

2.1 PERFORMANCE EVALUATIONS

Policy

Each Department Director will ensure that all employees are formally evaluated at least annually on a Village-approved form in order to identify and recognize an employee's strengths and weaknesses in performing their job.

Guidelines

- A. The evaluation form will, at a minimum, address the following:
 - the level of the employee's productivity
 - recommendations to improve performance and identification of further training
- B. All evaluators will conduct a consultation with the employee. During that consultation, the evaluator will discuss the employee's strengths, weaknesses, need for additional training, future goals and objectives.
- C. The evaluation form must be signed by the evaluator and the employee. An employee's signature does not necessarily indicate concurrence with the evaluation, but rather that the employee has had sufficient opportunity to review and understand the evaluation.
- D. Employees will receive a copy of their performance evaluations. Performance evaluations will be kept in the employee's official personnel file in the Human Resources Department.
- E. Performance evaluations will be conducted at the end of any probationary period and annually thereafter.
- F. Performance evaluations shall be considered in determining salary increases, order of layoff, transfer, and as a means of identifying employees who should be promoted, demoted or terminated.
- G. When an employee's overall performance evaluation result is "some improvement needed", a follow up review will be required. When that employee's overall performance is determined to be "meets expectations", the employee's review date will change correspondingly.

Effective Date: January 1, 2000
Revised: September, 2020

2.2 JOB EVALUATIONS

Policy

The Village of Arlington Heights provides a job evaluation and analysis process for determining the relative value of jobs within the organization. This process helps the Village maintain compensation and classification policies and procedures that are objective and equitable.

Guidelines

- A. Job evaluations will be conducted when significant duties or responsibilities have been added to or deleted from a position.
- B. The same position will not be evaluated more than once in any 12-month period.
- C. A request for a job re-evaluation must be submitted to the Human Resources Department to begin the job evaluation process. Either the employee, the employee's supervisor or the Department Director may initiate a request for a job evaluation. Requests may also be initiated by the Human Resources Department, either on the basis of a special audit of jobs in a department, a vacant position or in accordance with a regular reassessment program.
- D. After a request for a job evaluation is received, the Human Resources Department will send an Employee Job Analysis Questionnaire (JAQ) to the employee. After completion by the employee and review by the employee's supervisor, the Department Director must then review and sign the JAQ and return it to the Human Resources Department.
- E. The JAQ will be reviewed by the Human Resources Director or designee. The review process may include interviews with the employee, the supervisor, and the Department Director. A recommendation will be made to the Village Manager, who will then make a final determination. The Director of Human Resources will notify the Department Director and the employee of the results of the job evaluation.
- F. Job Reclassification – Upgrade
 - When a job is re-evaluated to a higher pay grade, the incumbent employee's salary will be brought to at least the minimum of the new pay grade.
 - The maximum increase permitted will be to the same step within the new grade or the same placement in the open range.
 - Considerations in determining the amount of increase on an upgrade are:
 - ≡ The employee's current salary in relation to the new salary range
 - ≡ The employee's current review date and anticipated increase at that time
 - ≡ Internal equity
 - A job reclassification does not change an employee's date of hire. However, the employee's anniversary date for future step increases may be changed to coincide with the effective date of the reclassification.
- G. Job Reclassification – Downgrade

- When a job is re-evaluated to a lower pay grade, the incumbent employee's salary will normally not be reduced.
- If the incumbent employee's salary is over the maximum of the new pay grade, the employee will not be eligible to receive a salary increase until the maximum of the range for the new position increases.

Effective Date: January 1, 2000

Revised: August, 2020

2.3 SALARY ADMINISTRATION

Policy

The Village maintains a wage and salary administration program that is intended to be both internally equitable and externally competitive to enable the Village to attract, retain, reward and motivate employees. This Policy applies to those employees not covered by a collective bargaining agreement.

