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June 20, 2024
10:00 A.M., Personnel Committee Meeting
Park Central Conference Room
Rolling Meadows, IL

Agenda

- I. **Proposed Salary Ranges**
 - A. 2023 Full-Time Salary Ranges
 - B. NWSRA Proposed FT 2025 Salary Ranges

- II. **FLSA Proposed Scenarios**
 - A. Plan A – FLSA Remains at \$43,888.00 as of January 1, 2025
 - 1. All current exempt employees remain exempt using the NWSRA Proposed FT 2025 Salary Range

 - B. Plan B – FLSA Moves to \$58,656.00 as of January 1, 2025
 - 1. Recreation Specialists move to hourly with a pool of 260 hours of overtime annually using NWSRA Proposed FT 2025 Salary Ranges
 - 2. Coordinators, Managers and Superintendents adjust salaries using NWSRA Proposed FT 2025 Salary Ranges and the FLSA amount of \$58,656.00
 - 3. Proposed FLSA Special Assessment

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Date: June 20, 2024

To: NWSRA Personnel Committee

From: Tracey Crawford, Executive Director
Darleen Negrillo, Superintendent of Administrative Services
Nicolae Gereu, Superintendent of Finance

Re: **Proposed NWSRA FT Salary Ranges FY2025**

In October 2023, the Personnel Committee approved a full salary comprehensive study to be conducted in 2024 for the FY 2025 budget. HR Source currently creates the IPRA Parks and Recreation Salary Study as well as many Special Recreation Associations. The Job Descriptions, roles and responsibilities have all been reviewed and approved by HR Source and can continue to be used for NWSRA.

Staff directed HR Source to adjust the Proposed FY2025 Salary Ranges to reflect the July 1, 2024, salary adjustments using the new base wage of \$43,888.00. However, HR Source did not recommend that agencies adjust their salary ranges at this time. The NWSRA Proposed FT 2025 Salary Ranges represents the current market value of the positions. According to the HR Source Representatives, the market has not adjusted to reflect the impact of the FLSA newly proposed ruling. HR Source does not anticipate that the market will catch up to the FLSA wage increases until the third quarter of 2025. Based on this recommendation, the NWSRA staff do not recommend adjusting the Proposed FT 2025 Salary Ranges until next year when planning for the FY2026 budget.

One employee will fall under the new minimum range for their position according to the NWSRA Proposed FT Salary Ranges for 2025. The budget impact would be \$2,219.95 to move this employee into the range.

Approval:

Approve the proposed NWSRA FT Salary Ranges FY2025 as presented by HR Source.

Approve the \$2,219.95 salary increase for one employee to be moved into the minimum range identified for the employees position according to the NWSRA Proposed FT Salary Ranges for FY2025.

