APPENDIX A
TOWN OF CORTLAND
WAGE & SALARY SCALE with RELATED BENEFITS

OFFICERS & EMPLOYEES			
DEPARTMENT	LEVEL	RATE FOR FULL-TIME*	RATE FOR PART-TIME*
Administration	Supervisory	$63,000-~~76,275~~ 78,038/yr.	N/A
	Non-Supervisory	$34,000-$~~50,850~~ 52,025/yr.	Min. Wage-$24.41/hr.
	Professional Non-Supervisory	$25,000-$~~61,020~~ 62,430/yr.	$16.50-$28.98/hr.
Police	Supervisory: Chief	$~~63,000~~68,000-$~~76,275~~ 78,038/yr.	N/A
	Supervisory: Commander	$62,000-69,000/yr	N/A
	Supervisory: Sergeant	$~~50,000~~55,000-$~~66,105~~ 62,000/yr.	N/A
	Non-Supervisory: Officers	$43,000-$~~55,935~~ 57,228/yr.	$21.00-~~26.44~~ 27.05/hr.
	Non-Supervisory: Clerical	N/A	$10.00-~~15.26~~ 15.61/hr.
Public Works and Water/Wastewater	Supervisory	$63,000-$~~76,275~~ 78,038/yr.	N/A
	Non-Supervisory	$44,000-$~~50,850~~ 52,025.65/yr.	Min. Wage-$~~24.41~~ 24.97/hr.

* The upper end of the range for all categories under Rate for Full-Time and Rate for Part-Time will be adjusted by the increase in the Consumer Price Index-Urban which was used in the calculation of the levy approved the previous December, not to exceed 3%, annually on May 1.
The upper end of the ranges shown above are effective as of May 1, ~~2014~~2016.

A 3% increase will be added to the wage rate or salary of any full-time employee who reaches the anniversary of his or her seniority date that is a multiple of 5 years (5, 10, 15, etc.), effective on the seniority date; this increase will be in effect only for seniority dates reached on or after May 1, 2014.
Elected officials and part-time personnel will not be eligible for longevity increases in their pay.
(Upper end of wage scale adjusted to reflect CPI used in the calculation of prior year levy: 2014 -1.5%, 2015 - .08%)
(Revised 4/28/08, 12/14/09, 4/29/13, 3/24/14, 4/14/14, 7/14/14.)

ELECTED OFFICIALS			
OFFICIAL	TERM BEGINNING	RATE (revised 9/22/08, 7/14/14)	
President	in 2009 or after	$25,000/yr. with employee health/dental/ vision insurance	+ the increase in the Consumer Price Index-Urban which was used in the calculation of the levy approved the previous December, not to exceed 3%, annually beginning May 1 of the year following election or re-election
Liquor Commissioner	In 2009 or after	$1,100/yr.	
Town Clerk	in 2005 or after	$38,000/yr. with full-time benefits	

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Trustee		$2,400/yr.	and continuing every May 1 while the Elected Official continues without interruption in office.
Appointed to an unexpired term		The compensation earned by the trustee whom the appointee replaces. Upon election in his or her own right, the trustee shall be compensated at the initial rate shown above.	

Addendum #0507-02 approved 10/9/06.

Personal Vehicle Reimbursement	@ Federal Rate ($.56 as of 1/01/14)

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BENEFITS:

Health Insurance (revised 4/14/14, 7/14/14): Single-employee coverage (health, dental, and vision) is fully paid for eligible employees until the employee reaches the age of Medicare eligibility, at which time the employee will be reimbursed for the cost of their Medicare and Supplements up to the cost of the single employee health coverage for non-Medicare employees (effective only for employees not yet eligible for Medicare), with continued employee dental and vision coverage under the Town's policy if desired. Coverage under the Town's health/dental/vision insurance begins on the first day of employment and ends ends on the final day of employment at the time of termination. Optional dependent health, dental, and/or vision coverage may be purchased by covered employees. Currently, one employee is receiving a compensated insurance waiver benefit, with taxable compensation for the waiver which will continue at the rate for the lowest premium available for employee coverage under the Town's health insurance plan that was in effect at the time the waiver was elected. No further compensated waivers will be allowed. Retiring employees may be eligible for continued coverage (until they reach the age of Medicare eligibility) through the purchase of retiree insurance at their own expense under the IMRF regulations.

Life Insurance: Employees whose positions require 1000 hours of work per year have the option of enrolling at time of hire, at their own expense, in the life insurance coverage plan provided by the National Conference on Public Employee Retirement Systems.

IMRF: Employees whose positions require 1000 hours of work per year will participate in the Illinois Municipal Retirement Fund.

Uniforms (revised 10-10-11, 4/14/14): Employees of the Public Works Department and Water/ Wastewater Department will receive a clothing allowance annually (calendar year) amounting to $400 per year for full-time employees and $200 per year for part-time employees after 150-hours of service in the respective department. Clothing allowances for these employees will be treated by the Town as taxable fringe benefits; employees are responsible for claiming, on their own personal tax returns, any exemption or deduction that may be applicable to their purchase of clothing not suitable for street wear.

Vacation (revised 09/28/09): Vacation is earned and credited to an employee's vacation account in accordance with the following rules. For full-time employees, vacation time off with pay is provided as follows, by seniority level: one week (40 hours) for the first full year of employment, from and after the employee's seniority date; two weeks (80 hours) each full year worked for the second through fourth years of employment; three weeks (120 hours) each full year worked for the fifth through the ninth year of employment; and four weeks (160 hours) each full year worked for the tenth year and after. Earned vacation may be taken in the year after it is earned; e.g., vacation time off that is earned in the first year of

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full-time employment may be taken in the second year. An employee whose employment status is changed from part-time to full-time during any year will begin to accrue vacation on his seniority date (date of becoming full-time); however, up to one week (40 hours) of vacation may be granted by the Mayor at the time of change to full-time status based on the employee's previous service to the Town as a part-time employee.

Holidays (revised 7/23/07, 10/10/11, 3/24/14):

(A) Police Personnel: The Town recognizes the following holidays: New Year's Day, Martin Luther King Day, President's Day, Easter, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve, and Christmas Day. Employees may also take time up to 3 hours off on Good Friday if desired to attend religious services. In lieu of holiday time off, a full-time police officer will be paid eight (8) hours holiday pay at his/her regular straight-time rate of pay in addition to pay for time worked during the pay period in which the holiday falls.

(B) Personnel Other than Police: The Town recognizes the following holidays: New Year's Day, Martin Luther King Day, President's Day, Spring Holiday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve, and Christmas Day. In each case, the recognized holiday is the day that the Town's offices are closed in observance of the holiday or the day otherwise designated by the Town as the holiday. Holidays are days on which employees (except police officers) are not expected to work except in case of an emergency. For IMRF-covered personnel, hours worked on a holiday because of an emergency will be paid for at time and one-half the employee's regular straight-time hourly rate of pay (in cash and not by way of compensatory time off). Paid holidays will be pro-rated for part-time employees whose positions meet the IMRF requirements.

Paid Leave (revised 3/24/14, 4/14/14, 7/14/14):

1. Personal Days: Full-time employees with at least six months of employment as of the first day of the fiscal year will be credited as of that day with two (2) personal days off for use during that fiscal year. New employees will be credited with one (1) personal day off for use during the remainder of the fiscal year on the first day of the month following the attainment of six months of employment. Personal days expire on the last day of the fiscal year. There is no compensation for unused personal days at termination of employment.

2. Sick Leave: Full-time employees earn three-fourths of a day (6-hours) of sick leave per month beginning on the first day of the month following six months of employment. Sick days are available for use by employees in accordance with

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applicable Town Policies. Unused sick days will accrue to a maximum of 60 days (480 hours). Upon termination of employment, eligible employees (i.e. having reached the minimum age and vesting requirements for pension eligibility under IMRF) will have the option to be paid for accrued sick days (maximum of 60) at the rate of $2.50 per hour. For those not eligible, there is no compensation for unused sick leave upon termination of employment.

3. Bereavement Leave: Up to three days of bereavement leave will be provided to full-time employees in accordance with applicable Town Policies. In addition, an employee will be provided with paid time off to attend local funeral services occurring during the employee's working hours for a current official or employee of the Town or a member of the official or employee's immediate or extended family or a person of significant standing to the immediate family.

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