

ORDINANCE NO. 2025-__

**AN ORDINANCE ADOPTING COMPENSATION RANGES FOR VILLAGE
EMPLOYEES**

WHEREAS, the Village of Winnebago is committed to maintaining fair, competitive, and fiscally responsible compensation practices that ensure equity for employees across all departments; and

WHEREAS, the establishment of formal salary ranges provides a transparent framework for compensation and prevents unchecked growth in the absence of fixed caps, while ensuring flexibility to remain competitive in attracting and retaining qualified employees; and

WHEREAS, the Village recognizes that certain designations such as Responsible Operator in Charge (ROINC), Certified Public Accountant (CPA), and Professional Engineer (PE) are essential to the Village's ability to meet regulatory, financial, and operational requirements, and in the absence of such designations among staff the Village would be required to engage outside firms at substantially higher cost; and

WHEREAS, other required professional licenses and certifications provide similar value in ensuring that the Village avoids reliance on outside contractors to fulfill legal or operational obligations; and

WHEREAS, additional designations including, but not limited to, a Certified Municipal Treasurer, Certified Municipal Clerk, IEPA Water License, Police Field Training Officer (FTO), FBI National Academy Graduate, Certified Chief of Police, and ICMA Credentialed Manager (ICMA-CM), while not legally required, represent best practices, provide professional recognition, and enhance the Village's internal capacity and leadership development; and

WHEREAS, the Village Board has determined that establishing specific compensation mechanisms for such designations will reduce the Village's reliance on outside contractors, promote internal capacity, and ensure sustainability of core Village services; and

WHEREAS, the Village maintains a Personnel Policy, as amended from time to time, which governs general employment practices and procedures, and nothing in this Ordinance is intended to replace or supersede the Personnel Policy; and

WHEREAS, the Village Board has reviewed and approved the following salary ranges for fiscal year 2026, to take effect January 1, 2026;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Winnebago, Winnebago County, Illinois, as follows:

SECTION I: ADOPTION OF 2026 SALARY RANGES

The following salary ranges for Village positions are hereby adopted effective January 1, 2026:

| POSITION | MINIMUM HOURLY RATE | MAXIMUM HOURLY RATE | MINIMUM ANNUAL SALARY | MAXIMUM ANNUAL SALARY |
|--------------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|
| Seasonal PW | | | | |
| Intern | | | | |
| Utility Billing Clerk I | | | | |
| Maintenance I | | | | |
| Administrative Assistant | | | | |
| Utility Clerks II | | | | |
| Assist. Deputy Clerk/Treasurer | | | | |
| Maintenance II | | | | |
| Police Officers | | | | |
| Deputy Clerk | | | | |
| Treasurer | | | | |
| PW Division Foreman | | | | |
| Police Sergeant | | | | |
| Police Lieutenant | | | | |
| Superintendent of Streets | | | | |
| Public Works Director | | | | |
| Police Chief | | | | |
| Village Administrator | | | | |

SECTION II: COST OF LIVING ADJUSTMENTS

Beginning January 1, 2027, and each January 1 thereafter, the above salary ranges shall automatically adjust by the annual change in the Consumer Price Index, not to exceed 2.5% in any given year.

SECTION III: SPECIAL COMPENSATION MECHANISMS

- A. Responsible Operator in Charge (ROINC), Certified Public Accountant (CPA), and Professional Engineer (PE): Employees who obtain and maintain designation as Responsible Operator in Charge (ROINC), Certified Public Accountant (CPA), or Professional Engineer (PE) shall be eligible for additional compensation as follows:
- B. Public Works employees designated as ROINC shall receive up to a \$30,000 increase to their base salary. In no case shall an employee's total salary, including stipend, exceed the established maximum salary range for the position plus \$15,000 (or 7.21/hour).

