



City of Chicago



R2020-864

Office of the City Clerk

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Meeting Date: 11/16/2020

Sponsor(s): Lightfoot (Mayor)

Type: Resolution

Title: Amendment of Regulations Governing Administration of Classification Plan and Employee Benefits for Classified Positions set forth in Annual Appropriation Ordinance (Salary Resolution) by modifying Sections B, C, D, G and I

Committee(s) Assignment: Committee on Budget and Government Operations

BUDG



OFFICE OF THE MAYOR
CITY OF CHICAGO

LORI E. LIGHTFOOT
MAYOR

November 16, 2020

TO THE HONORABLE, THE CITY COUNCIL
OF THE CITY OF CHICAGO

Ladies and Gentlemen:

At the request of the Budget Director, I transmit herewith a resolution amending the Salary Resolution.

Your favorable consideration of this resolution will be appreciated.

Very truly yours,

A handwritten signature in black ink that reads "Lori E. Lightfoot".

Mayor

RESOLUTION

WHEREAS, A continuing decrease in revenues will, without further action, cause a deficit in the 2021 Budget, contrary to law; and

WHEREAS, The City Council has determined that additional cost-cutting measures will be required to avoid this deficit; and

WHEREAS, Mandatory furlough days are an equitable measure to help reduce this deficit; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHICAGO:

SECTION 1. The Regulations Governing the Administration of the Classification Plan and Employee Benefits for Classified Positions set forth in the Annual Appropriation Ordinance ("the Salary Regulations") are hereby amended by removing the struck through text and adding the underscored text, as follows:

REGULATIONS GOVERNING THE ADMINISTRATION OF THE CLASSIFICATION PLAN AND EMPLOYEE BENEFITS FOR CLASSIFIED POSITIONS SET FORTH IN THE ANNUAL APPROPRIATION ORDINANCE.

A. Purpose.

These regulations contain provisions governing compensation administration, and benefits for all positions which are subject to control and regulation by and for which compensation is required to be fixed by the Mayor and the City Council of the City of Chicago.

B. Adoption And Definition Of The Compensation Plan.

(Omitted text is unaffected by this resolution)

(7) Continuity Of Service.

Service requirements for advancement within the salary ranges and for other purposes as specified in this resolution shall have the implication of continuous service with the City of Chicago, including the positions which are exempt from the jurisdiction of the Commissioner of Human Resources. This means continuously paid employment without a break in service. A break in service occurs when an employee quits, is discharged, retires, does not actively work for the City for 12 months (except for approved leaves of absence, or absence in individual cases adjudged eligible for duty disability), or is on layoff for more than twelve consecutive months if the employee has less than 5 years of service at the time of the layoff, or is on layoff for more than 2 years if the employee has 5 or more years of service at the time of layoff. A person who returns to City employment within 12 months after a break in service shall receive credit for continuous service earned prior to such break in service. Absence from City service on leave without pay for periods in excess of 30 days, all suspensions, time after layoffs for more than 30

days and all absences without leave shall be deducted in computing total continuous service. Personnel who ~~are~~ were paid by voucher shall receive no credit for continuity of service for the period they ~~are~~ were paid by voucher.

Uniformed Fire Personnel may receive credit only for service with the Chicago Fire Department, and Sworn Police Personnel may receive credit only for service with the Chicago Police Department for the purpose of advancement within the salary schedules.

Any employees of the City, except Uniformed Fire Personnel and Sworn Police Personnel, and except employees appointed to City service after September 8, 1986, who have rendered service to the County of Cook, the Chicago Park District, the Forest Preserve District, the Chicago Housing Authority, the Metropolitan Sanitary District of Greater Chicago, the State of Illinois, the Chicago Board of Education, City Colleges of Chicago, Community College District 508, the Chicago Transit Authority, Public Building Commission of Chicago, Chicago Urban Transportation District, and the Regional Transportation Authority shall have the right to have the period of such service credited and counted for the purpose of advancement within longevity salary schedules, provided that the above interpretation of continuous service shall apply.

Seasonal employment of less than 120 calendar days in any year shall not be credited toward continuity of service.

Non-seasonal employees who work a minimum of eighty (80) hours per month shall be credited with continuity of service for the time worked.

(Omitted text is unaffected by this resolution)

C. Application And Interpretation Of The Employee Benefit And Compensation Plan.

(1) Starting Rate On Initial Employment.

Initial appointments to any positions shall be made at the entrance rate of the salary range prescribed for the applicable class grade. In exceptional cases for special rate positions, upon recommendation by the department head and approval of the Commissioner of Human Resources, the Budget Director and the Chairman of the Committee on Workforce Development and Audit of the City Council, initial appointment may be made at a rate above the normal entrance rate. Entrance above the normal entrance rate shall be based on the outstanding and unusual character of the applicant's education, experience and training over and above the minimum qualifications specified for the class.

(Omitted text is unaffected by this resolution)

(3) Starting Rate Following Promotion.

When an employee is promoted from one position to a position in a higher class grade, except in Schedules D, E and F, such employee shall be paid at a rate that

will provide an increase in salary of ~~approximately five percent~~ up to 5.0% over the last salary paid, except that such employee shall be paid at least the entrance rate of the new position, even though this may produce an increase in excess of the aforementioned limitation. This action shall be effective on the first day of a pay period and shall not precede the receipt of the Personnel Action Report (PER 14) at the Department of Human Resources.

