

**City of Aurora**

**Executive  
Pay Plan**

**2025**

1/1/2025

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## ARTICLE 1

### GENERAL PROVISIONS

#### **SECTION A. Application and Interpretation**

Persons employed in positions listed in the salary schedules set forth herein shall be subject to the provisions of this Pay Plan and shall be paid at a step in the appropriate salary grade assigned to their respective positions. Such persons are “At Will” employees whose compensation and employment may be terminated with or without cause, and with or without notice, at any time, at the option of either the City or the employee. No property rights, employment contracts, or other contractual rights shall vest in any employee by the terms of said Plan or as a result of the adoption of this Plan.

It shall be the responsibility of each department director to ensure full compliance with all provisions of this Pay Plan. The Chief Human Resources Officer or designee shall determine the proper interpretation and application of each provision of the Plan, which determination shall be final and binding on the department directors and employees affected thereby.

All benefits adopted hereunder are unilaterally granted by the City as voluntary benefits of qualifying employment and shall remain in effect as herein provided only until such further action by the City Council shall amend or abolish same. No property or contractual rights shall vest in any employee by the terms of said Plan or as a result of the adoption of this Plan. Provided, however, that upon separation from employment, qualifying employees shall be entitled only to the payment of benefits in accordance with the terms of any said Plan in effect at such time of separation.

#### **SECTION B. Definitions**

**Adjustment in Salary** – a change in salary rate as provided below in Sections D and E.

**Base Salary** – a dollar amount of pay specifically designated in the Schedule of Salary Grades.

**Comparable Positions** – two or more positions that are in the same salary grade.

**Creditable Service** – active service in a regular position listed in the salary schedules as set forth herein. A temporary or seasonal employee does not accrue creditable service in such positions. Creditable service shall not accrue during an unpaid leave, suspension or other unpaid absence in excess of thirty (30) calendar days. An employee returning to City employment within twelve (12) months of prior employment with the City shall receive credit for years of service for PTO purposes.

**Creditable Service Date** – the date an employee is placed in his/her current position. Creditable service date does not change unless specifically stated in the Plan. If after temporary or seasonal employment the individual is hired by the City as a regular employee (e.g., full time or part time), the employee’s date of hire in that regular position (not in the temporary or seasonal position) will be the Creditable Service Date.

**Demotion** – the assignment of an employee to a position with a lower salary grade than the former position.

**Department/Division Head Approval** – where stated in this Plan, approval must be obtained from the individual to whom the employee reports in the organization.

**Entrance Salary** – the initial base salary assigned to an employee on entering a position in the City service.

**Full Time** – employees who are normally scheduled to work thirty-five (35) hours or more per week.

**Part Time** – employees who are normally scheduled to work at least twenty (20) hours per week, but less than thirty-five (35) hours per week.

**Promotion** – the appointment of an employee to a position with a higher salary grade than the former position.

**Reallocation** – the assignment of a different salary grade (either upward or downward) to a position as a result of significant changes in the labor market, in the assigned duties and responsibilities of the position, or in its relation to other positions.

**Salary Range** – the series of salary steps in a grade assigned to a position.

**Transfer** – the assignment of an employee to a position having the same salary grade as the former position.

### **SECTION C. Conversion of Base Annual Salary Rates**

For purposes of converting a base annual salary to an amount applicable for one pay period, divide the base annual salary by twenty-six (26).

For purposes of converting a base annual salary to an hourly rate, divide the base annual salary by two thousand eighty (2,080).

### **SECTION D. Increases in Pay**

All employees in Executive positions will be subject to annual performance appraisals.

1. Scheduled step increases will occur in 2025, pursuant to Exhibit B attached. Some pay grades may be subject to review and market analysis before implementation of the step increase.
2. Promotion – Upon promotion, an employee shall be advanced to the lowest step in the new salary grade, which represents at least a full step increase in the former grade, unless otherwise authorized by the appointing authority and consent of the Chief Human Resources Officer or designee. Such an increase shall become effective at the beginning of the payroll period during which such promotion occurs. Said effective date shall be the

new creditable service date. When being promoted from the Non-Exempt Service to the Executive Service all accrued unused sick time earned while in the Non-exempt pay plan will be paid out in full at the Non-exempt rate of pay; sick time will be prorated for the remaining time for the current year; and any comp time earned will be paid out at the Non-exempt rate of pay.

3. Upward Reallocation – If a position is assigned to a higher salary grade, the employee occupying the position shall be placed in the new grade, which represents the same or an increase in pay. The appointing authority and consent of the Chief Human Resources Officer or designee shall make determination of step placement in an upward reallocation. Such an increase shall become effective at the beginning of the payroll period during which said reallocation occurs. Creditable service date shall not be changed.
4. Corrective adjustment – An employee may receive an upward adjustment in his/her base salary for the purpose of correcting a previous error or oversight.

#### **SECTION E. Decreases in Pay**

Employees occupying positions listed in the salary schedules set forth herein may have their salaries reduced as follows:

1. Demotion for Cause or Voluntarily – Upon demotion, the employee's base salary shall be reduced to the step of the lower grade deemed appropriate by the appointing authority with the consent of the Chief Human Resources Officer or designee.
2. Downward Reallocation – If a position is assigned to a lower salary grade, the employee's base salary shall be reduced to the final step of the lower grade if the current base is in excess thereof, or to the step in the lower salary grade which is closest to the current base salary unless otherwise determined by the appointing authority and consent of the Chief Human Resources Officer or designee.
3. Corrective Adjustment – An employee may receive a downward adjustment in his/her base salary for the purpose of correcting a previous error or oversight.

#### **SECTION F. Transfer**

Upon the assignment of an employee to a position having the same salary grade as the former position, the employee's base salary and creditable service date will not be changed.

#### **SECTION G. Non-Exempt to Executive Status**

Employees who go from a Non-Exempt status into Executive Status from any other classification within the City shall be paid for any compensatory balances and any eligible sick leave prior to the promotion. No compensatory time or sick time will be allowed to be carried over. End of year sick time payout will be pro-rated from promotion date.

## **SECTION H. Payroll Records**

Responsibility for maintaining the accuracy and records of the time off provisions as listed in this Plan rests solely with the individual completing the City payroll reporting form and the department/division head signing said form.

## **ARTICLE 2**

### **EXECUTIVE SERVICE**

#### **SECTION A. Schedule of Position Grades**

\*\*\* See Attached Exhibit “A”\*\*\*

#### **SECTION B. Schedule of Salary Grades**

\*\*\* See Attached Exhibit “B”\*\*\*

## **ARTICLE 3**

### **BENEFITS**

#### **SECTION A. General Provisions**

All benefits adopted hereunder are unilaterally granted by the City as voluntary benefits to qualifying employees and shall remain in effect as herein provided only until such further action of the City Council shall amend or abolish same. Benefits provided hereunder shall be granted to employees listed in Article 2, unless otherwise specifically modified. No property rights, employment contracts, or other contractual rights shall vest in any employee by the terms of said Plan or as a result of the adoption of this Plan. Provided, however, that upon separation from employment, qualifying employees shall be entitled only to the payment of benefits in accordance with the terms of any said Plan in effect at such time of separation. The health insurance plan in effect when this Plan is ratified shall be continued for Executive employees during the term of this Plan; provided, however, the City reserves the right to make any changes, reductions, modifications, deletions, or improvements with respect to employee health insurance (including but not limited to changes in insurance carriers, insurance plans, benefit levels, deductibles, co-payment levels, opting for self-insurance, etc.). Nothing in this Plan shall prevent the City from offering employees an alternative medical insurance plan with varying levels of benefits, deductibles and co-pays.

