

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

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 _____, 2019.

Approved:

President

[SEAL]

ATTEST:

Village Clerk

Ayes: _____

Nays: _____

Absent or Not Voting: _____

APPENDIX A

Village of Orland Park Compensation Plan - Full-Time Non-Represented Employees

Effective January 1, 2020 to December 31, 2020

	Grade	Annual		Hourly	
		Minimum	Maximum	Minimum	Maximum
GIS Technician	2	47,615	64,280	22.89	30.90
Museum Curator/Admin To the Trustees	3	50,948	68,780	24.49	33.07
Administrative Assistant - Police	5	57,000	79,800	27.40	38.37
Communication Manager	5	57,000	79,800	27.40	38.37
Detention Aide/Administrative Specialist	5	57,000	79,800	27.40	38.37
Executive Assistant to Mayor	5	57,000	79,800	27.40	38.37
Executive Assistant to Village Manager	5	57,000	79,800	27.40	38.37
Planner I	5	57,000	79,800	27.40	38.37
Recreation Program Supervisor I	5	57,000	79,800	27.40	38.37
Senior Graphic Designer	5	57,000	79,800	27.40	38.37
Animal Control Officer	6	60,705	84,987	29.19	40.86
Recreation Financial Analyst	6	60,705	84,987	29.19	40.86
Assistant to the Director - Public Works	6	60,705	84,987	29.19	40.86
Management Analyst	6	60,705	84,987	29.19	40.86
Community Services Officer Supervisor	7	64,651	90,511	31.08	43.51
Fitness Center Manager	7	64,651	90,511	31.08	43.51
General Manager - Civic Center	7	64,651	90,511	31.08	43.51
Network Systems Administrator	7	64,651	90,511	31.08	43.51
Office Support Supervisor - All	7	64,651	90,511	31.08	43.51
Public Improvement Technician II - All	7	64,651	90,511	31.08	43.51
Recreation Program Supervisor II	7	64,651	90,511	31.08	43.51
Special Events Manager	7	64,651	90,511	31.08	43.51
Support Services Assitant Manager - All	7	64,651	90,511	31.08	43.51
Aquatic & Ice Rink Manager	8	68,853	96,394	33.10	46.34
Financial Analyst	8	68,853	96,394	33.10	46.34
Assistant to the Village Manager	8	68,853	96,394	33.10	46.34
Foreman	8	68,853	96,394	33.10	46.34
Information System Analyst - Police	8	68,853	96,394	33.10	46.34
Special Recreation Program Supervisor	8	68,853	96,394	33.10	46.34
Utility Supervisor	8	68,853	96,394	33.10	46.34
IT Network Engineer	9	73,329	102,660	35.25	49.36
GIS Manager	9	73,329	102,660	35.25	49.36
Human Resources Generalist	9	73,329	102,660	35.25	49.36
Senior Planner/Project Manager - All	9	73,329	102,660	35.25	49.36
Senior Applications System Analyst	9	73,329	102,660	35.25	49.36
Senior Project Engineer	9	73,329	102,660	35.25	49.36

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Village of Orland Park Compensation Plan - Full-Time Non-Represented Employees

Effective January 1, 2020 to December 31, 2020

	Grade	Annual		Hourly	
		Minimum	Maximum	Minimum	Maximum
Parks Operations Manager - All	10	78,095	109,333	37.55	52.56
Planning/Economic Development Manager	10	78,095	109,333	37.55	52.56
Purchasing, Contract & Risk Administrator	10	78,095	109,333	37.55	52.56
Recreation Division Manager - All	10	78,095	109,333	37.55	52.56
Streets Operations Manager	10	78,095	109,333	37.55	52.56
Support Services Manager	10	78,095	109,333	37.55	52.56
Utility Operations Manager	10	78,095	109,333	37.55	52.56
V&E/Transportation Operations Manager	10	78,095	109,333	37.55	52.56
 Assistant Finance Director	11	90,000	126,000	43.27	60.58
Assistant Recreation Director/Division Manager	11	90,000	126,000	43.27	60.58
Assistant Human Resources Director	11	90,000	126,000	43.27	60.58
Building Division Manager	11	90,000	126,000	43.27	60.58
 Director - Programs & Engineering Services	12	97,650	136,710	46.95	65.73
Human Resources Director	12	97,650	136,710	46.95	65.73
Parks & Grounds Director	12	97,650	136,710	46.95	65.73
Recreation Director	12	97,650	136,710	46.95	65.73
 Assistant Village Manager	13	105,950	148,330	50.94	71.31
Development Services Director	13	105,950	148,330	50.94	71.31
Public Works Director	13	105,950	148,330	50.94	71.31
 Chief of Police	14	114,956	160,938	55.27	77.37
Chief Technology Officer	14	114,956	160,938	55.27	77.37
Finance Director	14	114,956	160,938	55.27	77.37
 Village Manager	15	161,000	225,400	77.40	108.37

APPENDIX B***Village of Orland Park Compensation Plan - Part-Time Non-Represented Employees******Effective January 1, 2020 - December 31, 2020***

