



AN ORDINANCE ESTABLISHING THE
COMPENSATION OF NON-REPRESENTED
OFFICERS AND EMPLOYEES OF THE CITY OF
NORTH CHICAGO, ILLINOIS FOR THE PERIOD
OF EMPLOYMENT FROM MAY 1, 2018
THROUGH APRIL 30, 2019.

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BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH CHICAGO, ILLINOIS AS FOLLOWS:

SECTION 1. SCOPE OF ORDINANCE

This Ordinance applies primarily to managerial, supervisory and unrepresented officers and employees of the City of North Chicago (those employees not represented by a labor union in a recognized bargaining unit). The provisions of any collective bargaining agreement entered into between the City of North Chicago and a recognized or certified labor union pursuant to the provisions of the Illinois Public Labor Relations Act which have been executed by an authorized representative of the City and approved by the City Council shall take precedence of conflicting provisions of the Salary Ordinance.

SECTION 2. DEFINITIONS

For the purpose of this Ordinance, wherever the following terms appear they shall be defined as or construed to mean as follows:

- A. **ONE YEAR OF EMPLOYMENT:** One year or full year of employment shall mean twelve (12) consecutive months or fifty-two (52) consecutive workweeks of employment with the City of North Chicago.
- B. **REGULAR OR FULL-TIME EMPLOYEES:** Regular or full-time employees shall be those employees who are employed on a work schedule of forty (40) or more hours per week, as established by the City and who are entitled to full benefits.
*Note: Reflective hours differ for Fire Employees represented under this City Salary Ordinance.
- C. **PART-TIME OR TEMPORARY EMPLOYEES:** Employees who are not regularly scheduled to work a full forty (40) hour per week work schedule are considered to be part-time or temporary employees. If such employees work more than one thousand (1,000) hours in a fiscal year, they are entitled to participate in the Illinois Municipal Retirement Fund (IMRF) but are not entitled to vacation time, sick leave pay, medical and hospitalization insurance or holiday pay. Independent contractors and contract workers, whose services are contracted for through temporary agencies, are not "employees" under this Ordinance.
- D. **SEASONAL EMPLOYEES:** Employees who may be considered to work in a full-time capacity, but not in a twelve (12) month or fifty-two (52) consecutive week cycle may be considered seasonal employees. Such employees may work a time period not to exceed six (6) months of employment within any one year period. Seasonal employees are not entitled to vacation time, sick leave pay, medical and hospitalization insurance or holiday pay.
- E. **EXEMPT AND NON-EXEMPT EMPLOYEES:** Department heads and other officers and employees exempt from overtime under applicable federal and state laws are considered to be exempt employees. They are paid on a salary basis and otherwise meet the criteria for the exemption from overtime established by law. Non-exempt employees are all other employees that are not exempt from overtime as established by law, and are paid for overtime hours worked.

SECTION 2. DEFINITIONS CONTINUED:

- F. **ORIENTATION PERIOD:** The orientation period shall be twelve (12 consecutive) months or fifty-two (52) consecutive weeks of uninterrupted municipal service as an employee. This orientation period may be extended up to 6 months under the discretion of the Department Head or the Mayor based upon performance and essential job function.
- G. **RECOGNIZED HOLIDAYS:** Observation of all City recognized holidays shall be posted yearly. Recognized holidays are as follows: New Year's Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve and Christmas Day. In order to receive holiday pay for any holiday, the employee must be present at work the last scheduled workday before and the first day scheduled workday after the holiday, unless the employee is on authorized leave (authorized leave does NOT include sick leave) or is excused by the department head or the Mayor.

