

**VILLAGE OF FOREST VIEW
COOK COUNTY, ILLINOIS**

ORDINANCE NO. 21-14

**AN ORDINANCE AMENDING SECTION 1-5-8
OF THE FOREST VIEW VILLAGE CODE
SALARY ORDINANCE
(Covering Non-FOP Employees)**

Effective July 1, 2021

**PASSED AND APPROVED
BY THE PRESIDENT AND
BOARD OF TRUSTEES OF THE
VILLAGE OF FOREST VIEW,
COOK COUNTY ILLINOIS, this
14th day of December, 2021.**

**Published in pamphlet form
by authority of the President
and Board of Trustees of the
Village of Forest View, Cook
County, Illinois this 14th
day of December, 2021.**

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AN ORDINANCE AMENDING SECTION 1-5-8
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SALARY ORDINANCE
(Covering all Non-FOP Personnel)

Effective July 1, 2021

WHEREAS, The Village of Forest View is a home rule unit of government; and

WHEREAS, the Village may exercise any powers relating to its government and affairs in accordance with the Illinois Constitution;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD
OF

TRUSTEES OF THE VILLAGE OF FOREST VIEW, COOK COUNTY, ILLINOIS, IN
THE EXERCISE OF THE VILLAGE'S HOME RULE POWERS, as follows:

SECTION 1: Section 1-5-8 of the Forest View Village Code is hereby amended, in part, by replacing salary figures and adding language represented by bold type.

1-5-8: SALARIES AND BENEFITS: FULL-TIME AND PART-TIME PERSONNEL:

(A) **Police Department:** The full-time non-union members and employees of the Police Department of the Village shall receive annual salaries and benefits as follows:

(B)

Annual Salary

1. **Chief of Police** **\$79,367**

2. **Part-Time Personnel:** Non-certified part-time police personnel shall be compensated at the rate of **eighteen dollars and fifty-two cents (\$18.52)** per hour. Upon certification as required by P.A. 89-170 (Part Time Authorization and Training), part-time police personnel shall be compensated at **twenty-three dollars and sixty-five cents (\$23.65)** per hour. Non-certified part-time police personnel shall be compensated at **eighteen dollars and fifty-two**

cents (\$18.52) per hour for training required toward certification under P.A. 89-170 (Part Time Police Authorization and Training). **(increase this 2022)**

3. **Chief of Police Clothing Allowance:** The clothing allowance shall be **five hundred and fifty dollars (\$550.00)** covering the twelve-month period of July 1st thru June 30th of each salary ordinance year. A lump sum check shall be issued to eligible employees, or given on a pro-rated basis. The Chief of Police shall have the discretion to purchase clothing for Part-Time Personnel in an amount not to exceed **five hundred fifty dollars (\$550.00)** per employee.

Annual Salary

4. **Records Clerk** **\$54,419**

5. The records clerk shall be subject to emergency callback by the Chief of Police. All such callback time shall be paid according to federal law.

(C) **Fire Department:** The Fire Chief of the Village shall receive the annual salary as follows:

Annual Salary

1. **Fire Chief** **\$73,442**

The Part-Time members of the Fire Department of the Village shall be paid the hourly rates as follows:

2. **Deputy Fire Chief** (Effective February 12, 2019): **Twenty-seven and eighty-seven cents (\$27.87)** per hour.
3. **Firefighter Tier I** (Hired Prior to April 28, 2015):
Part-Time firefighter personnel who obtain both a current EMT license and Firefighter II certification shall be compensated at **twenty-three dollars and sixty-five cents (\$23.65)** per hour.
3. **Firefighter Tier II** (Hired on or after April 28, 2015):
OFSM Firefighter II/Basic and IDPH EMT-Basic - **Sixteen dollars and seventeen cents (\$16.17)** per hour.

Part-Time Firefighters/paramedics may not be scheduled more than 29 hours a week. Incentive adjustments will be calculated on May 1st of each year, and increased to coincide with annual Section 1-5-8 amendments. No mid-year adjustments will be made.

Per Hour Incentives:

- (a) Lieutenant - **thirty-two cents (\$0.32)**.