In addition to the benefits expressly set forth in this Plan, covered employees will participate in a Sec. 115 trust plan for health care costs if such program is implemented by the City after the effective date of this Plan. Participation in program shall be in accordance with IRS guidelines and the approved plan design.

The Police Chief, Fire Chief, Deputy Chief of Police and Deputy Chief of Fire shall be entitled to all of the benefits provided in the Executive Service Pay Plan or their respective collective bargaining agreement, whichever is most favorable except the payout of sick leave.

## **SECTION B. Health Insurance**

### **1. Employee Coverage**

The City presently has in force a complete group hospitalization insurance program (PPO), a Health Maintenance Organization (HMO) program and a Value HSA (HDHP), for eligible employees and their dependents. Benefits are effective the first day of the month following commencement of employment for those eligible employees selecting coverage. Eligible employees will have thirty-one (31) days from the commencement of employment to elect coverage. Eligible employees who do not select coverage within the designated thirty-one (31) day period will be barred from electing coverage until the next annual open enrollment period, unless dictated by law. In addition, employees having made an election regarding coverage shall be bound by their election until the next annual open enrollment period, unless dictated by law. (See the Summary Plan Description for further details.)

Should federal or state law mandate eligibility requirement changes, they shall be construed as included in this Plan.

### **2. Premiums**

#### **a. Group Health**

For those eligible employees who have elected coverage under the group health insurance program, the City shall pay full and total premiums, except for the amounts specified below.

Commencing with payroll # 1 eligible employees in the Executive Service will be required to pay the percentage of contribution listed below by category from the prevailing premium towards the health insurance coverage. The prevailing premium and employee percentage of contribution may be amended from time to time. Such premium amounts are to be payable each pay period.

#### **HMO, PPO and Value HSA(HDHP)** **(Full and part-time employees)**

Employee	20 % of Premium
Employee and Child(ren)	20 % of Premium
Employee and Spouse	20 % of Premium
Employee + Family	20 % of Premium

#### **b. Value HSA (HDHP)**

The individual deductible will be \$2,500, first individual in a family deductible will be \$3,300 and the overall family deductible will be \$5,000. Employees that elect to participate in a Value HSA (HDHP) and open a Health Savings Account (HSA) will receive a city contribution in the amount listed below:



Coverage	Contribution by Tier
Single	\$1,375
Employee plus child(ren)	\$1,875
Employee + spouse	\$2,000
Family	\$3,000

The City will contribute to the HSA per tier as shown above on or about January 1<sup>st</sup>.

**c. Opt Out**

The City will permit any employee in any City health insurance plan to opt out at time of hire, during open enrollment or in the event of a life change, provided such employee provides proof of other health insurance within the applicable timeframe. During each full calendar month an employee is not covered by a City health insurance plan, the City will pay such employee the amount of \$250 per month. Any employee who opts out may apply to re-enroll at the next annual open enrollment period no less than two years from the opt out date or in the event of a life change within the applicable timeframe, pursuant to the City health insurance plan. Employees who are covered under the City plan by a family member do not qualify for the opt out incentive.

**3. Dental**

The City offers a dental insurance plan for eligible Executive personnel. Employees who choose to take dental insurance will be responsible for the full premium cost, and the cost may be changed from time to time. Dental plan insurance information is available from the Human Resources Department.

**4. Vision**

The City provides vision insurance for eligible Executive personnel. Employees enrolled in a PPO or HDHP (HSA) medical plan automatically receive vision coverage as part of their medical insurance. Employees who choose an HMO plan will receive a discounted vision insurance plan. Those in the HMO plan can opt to upgrade their vision coverage, but will be responsible for the full cost of the upgrade, which may change periodically. For more details, employees can contact the Human Resources Department. Employees who do not enroll in a City medical plan will still have the option to enroll in the vision insurance plan separately.

**5. Cafeteria Plan**

Effective January 1, 1993, the City has established and maintained in effect a plan that excludes premium payments for health benefits from their gross income pursuant to Title 26 USC (125 (Section 125/Flexible Benefit Plan)).

#### **6. Disabled Employee Coverage**

The group insurance coverage provided above shall be made available at the current retiree rate, as adjusted from time to time, to any disabled employee who is granted a statutory disability pension on or after January 1, 1987. Failure to pay said premium within thirty (30) days of the due date shall result in termination of coverage. Every six (6) months, eligible disabled employees shall be requested to sign an affidavit stating they have not been eligible for medical benefits as a result of any new employment during the preceding six (6) months.

#### **7. Continued Health Coverage under COBRA**

The City shall provide continued health coverage under the provisions of P.L. 99-272, Consolidated Omnibus Budget Reconciliation Act (COBRA), subject to current federal law and any amendments, which may be annexed thereto. However, it is the responsibility of the employee to make application for same through the City's Plan Administrator. Information regarding the Plan Administrator may be obtained through the Human Resources Department.

#### **8. Compliance with Health Care Legislation**

Nothing herein shall limit the right of the City to unilaterally make any and all changes it deems necessary in its sole discretion to ensure the insurance it provides pursuant to this Plan complies with the Affordable Care Act, and other state, federal or local insurance and/or health care reform legislation, to avoid being subject to fees (including but not limited to the employer shared responsibility assessable payment), fines, taxes or penalties, including, but not limited to, taxes/fees because employees are eligible to obtain subsidized or discounted insurance through an insurance exchange; or to avoid the coverage being subject to "Cadillac" taxes (a.k.a. the excise tax on high cost employer-sponsored health coverage).

### **SECTION C. Retiree Health Insurance**

#### **1. Retired Employee Coverage**

Employees who retire from the City shall be considered qualified to continue group health and dental insurance coverage as provided for in the Summary Plan description, which is available in the Human Resources Department.

A retiring employee will be allowed to elect, at time of retirement and on a one-time only basis, the City dental and/or group health insurance plan. Eligibility for such coverage shall automatically cease upon the death of such retired employee. A surviving spouse is eligible to continue coverage provided that spouse is currently enrolled in the City's health plan as a dependent. For purposes of insurance coverage, the term "surviving spouse" shall mean the spouse of the employee at time of retirement only.

The retiring employee will be allowed, at the time of retirement and on a one-time basis only, to pre-pay up to two (2) years of insurance premiums at the current retiree rate. The two years shall consist of the year in which the employee retires and the following calendar year. However, if the employee retires in December the employee may purchase two full calendar years.

It is the responsibility of the retiree to pay the cost for such group health premium coverage: based on established percentage of premium rates for each level of coverage offered in the Plan, which may be adjusted from time to time.

Any increase in the annual contribution shall be capped at 20% of the previous year's annual contribution.