Full-Time Salary Ranges 2023

HR Source Recommendations

As of 3/27/2023

| Pay Grade | Position Title | FLSA | Minimum | | | | Midpoint | | | Maximum 2022 |
|-----------|---|------|------------|------------|------------|------------|------------|------------|------------|--------------|
| | | | 2022 | 13% | 25% | 37% | 2022 | 75% | | |
| 10 | Receptionist | N-E | 16.01 | 16.53 | 17.06 | 17.58 | 18.10 | 19.19 | 20.27 | |
| 11 | Registrar | N-E | 17.87 | 18.87 | 19.87 | 20.87 | 21.87 | 24.09 | 26.30 | |
| 11 | Recreation Specialist | E | 41,031.00 | 42,170.75 | 43,310.50 | 44,450.25 | 45,590.00 | 50,149.00 | 54,708.00 | |
| 11 | Recreation Specialist - Day Camp | E | 42,031.00 | 42,031.00 | 42,031.00 | 44,243.61 | 46,456.21 | 51,101.83 | 55,747.45 | |
| 11 | Program Coordinator | E | 44,722.80 | 46,534.49 | 48,346.18 | 50,157.86 | 51,969.55 | 56,982.31 | 61,995.08 | |
| 12 | Graphic and Communications Coordinator | E | 44,722.80 | 46,534.49 | 48,346.18 | 50,157.86 | 51,969.55 | 56,982.31 | 61,995.08 | |
| 12 | Events Coordinator | E | 44,722.80 | 46,534.49 | 48,346.18 | 50,157.86 | 51,969.55 | 56,982.31 | 61,995.08 | |
| 12 | Office Coordinator | N-E | 21.50 | 22.37 | 23.25 | 24.12 | 24.99 | 27.40 | 29.81 | |
| 12 | Collaborative Coordinator | E | 44,722.80 | 46,534.49 | 48,346.18 | 50,157.86 | 51,969.55 | 56,982.31 | 61,995.08 | |
| 12 | Inclusion Coordinator | E | 44,722.80 | 46,534.49 | 48,346.18 | 50,157.86 | 51,969.55 | 56,982.31 | 61,995.08 | |
| 12 | Support Services Coordinator | E | 44,722.80 | 46,781.43 | 48,840.06 | 50,898.68 | 52,957.31 | 57,476.20 | 61,995.08 | |
| 13 | Operations Coordinator | E | 46,237.75 | 49,127.74 | 52,017.73 | 54,907.71 | 57,797.70 | 63,577.68 | 69,357.65 | |
| 13 | IT Services Coordinator | E | 46,237.75 | 49,127.74 | 52,017.73 | 54,907.71 | 57,797.70 | 63,577.68 | 69,357.65 | |
| 13 | Recruitment Coordinator | E | 46,237.75 | 49,127.74 | 52,017.73 | 54,907.71 | 57,797.70 | 63,577.68 | 69,357.65 | |
| 13 | Manager of Special Recreation | E | 46,237.75 | 49,127.74 | 52,017.73 | 54,907.71 | 57,797.70 | 63,577.68 | 69,357.65 | |
| 13 | Manager of Support Services | E | 46,237.75 | 49,127.74 | 52,017.73 | 54,907.71 | 57,797.70 | 63,577.68 | 69,357.65 | |
| 13 | Manager of Inclusion Services | E | 46,237.75 | 49,127.74 | 52,017.73 | 54,907.71 | 57,797.70 | 63,577.68 | 69,357.65 | |
| 13 | Manager of Collaboratives | E | 46,237.75 | 49,127.74 | 52,017.73 | 54,907.71 | 57,797.70 | 63,577.68 | 69,357.65 | |
| 13 | Foundation Manager | E | 46,237.75 | 49,127.74 | 52,017.73 | 54,907.71 | 57,797.70 | 63,577.68 | 69,357.65 | |
| 14 | Administrative Manager | N-E | 51,423.23 | 54,637.12 | 57,851.01 | 61,064.89 | 64,278.78 | 70,706.56 | 77,134.33 | |
| 15 | Finance Manager | E | 57,189.88 | 60,764.06 | 64,338.23 | 67,912.41 | 71,486.58 | 78,635.44 | 85,784.30 | |
| 17 | Superintendent of Finance | E | 70,734.25 | 75,155.08 | 79,575.90 | 83,996.73 | 88,417.55 | 97,259.20 | 106,100.85 | |
| 17 | Superintendent of Marketing & Communication | E | 70,735.25 | 75,156.08 | 79,576.90 | 83,997.73 | 88,418.55 | 97,260.20 | 106,101.85 | |
| 17 | Superintendent of Development | E | 70,735.25 | 75,156.08 | 79,576.90 | 83,997.73 | 88,418.55 | 97,260.20 | 106,101.85 | |
| 17 | Superintendent of Recreation | E | 70,735.25 | 75,156.08 | 79,576.90 | 83,997.73 | 88,418.55 | 97,260.20 | 106,101.85 | |
| 17 | Superintendent of Administrative Services | E | 70,735.25 | 75,156.08 | 79,576.90 | 83,997.73 | 88,418.55 | 97,260.20 | 106,101.85 | |
| 22 | Executive Director | E | 120,344.23 | 127,865.68 | 135,387.13 | 142,908.58 | 150,430.03 | 165,472.93 | 180,515.83 | |