- (b) OSFM Vehicle and Machinery Operations and OSFM Fire Service Vehicle Operator - **thirty-two cents (\$0.32)**.
- (c) MABAS Specialty Team (good standing with Haz-Mat, TRT, Dive, Origin, Training) - **thirty-two cents (\$0.32)**.
- (d) OSFM Firefighter III/Advanced - **thirty-two cents (\$0.32)**.
- (e) Per year of service - **thirteen cents (\$0.13)**.
- (f) OSFM Fire Apparatus Engineer and OSFM Fire Service Vehicle Operator - **One dollar and sixteen cents (\$1.16)**.
- (g) OSFM Fire Officer I - **One dollar and sixteen cents (\$1.16)**.
- (h) IDPH Paramedic - **Two dollars and thirty-two cents (\$2.32)**.

4. Clothing Allowance: The clothing allowance for the Fire Chief shall be **five hundred fifty dollars (\$550.00)** covering the twelve-month period of July 1st thru June 30th of each salary ordinance year. A lump sum check shall be issued to eligible employees, or given on a pro-rated basis.

(D) **Public Works Department:** The Full-Time employees of the Public Works Department shall receive annual salaries as follows:

		<u>Annual Salary</u>
1.	Superintendent of Public Works and Water	\$82,365
2.	Assistant Superintendent of Public Works and Water	\$65,004
3.	Class "C" Water Operator:	<u>Hourly Rate</u>
(a)	Zero (0) years of service, which also includes probationary period, but less than two (2) years of service	\$26.18
(b)	Two (2) years of service, but less than three (3) years of such service	\$28.32
(c)	Three (3) years of service, but less than four (4) years of such service	\$29.39
(d)	Four (4) years of service, but less than five (5) years of such service	\$30.46
(e)	Five (5) years of service, but less	

than ten (10) years of such service **\$31.52**

(f) More than ten (10) years of service **\$32.68**

4. Full-Time Public Works Maintenance Worker: Hourly Rate

(a) Zero (0) years of service, which also includes probationary period, but less than two (2) years of service **\$22.45**

(b) Two (2) years of service, but less than three (3) years of such service **\$24.26**

(c) Three (3) years of service, but less than four (4) years of such service **\$25.16**

(d) Four (4) years of service, but less than five (5) years of such service **\$26.06**

(e) Five (5) years of service, but less than ten (10) years of such service **\$26.96**

(f) More than ten (10) years of service **\$28.46**

5. Part-Time Public Works Maintenance Worker: The Part-Time Public Works Maintenance Worker shall be compensated at **eighteen dollars and fifty-two cents (\$18.52)** per hour. This shall include janitorial employees.

5A. Seasonal Part-Time Public Works Maintenance Worker: Seasonal Part-Time Public Works Maintenance Workers shall be compensated at **seventeen dollars and thirty-seven cents (\$17.37)** per hour.

6. Clothing Allowance: The clothing allowance for the Full-Time employees (i.e. Superintendent, Assistant Superintendent, Class "C" Operator and Full-Time Public Works Employee) of the Public Works Department shall be **five hundred fifty dollars (\$550.00)** covering the twelve-month period of July 1st thru June 30th of each salary ordinance year. A lump sum check shall be issued to eligible employees, or given on a pro-rated basis. The Superintendent of Water and Public Works shall have the discretion to purchase clothing for Part-Time Maintenance Workers in an amount not to exceed **five hundred fifty dollars (\$550.00)** per employee.

7. Public Works employees shall be subject to emergency callback by the Superintendent of Water and Public Works. All such callback time shall be paid according to federal law.

(E)	Village Office:	<u>Annual Salary</u>
	1. Village Accountant:	
	(a) Zero (0) years of service, which also includes probationary period, but less than two (2) years of service	\$71,395
	(b) Two (2) years of service, but less than three (3) years of such service	\$75,318
	(c) Three (3) years of service, but less than four (4) years of such service	\$77,770
	(d) Four (4) years of service, but less than five (5) years of such service	\$80,311
	(e) Five years of service, but less than ten (10) years of such service	\$82,919
	(f) More than ten (10) years of service	\$87,479
	2. Office Manager:	
	(a) Zero (0) years of service, which also includes probationary period, but less than two (2) years of service	\$52,275
	(b) Two (2) years of service, but less than three (3) years of such service	\$55,150
	(c) Three (3) years of service, but less than four (4) years of such service	\$56,942
	(d) Four (4) years of service, but less than five (5) years of such service	\$58,793
	(e) Five (5) years of service, but less than ten (10) years of such service	\$60,704
	(f) More than ten (10) years of service	\$64,043
	3. Part-Time Office Assistant:	<u>Hourly Rate</u>
	(a) Zero (0) years of service, which also includes probationary period, but less than two (2) years of service	\$19.48

