



REPORT TO APC

ITEM NAME:	Adoption of 2024 Evaluation Wage-Scale Budget Range
MEETING DATE:	March 27, 2024
PRESENTING COMMITTEE:	Administrative Policy Committee (APC)
COMMITTEE CONTACT:	Chris Voll
STAFF CONTACT:	Leonard Ludi, Village Administrator
PREPARED BY:	Leonard Ludi, Village Administrator

ISSUE: Discussion & Action: Adoption of 2024 Evaluation Wage-Scale Budget Range

OBJECTIVES: Village Board approve 2024 Budget to increase the General Legal Services line item.

ISSUE BACKGROUND/PREVIOUS ACTIONS: Per HR-005, which is attached, the Village Board has to set a yearly range for the employee evaluations for the Village. The Village employees that are full time, and not represented by a collective bargaining agreement would be eligible for this evaluation wage adjustment.

In the attached Wage-Salary Budget Criteria for 2024 evaluations, we are asking for the APC committee to recommend acceptance from the Village Board, in support of the 2024 budget approved by the Village Board. The top tier 5.00% rate calculation was included in the 2024 budget for employee wage increases for non-represented employees base on job performance. The Wage-Salary Budget Criteria only impact the following employees: the Village Clerk, the Village Treasurer, the Community Development Director, and the Public Works Director. All other employees, are not full-time employees, are represented under a union contract, or are covered under a different policy and hence would follow those policies of agreements. Note, last year's Wage-Salary calculation did not include overtime and the insurance benefits portion of the calculation will need to be validated with actual insurance numbers in 2024.

PROPOSAL: Village Board approve the attached Wage-Salary Budget Criteria range already approved in the 2024 Budget. This average Wage-Salary Budget scale is meant to keep up with competitive factors in the job market and union increase, while also retain the staff we have currently.

ADVANTAGES: Depending on the actual scoring of the employee, this will promote retainage of employees based on their performance evaluation. This Wage-Scale breakdown and measured performance of this budget measure will be a useful tool in the 2025 budget development.

DISADVANTAGES: None

ITEMIZE ALL ANTICIPATED COSTS: Actual cost will dependent on the actual scoring of the employee base on performance.

RECOMMENDED ACTION: Village Board adopting the Wage-Salary Budget Criteria for 2024 evaluations.

OTHER OPTIONS CONSIDERED: none

TIMING REQUIREMENTS/CONSTRAINTS: Asking for adoption April 2024 for upcoming staff evaluations.

FUNDING SOURCE(s) – Annual budget approved by Village Board for fiscal year 2024

Attachments:

- Wage Scale Budget Summary
- Accumulative Wage-Salary Budget
- Wage Split Worksheet
- Police
- Insurance-PD-Security