

ORDINANCE NO. 25 - _____

**AN ORDINANCE
AMENDING CHAPTER 6 (MUNICIPAL OFFICERS AND EMPLOYEES),
ARTICLE A. (CITY MANAGER); AND CHAPTER 7 (MUNICIPAL PERSONNEL
POLICIES) OF TITLE 1 (ADMINISTRATIVE), OF
THE NAPERVILLE MUNICIPAL CODE**

**BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF
NAPERVILLE, DUPAGE AND WILL COUNTIES, ILLINOIS, in exercise of its home
rule powers that:**

SECTION 1: Title 1 (Administrative), Chapter 6 (Municipal Officers and Employees),
Article A. (City Manager) of the Naperville Municipal Code is hereby amended by deleting
the stricken language and by adding the underlined language as follows:

TITLE 1 – ADMINISTRATIVE

CHAPTER 6 – MUNICIPAL OFFICERS AND EMPLOYEES

ARTICLE A. – CITY MANAGER

1-6A-1: - CREATION OF OFFICE; APPOINTMENT:

through

1-6A-4: - VACANCY IN OFFICE; REMOVAL:

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1-6A-5: - POWERS AND DUTIES:

The City Manager shall be the Chief Administrative Officer of the City. They shall
be responsible to the City Council for the proper administration of all affairs of the
City. They shall have the power and shall be required to:

1. Enforce all laws and ordinances of the City.
2. Attend all meetings of the Council. They shall have the right to take part
in the discussion of all matters coming before the Council, but shall have
no right to vote. They shall be entitled to notice of all special and regular
meetings of the Council.

- 3. Recommend to the Council such measures as in their judgment they deems to be in the best interest of the City.
- 4. Appoint, suspend or remove the Fire Chief and Police Chief, all department heads, appointive officers and employees of the City. Such appointments, suspensions, or removals shall be based upon the merit and fitness of such officer or employee, without regard to political belief or affiliation. The City Manager may authorize the head of a department or office to appoint, suspend or remove subordinates in such department or office. The authority given to the City Manager under this Section shall not be taken to include the elected officers, the Board of Fire and Police Commissioners; the Plan Commission; the Zoning Board of Appeals, and other commissions and committees heretofore established or which may hereafter be created by the City Council.
- 5. Exercise control of all departments and divisions thereof now in existence or that may hereafter be created by the Council, except as limited or restricted by ordinance.
- 6. ~~Make recommendations to the Council concerning~~ Exercise the authority to determine compensation for each appointive office and position in the City, including minimum, intermediate, and maximum rates.

SECTION 2: Title 1 (Administrative), Chapter 7 (Municipal Personnel Policies) of the Naperville Municipal Code is hereby amended by deleting the stricken language and by adding the underlined language as follows:

CHAPTER 7 – MUNICIPAL PERSONNEL POLICIES

SECTION:

1-7-1: - DECLARATION OF POLICY:

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1-7-2: - COVERAGE:

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1-7-3: - ORGANIZATION:

- 1. City Manager: The City Manager shall have the basic responsibility for the personnel program as set forth in this Chapter. They specifically shall:

- 1.1. Be responsible for effective personnel administration;
- 1.2. Appoint a ~~personnel manager~~ Human Resources Director who shall be the administrative head of the personnel office;
- 1.3. Appoint, remove, suspend, and discipline all officers and employees of the City subject to the policies set forth in this Chapter, provisions of this Code and State law; or they may, at their discretion, authorize the head of the department or office responsible to them to appoint and remove subordinates in such departments and offices;
- 1.4. Fix and establish the number of employees in the various City departments and offices and determine the duties and compensation in accordance with the policies set forth in this Chapter and subject to ~~the approval of the City Council~~ and budget limitations; and
- 1.5. Perform such other duties and exercise such other powers in personnel administration as may be prescribed by law and this Chapter.