Full-Time Salary Ranges 2025

HR Source Recommendations

As of 10/3/2023

| Previous Pay Grade | New Pay Grade | Position Title | FLSA | Minimum | 13% | 25% | 37% | Midpoint | 75% | Maximum |
|--------------------|---------------|---|------|-----------|-----------|-----------|-----------|-----------|------------|------------|
| 10 | 11 | Receptionist | N-E | 16.73 | 17.78 | 18.82 | 19.87 | 20.91 | 23.00 | 25.09 |
| 11 | 12 | Registrar | N-E | 18.79 | 19.97 | 21.14 | 22.32 | 23.49 | 25.84 | 28.19 |
| 11 | 12 | Recreation Specialist | E | 39,085.00 | 41,477.75 | 43,870.50 | 46,263.25 | 48,656.00 | 53,641.50 | 58,627.00 |
| 11 | 12 | Recreation Specialist - Day Camp | E | 39,085.00 | 41,477.75 | 43,870.50 | 46,263.25 | 48,656.00 | 53,641.50 | 58,627.00 |
| 11 | 12 | Program Coordinator | E | 39,085.00 | 41,477.75 | 43,870.50 | 46,263.25 | 48,656.00 | 53,641.50 | 58,627.00 |
| 12 | 13 | Graphic and Communications Coordinator | E | 43,902.00 | 46,645.75 | 49,389.50 | 52,133.25 | 54,877.00 | 60,365.00 | 65,853.00 |
| 12 | 13 | Events Coordinator | E | 43,902.00 | 46,645.75 | 49,389.50 | 52,133.25 | 54,877.00 | 60,365.00 | 65,853.00 |
| 12 | 13 | Collaborative Coordinator | E | 43,902.00 | 46,645.75 | 49,389.50 | 52,133.25 | 54,877.00 | 60,365.00 | 65,853.00 |
| 12 | 13 | Inclusion Coordinator | E | 43,902.00 | 46,645.75 | 49,389.50 | 52,133.25 | 54,877.00 | 60,365.00 | 65,853.00 |
| 12 | 13 | Support Services Coordinator | E | 43,902.00 | 46,645.75 | 49,389.50 | 52,133.25 | 54,877.00 | 60,365.00 | 65,853.00 |
| 13 | 14 | Operations Coordinator | E | 47,393.69 | 50,355.93 | 53,318.17 | 56,280.41 | 59,242.64 | 65,167.12 | 71,091.59 |
| 13 | 14 | Office Manager | E | 47,393.69 | 50,355.93 | 53,318.17 | 56,280.41 | 59,242.64 | 65,167.12 | 71,091.59 |
| 13 | 14 | Recruitment Coordinator | E | 47,393.69 | 50,355.93 | 53,318.17 | 56,280.41 | 59,242.64 | 65,167.12 | 71,091.59 |
| 13 | 14 | Manager of Special Recreation | E | 47,393.69 | 50,355.93 | 53,318.17 | 56,280.41 | 59,242.64 | 65,167.12 | 71,091.59 |
| 13 | 14 | Manager of Support Services | E | 47,393.69 | 50,355.93 | 53,318.17 | 56,280.41 | 59,242.64 | 65,167.12 | 71,091.59 |
| 13 | 14 | Manager of Inclusion Services | E | 47,393.69 | 50,355.93 | 53,318.17 | 56,280.41 | 59,242.64 | 65,167.12 | 71,091.59 |
| 13 | 14 | Manager of Collaboratives | E | 47,393.69 | 50,355.93 | 53,318.17 | 56,280.41 | 59,242.64 | 65,167.12 | 71,091.59 |
| 13 | 15 | Foundation Manager | E | 55,391.00 | 58,852.75 | 62,314.50 | 65,776.25 | 69,238.00 | 76,162.00 | 83,086.00 |
| 14 | 15 | Administrative Manager | N-E | 55,391.00 | 58,852.75 | 62,314.50 | 65,776.25 | 69,238.00 | 76,162.00 | 83,086.00 |
| | 16 | Information Technology Manager | E | 62,218.00 | 62,218.00 | 62,218.00 | 69,995.00 | 77,772.00 | 85,549.00 | 93,326.00 |
| 17 | 18 | Superintendent of Finance | E | 78,500.00 | 83,406.00 | 88,312.00 | 93,218.00 | 98,124.00 | 107,936.50 | 117,749.00 |
| 17 | 18 | Superintendent of Marketing & Communication | E | 78,500.00 | 83,406.00 | 88,312.00 | 93,218.00 | 98,124.00 | 107,936.50 | 117,749.00 |
| 17 | 18 | Superintendent of Development | E | 78,500.00 | 83,406.00 | 88,312.00 | 93,218.00 | 98,124.00 | 107,936.50 | 117,749.00 |
| 17 | 18 | Superintendent of Recreation | E | 78,500.00 | 83,406.00 | 88,312.00 | 93,218.00 | 98,124.00 | 107,936.50 | 117,749.00 |
| 17 | 18 | Superintendent of Administrative Services | E | 78,500.00 | 83,406.00 | 88,312.00 | 93,218.00 | 98,124.00 | 107,936.50 | 117,749.00 |