Such premiums may be adjusted from time to time; and such dental premium at one hundred percent (100%) of the prevailing rate, which the rate may be amended from time to time. Failure to pay said premiums will result in termination of coverage.

Once a retiree opts out or is discontinued by virtue of non-payment of the City's health insurance plan that action shall be final and said retiree shall not be allowed to retain coverage through the City again.

Upon attaining the age of 65, the health premium paid by the retiree will be frozen at whatever applicable premium level being paid at that time.

## **2. Retiree Supplemental Coverage**

Retirees and their spouses who are currently covered by the City's group health plan and who reach Medicare eligibility will have the option to continue with a Medicare Advantage Plan offered by the City, as indicated in Sec. C1.

Such premiums may be adjusted from time to time. Failure to pay said premiums will result in termination of coverage.

Retirees and their spouses who are currently covered by the City's dental plan shall be eligible to continue dental coverage at one hundred percent (100%) of the prevailing rate, which rate may be amended from time to time.

A retired employee who, by virtue of new employment, becomes eligible for group health benefits as a result of employment, may choose to continue coverage with the City, provided such retiree must utilize his/her new employer's health insurance plan as primary coverage and the City's insurance shall only be secondary and supplemental to the retiree's new employer's insurance plan. The premium shall be the retiree's prevailing rate, which rate and percentage may be amended from time to time.

For further details on supplemental coverage, information is available from the Human Resources Department.

## **3. General Information**

All retired employees eligible for insurance coverage under the terms of Sections C.1 and C.2 above shall be billed for their premiums. In the event the retiree fails to pay specified premiums to the City within thirty (30) days of the premium due date, his/her health/dental insurance coverage shall automatically be terminated by the City.

At the time of paying said premium, all eligible retirees shall be requested to sign an affidavit stating that they have not been eligible for group insurance benefits as a result of any new employment during the preceding six (6) months. A retiring employee may also elect to have health/dental insurance premiums deducted from his/her applicable pension check.

Once a retiree opts out or is discontinued by virtue of non-payment of the City's health insurance plan, the action shall be final and said retiree shall not be allowed to retain coverage through the City again.

Eligible part-time retirees may elect health insurance. Dental coverage premiums for single, family and/or dependent coverage shall be at the prevailing rate, which rate may be amended from time to time.

Retiree rates for employees hired on or after January 1, 2014 are as follows:

Those retiring with twenty (20) or more years of City service credit will pay seventy five percent (75%) of the prevailing premium in retirement, as adjusted from time to time.

Those retiring with less than twenty (20) years of City service will pay one-hundred percent (100%) of the prevailing premium in retirement as adjusted from time to time.

Retiree rates for employees hired on or after January 1, 2010 are as follows:

Those retiring with twenty (20) or more years of City service credit will pay forty percent (40%) of the prevailing premium in retirement, as adjusted from time to time.

Those retiring with less than twenty (20) years of City service will pay one-hundred percent (100%) of the prevailing premium in retirement as adjusted from time to time.

The City shall have the right to move retirees over to a separate retiree-only insurance plan substantially similar to the plan for active employees to the extent permitted by Illinois law.

#### **SECTION D. Time Off**

##### **Process**

Vacation accruals are frontloaded at the beginning of each year. Employees starting after January 1<sup>st</sup>, will have their floating holiday bank prorated into their accrual bank from their date of hire to the end of the year.

All full-time Executives are required to schedule and take a minimum of forty (40) hours of vacation time each year, unless otherwise authorized by the Chief Human Resources Officer or designee. Part-time employees minimum vacation time is based on the calculation of pro-rata hours scheduled per week.

All unused paid time off in excess of forty (40) hours or the pro-rata scheduled amount for part-time employees, as of December 31st, shall be paid at the straight time rate on or before the first payroll period in February of the following year.

## 1. Vacations

Paid vacation shall be granted in accordance with the following schedule based upon the service requirements indicated:

SERVICE REQUIREMENTS*	VACATION PERIOD
6 months through 1 year	40 hours per year
1 year through 4 years	80 hours per year
Beginning 5 years through 9 years	120 hours per year
Beginning 10 years through 16 years	168 hours per year
Beginning 17 years and thereafter	200 hours per year

Employees shall start to accrue vacation allowances as of their date of hire. These hours will be added to the employees' bank on January 1<sup>st</sup> of the following year and can be used for time off. Vacations shall be accrued at a rate of 1/12 for every calendar month of service and shall be frontloaded to the employees' bank on January 1<sup>st</sup>. Vacations may be scheduled and taken at any time during the calendar year with advance approval, in writing, from the department/division head; provided, however that if an employee terminates for any reason after having taken more vacation time than they have accrued, his/her final check shall be reduced pro rata. Likewise, vacation which has been accrued but unused shall be paid pro rata upon termination. Vacation may not be used to extend employment.

### a. **Part-Time Employee Vacation**

Employees listed above who are regularly scheduled to work at least twenty (20) hours per week, but less than thirty-five (35), shall be granted vacation hours based on the calculation of their scheduled hours per week. Vacation scheduling shall be subject to the provisions of this Article. Part-time employees shall be entitled to vacation hours pro-rata based on their scheduled number of hours in a regular pay period.

Vacation periods shall be taken in the year accrued provided, however, if the part time employee has used at least one week of their hours scheduled of vacation, then up to one week may be carried over until February 28<sup>th</sup> if the employee gives written notification to the Human Resources Department by December 1st of the current year. The time must be used by February 28th of the succeeding year or such time will be paid out.

\*The City reserves the right to decrease service requirements in order to facilitate acquisition of needed personnel. Any change to such requirements is at the sole discretion of the Mayor.

### b. **Vacation Buy Back**

Executive Service employees may request any amount of time to be paid at straight time in lieu of time off. Provided, however, all written requests for payment of vacation must be made to the Finance Department at least two weeks in advance of date of payment. Written documentation of the buy-back shall be forwarded to the Human Resources Department.

c. **Carry Over**

Vacation periods shall be taken in the year accrued provided, however, if the full-time employee has used forty (40) hours of vacation, then up to forty (40) hours may be carried over until February 28th if the employee gives written notification to the Human Resources Department by December 1st of the current year. The time must be used by February 28th of the succeeding year or such time will be paid out.

2. **Holidays**

Full-time employees shall have 17.5 days of holiday time including designated and floating holidays as seen below.

a. **Designated Holidays**

Full-time employees shall be allowed ten full-day holidays and two half-day holidays per year; twelve (12) of which shall be designated and established by resolution of the City Council.

The designated holidays are as follows:

New Year's Day	Veteran's Day
Dr. Martin Luther King Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Juneteenth	½ day Christmas Eve
Independence Day	Christmas Day
Labor Day	½ day New Year's Eve

Part-time employees shall be entitled to holiday pay pro-rata based upon their scheduled hours.

b. **Floating Holidays**

The balance of six and one half (6.5) days shall be deemed "floating holidays", which shall accrue at a rate of two (2) hours per pay period. Floating holidays may be scheduled and taken at any time during the calendar year with advance approval, in writing, from the department/division head; provided, however if an employee terminates for any reason after having taken more floating holidays than have accrued, his/her final check shall be reduced pro rata. Likewise, floating holidays accrued but unused shall be paid pro rata upon termination. Floating holidays may not be used to extend employment.