- C. Public Works employees serving as PE for the Village shall receive an increase of up to \$15,000 to their base salary. In no case shall an employee's total salary, including stipend, exceed the established maximum salary range for the position plus \$15,000 (or 7.21/hour).to be set by the Village Administrator and reported to the Village Board.
- D. A Treasurer serving as a CPA for the Village shall receive up to a \$20,000 increase to their base salary. In no case shall an employee's total salary, including stipend, exceed the established maximum salary range for the position plus \$10,000 (or 7.21/hour).
- E. Professional Licenses and Certifications:
 - 1. Employees who obtain and maintain other professional licenses or certifications required by law or necessary to avoid the Village's reliance on outside contractors may be recognized with additional compensation, subject to the following:
 - 2. The designation must be directly related to the employee's position.
 - 3. The additional compensation shall not exceed \$10,000 annually unless expressly approved by the Village Board.
 - 4. Any such adjustments must be reported to the Village Board in writing.
- F. Other Professional Designations (Not Required):
 - 1. Employees who obtain and maintain professional designations that are not legally required but provide added value to the Village shall be recognized with the following additional compensation:
 - 2. The Treasurer who obtains and maintains designation as a Certified Municipal Treasurer shall receive a one-time permanent increase of \$1,500 to their base salary.
 - 3. The Deputy Clerk who obtains and maintains designation as a Certified Municipal Clerk shall receive a one-time permanent increase of \$1,500 to their base salary.
 - 4. Public Works employees who obtain and maintain a valid Class A Commercial Driver's License (CDL), where not already required by their position description, shall receive an additional \$1.50 per hour.
 - 5. Public Works employees who obtain and maintain a Water Operator License but are not designated as the ROINC shall receive an additional \$3.00 per hour.
 - 6. Any supervising employee in the Public Works Department who successfully completes and maintains certification through the Illinois Public Service Institute (IPSI) shall receive an additional \$1,500 annually (or the hourly equivalent calculated at 2,080 hours per year).
 - 7. Police Officers formally designated as Field Training Officers (FTO) shall receive an additional \$1.00 per hour while actively performing FTO duties.
 - 8. Police Command Staff who successfully graduate from the FBI National Academy shall receive an additional \$1,500 annually (or the hourly equivalent calculated at 2,184 hours per year).
 - 9. Any Police Chief who obtains and maintains the designation of Certified Chief of Police through the Illinois Association of Chiefs of Police shall receive an additional \$1,500 annually (or the hourly equivalent calculated at 2,184 hours per year).

10. Any Village Administrator or other qualifying executive employee who obtains and maintains designation as an ICMA Credentialed Manager (ICMA-CM) shall receive an additional \$1,500 annually (or the hourly equivalent calculated at 2,184 hours per year).
11. Other professional designations not specifically listed in this Section may be submitted to the Village Administrator for review and consideration of additional compensation, subject to budgetary limits and Village Board reporting requirements.

SECTION IV: MERIT BONUS

- A. **Eligibility.** An employee whose base salary is at the maximum of the range established for their position under this Ordinance and, therefore, ineligible for a within-range base salary increase as outlined in section 8-4 of the Personnel Policy, shall be eligible for an annual merit bonus based on the employee's performance evaluation.
- B. **Amount and Scale.** The merit bonus shall not exceed \$2,000 per year and shall be calculated by applying the following percentages to the employee's annual base salary at the time of evaluation, subject to a \$2,000 cap:
 - a. Unacceptable: 0%; Needs Improvement: 1%; Meets Expectations: 1.5%; Performs Commendably: 2%; Exceeds Expectations: 2.5%

These percentages align with the Village's Personnel Policy 8-4 schedule for annual increases (merit).

- C. **Nature of Payment.** Merit bonuses are not part of base salary, and shall not be used to calculate future salary ranges or benefits.
- D. **Employees Below Maximum.** Except for employees at range maximum, employees remain eligible for the annual increases (COLA and merit) provided in Personnel Policy 8-4, administered pursuant to that policy.

SECTION V: BASIS AND APPLICATION OF COMPENSATION RANGES

The compensation ranges set forth in this Ordinance were established by the Village Administration Team in conjunction with input from the Police and Public Works Committees in 2023. Rates were subsequently adjusted for inflation and specifically evaluated to ensure that current employees fall within the adopted ranges.

In addition, leadership and administrative roles were evaluated by the Village Administrator through a review of comparable communities, market standards, and the Village's historical approach to compensation for such positions. This evaluation ensured that pay ranges for supervisory, director-level, and administrative positions are competitive with peer municipalities while remaining consistent with the Village's budgetary capacity and past practices.

Nothing in this Ordinance shall result in a reduction or adjustment to any employee's current pay, nor shall employees be retroactively credited with stipends or increases for certifications obtained prior to the passage of this Ordinance.

SECTION VI: RELATIONSHIP TO PERSONNEL POLICY

This Ordinance is not intended to replace, supersede, or amend the Village's Personnel Policy. The Village maintains a Personnel Policy, as amended from time to time, which governs general employment practices, procedures, and benefits. Any matters not specifically addressed in this Ordinance shall be governed by the Personnel Policy.

SECTION VII: GRANDFATHERING PROVISION

- A. **Grandfathering Provision Established:** All current employees of the Village are hereby grandfathered into their existing compensation levels and all anticipated increases through January 1, 2027.
- B. **Limitation on Cost-of-Living Adjustments for Employees Above Range Maximum:** In the event that, as of January 1, 2027, any employee's base pay exceeds the maximum of the range established for their position under this Ordinance, such employee shall not receive the annual CPI adjustment or shall receive a reduced CPI adjustment within the established range, until their compensation falls within the established range.
- C. **Preservation of Existing Base Pay:** No current employee's compensation will be lowered due to the adoption of this ordinance. This provision shall not be construed to reduce any current employee's base pay but shall serve to align compensation over time with the ranges adopted herein.
- D. **Illustrative Example of Grandfathering Application:** By way of example, assume that upon adoption of this ordinance in 2025 the maximum salary for a position is \$70,000, but John Doe is already earning \$72,000, which exceeds the maximum range. Under this Grandfathering Provision, John Doe is permitted to retain this higher base salary and any increases through January 1, 2027. The narrative below is illustrated in Chart 7.1 Titled Sample Employee.

