

Subject: Re: Personnel Committee Materials
Date: Wednesday, June 19, 2024 at 4:03:42 PM Central Daylight Time
From: Tracey Crawford
To: Craig Talsma, Jessica Vasalos, Christina Ferraro, Jim Jarog, Ben Curcio, Kevin Romejko (KRomejko@rmparks.org), Jan Buchs, Carrie Fullerton (CFullerton@ahpd.org), Jeff Janda, Tony LaFrener, Steve Bessette, Steve Bessette
CC: Darleen Negrillo, Nicolae Gere, Tom Draper, Tracey Crawford
Priority: High
Attachments: NWSRA Final Project Documents 2024.pdf

Hello Everyone,

Thank you for the questions, Craig. We believe that the answers we are providing will help to clarify the packet information that you received.

Question 1: Addressing the Non-Exempt vs Exempt Status

HR Source has completed a Market Benchmarking and Compensation Study. (Attached please find the full report.)

Based on the study, the exempt employees at NWSRA should remain exempt. This exempt status includes the eight employees identified as Recreation Specialists needing to have their wages adjusted to comply with the Department of Labor's Exempt Standards.

Question 2: Addressing July 1, 2024 FLSA Exempt Status Update

When reviewing the Recreation Specialist, (10 positions), staff considered the following:

- For the July 1, 2024 Department of Labor Exempt Standards Update, staff evaluated all exempt employee positions to determine which employees would need to have their wage adjusted to meet the new \$43,888.00 Exempt Standard.
- Staff then determined that the only exempt employees that would need to be adjusted were the Recreation Specialists. There are currently eight Recreation Specialists employed at NWSRA.
- Staff reviewed the FY2024 Budget and determined that the wage adjustments could be absorbed in the FY2024 approved budget. This was presented to the Board in May and approved.

Question 3: Addressing Overtime and the January 1, 2025 FLSA Exempt Status Update

To prepare for FY2025 Budget and MDAA, staff prepared the Personnel Committee materials to propose how the next wage adjustment could impact the agency. Staff reviewed each category to determine if it is more beneficial to remain as Exempt or Non-Exempt with paid overtime. NWSRA uses Bamboo HR as the time tracking system for all exempt employees. Staff have been able to use the time tracking data to determine the

specific hours each exempt employee works. This system also tracks the amount of overtime for each employee per pay period. Staff compiled all of the data from FY2023 and the first five months of FY2024. When the time tracking system was analyzed for the Recreation Specialists and Coordinators positions the average overtime worked by category of employee was identified.

Recreation Specialist:

- FY2023, the Recreation Specialists worked an average of 6 hours of overtime a pay period.
- FY2024, the Recreation Specialists worked an average of 12 hours of overtime a pay period. (January - May)

When evaluating the financial impact of the January 1, 2025, FLSA Exempt Standard implementation, we determined that the Recreation Specialists would move to the Non-exempt status based on NWSRA financial inability to support all levels of exempt employees moving to the \$58,656.00 threshold. In the Personnel Packet under Plan B, the Recreation Specialists were moved to an hourly rate of pay and budgeted to have a potential of 10 hours of overtime per pay period or 5 hours per week. The hourly rate of pay was based on their July 1, 2024, wage adjustment to \$43,888.

NWSRA entry level positions in comparison to the neighboring SRA's wages for Recreation Specialists positions:

- NSSRA starts Recreation Specialist at \$52,000.00 vs NWSRA @ \$43,888.00 a difference of \$8,112.00 less
- NISRA starts Recreation Specialist at \$50,000.00 vs NWSRA @ \$43,888.00 a difference of \$6,112.00 less

Coordinators:

- FY2023, the Coordinators worked an average of 4 hours of overtime a pay period.
- FY2024, the Coordinators worked an average of 6 hours of overtime a pay period. (January - May)

In the packet, the Coordinators were calculated as Non-Exempt employees at their current salary and using 10 hours of overtime per pay period like the Recreation Specialists. This scenario resulted in three of the 17 Coordinators falling below the threshold of \$58,656.00 and the remaining Coordinators rising above the threshold. This represents a budget impact of \$231,249.32 with FICA and IMRF.

If we lower the overtime hours allotted to the Coordinators to 6 hours per pay period, ten Coordinators will fall below the \$58,656.00 and seven rise above the threshold of \$58,656.00. This represents a budget impact of \$160,321.36 with FICA and IMRF.

Next the staff calculated the Coordinators salaries using the \$58,656.00 FLSA Exempt Standards Minimum for January 1, 2025. This represents a budget impact of \$208,423.35 with FICA and IMRF.

NWSRA Coordinator level positions in comparison to our Member District wages for Coordinator positions:

- Rolling Meadows Coordinator currently at \$54,769.00 vs NWSRA @ \$46,645.75 a difference of \$8,123.25 **less**
- Streamwood Coordinator currently at \$54,236.00 vs NWSRA @ \$46,645.75 a difference of \$7,590.25 **less**
- River Trails Coordinator currently at \$52,405.00 vs NWSRA @ 49,389.50 a difference of \$3,015.50 **less**
- Arlington Heights currently at \$61,713.00 vs NWSRA @ 49,389.50 a difference of \$12,323.50 **less**
- Hoffman Estates currently at \$57,523.00 vs NWSRA @ \$49,389.50 a difference of \$8,133.50 **less**
- Schaumburg currently at \$ 63,360.00 vs NWSRA @ \$54,877.00 a difference of \$8,483.00 **less**

See you all tomorrow!