Floating holidays must be taken in no less than two (2) hour increments and shall not be carried over after December 31st of any calendar year. All unused floating holidays as of December 31st shall be paid at the straight time rate, on or before the first payroll period paid in February of the following year. Additional holidays, which may be authorized by City Council action, shall automatically be included in this section.

Holiday pay for both designated and floating holidays shall be computed at the employee's regular straight-time hourly rate of pay for the number of regular hours in the workday, up to a maximum of eight (8) hours.

i. **Part-time Employees**

Floating holidays must be taken in no less than two (2) hour increments. Floating holiday time shall accrue at the rate of one (1) hour per pay period, or pro-rated according to their hours scheduled. Employees shall not accrue floating holiday time for any period during which they have not worked seventy percent (70%) of the available working hours of that period. For purposes of this section, the “available working hours” shall be the regularly scheduled hours, which include any paid time off.

3. **Personal Days**

This benefit is provided to employees in the Executive Service inasmuch as such individuals are not entitled to overtime or compensatory time off; however, they are expected to work beyond the scope of the regular workday or workweek as necessary.

Employees shall accumulate one (1) Personal Day off in the calendar year in which the employee completes a full year of employment in the Executive Service, and one (1) day thereafter for each complete year of service, up to a maximum of seven (7) days.

Personal days off are subject to the prior approval of the department/division head in writing and scheduled so as not to interfere with the efficient operation of the department. Further, they should be taken in no less than two (2) hour increments. Personal days may not be used to extend employment. Such days do not accumulate, but must be used each year. Any unused Personal Days as of December 31st will be paid at the straight time, hourly rate on or before the first payroll period paid in February of the following year.

Part-time employees will earn personal days pro-rata based upon their scheduled number of hours in a regular payroll period.

**SECTION E. Paid Leaves of Absence**

1. **Sick Leave**

Persons employed in the above qualifying positions may use up to a maximum of twelve (12) sick leave days within any calendar year. Unused days do not accumulate. At the end of the calendar year, employees may request pay for unused sick leave excluding the Fire Chief, Deputy Fire Chief, Police Chief and Deputy Police Chief. Request for pay or for time to be credited to I.M.R.F. as described below, must be received in writing to the Payroll Division no later than December 1st or such sick leave shall automatically be paid out. Employees hired after January 1<sup>st</sup> will have their sick leave prorated from their date of hire.

Employees who were granted Executive Paid Leave during the year do not qualify for unused sick leave pay out. Said hours shall be compensated at one-hundred percent (100%) of the employee's straight time rate of pay; provided however, unused sick leave shall be paid upon separation from employment if employee leaves employment in good standing. Such time is pro-rated at pay off for the actual months worked less any hours used. Further details regarding Executive Paid Leave can be found in Section E.2.

Effective January 1, 1998, employees retiring from the Executive Service shall be allowed to request and obtain up to one (1) year of I.M.R.F. (Illinois Municipal Retirement Fund) service credit for unused/unpaid Executive Sick Leave days per year, in accordance with I.M.R.F. established rules and regulations. Such allowances would be the total unused/unpaid sick leave recorded since January 1, 1979, less any sick leave used for both regular paid sick leave and extended disability paid sick leave time used.

Sick leave may be used for the purposes set forth below and shall be paid at the regular straight time, hourly rate of pay in effect for the employee's classification at the time the sick leave is being used.

**a. Personal Illness or Disability**

Employees who have contracted or incurred and are suffering from any illness or disability which renders them unable to perform the duties of their position.

In order to receive any such sick leave payment, the employee must notify the appropriate department/division head that is charged with the responsibility for keeping a record of each such employee's use of sick leave. The department head or Chief Human Resources Officer or designee may require a physician's verification for absences in excess of three (3) consecutive days, or instances where the nature of the sickness or illness is unknown or requires verification. For the mutual protection of the employee and the City, an employee may be required to submit to a complete fitness-for-duty medical examination when performance has become seriously limited or weakened by injury or illness in order to determine whether the employee can perform the essential functions of the job, with or without reasonable accommodations.

**b. Family Illness or Disability**

Employees shall be eligible to use their sick leave in the event of an illness or disability involving their spouse, parent or child(ren), which requires the employee's personal care and attendance.

Procedures not specifically set forth herein shall be governed by reference to the Family and Medical Leave Act (FMLA) of 1993 and the federal rules and regulations.

In the event of serious illness or surgery in the immediate family of an employee (as described above), the employee will be granted up to five (5) working days of leave of absence with pay in any one calendar year. Such leave approval shall be predicated upon comprehensive documentation on a form provided by the Employer from the patient's physician and must be approved by both the department director and the Chief Human Resources Officer or designee. Such approval shall not be unreasonably denied.

**c. Medical and Dental Appointments**

Employees shall be eligible to use paid sick leave for absences due to the employee's attendance at medical and dental appointments; provided, however, that the employee should make every effort to schedule such appointments outside of normal working hours, if possible.



## 2. Executive Paid Leave

In the event a single illness or non-duty related injury extends or is expected to extend beyond the sick leave provision above and is substantiated comprehensively by the employee's physician in writing including the anticipated date of return to work, to the Chief Human Resources Officer or designee, and a submit the executive paid leave form approved by the Mayor or designee, then the employee shall continue to receive his/her full salary for up to one hundred eighty (180) business days (subject to approval).

Employees are not required to use accrued sick leave for a single illness, which turns into Executive paid leave under this section if the illness is more than two weeks (10 business days). Employees who are granted Executive paid leave during the year do not qualify for unused sick leave pay out (as noted under Section E, 1. Sick Leave). Any employee who is on executive paid leave shall be required to submit a monthly status evaluation to the Chief Human Resources Officer or designee from his/her personal physician, providing information on projected return to work date. Failure to do so will result in termination of benefits.

The City shall have the right at any time to have the employee examined by an independent medical specialist to determine his/her fitness or ability to return to work. As a result of the independent examination or the determination of the employee's personal physician, the City may instruct the employee to apply for disability to the applicable pension plan. The City will continue to pay the full salary until the employee is eligible for the applicable pension plan but, in no event, for more than one hundred eighty (180) business days.

Employees who were granted Executive Paid Leave during the year do not qualify for unused sick leave pay out. Said hours shall be compensated at one-hundred percent (100%) of the employee's straight time rate of pay; provided however, unused sick leave shall be paid upon separation from employment if employee leaves employment in good standing. Such time is pro-rated at pay off for the actual months worked less any hours used.

Executive Paid Leave may be granted for other reasons on a case-by-case basis.

## 3. Family Death

In the event of death in the immediate family of an employee (spouse, parents, step-parent, children, step-children, brother, sister, grandchildren, grandparents, or spouse's father, mother, brother, sister, grandparents or legal dependents) the employee shall be granted three (3) working days leave of absence with full pay. The Chief Human Resources Officer or designee may request proof of funeral attendance.

The following family members qualify for one (1) day death leave: employee's brother-in-law, employee's sister in-law, former step-parent, and former step-child.

