



**EAST-WEST GATEWAY**  
**Council of Governments**

Creating Solutions Across Jurisdictional Boundaries

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Missouri Office of Administration

**Executive Director**

James M. Wild

**Memo to:** Board of Directors

**From:** Staff

**Date:** October 18, 2024

**Subject:** Calendar Year 2025 Budget & Personnel Plan Update

Calendar Year 2025 Budget

Each year the Board of Directors reviews and approves East-West Gateway’s calendar year budget and recommends the budget for consideration by the agency’s full membership at its annual meeting in November.

The calendar year (CY) 2025 budget includes East-West Gateway’s operating expenses as well as sub-awards and other pass-through expenses incurred to provide local agencies, jurisdictions, and organizations services, equipment, software, training, and funds for other project related expenses. The budget also identifies the federal, state, and local revenue that East-West Gateway anticipates receiving during the calendar year. The proposed CY 2025 budget is attached to this memo.

We are proposing a budget of \$13,323,508. Approximately 21 percent of this budget will pay for public safety planning, equipment, software and training that will be provided to our member local governments and area first responder entities. In addition, another 13 percent will provide consulting services for transportation and environmental work. The Council’s staff and operating costs are projected to be approximately \$8.1 million.

East-West Gateway’s budget includes expenditures for work activities included in the FY 2025 Unified Planning Work Program (UPWP), as well as those activities anticipated to be in the FY 2026 UPWP. We’ve estimated funding for the transportation, environmental, healthcare preparedness, and homeland security programs along with the non-recurring projects that are anticipated during the year.

Funding in the amount of \$834,811, will be provided in the form of cash or in-kind contributions from the states of Illinois and Missouri. In addition to the state funding, the funds received from the transportation project assessment fee and

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the per capita contribution by member counties will also be utilized as match for the federal transportation and environmental grant awards. The voluntary contribution by member counties will remain at 12.5 cents per capita. The contribution represents approximately 2.4 percent of the budgeted agency resources for CY 2025.

Salaries and benefits totaling approximately \$6,699,904 includes funding for 61 full-time equivalent (FTE) employees. The proposed budget also includes a 3.0 percent pay plan adjustment to be effective January 1, 2025 and a projected increase in employee insurance of an average of 5.5 percent. The wage adjustment, along with the associated incremental benefit costs, are projected to be \$239,210. We estimate that East-West Gateway will absorb \$30,644 of the increase for 2025 and the remaining balance of \$208,566 will be provided from our federal, state, and local grant funds.

#### Personnel Plan Update

The Executive Director is required to review East-West Gateway's Personnel Plan at least every two years and make recommendations to the Board of Directors for changes. The Executive Director has reviewed and updated the Personnel Plan, including the Pay Grade Plan and is submitting it to the Board for approval. The Executive Director is recommending a 3 percent pay plan adjustment, which is reflected in the Personnel Plan, Attachment A – Pay Grade Plan. The last significant change to the personnel plan was in 2021; with a minor update in 2022. The updated Personnel Plan with the Pay Grade Plan, will be effective January 1, 2025 and is attached to this memo.

**Staff Recommendation:** Staff recommends that the Board of Directors: approve the proposed CY 2025 budget and recommend its adoption at East-West Gateway's Annual Meeting on November 15, 2024; and adopt the updated Personnel Plan including the Pay Grade Plan.

**East-West Gateway Council of Governments**  
**Calendar Year 2025 Budget**  
**Revenue & Expenses - Calendar Years 2023 - 2025**