- H. PAYROLL PERIOD: The payroll period is bi-weekly.
- I. SALARIES: Annual salaries for full-time employees covered by this Ordinance shall be as specified in the attached Pay Scales. The bi-weekly salary shall be one twenty-sixth (1/26) of the annual salary and/or 2080 hours in a calendar year. The hourly rate if applicable shall be determined by dividing bi-weekly salary by the number of regular hour normally worked by that employee in a bi-weekly payroll period.
- J. BASE PAY: Base pay shall be the amount set forth in the Ordinance (including the attached Pay Scales) as the annual salary for the position, or its monthly weekly or hourly component part.
- K. REGULAR WORKWEEK: The regular workweek for each employee shall be the number of hours normally worked by that employee, as generally set forth in this Ordinance, unless otherwise specified herein or by a particular department or unless otherwise directed by the City Council; i.e., Fire Department.
- L. EMERGENCY WORK: Emergency work shall be considered as work outside of regular working hours as necessitated by natural or man-made emergencies.

SECTION 3. GENERAL TERMS OF EMPLOYMENT:

The general terms of employment for managerial, supervisory, and unrepresented officers and employees (and specified terms of employment for represented employees which do not conflict with the terms of their collective bargaining agreement) of the City of North Chicago, a municipal corporation of the County of Lake, State of Illinois, shall be and are hereby established as follows, subject to temporary change with or without notice by the Mayor.

- A. OFFICE HOURS: Normal business hours for the offices of the City of North Chicago are 8:00 AM to 5:00 PM., Monday through Friday, except for holidays and civil emergencies. The specific schedule worked by each employee shall be as determined by the department head. In the case of members of or persons employed by the City's various Boards and Commissions, the regular workweek shall be as required by each Board or Commission pursuant to its rules and regulations or as established by the Mayor. Normal business hours may vary for Street, Water, and Sewer Departments based on seasonal operations.

SECTION 3. GENERAL TERMS OF EMPLOYMENT CONTINUED:

- B. FIRE DEPARTMENT: The normal workday for 24-hour shift employees (PS-10.1 and PS-11.1) shall be 24 hours of work followed by 48 consecutive hours off-duty starting at 7:00 AM and ending the following 7:00 AM. The average weekly hours shall be accomplished by scheduling every 10th duty shift as a "Kelly Day" off duty. The normal FLSA work period for employee's assigned 24-hours shifts shall be a twenty-eight (28) day cycle.
- C. OVERTIME RATES: Overtime is paid to eligible employees at the rate of time and one-half (1-1/2) the employee's regular pay rate for overtime worked.
 - a. For employees in grades A-10 through A-15; and PS-12, as set forth in the attached Pay Scales, overtime hours are those hours worked in excess of forty (40) in a workweek, counting holidays as hours worked for this limited purpose. **Sick leave does not count as hours worked.**
 - b. For employees in grades PS-10 as set forth in the attached Pay Scales, overtime hours are those hours worked in excess of fifteen (15) minutes beyond the regularly scheduled workday or duty shift or on a day other than the regularly scheduled workday or duty shift.
 - c. Department head and other personnel exempt from overtime under federal and/or state law, occupying pay grades A-17 through A-27 and grades PS-10.1, PS-11.1, and PS-13 through PS-15 in the attached Pay Scales are not eligible for overtime.

- D. RECOGNIZED HOLIDAYS: Officers and employees covered by this Ordinance normally are not required to work on recognized holidays. When a non-exempt employee is required to work on a holiday, however, he/she shall be paid at the rate of two (2) times their regular pay for all hours worked on the holiday. An exempt employee shall receive an alternate day off.
- E. VACATION: After the completion of the orientation period (52 consecutive weeks) each full-time employee will have earned and shall be entitled to vacation. ~~Vacation time is intended to be taken by the anniversary date next following the anniversary date as of which the vacation is earned.~~ Vacation time is intended to be used in the anniversary year after which it is earned. Vacation accrual is calculated, maintained and distributed by payroll. After completion of the orientation period, employees earn and are eligible to take all accrued vacation. Vacation in accordance with the above schedule is earned on the basis of the applicable amount of vacation time for each pay period of employment. The vacation schedule is as follows:

<u>Length of Service:</u>	<u>Accrual of days:</u>	<u>Hours accrued monthly:</u>
Hire Date to 1 Year	One week (5)	1.54 per pay period
1 Year & 1 Day to 7 Years	Two weeks (10)	3.08 per pay period
7 Years & 1 Day to 15 Years	Three weeks (15)	4.62 per pay period
15 Years & 1 Day to 21 Years	Four weeks (20)	6.15 per pay period
21 Years & 1 Day to separation	Five weeks (25)	7.69 per pay period

Except for those department heads whose vacation time has been negotiated by the Mayor as part of his/her employment agreement.