(Omitted text is unaffected by this resolution)

D. Prevailing Rate Positions.

A prevailing rate (PR) position is defined as one for which the rate is established under acceptable evidence of the wage prevailing in industry. Such positions are usually craft, labor or trade positions, and are not paid under the provisions of the Compensation Plan.

In the event that the pay basis for a position is changed from a prevailing rate basis to a salary schedule in a class grade, the incumbent shall receive the lowest rate in the salary schedule that will not result in a decrease in salary. The Compensation Plan provisions shall thereafter govern.

In the event that an employee is appointed from a position paid on a prevailing rate basis to another position classified and paid under the Compensation Plan, such employee shall be given credit for the time served in the former position in determining the salary rate, provided, that any increase in salary shall not exceed 5.0%, and provided further that the employee shall in no case receive less than the minimum rate of the salary range of the new position. The applicable Compensation Plan provisions shall thereafter govern.

(Omitted text is unaffected by this resolution)

G. Holidays, Vacations And Sick Leave For Positions In The Classified Service.

(1) Designation Of Holidays.

(a) The following days are hereby declared holidays for all salaried City officers and employees in the City departments and offices subject to the control of the Mayor and City Council:

1. New Year's Day
2. Dr. Martin Luther King, Jr.'s Birthday
3. Lincoln's Birthday
4. Washington's Birthday
5. Pulaski Day
6. Memorial Day
7. Independence Day
8. Labor Day
9. Columbus Day
10. Veterans Day

11. Thanksgiving Day
12. Christmas Day

(b) The following days are hereby declared holidays for prevailing rate employees subject to the control of the Mayor and the City Council:

1. New Year's Day
2. Dr. Martin Luther King, Jr.'s Birthday
3. Pulaski Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Columbus Day
8. Thanksgiving Day
9. Christmas Day

(c) When any designated holiday falls on a Saturday, the previous working day (Friday) shall be considered a holiday and when a designated holiday falls on Sunday, the following working day shall be considered a holiday except when these days are regular working days such as Saturday or Sunday shall be the holiday.

(d) Any paid holiday in the pay period shall be counted as a regular working day. Except as provided in Subsections (11) and (12), if an employee is absent without pay on the last working day preceding or the first working day following such holiday, the holiday shall be considered as an additional day absent without pay.

(e) In addition to the foregoing paid holidays, each officer and employee in the City departments and offices subject to the control of the Mayor and City Council actively employed on January 1 of each year shall receive one (1) paid personal day, which must be used during that year.

(f) In addition to the foregoing paid holidays, June 19 is hereby declared a day of observance for Juneteenth. Observance of Juneteenth shall not affect any applicable work or salary requirements for that day.

(Omitted text is unaffected by this resolution)

(12) Unpaid Budget-Required Furlough Days in 2021.

Due to budget requirements, each non-represented salaried or full-time hourly employee holding a position on or after March 1, 2021, except Uniformed Fire Personnel and Sworn Police Personnel, will be required to take five unpaid furlough days between March 1, 2021 and December 31, 2021 if the employee's appropriated 2021 salary or compensation is \$100,000 or higher, except as otherwise provided herein. For employees who begin their employment with the City after April 30, 2021, the number of unpaid furlough days that are required to be taken in 2021 shall be reduced by one, and further reduced by one for each

additional two-month period after April 30, 2021 that employment begins, except for the period beginning December 16, 2021 and ending December 31, 2021, pursuant to the following schedule:

<u>EMPLOYEE START DATE</u>	<u>NUMBER OF UNPAID FURLOUGH DAYS</u>
March 1 through April 30	5
May 1 through Jun 30	4
July 1 through August 13	3
September 1 through October 31	2
November 1 through December 15	1
December 16 through December 31	0

If during calendar year 2021, a promotion or other increase in compensation causes an employee's salary to meet or cross the \$100,000 threshold for required furlough days, such employee shall upon the effective date of such increase be required to commence taking furlough days pursuant to this Subsection G(12), subject to the proration provisions specified herein that apply to new hires during 2021.

Unpaid furlough may not be taken on days designated for celebration of one of the City's holidays. Employees must coordinate their unpaid furlough days with their immediate supervisor(s) and must notify their timekeeper at least five (5) work days in advance of the dates to be taken. Under no circumstances may an employee work for the City on his or her unpaid furlough days. Supervisors are required to monitor the work hours of employees taking unpaid furlough to ensure that no employee exceeds forty (40) hours of work during the week a furlough day is taken.

Employees who are required to take unpaid furlough will have their gross pay reduced by approximately 1/261st of their annual salary with respect to each furlough day taken. This is equivalent to one (1) day of work for an employee working five (5) days per week, 52 (fifty-two) weeks per year.

The Budget Director is authorized to issue rules for implementation of the unpaid furlough days.

H. Administration And Maintenance Of The Employee Benefit Compensation Plan.

(Omitted text is unaffected by this resolution)

I. Voucher Accounts.

~~Transfer of funds from any Personnel Service account Personnel Service on Voucher shall be approved by the Mayor, Budget Director, the Chairmen of the Committees on the Budget and Government Operations and Finance and the City Comptroller.~~

J. Effective Date Of Resolution.

This resolution shall be effective on and after its passage, and until amended by

action of the City Council.

SECTION 2. This amendatory resolution shall be effective on its passage.