2. ~~Personnel Manager~~ Human Resources Director: The City Manager shall appoint a ~~personnel manager~~ Human Resources Director who shall be responsible for the administration and technical direction of the City personnel program. The Human Resources Director shall:

- 2.1. Administer, under the direction of the City Manager, the personnel program as set forth in this Chapter and the personnel rules;
- 2.2. Perform all lawful and necessary duties essential to the effective administration of the personnel system;
- 2.3. Recommend to the City Manager rules and revisions and amendments thereto for the consideration of the City Council;
- 2.4. Recommend to the City Manager a position classification plan and pay plan for approval by the City ~~Council~~ Manager, and install and maintain such plans;
- 2.5. Establish and maintain a roster of all persons in the municipal service;
- 2.6. Develop and administer such recruiting and examining programs as may be necessary to obtain an adequate supply of competent employees;
- 2.7. ~~Be responsible for certification of all payrolls;~~

2.78. Develop and coordinate training and educational programs for City employees;

2.89. Investigate periodically the operation and effect of the personnel provisions of this Chapter and rules and report the findings and recommendations; and

2.940. Perform such other duties as may be assigned by the City Manager.

1-7-4: - PERSONNEL BOARD:

(Rep. by Ord. No. 01-253, 12-18-2001)

1-7-5: - RULES AND REGULATIONS:

1. Adoption Of Rules: The City Manager shall present to the City Council personnel rules and regulations to be adopted by resolution by the City Council. The rules shall cover specific procedures and policies to govern the following phases of the personnel program:

~~1.1. Administration of position classification and pay plans;~~

1.12. The procurement, promotion, evaluation, transfer, and separation of City personnel;

1.23. Establishment of hours of work, attendance and leave regulations, and working conditions;

1.34. Rules governing the outside employment of municipal employees;

1.45. Rules governing relationships with employee organizations;

1.56. A uniform system of handling all grievances; and

1.67. Such other matters as may be necessary and proper to carry out the intent and purpose of this Chapter.

2. Amendment Of Rules: Amendments to the rules and regulations may be proposed by the City Manager and shall become effective upon approval by the City Council.

1-7-6: - APPOINTMENTS AND REMOVALS:

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1-7-7: - POSITION CLASSIFICATION AND PAY PLANS:

1. Preparation Of Plan: The ~~personnel manager~~ Human Resources Director shall prepare, install and maintain a position classification plan. In addition, the ~~personnel manager~~ Human Resources Director shall develop a uniform and equitable pay plan. Salary ranges for each class shall be coordinated with the position classification plan and shall be based on the ranges of pay for other classes, requisite qualifications, general rates of pay for comparable work in other public and private employment in the area, cost of living data, suggestions of department heads and employees, maintenance or other benefits received by employees, the financial policy of the City, and other economic considerations.

2. Adoption And Amendment Of Plans: ~~The City Manager shall give the City's employees the opportunity to make suggestions and recommendations concerning the classification and pay plans. After receiving such suggestions and recommendations, the City Manager shall review this information and shall make such modifications as they believe proper and submit the plan to the City Council. The City Council shall adopt such plans as presented or shall modify said plan prior to adoption, as soon as is practicable after submission. Any plan may be amended from time to time in the same manner as provided for its preparation and adoption. The Human Resources Director shall provide a recommendation to the City Manager for the annual maintenance of the ranges and classifications of the pay plan and the City Manager shall have the authority to approve any amendment.~~

1-7-8: - CONDITIONS OF EMPLOYMENT:

through

1-7-13: - PREVAILING WAGE RATES FOR PUBLIC WORKS:

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SECTION 3: This Ordinance shall be in full force and effect upon its passage.

ADOPTED this _____ day of _____, 2025.

AYES:

NAYS:

ABSENT:

APPROVAL this _____ day of _____, 2025.

Scott A. Wehrli,
MAYOR

ATTEST:

Dawn Portner,
CITY CLERK