(b)	Two (2) years of service, but less than three (3) years of such service	\$21.21
(c)	Three (3) years of service, but less than four (4) years of such service	\$22.09
(d)	Four (4) years of service, but less than five (5) years of such service	\$22.96
(e)	Five (5) years of service, but less than ten (10) years of such service	\$23.83
(f)	More than ten (10) years of service	\$25.97

(F) Callback Policy:

1. The following employees shall not be compensated for overtime on callback time: Chief of Police, Fire Chief, Superintendent of Public Works and Water, Assistant Superintendent of Public Works and Water, and Records Clerk.

(G) Tuition Reimbursement Program:

Any tuition reimbursement request from Non-FOP Full-Time employees to obtain an associate's degree shall be approved by the Village President and Board of Trustees on a case-by-case basis.

(H) Paid Vacation and Personal Days:

1. Vacation Days Tier I (Hired on or before May 31, 2021):

All Full-Time employees shall be entitled to annual vacation periods without loss of compensation, on the following basis:

Ten (10) days after one full year of service.

Fifteen (15) days after three (3) full years of service.

Twenty (20) days after ten (10) full years of service.

Twenty-one (21) days after twenty-one (21) full years of service.

Twenty-two (22) days after twenty-two (22) full years of service.

Twenty-three (23) days after twenty-three (23) full years of service.

2. Vacation Days Tier II (Hired on or after June 1, 2021):

All Full-Time employees shall be entitled to annual vacation periods without loss of compensation, on the following basis:

Ten (10) days after one full year of service, to five (5) years of service

Fifteen (15) days from six (6) years of service, to nine (9) years of service.

Seventeen (17) days from ten (10) years of service, to fourteen (14) years of service.

Twenty (20) days from fifteen (15) years of service, to nineteen (19) years of service.

Twenty-two (22) days from twenty (20) years of service, to twenty-five (25) years of service.

Twenty-five (25) days for twenty-six (26) years of service and above.

Vacation days are earned at the beginning of the calendar year. Should employees be hired during the calendar year, vacation days will be prorated based on when they were hired.

Vacation days may be carried over into the following calendar year, not to exceed five (5) extra days total. Therefore, the maximum amount of vacation days an employee can have will be based on their years of service in their respective tier, plus five (5) days. Should a situation arise where an employee has not used all of their vacation time in the current year, or has run out of vacation time and would like to take extra vacation days, permission to roll over the days or take more than the allotted vacation time will be addressed on a case by case basis by the Village Administrator and Village President. See the appendices at the end of the ordinance.

3. Paid Sick Time:

The number of paid sick days shall be twelve (12) per year. The Village Administrator may require a physician's certificate as a basis for pay during a leave of absence for sick leave of three or more consecutive days. Sick leave must be used in increments of at least one-half days. Employees may accumulate up to one hundred (100) days of sick leave.

Sick days are earned at the beginning of the calendar year. Should employees be hired during the calendar year, sick days will be prorated based on when they were hired.

4. Personal Days:

Full-Time employees will receive three (3) personal days off with pay each year.

Employees must make every effort to use the personal days during the calendar year, and may not carry over the personal days to the following calendar year unless written permission is granted by the Village Administrator.

Personal days shall be initially selected on a seniority basis in conjunction with the selection of vacation days. Thereafter, personal days shall be selected on a first come-first served basis.

No more than one (1) employee may be off on a personal day leave at any one time. Full-Time employees must give the Employer at least forty-eight (48) hours' notice of a personal day leave request. Such request will not be unreasonably denied.

Personal days are earned at the beginning of the calendar year. Should employees be hired during the calendar year, personal days will be prorated based on when they were hired.

(I) Hospitalization and Other Insurance:

The Full-Time employees of the Village and their dependents shall be eligible for participation in the medical and hospitalization insurance plan provided by the Village, after eighty-nine (89) days' service of their employment. In addition, all Full-Time employees shall be eligible for participation in the Village life insurance plan. All Full-Time employees of the Village and their dependents shall be eligible for participation, after eighty-nine (89) days' service, in the group prescription drug and vision service programs.