An additional day with full pay may be granted in case of death depending upon travel distance from the City. Additional days may be granted depending on circumstances documented in writing and approved by the Chief Human Resources Officer or designee. It is the intent of this provision to allow the employee, if required, to handle funeral arrangements and attend the funeral or

memorial service in lieu of a funeral of listed immediate family member. The Human Resources Department may require proof of attendance at the funeral or memorial service.

An employee shall be granted four (4) hours off with pay to serve as a pallbearer for a deceased past or current employee of the City. Part-time employees will receive the pro-rata amount based on their hours worked per day.

#### 4. Jury Duty

Employees shall be granted a leave of absence with pay at any time they are required to report for jury duty or jury service. To receive compensation, said employee must upon notification of jury duty, inform their supervisor the dates they may be required to serve; upon confirmation that said employee must serve; s/he must notify his/her supervisor. Upon completion of jury duty or court appearance involving official City duties, the employee must submit to the Finance Department/Payroll Division the amount of jury service fees received, less mileage and other expenses received, if applicable.

#### 5. Court Appearance/Depositions

Employees shall be granted a leave of absence with pay for court subpoenas or notices of depositions to testify as a witness or victim in a criminal or civil trial for the City.

#### 6. Maternity Leave

An employee who has given birth will be granted four (4) weeks of paid maternity leave. Such leave shall be taken immediately upon either the initiation of labor or birth of child. For purposes of this subsection upon the adoption of a child, the employee will be granted six (6) workdays paid leave. In addition, upon submission of proper documentation to Human Resources said employee may be granted up to an additional five (5) days of maternity leave for international adoptions. Maternity leave shall be consecutive unless otherwise authorized by Human Resources. Maternity leave will run concurrently with the Family Medical Leave Act (FMLA).

#### 7. Paternity Leave

The employee will be granted six (6) workdays of paid paternity leave. Such leave will be taken immediately upon either initiation of labor or birth of child. For purpose of this subsection such leave may be also taken immediately upon the adoption of a child. In addition, upon submission of proper documentation to Human Resources said employee may be granted up to an additional five (5) days of paternity leave for international adoptions.

#### 8. Military Leave

An employee who enters into active service in the Armed Forces of the United States while in the service of the Employer shall be granted a leave of absence for the period of military service.

The City will follow Federal and State law regarding employees ordered to temporary or permanent military duty. The Human Resources Department will establish administrative procedures for implementing the applicable laws. Each party agrees to cooperate with any such employee in restructuring work schedules as might be necessary for an employee to meet the

responsibility for temporary military duty such as monthly meetings and summer camp requirements.

## **SECTION F. Unpaid Leaves of Absence**

### **1. Unpaid Leave of Absence**

Employees in need of a personal, unpaid leave of absence for a period of more than thirty (30) consecutive days shall submit their request in writing to the Human Resources Department prior to the leave.

Employees must use any paid time off (PTO) they have in their bank towards their unpaid leave.

Employees must elect to continue their insurance at the normal contribution rate to be paid monthly by invoice, suspend payment until they return from leave or have their insurance coverage completely cease during the leave of absence. The request is subject to the approval of the Chief Human Resources Officer or designee.

Employees are not eligible for unpaid leaves of absence until they have been employed for a continuous six (6) month period. To make application for an unpaid leave of absence, an employee must submit a written request to the Chief Human Resources Officer or designee. The request shall state the reason and the approximate length of time off requested. Unpaid leaves may not exceed six (6) months. If approved by the Mayor, the Human Resources Department shall furnish the employee with written authorization for the leave, with a copy to his/her department/division head.

Employees shall continue to accrue seniority for purposes of salary increase and benefits eligibility for a period of one (1) month only.

Prior to departing on an approved, unpaid leave of absence, which may last for over a month (30 days), employees shall be informed of Illinois Municipal Retirement Fund (IMRF) eligibility requirements so as to protect their eligibility status in the fund, should they so desire. Employees must elect to continue their insurance at the normal contribution rate to be paid monthly by invoice, suspend payment until they return from leave or have their insurance coverage completely cease during the leave of absence. The request is subject to the Chief Human Resources Officer or designee approval.

### **2. Victims' Economic Security and Safety Act (VESSA)**

The City complies with VESSA to provide employees up to twelve weeks of unpaid leave during any twelve-month period to address issues arising from domestic or sexual violence.

An employee may take VESSA leave to:

- Seek medical attention for, or recover from, physical or psychological injuries caused by domestic or sexual violence to the employee or employee's family or household member;
- Obtain victim services for the employee or employee's family or household member;

- Obtain psychological or other counseling for the employee or the employee's family or household member;
- Participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence; or
- Seek legal assistance to ensure the health and safety of the victim, including participating in court proceedings related to the violence.

### 3. Family and Medical Leave Act (FMLA)

The City complies with the requirements of the Federal Law for Family and Medical Leave (FMLA).

To be eligible for FMLA leave, an employee must have worked for the City for at least 12 months and have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave. An eligible employee can use up to a total of 12 work weeks of unpaid leave in a 12-month period for one or more of the following reasons:

- Birth of a child, or placement of a child for adoption or foster care, and to bond with the newborn or newly placed child. Leave for bonding is only available in a single block of time for one year following a child's birth or placement.
- The employees own serious health condition.
- To care for a family member due to a serious health condition. The family member is the employees spouse, parent, child under 18 or a child 18 years or older and incapable of self-care because of a mental or physical disability.
- A qualifying exigency arising out of the fact that a family member is on covered active duty or has been notified of an impending call or order to covered active duty status. A family member on covered active duty is the employees spouse, parent or child of any age.
- The employee is needed to care for a family member who is a covered servicemember with a serious injury or illness. The employee is the servicemember's spouse, parent, child or next of kin:

Spouse means a husband or wife as defined or recognized in the state where the individual was married, including in a common law marriage or same-sex marriage. The terms "child" and "parent" include in loco parentis relationships in which a person assumes the obligations of a parent to a child. An employee may take FMLA leave to care for an individual who assumed the obligations of a parent to the employee when the employee was a child. An employee may also take FMLA leave to care for a child for whom the employee has assumed the obligations of a parent. No legal or biological relationship is necessary; however, the employer has the right to request documentation to prove the relationship between "child" and "parent".

Employer may request medical certification of a serious health condition, qualifying exigency, or serious injury or illness of a covered servicemember.

Medical Recertification will be at the employer's discretion and if need continues for an extended period or if it changes significantly.

For further details on the City's procedures, please consult the City's Employee Handbook or contact the Human Resources Department.

### **SECTION G. On-the-Job Injury**

An employee who is disabled and off work because of an injury arising out of and in the course of his/her employment shall be paid pursuant provisions of the Illinois Workers' Compensation Act.

An employee who is injured during working hours shall report the injury immediately to his/her supervisor, and no later than twenty-four (24) hours following the injury. Persons seriously injured shall be taken to the nearest hospital or medical office where arrangements have been made for City employees. Employees have the right to seek medical evaluation from their own provider if they so choose. Eye injuries may be treated by a designated physician. The injured employee's immediate supervisor or manager shall complete the city approved injury report; provided however, the employee shall be present, if possible when injury reports are completed, and shall have the right to review the completed injury report.

