director shall recommend and submit supporting information, regarding the proposed pay grade for any new or modified class specification, as provided in section 3.4.

##### **4.3 Review and Recommendation by Director of Human Resources.**

The Director of Human Resources shall review the CPQ and other documentation submitted and may require additional information as necessary to properly evaluate the proposed action. Following completion of this review, the Director of Human Resources will make a recommendation to the Village Manager regarding whether a class specification should be established, abolished or amended and, in the case of any recommended new or modified class specification, the proposed pay grade. In the event the Director of Human Resources recommends that a class specification be established or amended, the Director of Human Resources shall prepare and submit to the Village Manager, the proposed class specification.

##### **4.4 Review and Decision by Village Manager**

The Village Manager shall review documentation submitted as well as the recommendation of the Director of Human Resources, and may require additional information as necessary to properly evaluate the proposed action. Following completion of this review, the Village Manager will make the final decision regarding whether to establish, abolish or amend a class specification. In the event the Village Manager approves a new or amended class specification, the Manager shall recommend to the Village Council that the compensation plan be amended to include the new or amended class specification at such pay grade as the Village Manager may suggest. The decision of the Village Manager to establish or modify a class specification shall not become effective until the Village Council has amended the compensation plan to group the new or modified class specification within a pay grade.

## **SECTION 5. PLACEMENT WITHIN SALARY RANGE**

### **5.1 New Employees**

Unless otherwise directed as provided in section 5.5, a new employee shall be placed at the starting (lowest) salary increment listed for the class specification. For the purpose of this program, a new employee is a person who, on the day immediately preceding the effective date of their employment, was not an employee of the Village.

### **5.2 Lateral Transfers**

Unless otherwise directed as provided in section 5.5, an employee who is transferred to an employment position within the same class specification shall continue to be paid at the same salary level, as applied prior to such transfer. In addition, an employee who is transferred to an employment position which is in a different class specification but within the same pay grade, shall continue to be paid at the same salary level, as applied prior to such transfer. For purpose of this program, a transfer shall mean the reassignment of an employee to a different employment position included in a class specification within the same pay grade.

### **5.3 Promotion**

Unless otherwise directed as provided in section 5.5, an employee who is promoted to an employment position within a different class specification at a higher pay grade shall be within the salary range of such new employment position placed at the higher of the following:

- a. The starting (lowest) salary listed for the class specification to which the employee has been promoted; or,
- b. The employee's current salary, increased by an amount equal to the percentage grade interval between the employee's former and new employment positions. When a promotion moves an employee two or more grades higher than the current pay range, a minimum of 10% and a maximum of 15% increase may be granted.

### **5.4 Demotion**

Unless otherwise directed as provided in section 5.5, an employee who is demoted to an employment position within a different class specification at a lower pay grade shall be placed within the salary range of such new employment position at the lower of the following:

- a. The top (highest) salary level listed for the class specification to which the employee has been demoted; or,
- b. The employee's current salary.

### **5.5 Exceptions**

The Village Manager, at the Manager's sole discretion, may authorize the placement of an employee who is hired, transferred, promoted or demoted at any point within the salary range for the employment position involved.

## **SECTION 6. MOVEMENT WITHIN SALARY RANGE - MERIT SYSTEM**

### **6.1 Merit System - In General**

It is the policy of the Village of Downers Grove that movement through a salary range shall be based upon merit and performance. Nothing herein shall be deemed to vest or grant any right to a salary increase. The decision regarding whether any such increase will be granted is in the discretion of the Village Manager, and is subject to budgetary limits as established by the Village Council.

#### 6.2 Merit Increases - Annual

Employees on full employment status (employees who have completed their original qualification period) may be eligible for a merit increase effective the first pay period of each fiscal year. Eligibility will be based upon satisfactory performance review. Generally, if performance standards are met or exceeded, an employee will be eligible for an increase within the salary range.

If the employee is at the maximum in a salary range, the employee is eligible for such lump sum bonus payments as the Village Manager may designate. Such bonus payments shall not be added to the employee's base salary.

#### 6.3 Merit Increases - Completion of Original Qualification Period

An employee who is on the Village payroll prior to the effective date of a merit increase, but who does not receive a merit increase because such employee had not completed their original qualification period prior to such effective date and is therefore not on full employment status, may be eligible for a merit increase following the successful completion of their original qualification period with the Village. Eligibility will be based upon satisfactory performance review. Generally, if performance standards are met or exceeded, an employee will be eligible for one increment.

#### 6.4 Merit Increases - Exceptions

An employee who has been promoted within six (6) months prior to the effective date of the annual merit increase is not eligible for an annual merit increase as provided in Section 6.1, it being understood that such employee will receive an increase in salary at the time of their promotion as provided in Section 5.3.