	Grade	Hourly	
		Minimum	Maximum
After School Pals Instructor	100	\$ 10.00	\$ 13.00
Building Attendant	100	\$ 10.00	\$ 13.00
Building Attendant/Civic Center	100	\$ 10.00	\$ 13.00
Complex Attendant	100	\$ 10.00	\$ 13.00
CPAC Cashier	100	\$ 10.00	\$ 13.00
Daycamp Instructor	100	\$ 10.00	\$ 13.00
Fitness Desk Attendant	100	\$ 10.00	\$ 13.00
Ice Rink Attendant	100	\$ 10.00	\$ 13.00
Inclusion Aide	100	\$ 10.00	\$ 13.00
Intern - Undergrad	100	\$ 10.00	\$ 13.00
Learn to Swim Instructor	100	\$ 10.00	\$ 13.00
Lifeguard	100	\$ 10.00	\$ 13.00
Rec I / Dance Teacher Assistant	100	\$ 10.00	\$ 13.00
Recreation Instructor I	100	\$ 10.00	\$ 13.00
Recreation Instructor I/Van Driver	100	\$ 10.00	\$ 13.00
Seasonal Maintenance	100	\$ 10.00	\$ 13.00
Seasonal Part-Time	100	\$ 10.00	\$ 13.00
Building Supervisor	200	\$ 11.00	\$ 15.00
CPAC Asst. Cashier Manager	200	\$ 11.00	\$ 15.00
Community Service Officer	200	\$ 11.00	\$ 15.00
Hydrant Painters	200	\$ 11.00	\$ 15.00
Lifeguard/Teamlead	200	\$ 11.00	\$ 15.00
Public Works Facilities Attendant	200	\$ 11.00	\$ 15.00
Recreation Instructor II	200	\$ 11.00	\$ 15.00
Seasonal Complex Supervisor	200	\$ 11.00	\$ 15.00
Sign Remover	200	\$ 11.00	\$ 15.00
Sportsplex Attendant	200	\$ 11.00	\$ 15.00
Crossing Guard	300	\$ 12.00	\$ 16.00
Detention Aide	300	\$ 12.00	\$ 16.00
Evidence Clerk	300	\$ 12.00	\$ 16.00
Maintenance Employee	300	\$ 12.00	\$ 16.00
Squad Leader	300	\$ 12.00	\$ 16.00
Complex Attendant II	350	\$ 13.00	\$ 17.00
Maintenance - Civic Center	350	\$ 13.00	\$ 17.00
Maintenance Employee II	350	\$ 13.00	\$ 17.00
Seasonal Maintenance II	350	\$ 13.00	\$ 17.00
Aquatics Trainer	400	\$ 14.00	\$ 18.00
Assistant Manager - Pool	400	\$ 14.00	\$ 18.00
Building Supervisor - Civic Center	400	\$ 14.00	\$ 18.00
Building Supervisor - Sportsplex	400	\$ 14.00	\$ 18.00

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Village of Orland Park Compensation Plan - Part-Time Non-Represented Employees

Effective January 1, 2020 - December 31, 2020

	Grade	Hourly	
		Minimum	Maximum
Clerk	400	\$ 14.00	\$ 18.00
Clerk Typist/Police	400	\$ 14.00	\$ 18.00
Clerical/Cashier	400	\$ 14.00	\$ 18.00
Complex Supervisor	400	\$ 14.00	\$ 18.00
Daycamp Assistant Site Director	400	\$ 14.00	\$ 18.00
Development Services Assistant	400	\$ 14.00	\$ 18.00
Division Secretary	400	\$ 14.00	\$ 18.00
Graphic Designer	400	\$ 14.00	\$ 18.00
Human Resources Assistant	400	\$ 14.00	\$ 18.00
Information Systems Technician I	400	\$ 14.00	\$ 18.00
Preschool Instructor	400	\$ 14.00	\$ 18.00
Program Assistant	400	\$ 14.00	\$ 18.00
Program Assistant - Veteran's	400	\$ 14.00	\$ 18.00
Recreation Instructor/Specialist	400	\$ 14.00	\$ 18.00
Recreation Service Clerk	400	\$ 14.00	\$ 18.00
Senior Assistant Cashier Manager	400	\$ 14.00	\$ 18.00
Sports Camp Instructor	400	\$ 14.00	\$ 18.00
CPAC Cashier Manager	450	\$ 14.50	\$ 20.00
PACE ADA Van Driver	450	\$ 14.50	\$ 20.00
Recreation Instructor II/Bus Driver	450	\$ 14.50	\$ 20.00
Sports Camp Supervisor	450	\$ 14.50	\$ 20.00
Telecommunicator	450	\$ 14.50	\$ 20.00
Program Coordinator	500	\$ 15.00	\$ 22.00
Complex Manager	500	\$ 15.00	\$ 22.00
Special Event Coordinator	500	\$ 15.00	\$ 22.00
Senior Asst. Pool Manager	600	\$ 21.00	\$ 27.00
Information Systems Technician II	600	\$ 21.00	\$ 27.00
Volleyball Referee	600	\$ 21.00	\$ 27.00
Website and Application Support Technician	600	\$ 21.00	\$ 27.00
Crime Free Housing Coordinator	700	\$ 23.00	\$ 29.00
Financial Analyst	700	\$ 23.00	\$ 29.00
Patrol Officer	700	\$ 23.00	\$ 29.00
Senior Program Coordinator	700	\$ 23.00	\$ 29.00
Senior Special Recreation Coordinator	700	\$ 23.00	\$ 29.00
Dance Instructors	800	\$ 24.00	\$ 30.00
Personal Trainer/Group X	800	\$ 24.00	\$ 30.00
Building Inspector	900	\$ 27.00	\$ 35.00
Electrical Inspector	900	\$ 27.00	\$ 35.00
Engineer I	900	\$ 27.00	\$ 35.00
Plumbing/Property Maintenance Inspector	900	\$ 27.00	\$ 35.00
Senior Property Maintenance Inspector	900	\$ 27.00	\$ 35.00
Senior Planner/Project Manager	990	\$ 30.00	\$ 50.00

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Effective January 1, 2020 - December 31, 2020

	Grade	Hourly	
		Minimum	Maximum
Special Projects Manager	990	\$ 30.00	\$ 50.00
Maintenance Employee/Civic Center	999	\$ 50.00	\$ 50.00