Date: June 20, 2024

To: NWSRA Personnel Committee

From: Tracey Crawford, Executive Director
Darleen Negrillo, Superintendent of Administrative Services
Nicolae Gereu, Superintendent of Finance

Re: **FLSA Exempt Standards Updates**

In January of 2024, HR Source was contacted to complete NWSRA's Comprehensive Salary Survey; however, upon completion of the survey, the Department of Labor announced the possibility of changes to the FLSA Exempt Standards. These changes were anticipated to be announced in April of 2024. The changes were divided into two stages of wage adjustments. The first wage adjustment would occur on July 1, 2024. The notice for the July 1st ruling from the U.S. Department of Labor is below:

NOTICE: On April 23, 2024, the U.S. Department of Labor (Department) announced a final rule, Defining and Delimiting the Exemptions for Executive, Administrative, Professional, Outside Sales, and Computer Employees, which will take effect on July 1, 2024. The final rule updates and revises the regulations issued under section 13(a)(1) of the Fair Labor Standards Act implementing the exemption from minimum wage and overtime pay requirements for executive, administrative, and professional (EAP) employees. Revisions include increases to the standard salary level and the highly compensated employee total annual compensation threshold, and a mechanism that provides for the timely and efficient updating of these earnings thresholds to reflect current earnings data.

The second wage adjustment is to occur on January 1, 2025, raising the FLSA Exempt Wage to \$58,656.00. However, more than a dozen business, groups, and a company have already filed a lawsuit seeking to block the U.S. Department of Labor's Final Rule to raise the Exempt Wage Threshold. Also, at this time HR Source does not believe the second increase will occur in January. However, they do recommend that each agency prepares for the possibility of the second FLSA Exempt Wage increase occurring in January 2025.

To prepare for the potential salary increase, MDAA preparation, and the FY2025 Budget impact, staff are presenting the following Plans to comply with the U.S. Department of Labor's Final Rulings for July 1, 2024, and January 1, 2025.

Plan A- July 1 Exempt Status Changes to \$43,888.00

Plan A is based on the assumption that the U.S. Department of Labor **will not** follow through with the second increase scheduled for January 1, 2025 @ \$58,656.00. All employees would remain exempt using the July FLSA exempt Wage adjustment of 43,888.00. The FY2025 budget assumptions are as follows:

- All current exempt employees would remain exempt.
- Recreation Specialists' salaries would be adjusted to reflect the July 1, 2024, FLSA Exempt Wage Adjustment to \$43,888.00.
- The total budget impact as presented and approved at the May 2024 NWSRA Board Meeting is in the amount of \$8,846.02.