#### 6.5 Merit Increases - Manager's Authority

Within approved budget limits, the Village Manager shall have the following authority:

- a. To grant bonuses for outstanding performance.
- b. To authorize merit increases in excess of that provided under Section 6.2 for outstanding performance. Such increase shall not exceed the authorized range for the position.

## **SECTION 7.     MARKET ADJUSTMENT**

### **7.1     Market Adjustment - In General**

A market adjustment is the periodic evaluation and modification of the compensation plan to assure that the pay grades, salary ranges, increments to mid-point, grade intervals and range spreads are comparable to those found in the local employment market. This market adjustment may either increase or decrease the salary range for any pay grade. A salary adjustment is a corresponding modification of an employee's salary, either increased or decreased, consistent with an approved market adjustment to the classification plan.

### **7.2     Market Adjustment - Sole Discretion of Village Council**

The decision regarding whether a market adjustment will be made, and if so the pay grades affected and level of such market adjustment, is expected to be made in conjunction with the annual budget process. The Village Council shall have the sole discretion to determine if a market adjustment is needed, and whether, considering all relevant information, a market adjustment should be approved. Nothing herein shall be deemed to vest or grant any right to a market adjustment or a corresponding salary adjustment. The decision regarding whether any such adjustments will be granted is in the discretion of the Village Council and is subject to budgetary limits.

### **7.3     Market Adjustment - Recommendation from the Director of Human Resources.**

In conjunction with preparation of the annual Village budget, the Director of Human Resources shall review information regarding the compensation levels for equivalent positions within the suburban Chicago area, including but not necessarily limited to wage rates and benefits. Based upon this review the Director of Human Resources shall transmit to the Village Manager, along with supporting documentation, a recommendation regarding whether there should be a market adjustment to any pay grade within the compensation plan, and if so, what that market adjustment should be. It is expected that this recommendation and supporting documentation will be forwarded to the Village Manager.

### **7.4     Market Adjustment - Recommendation from the Manager**

The Village Manager shall review the documentation submitted as well as the recommendation of the Director of Human Resources, and may require additional information as necessary to properly evaluate the recommendation. Following completion of this review, the Manager will transmit to the Village Council, along with supporting documentation, a recommendation regarding whether there should be a market adjustment to any pay grade within the compensation plan, and if so, what that market adjustment should be.

### **7.5     Market Adjustment - Decision by Village Council**

The Village Council shall review the documentation submitted as well as the recommendation of the Manager, and may require additional information as necessary to properly evaluate the recommendation. Following completion of this review, the Village Council will make the final decision regarding whether the compensation plan will be adjusted and, if so, the pay grades affected and the amount of the market adjustment. The Village Council shall adopt an ordinance approving the compensation plan for the upcoming fiscal year, either as currently configured, or as amended.

### **7.6     Market Adjustment - Salary Adjustment**

In the event the Village Council approves a market adjustment, the salary of those employees holding employment positions within the affected pay grades shall be adjusted accordingly on the effective date of the market adjustment.

## **SECTION 8. TEMPORARY PROMOTION**

### **8.1 Temporary Promotion - In General**

On a temporary basis not to exceed ninety (90) days, a Director may assign an employee to perform some or all of the duties of an employment position in a higher pay grade than that currently held by the employee. Such temporary promotions are to cover periods of heavy workloads and/or vacancies. The Director shall complete a personnel action request (PAR) and submit this along with any supporting documentation to the Director of Human Resources. Such temporary appointment shall not begin until approved by the Village Manager.

### **8.2 Temporary Promotion - Temporary Salary Increases**

During the period of temporary promotion, the employee salary level shall be increased as provided in Section 5.3 for promotions. The employee shall be eligible for merit increases and salary adjustments as provided in Section 6 and 7 of this Plan to the same extent as though the employee had been promoted to the position. At the conclusion of the temporary promotion, the employee's salary shall revert to the rate applicable to the employee prior to such temporary promotion, with normal merit increases and salary adjustments as permitted under Sections 6 and 7 of this Plan.

**SECTION 9.****ASSIGNMENT PAY****9.1 Assignment Pay - In General**

Except as provided herein, employees shall not be entitled to any additional compensation beyond that specified for their employment position within the compensation plan. A Director may assign an employee to perform duties substantially different than those normally included within the employment position currently held by the employee. In the event the Director determines that such additional duties merit additional compensation beyond that specified for their employment position within the compensation plan, the Director, with the approval of the Village Manager, may authorize assignment pay as provided herein. In such event the Director shall complete a personnel action request (PAR) and submit this along with any supporting documentation to the Director of Human Resources. No employee shall be entitled to assignment pay except as expressly approved by the Director and Village Manager with a PAR. Assignment pay for any employee may be terminated at any time at the sole discretion of the Village Manager.