Guidelines

- A. The Village has two pay plans: a Step Plan and an Open Range Plan. Annual adjustments to both plans may be made based on the financial position of the Village, general revision of the compensation plan and/or general economic conditions.
- B. All full-time and part-time employees are eligible for an annual salary increase up to the maximum of the salary grade. All recommendations for salary increases must be approved by the Director of Human Resources and approved by the Village Manager prior to the employee being notified of the increase.
- C. Employees on the Step Plan will be eligible for a step increase as follows:
 - Advancement from Step 1 through Step 11 requires that an employee receive an “achieves expectations” on their annual job evaluation.
 - Advancement from Step 11 to Step 12 requires that an employee receive an “exceeds expectations” on the employee’s most recent performance evaluation.
- D. Employees on the Open Range Plan will be eligible for pay increases as follows:
 - Advancement in the Open Range is based on overall job performance as documented in the employee’s annual performance evaluation.

Effective Date: January 1, 2000
Revised: July 1, 2002
September, 2020

2.4 OVERTIME/COMPENSATORY TIME

Policy

All eligible employees will be compensated for hours worked in excess of their standard work week in accordance with the Fair Labor Standards Act. All eligible employees shall receive overtime, paid either in dollars or time off, at the rate of one and one-half times the regular hourly rate for regular overtime and two times the regular hourly rate for overtime worked on Sundays and holidays.

Guidelines

- A. Overtime opportunities shall be distributed as fairly as possible, taking into account the needs of the department and the availability of individual employees.
- B. For purposes of overtime and compensatory time, employees are divided into two categories pursuant to the FLSA: non-exempt and exempt. A list of categories and the job classifications in each category is available from the Human Resources Department. This list may be modified by the Village Manager at any time.
- C. Part-time regular employees will be paid their regular hourly rate of pay for all hours worked up to the standard full-time work week for their job classification. All overtime worked in excess of the standard full-time workweek will be paid in accordance with this policy.
- D. Each employee earning overtime may opt to take compensatory time in lieu of overtime pay.
- E. Compensatory time may be accrued up to a maximum of no more than 10 days at any one time and must be used within six months of its being earned. Use of compensatory time must be used pursuant to the same usage policies as vacation time.
- F. All overtime work must be approved by the Department Director or designee.

Effective Date: January 1, 2000

Revised:

2.5 LONGEVITY

Policy

The Village recognizes employees for their length of service to the Village. Eligible employees shall receive longevity pay in November of each year.

Guidelines

- A. Longevity shall be paid according to the following schedule:
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|--|-----------------|
| after completion of five years of service | \$ 900 per year |
| after completion of ten years of service | \$1000 per year |
| after completion of fifteen years of service | \$1100 per year |
| after completion of twenty years of service | \$1600 per year |
- B. The following employees are eligible for longevity pay:
- all regular full-time employees
 - all regular part-time employees hired before July 1, 1992
and who work more than 1000 hours per year
- C. Longevity will be paid in November of each year. Employees will receive their full longevity amount based on the number of years completed as of October 31 of the current year. The longevity for eligible part-time employees will be pro-rated based on their scheduled hours worked. Appropriate federal and state taxes will be withheld from the longevity check.
- D. The longevity rate will be added to eligible employees' overtime rate as of their benefit accrual date.

Effective Date: January 1, 2000

Revised: May 1, 2001

Revised: May 1, 2005

2.6 EMPLOYEE SNOWPLOW PAY RATES

Policy

This purpose of this policy is to provide pay guidelines for those employees who participate in the removal of snow and ice operations for the Village of Arlington Heights.

There are two classifications of employees who participate in the Snow and Ice Control program: Employees who are required to participate as part of their job descriptions and those employees who volunteer to participate.

Guidelines

Pay rates will be broken down into the following classifications:

- A. Employees who are required to participate as part of their job description will be paid at their regular hourly rate and will be paid overtime if worked in accordance with the Village's Overtime /Compensatory Time Policy.
- B. Employees who volunteer to participate in the Snow and Ice Removal Program will be paid at an hourly rate which will be established annually by the Village. These rates will typically be based on years of snow and ice control service with the Village as well as Non-CDL and CDL rates. Employees may be required to complete appropriate paperwork.