(Fire Department Shift Commanders shall accrue vacation according to the provision set forth in the IAFF Collection Bargaining Agreement)

- i. VACATION PAY – The rate of vacation pay shall be the employee’s regular straight-time rate as of the payroll period for which vacation pay is calculated.

SECTION 3.

GENERAL TERMS OF EMPLOYMENT CONTINUED:

- ii. VACATION SCHEDULING – An employee shall submit a vacation request in accordance with procedures in effect in each department. An employee may request a maximum of three (3) weeks’ vacation (provided they have accrued the time) time off.
- iii. HOLIDAYS DURING VACATION – If a holiday for which the employee otherwise would have received time off with pay occurs during the employee’s vacation the employee shall be entitled to one (1) additional day of vacation with pay for each such holiday.
- iv. VACATION CARRYOVER – A maximum of two (2) weeks of unused vacation time may be carried over into the employee’s accrual bank upon receiving written permission from the department head or, in the case of a department head, the Mayor. Carryover vacation time may be scheduled and taken by the employee in the vacation anniversary year into which it is carried over. Vacation time is NOT subject to buy back by the City.

- F. SICK LEAVE: Employees covered by this ordinance shall accrue sick leave at the rate of eight (8) hours per month up to a maximum of 1,920 hours. No employee shall accrue more than 1,920 hours of sick leave. (Fire Department Shift Commanders shall accrue sick leave according to the provision set forth in the IAFF Collective Bargaining Agreement).

Sick leave may be utilized in accordance with this section after the third (3rd) consecutive month or ninetieth (90th) consecutive day of employment.

- a. Sick leave is paid at the employee's regular rate of pay for sick leave time used up to the maximum available for use by the employee.
 - b. Sick leave is granted for the following purposes:
 - i. Personal illness or disability (other than a disability covered by workers compensation);
 - ii. Emergency medical, dental, or optical appointments;
 - iii. Enforced quarantine of the employee in accordance with community health regulations;
 - iv. Sickness in the immediate family. Sick leave use must be approved by the department head. For the purposes of this paragraph, "immediate family" means spouse, sibling, parent, mother-in-law, father-in-law, children, stepchildren, adopted children, grandchild, grandparent and domestic partner, parents of spouse, step-parents.
 - c. For personal illness of three (3) consecutive days or longer, the employee must present his personal physician's certification in order to return to work. The certification must indicate that the employee may work without limitations, restrictions or modifications. The employee may be required to submit to a return to work, 'fitness for duty – medical examination' with a physician chosen by the City at the City's expense. Sick leave will not be paid in excess of employees maximum accrual leave. Abuse of sick leave, including unjustified use of sick leave, is cause for discipline, up to and including termination of employment. (See Personnel Policy).
 - d. Illinois Municipal Retirement Fund (IMRF) allows retiring members to receive up to one year additional pension service credit for unpaid, unused sick leave accumulated with their last employer. One month of service is credited for every 20 days, or fraction thereof, of unpaid, unused sick leave not to exceed 240 days (one year). Sick leave conversion is subject to IMRF rules, which may be changed from time by IMRF.
 - e. Employees who do not participate in IMRF shall receive the following, alternative benefit, subject to the availability of City funds as determined by the Mayor on an annual basis. This benefit is not available to any employee who participates in IMRF or in any similar pension fund that allows the purchase of pension service credits. For any such employees who separate from service in good standing, the employee may buy-back their unused sick leave at a rate of 50 percent of the employee's then-current hourly rate of pay. The maximum amount of sick leave that can be bought back by the employee is 560 hours if the employee was hired on or before October 31, 2015; or 240 hours if the employee was hired on or after November 1, 2015. There shall be no compensation paid for unused sick leave hours accrued in excess of these amounts.
- G. **BEREAVEMENT LEAVE:** In the event of a death in the immediate family, an employee shall be granted up to (3) days' leave (Fire Department Shift Commander, one (1) 24 hour shift) of absence without loss of pay for the purpose of attending the funeral after the completion of thirty (30) consecutive days worked. Upon recommendation of the Department Head, this period may be extended for an additional two (2) days due to extenuating circumstances, but any such additional days shall be charged to sick leave. For purposes of this section, "Immediate Family" is defined as the