### **SECTION H. Other Benefits**

#### **1. Call Out Stipend**

Due to the numerous call outs required in order to service the technical and media relations operations for the City, the following positions will be paid a quarterly stipend of one thousand dollars (\$1,000), payable on payroll #6, 13, 20, and 26 (totaling \$4,000 for the year):

Chief Communications and Marketing Officer  
Chief Equity and Engagement Officer  
Chief Information Security Officer  
Director of IT Operations  
Public Safety Media Manager  
Video Services Coordinator  
Video Production Manager  
Communications Manager  
Support Desk Manager

Due to the call outs related to severe weather alerts and other Police and Fire emergencies, the following positions will be paid a quarterly stipend of five hundred dollars (\$500), payable on payroll #6, 13, 20, and 26 (totaling \$2,000 for the year):

Director - Emergency Communications 911  
Emergency Management Coordinator

Due to parks department snow operations and related severe weather call outs the following positions may be paid a stipend of five hundred dollars (\$500), payable on payroll #2, #4, #6 and #24 (totaling \$2,000 for the year) as authorized in writing by the Director of Public Facilities to Human Resources and Payroll:

Superintendent of Parks and Recreation  
Golf Maintenance Manager

If the employee receiving call out stipends outlined above leaves City employment, the stipend will be pro-rated accordingly on the final pay.

## 2. Conferences/Seminars

Compensation for conferences and seminars will be provided within budgetary constraints; however, approval for such attendance shall be at the sole discretion of the department head and/or Mayor. Such conferences/seminars shall only be approved for work-related purposes and all requests for approval must be submitted in writing. Travel time to and from conferences/seminars is not compensable time. Transportation to and from conferences/seminars (i.e.: mileage, train tickets, etc.) is compensable at the rate established by the City.

## 3. Education

### a. **Tuition Reimbursement**

The City shall provide 50% tuition reimbursement toward individual courses, associates, bachelor and master's degrees to the extent budgetary constraints allow.

Employees who wish to apply for the above, may request reimbursement of expenses as herein provided by submitting a written proposal through their Department Head to the Human Resource Department at least four (4) weeks prior to enrollment on forms provided for such purpose.

Approval of such proposal must be expressed in writing by the Chief Human Resources Officer or designee prior to enrollment. The following factors shall be considered in granting or denying the request:

- i. That adequate funding is available to make the reimbursement as herein provided.
- ii. That the course(s) is/are approved by the employee's department head, related to the employee's job duties, and would enhance the employee's level of performance.
- iii. That the employee has performed satisfactorily in the department for at least twelve (12) continuous months prior to making the request.
- iv. That the employee signs an employment agreement which provides for repayment of tuition should they leave City employment pursuant to Section 3 (B).

In order to obtain reimbursement, the employee is required to submit original receipts for tuition, as well as written certification that the approved course(s) have been successfully completed with a grade of "C" or better; or, in the event of pass/fail courses, a "pass" is required.

**b. Service Requirements**

An employee who has received reimbursement for a City-approved course as provided herein shall be required to work for the City at least one (1) year following the submittal of the certification of completion for the last course(s) taken. In the event the employee separates from service with the City, whether voluntarily or by discharge, prior to completion of said one (1) year period, the employee shall be required to pay back to the City the amount of the reimbursement received.

**c. Educational Incentive Bonus**

No new participants will be accepted into the program, nor will individuals currently earning a bonus be eligible for an upgraded educational bonus.

Eligible employees in a position within the Executive Pay Plan shall receive an annual bonus to be paid on payroll #12 as per the following:

Associate Degree	\$ 300
Bachelor's Degree	\$ 600
Master's Degree or above	\$1200

**4. Employee Assistance Program**

The City has an Employee Assistance Program (EAP) available to all employees and their families. Such service provides up to eight (8) confidential assessment sessions at no cost to the employee. The EAP is a voluntary program. The identity of employees utilizing the EAP is not divulged to the City.

Further information may be obtained from the Director of Training and Development or designee. The program may be accessed directly by contacting Ascension Illinois EAP at (800) 327-0321, which is available twenty-four (24) hours a day, seven (7) days a week.

**5. Interpreters Stipend**

The City will provide employees who successfully pass a skills exam with a \$60.00 per pay period stipend for recognized languages as listed: Spanish, German, Polish, Czechoslovakian, Romanian, Hungarian, Urdu, Hindi, Punjabi and Sign Language for purposes of serving the public, performed while on duty. Employees, who receive such stipend, shall be required to use their interpretive skills whenever requested or required. A skills exam will be given by an independent third party and will include oral interpretation skills as opposed to formal written skills. Additional languages will be considered on an as needed basis.



## 6. Job Sharing

All requests for Job Sharing will be evaluated based on the scope of the position and determined at the discretion of the Chief Human Resources Officer or designee.

## 7. Life Insurance

Employees who work at least twenty (20) hours per week are covered by a group life insurance policy as follows:

### Policy Amount on Employee

Executive Service	One times the employee's annual base salary
Retirees	\$5,000 until age sixty-five (65)

Such policy also has provisions for accidental death and dismemberment. There are no life insurance provisions for the spouse of a deceased retiree. Copies of the life insurance policy are available and may be obtained from the Human Resources Department.

## 8. Health and Fitness

The City shall pay up to a maximum of \$400 per calendar year toward a membership in a health/exercise club or fitness membership requiring the employee's purchase of a fitness machine providing live class options. The City shall reimburse the employee upon presentation of a receipt payment to the administrative person in their Department/Division. The Human Resources Department shall oversee this program.

## 9. Physical Examination

Full-time employees in the Executive Service are required to complete a physical examination as follows:

- **Upon appointment**
- **Up to age 40:** Every five (5) years during the calendar quarter of the employee's birth date (ages 20, 25, 30, etc.)
- **Over age 40:** Every two (2) years during the calendar quarter of the employee's birth date (ages 42, 44, 46, etc.)
- **Over age 60:** Every year during the calendar quarter of the employee's birth date.

The Human Resources Department will send letters to qualified employees once a year. The City shall bear the cost of a general examination (up to a maximum of \$500). Human Resources must be notified as to the dates of the exam to facilitate payment.



#### 10. Professional Organization Memberships

The City encourages its Executive Service employees to become members of professional community organizations. Membership compensation may be paid by the City subject to prior approval of the department head and Chief Human Resources Officer or designee to avoid overlapping and to maintain budgetary constraints. Requests for such must be made and approved in writing to the department head and Chief Human Resources Officer or designee or the Mayor if the requesting employee is a department head.

#### 11. Commission/Board Stipend

An employee serving as a liaison for a commission or board that regularly meets outside of normal work hours will receive a stipend of \$28.85 per pay period (\$750.00 annual). If the employee receiving the stipends no longer serves as a liaison or leaves City employment, the stipend will be pro-rated accordingly on the final pay.

#### 12. Separation Benefits

An individual who is hired into the Executive Service on or after of January 1, 2014, will receive one (1) week of pay for every two (2) full years of service in the Executive Service, up to a maximum of fifteen (15) years.