	<u>2023 Audited</u>	<u>2024 Budgeted</u>	<u>2025 Proposed</u>
<b>Revenue</b>			
Federal grants	\$ 7,349,741	\$ 11,060,715	\$ 11,158,551
State grants & appropriations	\$ 328,979	\$ 480,672	\$ 533,259
Local fees			
Local contributions	\$ 59,341	\$ 98,424	\$ 99,000
Per capita contributions	\$ 325,076	\$ 325,076	\$ 325,076
Other grants	\$ 267,673	\$ 256,797	\$ 297,691
Transp. project application fees	\$ 532,518	\$ 502,492	\$ 532,518
In-Kind match	\$ 222,589	\$ 262,167	\$ 331,552
Miscellaneous revenue	\$ 186,505	\$ 132,029	\$ 132,044
<b>Total Revenue</b>	<b>\$ 9,272,422</b>	<b>\$ 13,118,372</b>	<b>\$ 13,409,692</b>
<b>Expenses</b>			
Salaries & Wages	\$ 2,764,870	\$ 4,109,721	\$ 4,605,712
Employee Benefits	\$ 1,401,054	\$ 2,054,918	\$ 2,094,192
Services	\$ 1,415,761	\$ 2,567,375	\$ 2,213,075
Property	\$ 397,786	\$ 571,648	\$ 746,485
Facilities	\$ 74,400	\$ 85,122	\$ 86,880
Publications	\$ 14,873	\$ 13,158	\$ 16,055
Meeting & Conferences	\$ 96,688	\$ 45,512	\$ 96,400
Travel & Parking	\$ 38,688	\$ 88,984	\$ 53,394
Supplies	\$ 13,755	\$ 46,656	\$ 18,453
Professional Development	\$ 14,717	\$ 44,301	\$ 30,590
Non-Program Expenses	\$ 140,967	\$ 69,003	\$ 57,881
In-Kind Match	\$ 211,924	\$ 232,167	\$ 301,552
Training & Exercises	\$ 404,291	\$ 224,735	\$ 402,633
Sub-Recipient Expenses	\$ 2,024,929	\$ 2,852,323	\$ 2,600,207
<b>Total Expenses</b>	<b>\$ 9,014,702</b>	<b>\$ 13,005,622</b>	<b>\$ 13,323,508</b>
<b>Change in net position</b>	<b>\$ 257,720</b>	<b>\$ 112,750</b>	<b>\$ 86,184</b>
Net position at beginning of year	\$ 4,480,069	\$ 4,737,788	\$ 4,850,538
Net position at end of year	\$ 4,737,788	\$ 4,850,538	\$ 4,936,722

**East-West Gateway Council of Governments  
Calendar Year 2025 Budget  
Budgeted Revenue - Detail**

**Federal Grants<sup>1</sup>**

<b>U.S. Department of Health and Human Services / Assistant Secretary for Preparedness and Response (ASPR)</b>		
Passed through Missouri Department of Health and Senior Services	\$	232,158
		\$ 232,158
<b>U.S. Department of Homeland Security / Federal Emergency Management Agency</b>		
Passed through the Missouri Office of Homeland Security	\$	3,756,494
Passed through the Missouri State Emergency Management Agency	\$	160,037
		\$ 3,916,531
<b>U.S. Department of Transportation</b>		
Passed Through Bi-State Development Agency	\$	48,712
Passed through Illinois Department of Transportation	\$	1,807,201
Passed through Missouri Department of Transportation	\$	4,493,162
		\$ 6,349,076
<b>U.S. Environmental Protection Agency</b>		
Direct from Environmental Protection Agency	\$	559,884
Passed through Illinois Environmental Protection Agency	\$	40,688
Passed through Missouri Department of Natural Resources	\$	60,215
		\$ 660,787
<b>Total Federal Grants</b>		\$ 11,158,551

**State Grants & Appropriations**

State of Illinois	\$	352,403
State of Missouri	\$	180,856
<b>Total State Grants &amp; Appropriations</b>		\$ 533,259

**Local Fees**

Local contributions	\$	99,000
		\$ 99,000
<b>Per capita contributions (12.5 cents per capita)</b>		
City of St. Louis	\$	37,697
Franklin County	\$	13,085
Jefferson County	\$	28,342
Madison County	\$	33,232
Monroe County	\$	4,370
St. Charles County	\$	50,658
St. Clair County	\$	32,175
St. Louis County	\$	125,516
		\$ 325,076
<b>Other grants</b>		
SWILFPD	\$	279,617
STARRS	\$	18,075
		\$ 297,691
Transportation project application fees	\$	532,518
		\$ 532,518
In-kind match	\$	331,552
		\$ 331,552
<b>Total Local Fees</b>		\$ 1,585,838
<b>Miscellaneous revenue</b> <sup>2</sup>	\$	132,044
		\$ 132,044
<b>Total All Revenue</b>		\$ 13,409,692

1 - Federal Grants reflect the federal portion of the grant.