employee's legal spouse, children, step-children, adopted children, parents, parents of spouse, step-parents, or grandparents, except that, for the purposes of attending a funeral only, "Immediate Family" shall also include siblings, brother-in-law, sister-in-law, and grandchildren. An employee shall provide satisfactory evidence of the death of a member of his/her immediate family and of the employee's attendance at the funeral if so requested by the City.

CHILD BEREAVEMENT LEAVE: In the event of a death the employee's child, employees will be allowed a maximum of ten unpaid days of leave to: 1) attend the funeral of a child; 2) make arrangements necessitated by the death of a child; or 3) grieve the death of a child. The leave must be used within 60 days of the date on which the employee receives notice of the death of the child. Employees are required to give the City at least 48 hours' notice that the employee intends to use the leave, unless such notice is impracticable. The employee must have been employed with the City for at least 12 months and have 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. A "child" can be the employee's biological, adopted or foster child, stepchildren, and legal wards. The employee may be asked to provide reasonable documentation to support the request for leave, which could include a death certificate, obituary or other written verification of death. Should an employee experience the death of more than one child in a 12-month period, the employee may take up to six weeks of unpaid bereavement leave during the twelve (12) month period.

- H. SUSPENSION: An employee who is suspended by the Mayor or a Department Head shall lose his salary for the period of the suspension and shall not be permitted to work during the suspension period, including regular days off. Employees serving a suspension are not in pay status and therefore, are not eligible for accruals or holiday pay.
- I. RECORDING AND FILING OF TIME WORKED: All Department Heads are to ensure that employees submit a bi-weekly timesheet until such time the City adopts a different timekeeping system. Timesheets should be reflective of all time worked, as well as sick leave, vacation time, disciplinary time off (suspension) and absenteeism. Such written information is to be signed by both Department Head and employee and are to be filed at the time required by the Payroll Department prior to the close of each payroll period.
- J. DRUG AND ALCOHOL TESTING: The City's drug and alcohol testing policy as exists on the effective date of this Agreement shall be continued in effect for the employees covered under this Agreement. Any City drug and alcohol testing policy will be in accordance with relevant federal drug and alcohol testing guidelines issued by the U.S. Department of Health and Human Services and the U.S. Department of Transportation. Any employee involved in any accident involving a City owned vehicle, resulting in injury, death or property damage shall be required to drug and alcohol testing upon the request of his/her department head.

SECTION 3. GENERAL TERMS OF EMPLOYMENT CONTINUED:

- K. INSURANCE: The City will provide employees and their eligible dependents group health and hospitalization insurance coverage and benefits, including cost sharing premiums. The employee's portion of insurance premiums (if any) will be deducted from pay.
- L. RETIREE INSURANCE BENEFITS: An employee, including a member of any of the unions representing employees of the City of North Chicago, or elected official who retires from full-time employment or public service as an elected official with the City, a qualified surviving spouse, a retired or disabled employee receiving a police or fire pension or an individual entitled to COBRA continuation benefits, shall have the option to remain a member of the group covered by the City's Health Insurance Plan after retirement, by paying the full premium cost of such insurance as selected to the Comptroller's Office, provided that the retiring employee or their spouse is not covered by any other insurance plan aside from Medicare and cancer plans.