An individual hired prior to January 1, 2014 who is employed in an Executive Service position shall receive, upon honorable termination from service with the City, a separation benefit based upon the number of years employed in the Executive Service. This benefit provides for one (1) week of pay for each full year served in the Executive Service, up to a maximum of twenty-five (25 weeks).

At the time of retirement, an employee may choose a lump sum separation and accrued PTO payment included with the final check or choose to have their severance, accrued sick time and accrued PTO payment divided equally for up to three (3) months which shall include the month in which final pay is received, provided that the employee has given at least a ninety (90) day advance notice in writing.

In the event of death, the separation benefit shall be made to the beneficiary designated by the employee. If the employee does not choose a beneficiary, the benefit will be paid to the employee's estate.

Failure to give four (4) weeks written notice of resignation or retirement to the Mayor may result in the loss of 50% of severance benefit. Failure to give four (4) weeks written notice of resignation or retirement employees will only receive 50% of earned sick leave. It is understood that employees whose positions are covered in the Executive Service are at will employees and serve at the discretion of the Mayor. In the event of discharge for cause, no separation benefit shall be paid. Any exceptions will be at the discretion of the Mayor or designee.

All exempt employees shall receive compensation for all unused earned vacation time, which shall be paid at the employee's regular straight-time hourly rate of pay at the time of separation.

### 13. Temporary Assignment

A current employee will be placed at step one of the position that is temporarily being filled. If the employee's rate of pay is higher than step one of the temporary position, the employee's rate of pay should be the next highest step of that temporary position. No temporary assignment will be made for less than five consecutive days. Any exceptions will be at the discretion of the Chief Human Resources Officer or designee.

**EXHIBIT A**  
**SCHEDULE OF POSITION GRADES**  
**EXECUTIVE SERVICE**

<b>POSITION</b>	<b>SALARY GRADE</b>
Administrative Assistant I	11
Assistant Project Manager Economic Development	13
Customer Relations Specialist	13
Office Coordinator	13
Police RMS Coordinator	13
Public Information Coordinator	13
Video Service Coordinator	13
Crime Intelligence Analyst	14
Deputy City Clerk	14
Director-Curator of Public Arts	14
Economic Development Specialist	14
FOIA Specialist	14
Human Resource Analyst	14
Human Resource Generalist	14
IT Project Manager I	14
Labor Relations Specialist	14
Management Assistant	14
Museum Director	14
Project Manager Economic Development	14
Workers Comp./Leave Specialist	14
Youth Services Manager	14
Brand and Marketing Manager	15
Central Services Supervisor	15
Communications Manager	15
Digital Evidence Manager	15
Downtown Services Manager	15
E.D.I. Coordinator	15
Economic Development Coordinator	15
Emergency Management Coordinator	15
Environmental Manager	15
Grant Writer	15***
HR Benefit Coordinator	15
IT PMO Manager	15

IT Project Manager II	15
Management Analyst	15
Plan Examiner	15
Program Manager	15
Recruitment and Retention Coordinator	15
Senior Service Disabilities Manager	15
Special Events Manager	15
Staff Attorney	15
Training and Development Manager	15
Video Production Manager	15
Accounting Manager	16
Animal Control Manager	16***
Assistant Corporation Counsel I	16
Assistant Director of Property Standards	16
Community Engagement Manager	16
Customer Relations Manager	16
Development Coordinator	16
Director of Community Events	16
Golf Maintenance Manager	16
Golf Operations Manager	16
IT PMO Director	16
IT Project Manager III	16
Manager of Revenue and Collections	16
Public Safety Media Manager	16***
Senior Plan Examiner	16
Support Desk Manager	16***
Water Billing Manager	16
Zoo Manager	16
Assistant Corporation Counsel II	17
Assistant Director of Economic Development	17
Assistant Superintendent of Streets	17
Assistant Superintendent of Water and Sewer	17
Assistant Superintendent of Water Production	17
Capital Improvement Program Manager	17
Chief of Staff	17
City Clerk	17
Community Development Manager	17
Deputy Chief of Staff	17

Deputy Mayor	17
Director of Building and Permits	17
Director of Community Services	17
Director of Diversity, Equity and Inclusion	17
Director of Emergency Communication 911	17
Director of Human Resources	17
Director of Innovation and Strategy	17
Director of Property Standards	17***
Director of Training and Development	17
GIS Manager	17***
Superintendent of Facilities Maintenance	17***
Superintendent of Fleet Operations	17
Superintendent of Golf Operations	17
Superintendent of Parks and Recreation	17
Assistant Corporation Counsel III	18
Assistant Director of Finance	18
Chief Community Services Officer	18
Chief Data Officer	18
Chief Information Security Officer	18***
Deputy Chief Information Officer	18
Director of Cyber Technology Risk	18***
Director of Development Services	18
Director of Economic Development	18
Director of IT Operations	18
Director of Public Facilities	18
Director of Purchasing	18
Director of Zoning and Planning	18
Superintendent of Streets	18
Superintendent of Water and Sewer	18
Chief Communications and Marketing Officer	19
Chief Equity and Engagement Officer	19
Chief Human Resources Officer	19
Chief Information Officer	19
Chief Public Facilities Officer	19
Comptroller/Deputy Treasurer	19
Director of Financial Operations	19
Assistant Director of Public Works	20
Chief Development Services Officer	20

Corporation Counsel	20
Superintendent of Water Production	20
Chief Financial Officer/City Treasurer	22
Chief Management Officer	22
Director of Public Works/City Engineer	22

Deputy Fire Chief	*
Deputy Police Chief	**
Fire Chief	*
Police Chief	**

\*Subject to change resulting from Local 99 Fire Labor Agreement wage increase

\*\*Subject to change resulting from APPO Labor Agreement wage increase

\*\*\* Special Market Premium (SMP) positions have been moved up one grade and are subject to an annual review which may increase, decrease or remove the adjustment.