On January 1, 2026, the range increases slightly to \$71,750, but John Doe's salary continues at \$75,600, which remains above the maximum

On January 1, 2027, the grandfathering provision takes effect. John Doe’s base salary is frozen at \$75,600, and he does not receive the CPI adjustment because he is above the maximum for his position. Instead, he is eligible for a merit bonus of up to 2.5% of his base salary (e.g., \$1,890 in 2027), bringing his total compensation to \$77,490.

As the maximum range increases by up to 2.5% annually, the gap between John Doe’s frozen base salary and the maximum narrows. By 2029, the maximum increases to \$77,266.90, which again exceeds his frozen salary of \$75,600. At this point, John Doe is brought back into alignment with the established range, and future CPI adjustments resume on his base salary. For example, in 2029 his base salary is adjusted to \$77,266.90, with merit bonuses available on top of that.

Throughout this period, John Doe remains eligible for annual merit bonuses under Section V, since such bonuses are not considered part of base salary. This ensures that while base pay may remain frozen until the adopted ranges catch up, performance recognition is still provided annually.

The final column in the chart, “Current with 5% YoY”, illustrates what John Doe’s salary would look like if the Village continued applying a straight 5% annual increase to base pay, without any ceiling or sustainability factor. By 2028, for example, that system would place John Doe at \$83,349, compared to the capped and bonus-adjusted total of \$77,490 under this Ordinance. Over time, this compounding effect creates salaries that grow faster than revenues, placing a structural burden on the Village’s budget. This column underscores why the current system of unchecked year-over-year increases is unsustainable, and why adopting ranges with ceilings is necessary for long-term financial stability.

| Year | Chart 7.1 Sample Employee | | | | | | | |
|------|---------------------------|--------------|--------------|--------------|-------------|---------------------------|-------------------|---------------------|
| | Min | Max | Base Salary | Base % Raise | Merit Bonus | Base Salary + Merit Bonus | Total % From Base | Current with 5% YoY |
| 2025 | \$ 50,000.00 | \$ 70,000.00 | \$ 72,000.00 | 5.0% | \$ - | \$ 72,000.00 | 5.0% | \$ 72,000.00 |
| 2026 | \$ 51,250.00 | \$ 71,750.00 | \$ 75,600.00 | 5.0% | \$ - | \$ 75,600.00 | 5.0% | \$ 75,600.00 |
| 2027 | \$ 52,531.25 | \$ 73,543.75 | \$ 75,600.00 | 0.0% | \$ 1,890.00 | \$ 77,490.00 | 2.5% | \$ 79,380.00 |
| 2028 | \$ 53,844.53 | \$ 75,382.34 | \$ 75,600.00 | 0.0% | \$ 1,890.00 | \$ 77,490.00 | 2.5% | \$ 83,349.00 |
| 2029 | \$ 55,190.64 | \$ 77,266.90 | \$ 77,266.90 | 2.2% | \$ 1,931.67 | \$ 79,198.57 | 4.8% | \$ 87,516.45 |
| 2030 | \$ 56,570.41 | \$ 79,198.57 | \$ 79,198.57 | 2.5% | \$ 1,979.96 | \$ 81,178.54 | 5.1% | \$ 91,892.27 |
| 2031 | \$ 57,984.67 | \$ 81,178.54 | \$ 81,178.54 | 2.5% | \$ 2,000.00 | \$ 83,178.54 | 5.0% | \$ 96,486.89 |

SECTION VIII: RANGE RESTORATION

In the event that annual Cost-of-Living Adjustments (COLA) or merit increases do not occur for any reason, including suspension or reduction of increases by the Village Administrator pursuant to Section 8-4 of the Personnel Policy due to budgetary constraints or emergency declarations, the Village shall ensure that any affected employee's base salary is restored to within the adopted salary range as soon as it is financially feasible to do so. Such restoration shall take priority once conditions permit, with the objective of maintaining alignment between employee compensation and the established ranges adopted by the Village Board. Nothing in this Section shall be construed to create a guarantee of immediate restoration during periods of fiscal hardship, but restoration shall be undertaken at the earliest practicable opportunity consistent with the Village's overall financial capacity.

SECTION VIII: SEVERABILITY

If any provision of this Ordinance shall be held invalid, such invalidity shall not affect the other provisions of this Ordinance.

SECTION IX: EFFECTIVE DATE

This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.