- M. COST CONTAINMENT: The City may institute cost containment measures relative to insurance coverage so long as the basic insurance benefits and coverage's remain reasonably similar.
- N. TERMS OF INSURANCE POLICIES TO GOVERN: the extent of coverage under the insurance policies (including HMO plans) shall be governed by the terms and conditions set forth in said policies. Any questions or disputes concerning said insurance policies or benefits there under shall be resolved in accordance with the terms and conditions set forth in said policies.
- O. LIFE INSURANCE: The City will provide, at no cost to the employee, group term life insurance coverage. The City shall pay for \$25,000 term life insurance on the employee's life. The employee shall be solely responsible for paying the additional premium for any life insurance benefit above \$25,000.
- P. MILITARY LEAVE: Employees who enter the armed services of the United States shall be entitled to all the reemployment rights provided for in the Universal Military Service and Training Act of 1951, as amended.
- a. Any employee who is a member of a reserve force of the Armed Forces of the United States, or State of Illinois, and who is ordered by the appropriate authorities to attend training programs or perform assigned duties shall be granted a leave of absence for the period of such activity and shall suffer no loss of seniority rights. During leaves for annual training, the employee shall continue to receive his regular compensation. During leaves for reserve/guard basic training and up to 60 days of special or advanced training, if the employee's compensation for military activities is less than his compensation as an employee, he shall receive his regular compensation as a City employee minus the amount of base pay for military activities provided the employee provides proof of what he was paid during his reserve/guard training. For weekend military leave for employees regularly scheduled to work on weekends, the employee will be allowed the necessary time off with pay.
 - b. An employee who enters into the active service of the Armed Forces of the United State while in the service of the City shall be granted a leave of absence for the period of such service.

For employees who are members of the reserves or National Guard who are mobilized to active military duty as a result of an order of the President of the United Sates, the City will provide compensation during such leave equivalent to the different between the employee's regular pay and the total compensation received for the period of service, less any allowance for travel, lodging or food. The City agrees to maintain the medical insurance and coverage (single or family) in which the employee is enrolled when called to active duty.

Employee ordered to active duty will present their orders to their supervisor as soon as possible, but not later than within three (3) working days of receipt of such orders, and shall place their request for Active Military Service leave in writing. To the best of the ability of the employee and the City, the terms and conditions of such Active Military Service will be placed in writing prior to the employee leaving for active duty; if not possible, the information will be mailed to the employee's designated agent (spouse or other individual) and that person will be authorized by the employee to act on his behalf on those matters while the employee is on active duty. Employees discharged from the Armed Forces must report ready for assignment within ninety (90) days following discharge. The City shall have up to fourteen (14) days from the date of application to place such returning serviceman. Employees shall be credited with the seniority which would have accumulated during the time spent in the Armed Forces. The City will continue to act in accordance with any federal or state-enacted legislation which will supersede this section.

- Q. RESIDENCY: All full-time employees, including employees covered by collective bargaining agreements, unless otherwise listed per contract language, must live within thirty-five (35) miles of City Limits, which will include residency

within the State of Illinois. Distance shall be judged by drawing a circle on a map using a radius of thirty-five (35) miles, from any municipal building. All full-time employees shall reside within these limits of the City within one (1) year of their date of hire. Employees may be granted additional six (6) months upon written request, with the discretion of the Mayor.

R. PERSONAL DAYS FOR EMPLOYEES: Non-represented and Exempt employees covered by this Salary Ordinance shall be credited two (2) "personal days" each May 1st to be utilized at the employee's option. These days must be used during the fiscal year or they will be forfeited. There shall be no carry-over of unused personal days. Non-represented and Exempt employees, who are hired November 1st, or thereafter, shall only receive one (1) day in their first year of employment. The Mayor may allow an additional two (2) personal days as an achievement award or recognition for an employee who has performed exceptional service or achieved a degree award that benefits the City.

- Fire Department Shift Commanders shall be credited one (1) personal day based on twenty-four (24) hour shift.

SECTION 4. COMPENSATION:

A. FULL-TIME EMPLOYEES: Compensation for full-time employees shall be as set forth in the attached Pay Schedules. Compensation for full-time employees for each fiscal year shall consist of step movement, as described below, together with such increases in Pay Schedules or Adjustments of pay grades and steps as may hereafter be ordered or approved by the City Council.