2 - Miscellaneous includes revenue from interest, annual meeting receipts, etc.

**East-West Gateway Council of Governments  
Calendar Year 2025 Budget  
Budgeted Expenses - Detail**

Budget Category	2023	2024		2025
	Audited	Budgeted	Estimated	Proposed
Salaries & Wages	\$ 2,764,870	\$ 4,109,721	\$ 2,867,802	\$ 4,605,712
Employee Benefits				
Paid Time Off	\$ 522,229	\$ 635,613	\$ 443,537	\$ 670,472
Taxes & Unemployment	\$ 240,926	\$ 364,969	\$ 254,679	\$ 372,539
Retirement	\$ 175,812	\$ 270,363	\$ 188,662	\$ 290,856
Workers Compensation Insurance	\$ 5,386	\$ 9,600	\$ 6,699	\$ 9,600
Employee Insurance	\$ 456,701	\$ 774,373	\$ 540,365	\$ 750,724
	<b>\$ 1,401,054</b>	<b>\$ 2,054,918</b>	<b>\$ 1,433,941</b>	<b>\$ 2,094,192</b>
Services				
Consultant & Contractual	\$ 1,166,438	\$ 2,254,636	\$ 1,573,307	\$ 1,860,375
Professional	\$ 111,236	\$ 224,139	\$ 156,406	\$ 264,100
Temporary Employee	\$ 122,637	\$ 72,800	\$ 50,801	\$ 72,800
Retirement Plan Administration	\$ 15,450	\$ 15,800	\$ 11,025	\$ 15,800
	<b>\$ 1,415,761</b>	<b>\$ 2,567,375</b>	<b>\$ 1,791,539</b>	<b>\$ 2,213,075</b>
Property				
Depreciation & Amortization	\$ 327,934	\$ 478,181	\$ 333,679	\$ 564,642
Furniture, Fixtures & Equipment	\$ 19,502	\$ 7,742	\$ 5,402	\$ 19,294
Software	\$ 50,350	\$ 85,725	\$ 59,820	\$ 162,549
	<b>\$ 397,786</b>	<b>\$ 571,648</b>	<b>\$ 398,901</b>	<b>\$ 746,485</b>
Facilities				
Office Building	\$ 4,146	\$ 3,691	\$ 2,576	\$ 8,469
Storage	\$ 1,534	\$ 1,534	\$ 1,070	\$ 1,534
Business Insurance	\$ 26,755	\$ 28,151	\$ 19,644	\$ 28,668
Phone & Communications	\$ 35,100	\$ 34,596	\$ 24,141	\$ 40,353
Postage & Delivery	\$ 1,332	\$ 1,210	\$ 844	\$ 1,366
Reproduction	\$ 5,533	\$ 15,940	\$ 11,123	\$ 6,491
	<b>\$ 74,400</b>	<b>\$ 85,122</b>	<b>\$ 59,399</b>	<b>\$ 86,880</b>
Publications	\$ 14,873	\$ 13,158	\$ 9,182	\$ 16,055
Meeting & Conferences	\$ 96,688	\$ 45,512	\$ 31,759	\$ 96,400
Travel & Parking				
Travel	\$ 30,110	\$ 81,216	\$ 56,673	\$ 44,554
Parking	\$ 8,578	\$ 7,768	\$ 5,421	\$ 8,840
	<b>\$ 38,688</b>	<b>\$ 88,984</b>	<b>\$ 62,094</b>	<b>\$ 53,394</b>
Supplies	\$ 13,755	\$ 46,656	\$ 32,557	\$ 18,453
Professional Development				
Dues & Memberships	\$ 12,955	\$ 12,577	\$ 8,777	\$ 15,526
Employee Recruitment & Training	\$ 1,762	\$ 31,724	\$ 22,137	\$ 15,064
	<b>\$ 14,717</b>	<b>\$ 44,301</b>	<b>\$ 30,914</b>	<b>\$ 30,590</b>
Non-Program Expenses	\$ 140,967	\$ 69,003	\$ 48,151	\$ 57,881
In-Kind Match	\$ 211,924	\$ 232,167	\$ 162,008	\$ 301,552
Training & Exercises	\$ 404,291	\$ 224,735	\$ 156,822	\$ 402,633
Sub-Recipient Expenses				
Consultant & Contractual	\$ 821,947	\$ 990,534	\$ 691,204	\$ 862,638
Equipment	\$ 749,702	\$ 1,243,794	\$ 867,931	\$ 1,243,794
Software	\$ 356,601	\$ 400,000	\$ 279,124	\$ 365,516
Phone & Communications	\$ 12,988	\$ 12,995	\$ 9,068	\$ 13,259
Supplies	\$ 73,026	\$ 175,000	\$ 122,117	\$ 85,000
In-Kind Match	\$ 10,665	\$ 30,000	\$ 20,934	\$ 30,000
	<b>\$ 2,024,929</b>	<b>\$ 2,852,323</b>	<b>\$ 1,990,378</b>	<b>\$ 2,600,207</b>
<b>Total Expenses</b>	<b>\$ 9,014,702</b>	<b>\$ 13,005,622</b>	<b>\$ 9,075,446</b>	<b>\$ 13,323,508</b>