**EXHIBIT A**  
**SCHEDULE OF SALARY GRADES**

GRADE		STEP												
		1	2	3	4	5	6	7	8	9	10	11	12	13
1	ANNUAL	31,657.60	32,406.40	33,092.80	33,820.80	34,548.80	35,297.60	36,171.20	36,961.60	37,772.80	38,584.00	39,478.40	40,393.60	41,974.40
	HOURLY	15.22	15.58	15.91	16.26	16.61	16.97	17.39	17.77	18.16	18.55	18.98	19.42	20.18
2	ANNUAL	33,300.80	34,028.80	34,798.40	35,588.80	36,296.00	37,128.00	37,939.20	38,792.00	39,665.60	40,539.20	41,433.60	42,369.60	43,326.40
	HOURLY	16.01	16.36	16.73	17.11	17.45	17.85	18.24	18.65	19.07	19.49	19.92	20.37	20.83
3	ANNUAL	34,923.20	35,692.80	36,441.60	37,273.60	38,147.20	38,979.20	39,811.20	40,705.60	41,600.00	42,556.80	43,472.00	44,428.80	45,468.80
	HOURLY	16.79	17.16	17.52	17.92	18.34	18.74	19.14	19.57	20.00	20.46	20.90	21.36	21.86
4	ANNUAL	36,628.80	37,460.80	38,334.40	39,145.60	39,998.40	40,934.40	41,870.40	42,827.20	43,763.20	44,782.40	45,635.20	46,654.40	47,736.00
	HOURLY	17.61	18.01	18.43	18.82	19.23	19.68	20.13	20.59	21.04	21.53	21.94	22.43	22.95
5	ANNUAL	39,624.00	40,476.80	41,267.20	42,224.00	43,160.00	44,137.60	45,136.00	46,155.20	47,174.40	48,172.80	49,212.80	50,336.00	51,417.60
	HOURLY	19.05	19.46	19.84	20.30	20.75	21.22	21.70	22.19	22.68	23.16	23.66	24.20	24.72
6	ANNUAL	42,598.40	43,555.20	44,470.40	45,468.80	46,488.00	47,548.80	48,547.20	49,712.00	50,752.00	51,896.00	52,998.40	54,204.80	55,390.40
	HOURLY	20.48	20.94	21.38	21.86	22.35	22.86	23.34	23.90	24.40	24.95	25.48	26.06	26.63
7	ANNUAL	45,843.20	46,862.40	47,881.60	48,984.00	50,086.40	51,188.80	52,291.20	53,476.80	54,724.80	55,868.80	57,137.60	58,385.60	59,696.00
	HOURLY	22.04	22.53	23.02	23.55	24.08	24.61	25.14	25.71	26.31	26.86	27.47	28.07	28.70
8	ANNUAL	47,403.20	48,588.80	49,795.20	51,043.20	52,332.80	53,622.40	54,974.40	56,347.20	57,761.60	59,196.80	60,673.60	62,192.00	63,752.00
	HOURLY	22.79	23.36	23.94	24.54	25.16	25.78	26.43	27.09	27.77	28.46	29.17	29.90	30.65

STEP														
GRADE		1	2	3	4	5	6	7	8	9	10	11	12	13
9	ANNUAL	48,963.20	50,190.40	51,438.40	52,707.20	54,038.40	55,369.60	56,763.20	58,198.40	59,633.60	61,131.20	62,670.40	64,230.40	65,832.00
	HOURLY	23.54	24.13	24.73	25.34	25.98	26.62	27.29	27.98	28.67	29.39	30.13	30.88	31.65
10	ANNUAL	50,502.40	51,771.20	53,060.80	54,392.00	55,744.00	57,137.60	58,552.00	60,028.80	61,526.40	63,065.60	64,646.40	66,268.80	67,932.80
	HOURLY	24.28	24.89	25.51	26.15	26.80	27.47	28.15	28.86	29.58	30.32	31.08	31.86	32.66
11	ANNUAL	52,020.80	53,310.40	54,662.40	56,014.40	57,428.80	58,905.60	60,340.80	61,796.80	63,356.80	64,937.60	66,518.40	68,224.00	69,908.80
	HOURLY	25.01	25.63	26.28	26.93	27.61	28.32	29.01	29.71	30.46	31.22	31.98	32.80	33.61
12	ANNUAL	58,052.80	59,529.60	60,923.20	62,545.60	64,105.60	65,665.60	67,392.00	69,076.80	70,803.20	72,571.20	74,401.60	76,232.00	78,166.40
	HOURLY	27.91	28.62	29.29	30.07	30.82	31.57	32.40	33.21	34.04	34.89	35.77	36.65	37.58
13	ANNUAL	64,937.60	66,518.40	68,224.00	69,908.80	71,593.60	73,444.80	75,275.20	77,230.40	79,081.60	81,036.80	83,158.40	85,238.40	87,380.80
	HOURLY	31.22	31.98	32.80	33.61	34.42	35.31	36.19	37.13	38.02	38.96	39.98	40.98	42.01
14	ANNUAL	73,528.00	75,337.60	77,188.80	79,123.20	81,057.60	83,116.80	85,134.40	87,276.80	89,440.00	91,707.20	93,974.40	96,345.60	98,716.80
	HOURLY	35.35	36.22	37.11	38.04	38.97	39.96	40.93	41.96	43.00	44.09	45.18	46.32	47.46
15	ANNUAL	83,948.80	85,987.20	88,171.20	90,313.60	92,580.80	94,827.20	97,198.40	99,673.60	102,169.60	104,748.80	107,307.20	109,990.40	112,798.40
	HOURLY	40.36	41.34	42.39	43.42	44.51	45.59	46.73	47.92	49.12	50.36	51.59	52.88	54.23
16	ANNUAL	96,761.60	99,132.80	101,608.00	104,208.00	106,766.40	109,449.60	112,153.60	114,982.40	117,852.80	120,764.80	123,801.60	126,900.80	130,020.80
	HOURLY	46.52	47.66	48.85	50.10	51.33	52.62	53.92	55.28	56.66	58.06	59.52	61.01	62.51



STEP														
GRADE		1	2	3	4	5	6	7	8	9	10	11	12	13
17	ANNUAL	111,841.60	114,628.80	117,540.80	119,974.40	123,448.00	126,588.80	129,708.80	132,953.60	136,281.60	139,692.80	143,166.40	146,702.40	150,363.20
	HOURLY	53.77	55.11	56.51	57.68	59.35	60.86	62.36	63.92	65.52	67.16	68.83	70.53	72.29
18	ANNUAL	129,604.80	132,849.60	136,177.60	139,609.60	143,062.40	146,598.40	150,280.00	154,044.80	157,913.60	161,886.40	165,963.20	170,185.60	174,491.20
	HOURLY	62.31	63.87	65.47	67.12	68.78	70.48	72.25	74.06	75.92	77.83	79.79	81.82	83.89
19	ANNUAL	151,652.80	155,417.60	159,307.20	163,280.00	167,398.40	171,558.40	175,884.80	180,294.40	184,828.80	189,446.40	194,188.80	199,014.40	203,985.60
	HOURLY	72.91	74.72	76.59	78.50	80.48	82.48	84.56	86.68	88.86	91.08	93.36	95.68	98.07
20	ANNUAL	178,672.00	183,206.40	187,824.00	192,566.40	197,412.80	202,342.40	207,417.60	212,576.00	217,880.00	223,350.40	228,945.60	234,665.60	240,468.80
	HOURLY	85.90	88.08	90.30	92.58	94.91	97.28	99.72	102.20	104.75	107.38	110.07	112.82	115.61
21	ANNUAL	188,801.60	193,544.00	198,390.40	203,340.80	208,416.00	213,636.80	218,940.80	224,390.40	229,923.20	235,747.20	241,654.40	247,665.60	253,801.60
	HOURLY	90.77	93.05	95.38	97.76	100.20	102.71	105.26	107.88	110.54	113.34	116.18	119.07	122.02
22	ANNUAL	250,577.60	256,817.60	263,307.20	269,859.20	276,640.00	283,504.00	290,617.60	297,960.00	305,364.80	313,019.20	320,985.60	328,931.20	337,126.40
	HOURLY	120.47	123.47	126.59	129.74	133.00	136.30	139.72	143.25	146.81	150.49	154.32	158.14	162.08