

MEETING DATE: 4/26/2022		<b>REPORT TO VILLAGE BOARD</b>			AGENDA ITEM # 4.7																																																							
PRESENTING COMMITTEE: Administrative Policy Committee		COMMITTEE CONTACT: Trustee Eiden & Trustee Holmes		STAFF CONTACT: Richard Downey, Village Administrator		PREPARED BY: Richard Downey, Village Administrator																																																						
ISSUE: Discussion & Action: Adoption of 2022 Evaluation Wage Range																																																												
<p><b>ISSUE BACKGROUND/PREVIOUS ACTIONS:</b> 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.</p> <p>I am recommending the chart to the right for evaluations for 2022 for the committee to recommend to the Village Board. The 2.00% rate is what was included in the 2022 budget for employee adjustments for non-represented employees.</p> <p>This chart would impact only the following employees: the Village Clerk, the Police Chief, the Police Lieutenant, the Village Treasurer, the Community Development Director, the Planning Technician, 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 or agreements.</p> <table border="1"> <thead> <tr> <th></th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>4.5 to 5.0</td> <td>3.00%</td> <td>3.00%</td> <td>3.00%</td> <td>3.00%</td> <td>2.00%</td> </tr> <tr> <td>4.0 to 4.49</td> <td>2.50%</td> <td>2.75%</td> <td>2.57%</td> <td>2.58%</td> <td>1.75%</td> </tr> <tr> <td>3.5 to 3.99</td> <td>2.25%</td> <td>2.50%</td> <td>2.32%</td> <td>2.04%</td> <td>1.50%</td> </tr> <tr> <td>3.0 to 3.49</td> <td>2.00%</td> <td>2.25%</td> <td>2.07%</td> <td>1.56%</td> <td>1.00%</td> </tr> <tr> <td>2.5 to 2.99</td> <td>0.75%</td> <td>0.75%</td> <td>0.75%</td> <td>0.75%</td> <td>0.75%</td> </tr> <tr> <td>2.0 to 2.49</td> <td>0.50%</td> <td>0.50%</td> <td>0.50%</td> <td>0.50%</td> <td>0.50%</td> </tr> <tr> <td>1.5 to 1.99</td> <td>0.25%</td> <td>0.25%</td> <td>0.25%</td> <td>0.25%</td> <td>0.25%</td> </tr> <tr> <td>1.0 to 1.49</td> <td>0.00%</td> <td>0.00%</td> <td>0.00%</td> <td>0.00%</td> <td>0.00%</td> </tr> </tbody> </table> <p><b>The Administrative Policy Committee review this and recommended on a 3-1 vote for the Village Board to adopt the adjustment scale.</b> Jerry Wirth of the APC voted against this adjustment as he felt it was woefully too low. The fact of the matter is that this is what was included in the budget. If the Village Board wants to send this back to the APC and request that they find the money to cover a larger increase, we can do that as well.</p>								2018	2019	2020	2021	2022	4.5 to 5.0	3.00%	3.00%	3.00%	3.00%	2.00%	4.0 to 4.49	2.50%	2.75%	2.57%	2.58%	1.75%	3.5 to 3.99	2.25%	2.50%	2.32%	2.04%	1.50%	3.0 to 3.49	2.00%	2.25%	2.07%	1.56%	1.00%	2.5 to 2.99	0.75%	0.75%	0.75%	0.75%	0.75%	2.0 to 2.49	0.50%	0.50%	0.50%	0.50%	0.50%	1.5 to 1.99	0.25%	0.25%	0.25%	0.25%	0.25%	1.0 to 1.49	0.00%	0.00%	0.00%	0.00%	0.00%
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<p><b>RECOMMENDED ACTION:</b> Make a motion to recommend that the Village Board adopt the 2022 Evaluation Wage Adjustment chart as presented.</p>																																																												
<p align="center"><b>COST/BENEFIT ANALYSIS and JUSTIFICATION</b> (attach separate spreadsheets or other documentation as applicable)</p>																																																												
<p><b>ITEMIZE ALL ANTICIPATED COSTS</b> (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing &amp; Annual, Debt Service, etc.) It will depend on the actual scoring of the employee on the evaluation.</p>																																																												
<p><b>ITEMIZE ALL ANTICIPATED BENEFITS</b> (Subjective, Financial, Operational, Service-related, etc.) This will set the 2022 evaluation rate for each of the employees.</p>																																																												
<p><b>FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$ Remaining CFY</b> This will vary depending on the employee</p>																																																												
<p><b>OTHER OPTIONS CONSIDERED:</b> The Village Board had been individually setting the wage adjustments for each employee but in 2018 changed this process to have the Village Administrator handle most of the evaluations with the Village Board setting the wage scale that would be available via evaluations. Evaluations prior to being completed will be presented to the Village Board for their review.</p>																																																												
<p><b>TIMING REQUIREMENTS/CONSTRAINTS:</b> Per the policy of the Village this chart is supposed to be adopted by the Village Board in January, but if the committee feels that they would like more discussion on this item, I would request that the committee request that the Village Board refer this matter back to the APC for review at the February APC meeting and not adopt it.</p>																																																												
<p><b>ATTACHMENTS (describe briefly):</b> HR-005 revision #3.</p>																																																												