

**Human Resources Office**

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**MEMORANDUM**

**Date:** February 14, 2022  
**To:** Gary Gibson, County Administrator  
**Via:** Jim Hawkins, Deputy County Administrator *JH*  
Patrice Sutton, Chief Financial Officer *PS*  
**From:** John Light, Director of Human Resources *SL*  
**Subject:** Request for Increase to Minimum Wage (FCS - Custodians)

**Action Requested:**

Increase the minimum wage of Custodians to \$15.00 per hour to as high as \$16.50 per hour based on tenure, with the intention of better retaining custodial staff through market competitive wages and attracting candidates for difficult to fill vacancies.

**Analysis:**

A thorough review of current custodian salaries compared with outside competitors in private sector positions in custodial/housekeeping, convenience stores, and food service positions indicate a competitive starting hourly wage of at least \$15.00. Facilities and Construction Services has multiple vacancies that have remained unfilled for six months or longer.

Included as part of this analysis was the effect the increase would have on the existing department budget. To increase the hourly rate of the below incumbent custodians from a minimum \$15.00 per hour to a maximum \$16.50 per hour based on tenure, would create an increased labor spend of approximately \$32,600, with an approximate additional increase of \$5,000 for IMRF and Social Security costs.

If approved, this action would be within the authority granted to the Financial and Administrative Committee in Policy 5.11 Compensation Program Procedures.

**Recommendation:**

The Director of Human Resources recommends the increase to the base salary of the below employees in the position title of Custodian the following hourly rates effective the first pay period following approval.

Position #	Current Hourly	Proposed Hourly	Percent Increase
31012	\$13.65158	\$15.25	11.71%
31780	\$13.73373	\$15.50	12.861%
31006	\$12.978	\$16.50	27.14%
31021	\$12.978	\$15.25	17.51%
31013	\$13.36734	\$15.25	14.085%
31023	\$13.85714	\$15.50	11.86%
31792	\$13.36734	\$15.25	14.085%
31009	\$12.978	\$15.25	17.507%

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**Budget Impact/CFO's Assessment:**

- Current FY Budget – Based on current staffing, it is anticipated that the vacancy savings in FY22 will account for the additional expense and will be used to offset the additional cost in FY22.
  - Long Term Budget – These increases do have an ongoing impact to future budgets, but a \$15/hour minimum will be required in the future regardless, which mitigates the long term impact of this particular action.
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**County Administrator Decision:**

☒ **Recommend**  
Approval

**Comments: Forward to F & A Committee for approval.**

These are one-time increases to base salaries for these positions. County Administration reserves the right to pursue the payment of any IMRF penalties from the department's current or future budget(s).

☐ **Not Recommended**  
for Approval

   
County Administrator Signature and Date

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