



REPORT TO APC

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| ITEM NAME: | HR 005 Policy Review and Wage Adjustment Chart |
| MEETING DATE: | September 16, 2025 |
| PRESENTING COMMITTEE: | NA |
| COMMITTEE CONTACT: | David Baker |
| STAFF CONTACT: | John Jacobs |
| PREPARED BY: | David Baker |

ISSUE: Policy HR-005 Employee Evaluation Program directs that each non-represented (non-union) employee shall be evaluated annually on the anniversary of the employee's hire date and be given a wage increase using the specified wage adjustment chart.

Per the Policy, the Village Board shall adopt the wage adjustment chart in January of each year.

According to our records, the Village has not adopted a wage adjustment chart since 4/26/22 (see attachment).

Based on the assignment of duties of the administrator, President Baker is in the process of completing the performance evaluation of three employees for which the evaluation is due or overdue. It is planned that these evaluations will be presented in closed session at the 9/22/2025 Village Board meeting.

OBJECTIVES: From the Policy, ensure that assessments and the accompanying wage adjustments are completed in an unbiased and efficient manner to ensure that the Village retains quality employees.

ISSUE BACKGROUND/PREVIOUS ACTIONS:

The wage adjustment chart has not been updated since 4/26/22.

The wage adjustment chart method has historically, apparently, only provided for a review-based increase up to a CPI rate or to a fixed 3% maximum increase and did not provide for a means to make market adjustments.

References:

Weston 2025 Pay Scale: [09152025-1821](#)

Rib Mountain 2025 Pay Scale: [25-04 Signed 2025 Salaries & Wages REVISED.pdf](#)

PROPOSAL: Consider market/merit increases based on market pay scales in addition to a cost of living adjustment.

ADVANTAGES:

DISADVANTAGES:

ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.)

RECOMMENDED ACTION: Review, discuss, and possible recommend modifications to be forwarded to the Village Board.

OTHER OPTIONS CONSIDERED:

TIMING REQUIREMENTS/CONSTRAINTS:

FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$

Remaining CFY

Account Number:

Description:

Budgeted Amount:

Spent to Date:

Percentage Used:

Remaining:

ATTACHMENTS (describe briefly):

Proposed Kronenwetter Pay Scale

4/26/2022 Wage Adjustment Chart

Weston 2025 Pay Scale

Rib Mountain 2025 Pay Scale: