



AGENDA MEMORANDUM

DATE: May 27, 2025

TO: Finance and Administration Committee

FROM: Benjamin Haberthur, Executive Director
Jennifer Clough, Human Resources Director

SUBJECT: Modification to the Ordinance Setting the Salary Ranges of All Positions of the Forest Preserve District of Kane County

PURPOSE:

The purpose of this memorandum is to provide the Committee with information to consider the approval of the District's Ordinance Setting the Salary Ranges of All Positions.

BACKGROUND:

The Commission approved a new step schedule compensation model in 2024 that adjusted salary ranges for the first time since 2017. The new compensation plan was implemented to support the District's intention to recruit and retain employees by offering competitive pay. The new plan placed employees' pay closer to the regional average of pay for each position compared to other local agencies.

The step schedule has been updated to reflect a 2.9% increase to all salary ranges effective July 1, 2025, consistent with the FY2025-2026 annual budget approved by the Commission on May 13, 2025. This adjustment ensures the District's compensation plan stays in line with the market, and is consistent with the recommendations of the comprehensive study of the District's compensation and classification plan completed in 2024.

This annual review process includes the assignment of new, reclassified, and retitled positions to the step schedule since the last commission approved update, which was August, 2024. They include:

Reclassified: Plant Technician to Plant Ecologist

Retitled: Buyer (Previously titled Procurement Administrator)

FINANCIAL IMPACT: Employee compensation is adjusted consistent with the increase to the step schedule. The FY2025-2026 annual budget included an economic factor adjustment to all ranges in the salary schedule of 2.9%. The financial impact for the economic factor increase is \$171,352.00.

RECOMMENDATION:

Staff recommends the Committee approve the modification to the ordinance setting the salary ranges of employee positions.

ATTACHMENTS:

2025 Step Schedule