



City of Chicago



R2021-1126

Office of the City Clerk

Document Tracking Sheet

Meeting Date: 10/14/2021

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) regarding Compensation Plan, health benefits, holidays and unpaid furlough days

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

BUDG



OFFICE OF THE MAYOR
CITY OF CHICAGO

LORI E. LIGHTFOOT
MAYOR

October 14, 2021

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

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.

(1) Adoption Of The Compensation Plan.

(Omitted text is unaffected by this resolution)

(8) Health and Welfare Coverage.

The term "health and welfare coverage" includes, but is not limited to, medical benefits, prescription benefits, dental benefits, vision benefits, mental health and substance abuse benefits, health care flexible spending account benefits, dependent care benefits, disability benefits, life insurance benefits, accidental death and dismemberment benefits, wellness benefits and transit benefits, as well as the related claims administration, utilization review, case management, consulting and actuarial services, and any other ancillary administrative services needed to provide such benefits.

In providing for single, employee plus one dependent, or family health and welfare coverage as set forth in the Annual Appropriation Ordinance under codes .0029, .0042, .0043, and .0056, each company and Health Maintenance Organization (HMO) that provides health and welfare coverage shall be approved by a majority of the Budget Director, City Comptroller, Benefits Manager, Commissioner of Human Resources and Chairmen of the Committee on Finance and the Committee on Workforce Development and Audit. Plan provisions and rates shall all be approved by the Mayor or his designee the City Comptroller on the recommendation of a majority of the Budget Director, Benefits Manager, Commissioner of Human Resources and Chairmen of the Committee on Finance and the Committee on Workforce Development and Audit. The Mayor or his designee the City Comptroller is authorized to enter into and execute such agreements, amendments and

documents, subject to review as to form and legality by the Corporation Counsel, as are required or necessary to implement the health and welfare coverage, which agreements, amendments and documents shall be kept on file with the Budget Director and the City Comptroller. Such agreements, and those agreements provided for in Paragraphs (10) and (12) of this Section B, may include authorization for the third-party administrator to initiate, pursue and resolve claims for financial recovery on the City's behalf and for the City's benefit. The City Comptroller, in that officer's sole discretion, is authorized to include in the agreements provided for in this Subsection (8), or any amendments thereto, coverage for medications for individuals receiving medical care from the Department of Public Health.

Notwithstanding the preceding ~~sentence~~ paragraph, in the case of insured health and welfare coverage; including a fully insured HMO, the City Comptroller or his designee is authorized to enter into and execute such applications for any related insurance policies or contracts provided that such policies and contracts have been filed with and approved by the appropriate state department of insurance or other regulatory authority with jurisdiction over such matters, as and to the extent such filing and approval are required by applicable law or regulation.

The open enrollment period (that time when an employee can change coverage, carriers or HMO programs) shall be designated by the City Comptroller except for new full-time employees who shall be eligible for coverage on the first of the month following date of commencement of employment. Coverage shall terminate on the last date worked, subject to any legally required extensions of coverage. Where more than one member of a family is employed by the City, no duplication of coverage shall be allowed, including for dependents. An employee or dependent can be covered by only one City-paid health and welfare coverage plan.

(Omitted text is unaffected by this resolution)

(12) Optical Care Coverage.

In providing for individual employee optical care coverage as set forth in the Annual Appropriation Ordinance under code .0057, each carrier that provides such insurance shall first be approved by the Mayor on the recommendation of the Budget Director, City Comptroller, the Benefits Manager, Commissioner of Human Resources and Chairmen of the Committee on Finance and the Committee on Workforce Development and Audit. Plan provisions and rates shall all be approved by the Mayor on the recommendation of the Budget Director, the City Comptroller, the Benefits Manager, Commissioner of Human Resources, Chairmen of the Committee on Finance and the Committee on Workforce Development and Audit. The Mayor is authorized, subject to review as to form and legality by the Corporation Counsel, to enter into and execute such agreements, amendments and documents as are required or necessary to implement the plan, which agreements, amendments and documents shall be kept on file with the Budget Director and the City Comptroller.

Eligible employees will be provided vision coverage at the same time medical coverage is effective unless coverage is provided as a separate benefit, wherein coverage will be effective on the first of the month after the eligible employee's first year.

(13) Earned Wage Access.

The Comptroller is authorized to enter into and execute such agreements, amendments and documents, subject to review as to form and legality by the Corporation Counsel, as necessary or useful to implement a program to allow eligible employees access to their earned but unpaid wages.

(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. Juneteenth
- ~~7.~~ ~~8.~~ Independence Day
- ~~8.~~ ~~9.~~ Labor Day
- ~~9.~~ ~~10.~~ Columbus Day
- ~~10.~~ ~~11.~~ Veterans Day
- ~~11.~~ ~~12.~~ Thanksgiving Day
- ~~12.~~ ~~13.~~ 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. Juneteenth
- ~~5.~~ ~~6.~~ Independence Day
- ~~6.~~ ~~7.~~ Labor Day
- ~~7.~~ ~~8.~~ Columbus Day
- ~~8.~~ ~~9.~~ Thanksgiving Day
- ~~9.~~ ~~10.~~ 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)

(11) Voluntary Unpaid Furlough Days.

Due to budget requirements, the Budget Director and Comptroller may offer City employees, or groups of employees, the option of taking one or more unpaid furlough days. Such furlough days may only be taken with the permission of the applicable department or agency head and shall be subject to such procedures and limitations as may be prescribed by the Budget Director and Comptroller. Consent of the department or agency head may be withdrawn based on operational needs at any time.

For the purposes of this Subsection, the term "base salary" means:

(a) for salaried employees, the annual rate of compensation, exclusive of overtime and final vacation, appropriated for service in the employee's position; and,

(b) for other employees, the regular or straight time rate of compensation appropriated and payable for a normal work week in the employee's position, exclusive of overtime and final vacation.

The opportunity to take voluntary unpaid furlough days may be offered to such groups of employees as the Budget Director and Comptroller deem appropriate. Provided, however, that voluntary unpaid furlough days may not be offered to sworn police personnel or members of the uniformed service of the Fire Department.

If an employee who desires to take voluntary unpaid furlough hereunder receives Health Insurance Coverage, Dental Coinsurance Coverage and Optical Care Coverage, the employee shall authorize deductions from his or her pay on forms supplied by the City in the amount that would have been deducted from base salary for such benefits had the employee worked during the voluntary unpaid furlough.

Such coverage shall not be affected by taking voluntary unpaid furlough.

If an employee who desires to take voluntary unpaid furlough participates in one of the annuity and benefit funds established under Articles 8 or 11 of the Illinois Pension Code, the employee shall authorize deductions from pay on forms supplied by the City in the amount that would have been deducted from base salary for the employee contribution had the employee worked during the voluntary unpaid furlough. Any amounts so deducted shall be paid to the appropriate annuity and benefit fund in the same manner as other employee contributions.

Notwithstanding the provisions of Subsection G (1)(d), an employee will not be denied pay for a holiday because he or she takes a voluntary unpaid furlough day immediately before or after the holiday, or because the employee's scheduled furlough day falls on a holiday.

An employee taking voluntary unpaid furlough hereunder shall be treated as having worked during such furlough for the purposes of accrual of vacation and sick leave. Under no circumstances may an employee perform services for the City of Chicago while on voluntary unpaid furlough hereunder.

~~(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 appropriate 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 June 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 forth (4) 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.~~

(Omitted text is unaffected by this resolution)

I. Effective Date Of Resolution.

This resolution shall be effective on and after its passage, and until amended by action of the City Council.