

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE ESTABLISHING CERTAIN ANNUAL OR HOURLY PAY RATES AND PAY RANGES  
AND THE SALARY ADMINISTRATION SCHEDULE FOR THE VILLAGE OF ORLAND PARK  
NON-REPRESENTED EMPLOYEES FOR FY2024**

WHEREAS, the Village of Orland Park, Cook and Will Counties, Illinois (the “*Municipality*”), is a municipality and a home rule unit of government under Section 6 of Article VII of the 1970 Constitution of the State of Illinois; and

WHEREAS, subject to said Section, a home rule unit may exercise any power and perform any function pertaining to its government and affairs for the protection of the public health, safety, morals, and welfare; and

WHEREAS, the Village hereby adopts this ordinance in furtherance of its home rule powers;

NOW, THEREFORE, Be it ordained by the President and Board of Trustees of the Village Of Orland Park, Cook and Will Counties, Illinois, as follows:

*SECTION 1. ANNUAL OR HOURLY RATES*

That the ranges of annual or hourly rates for the non-represented employees of the Village are hereby to read as follows on Appendix A and Appendix B of this Ordinance.

*SECTION 2. SALARY ADMINISTRATION PROCEDURES*

- A. The Village Manager shall develop procedures and direct the administration of those procedures to ensure that individual employee’s wages are determined and allocated in an equitable manner in keeping with the goals and requirements of this policy.
- B. New employees and newly promoted employees shall be paid a salary within their new salary range that is not less than the minimum of the range and does not exceed the maximum of their new pay range. Salary increases for individual employees will be timed and salary increase amounts will be determined following the specific criteria below:
  1. Quality of performance since the employee’s last salary adjustment.
  2. Comparison of current salary to pay of other employees of like duties, responsibilities and performance.
  3. Position of an employee’s current salary within the pay range in terms of overall ability and overall performance since the employee first entered the range.
- C. The Village Manager shall annually direct the review and survey of certain positions and their salary ranges in comparison with other communities in proximity to the Village of Orland Park or of like size comparable composition.
- D. The Village Board shall annually approve salary rates and their effective dates for all employees.

*SECTION 3. JOB CLASSIFICATION:*

That all positions of the Village shall be separated into classifications and each classification shall have a pay range and the designation of an annual or hourly rate of pay.

All employees, including department directors, part-time and seasonal employees, shall receive such compensation as shall be determined from time to time by the Village Manager provided, however, no expenditure shall be made on account of or pursuant to appointment or employment by the Village Manager unless sufficient funds have been appropriated in the annual budget.

*SECTION 4.* That the provisions of this Ordinance are hereby declared to be separable, and if any section, phrase or provision of this Ordinance shall for any reason be declared to be invalid, such declaration shall not affect the remainder of the sections, phrases and provisions of this Ordinance.

*SECTION 5.* That all ordinances, resolutions or orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded; and that this Ordinance shall be in full force and effect upon its adoption and approval.

Presented, passed, approved and recorded this \_\_\_ day of \_\_\_\_\_, 2023.

Approved:

\_\_\_\_\_  
President

[SEAL]

ATTEST:

\_\_\_\_\_  
Village Clerk

Ayes: \_\_\_\_\_

\_\_\_\_\_

Nays: \_\_\_\_\_

Absent or Not Voting: \_\_\_\_\_