- a. Effective with the enactment of this Ordinance by the City Council, once an employee is placed on one of the attached Pay Scales, movement on the scale is by promotion and/or annual step adjustment. Movement from step to step with a pay grade shall take place annually, on the employee's anniversary date, contingent upon satisfactory performance as determined by the City in a manner which is not arbitrary and capricious. A two-step increase may be recommended by the department director for recognition of meritorious service upon approval by the Mayor. Once an employee reaches the top step no further upward movement within that pay grade is possible, although the pay scale as a whole may be adjusted upward (based on Human Resources recommendation to the City Council and approved by the City Council. Effective with the enactment of this Ordinance by the City Council, no further longevity adjustments are to be made pursuant to the Longevity Plan.
- b. A new employee may be hired at any step of the classification for which they are hired, provided that the hiring of any employee above the first or entry-level step requires the approval of the Department Head and the Mayor.

B. OTHER EMPLOYEES AND APPOINTED BOARDS:

- a. City Treasurer's Office
 - i. Account Clerk - \$10,000
- b. All Boards and Commissioners
 - i. Members - \$77.63 per meeting
 - ii. Secretary - \$87.98 per meeting
- c. General Service Employees
 - i. All Temporary employees prevailing temporary agency rates.
- d. Police Department – Civilians
 - i. Crossing Guards - \$44.34 daily
- e. Fire Department
 - i. On-Call Firefighters and/or EMT - \$10.35 hourly
 - ii. Paramedic - \$15.53 – hourly
- f. Seasonal Employment (6 month schedules)

- i. Seasonal Laborer - \$10.00 - \$12.50 / hour
- ii. Seasonal Laborer w/ CDL - \$12.50 - \$14.00
- iii. Seasonal Office Assistant - \$8.75 - \$10.00 / hour

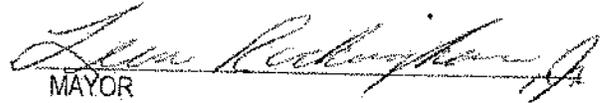
C. CLOTHING ALLOWANCE (POLICE DEPARTMENT): A clothing allowance will be paid to each Police Department managerial or supervisory officer (including the Police Chief, Deputy Chief of Police and members of the Detective Bureau) who are not required to wear a uniform for the performance of his/her daily duties, as agreed to in the current FOP contract.

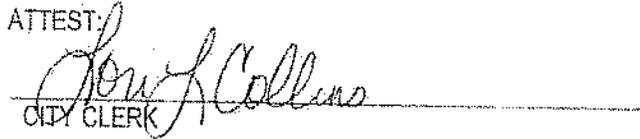
D. CLASSIFICATIONS: Listed below are the pay grades for the positions covered under this Ordinance.

Pay Grade: A-10	Position Title: Secretary
A-11	Clerk II
A-12	Administrative Assistant Permit Coordinator Human Resource Assistant
A-13	Accounts Payable/Purchasing Clerk
A-14	Building and Facilities Manager Public Works Administrative Assistant
A-15	Community Information Coordinator Management Analyst Sr. Executive Secretary
A-17	Deputy City Clerk
A-18	Financial Analyst Utility and Collection Manager Payroll and Accounts Payable Manager
A-19	Foreman – Distribution Foreman – Street Department Foreman – Water Plant Senior Planner
A-20	Reserved
A-25	Director, Human Resources
A-26	Comptroller Director, Economic/Community Development
A-27	Chief of Staff Director, Public Works Director
PS - 10	Internal Affairs/Safety Officer
PS - 10.1	Fire Marshal
PS - 11.1	Battalion Chief

PS - 12	Police Lieutenant
PS - 13	Deputy Chief of Police
PS - 14	{reserved}
PS - 15	Police Chief, Fire Chief

SECTION 5. This Ordinance shall be in full force and effect from and after its passage to according to law and until superseded by another Salary Ordinance enacted by the City Council of the City of North Chicago. All prior Salary Ordinances are hereby superseded.


MAYOR

ATTEST:

CITY CLERK