1. Health Insurance: Full-Time employees of the Village and their dependents shall be eligible to participate in the current Village sponsored health plan. Full-Time employee contribution toward that Plan shall be 20% of the actual premium cost of their respective market category premium, or as determined by the Village President and Board of Trustees from time to time, irrespective if the Full-Time employee chooses to participate in either the High Deductible Health Plan or HMO options (effective July 1, 2012).
2. Dental and Vision Insurance: Full-Time employees of the Village and their dependents shall be eligible to participate in the dental and vision insurance plan. Full-Time employees shall contribute 20% of the actual premium cost of their respective market category premium, or as determined by the Village President and Board of Trustees from time to time. The Village has determined that these plans are "bundled" and as such all types of coverage can not be split.

(J) Part-Time Employees:

Unless otherwise specified, all other persons employed by the Village shall be deemed Part-Time employees and shall be compensated at the rate of **seventeen dollars and sixty-eight cents (\$17.68)** per hour. Part-Time employees shall not be eligible to participate in the hospitalization insurance plan provided by the Village unless required by stipulations of the Affordable Care Act. Elected Officials and appointed officers of the Village shall not be

considered as Part-Time employees.

(K) Executive and Legislative:	<u>Annual Salary</u>
Village Administrator	\$95,000
Village Clerk / Treasurer	\$10,000
Village Building Commissioner	\$2,000

(L) Holiday Compensation:

1. Full-Time Employees:

All Full-Time non-FOP employees shall be granted paid time off on New Year's Day (January 1), President's Day (third Monday in February), Memorial Day (last Monday in May), Independence Day (July 4), Labor Day (first Monday in September), Thanksgiving (fourth Thursday in November), Day after Thanksgiving, Christmas Eve (December 24), Christmas Day (December 25), and New Year's Eve (December 31).

All Full-Time non-FOP employees who are scheduled to work and do work at least seven (7) hours on a "holiday", (as defined above), shall receive an additional sixteen (16) hours straight-time pay.

Any Full-Time or Part-Time Public Works employee who is ordered to work on a holiday shall be paid an additional two hours of straight time pay for each hour worked, regardless of how many hours the employee works.

2. Part-Time Firefighters/paramedics and Part-Time Police Officers:

Any Part-Time Firefighters/paramedics or Part-Time Police Officers or Part-Time Radio Operators who are scheduled to work on a "holiday" (as defined below) shall receive an additional one (1) hour of straight time pay for each hour worked up to twenty-four (24) hours.

For purposes of Part-Time Firefighters/paramedics and Part-Time Police Officers a "holiday" refers to:

New Year's Eve starting at the beginning of the first shift at 7:00 a.m. until 11:00 p.m. on New Year's Day, and extending for twenty-four (24) hours;

President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, starting at 7:00 a.m. and extending for 24 hours;

Christmas Eve starting at the beginning of the first shift at 7:00 a.m. until 11:00 p.m. on Christmas Day and extending for twenty-four (24) hours.

Any Part-Time Firefighters/paramedics who are ordered to work on a “holiday”, (as defined above), shall be paid an additional two hours of straight time pay for each hour worked, regardless of how many hours the employee works.

(M) Anniversary Date and Certification Achievement:

Full-Time employees shall be awarded step salary increases on anniversary date milestones and certification achievement increases on the date of attainment. Department Heads shall provide the Village Accountant with written notification of such attainments.

(N) The Village President shall have the authority to adjust starting salaries by a plus or minus ten percent (+ or - 10%) depending on the qualifications of new hires. The remainder of the salary grid shall be proportionally adjusted based on the starting salary.

Salary provisions of the above amendment shall be effective **July 1, 2021**.

SECTION 2: This ordinance and each of its terms shall be the effective legislative act of a home rule municipality without regard to whether such ordinance should (a) contain terms contrary to the provisions of current or subsequent non-preemptive state law, or (b) legislate in a manner or regarding a matter not delegated to municipalities by state law. It is the intent of the corporate authorities of the Village of Forest View that to the extent that the terms of this ordinance should be inconsistent with any non-preemptive state law, that this ordinance shall supersede state law in that regard within its jurisdiction.

SECTION 3: This Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

PASSED BY THE FOLLOWING ROLL CALL VOTE this 14th day of December, 2021.

AYES: Trustees Sudkamp, Hubacek, Ramirez, Nevarez, Liska, Grossi

NAYS: None

ABSENT: None

APPROVED this 14th day of December, 2021.

Nancy L. Miller
Village President

ATTEST:

Laura D. McGuffey
Village Clerk