Plan B – January 1, 2025 Exempt Status Changes to \$58,656.00

Plan B is based on the assumption that the U.S. Department of Labor **will** follow through with the second increase scheduled for January 1, 2025 @ \$58,656.00. The FY2025 budget assumptions are as follows:

- Coordinators, Managers and Superintendents will remain exempt employees.
- The total FY2025 Budget impact of \$410,647.23 for the various employee categories is as follows:

Recreation Specialists

- The Recreation Specialists will no longer be exempt and will move to an hourly rate of pay based on the \$43,888.00. The FY2025 total budget impact will be \$104,168.47. This includes 5 hours of overtime a week for each Recreation Specialists including IMRF and FICA costs.

Coordinators

- The FY2025 total budget impact to adjust all the Coordinators to the FLSA Exempt Wage threshold of \$58,656.00 would be \$208,423.25. This includes IMRF and FICA expenses.

Managers

- The FY2025 total budget impact of \$78,101.42 (which includes IMRF and FICA) is the expense needed to adjust the Managers at Pay Grade 14 above the Coordinators at \$58,656.00 their new FLSA Wage.
- No adjustments are needed for the Managers in Pay Grades 15 and 16.

Superintendents

- The FY2025 total budget impact of \$19,954.23 is the expense needed to adjust the Superintendents. This includes IMRF and FICA expenses.

The total budget impact for FY2025 is outlined in the grid below:

FLSA Plan B - Increase Budget Assumptions

| Group | Current FY 2024 | Jan FLSA FY2025 Estimated Increases | Difference between FY2004 & FY2025 | FICA Total | IMRF Total | FLSA Total Increase Impact |
|----------------|-----------------------|-------------------------------------|------------------------------------|--------------------|-------------------|----------------------------|
| Specialists | \$438,880.00 | \$533,578.61 | \$94,698.61 | \$7,244.44 | \$2,225.42 | \$104,168.47 |
| Coordinator | \$810,706.22 | \$1,000,181.90 | \$189,475.68 | \$14,494.89 | \$4,452.68 | \$208,423.25 |
| Manager | \$365,309.69 | \$436,310.98 | \$71,001.29 | \$5,431.60 | \$1,668.53 | \$78,101.42 |
| Superintendent | \$512,577.79 | \$530,718.00 | \$18,140.21 | \$1,387.73 | \$426.29 | \$19,954.23 |
| | \$2,127,473.70 | \$2,500,789.49 | \$373,315.79 | \$28,558.65 | \$8,772.92 | \$410,647.37 |

To prepare for the mandated, January 1, 2025 FLSA Exempt Salary Adjustment approval by the Department of Labor, NWSRA staff has prepared the first Special Assessment in the history of NWSRA for \$410,647.37. A preliminary grid has been created to illustrate each member district's portion of the special assessment, based on the percentage of their MDAA contribution. Please see attachment below:

NWSRA Proposed FLSA Special Assessment

| Member Park District | Proposed FLSA Special 410,000 |
|---------------------------------|--|
| | |
| Arlington Heights | 52,293.11 |
| | |
| Bartlett | 23,289.02 |
| | |
| Buffalo Grove | 31,893.57 |
| | |
| Elk Grove | 29,750.26 |
| | |
| Hanover Park | 13,194.56 |
| | |
| Hoffman Estates | 30,851.11 |
| | |
| Inverness | 3,213.84 |
| | |
| Mt. Prospect | 32,869.04 |
| | |
| Palatine | 43,653.93 |
| | |
| Prospect Heights | 7,178.07 |
| | |
| River Trails | 10,024.24 |
| | |
| Rolling Meadows | 16,017.97 |
| | |
| Salt Creek | 3,763.52 |
| | |
| Schaumburg | 63,891.81 |
| | |
| South Barrington | 6,320.46 |
| | |
| Streamwood | 17,264.77 |
| | |
| Wheeling | 24,530.72 |
| | |
| Total | 410,000.00 |