**East-West Gateway Council of Governments**  
**Personnel Plan**  
**Attachment A - Pay Grade Plan**  
**2024 & 2025 Combined**

Position	Grade	2024 - Current		2025 - Proposed	
		Minimum Annual	Maximum Annual	Minimum Annual	Maximum Annual
Transportation Analyst V	26	\$101,865	\$151,231	\$104,921	\$155,768
Transportation Analyst IV	22	\$83,602	\$124,144	\$86,110	\$127,868
Transportation Analyst III	20	\$75,793	\$112,429	\$78,067	\$115,802
Transportation Analyst II	15	\$59,380	\$87,823	\$61,161	\$90,458
Transportation Analyst I	12	\$51,296	\$75,793	\$52,835	\$78,067
Information Systems Analyst V	24	\$92,289	\$136,995	\$95,058	\$141,105
Information Systems Analyst IV	21	\$79,603	\$118,129	\$81,991	\$121,673
Information Systems Analyst III	18	\$68,737	\$101,865	\$70,799	\$104,921
Information Systems Analyst II	13	\$53,858	\$79,603	\$55,474	\$81,991
Information Systems Analyst I	10	\$46,529	\$68,737	\$47,925	\$70,799
Planner V	24	\$92,289	\$136,995	\$95,058	\$141,105
Planner IV	20	\$75,793	\$112,429	\$78,067	\$115,802
Planner III	18	\$68,737	\$101,865	\$70,799	\$104,921
Planner II	12	\$51,296	\$75,793	\$52,835	\$78,067
Planner I	9	\$44,322	\$65,475	\$45,652	\$67,439
Research Assistant II	5	\$36,457	\$53,858	\$37,551	\$55,474
Research Assistant I	1	\$30,005	\$44,322	\$30,905	\$45,652
Public Administrator VI	28	\$112,462	\$166,967	\$115,836	\$171,976
Public Administrator V	26	\$101,865	\$151,231	\$104,921	\$155,768
Public Administrator IV	22	\$83,602	\$124,144	\$86,110	\$127,868
Public Administrator III	20	\$75,793	\$112,429	\$78,067	\$115,802
Public Administrator II	15	\$59,380	\$87,823	\$61,161	\$90,458
Public Administrator I	12	\$51,296	\$75,793	\$52,835	\$78,067
Program Aide II	5	\$36,457	\$53,858	\$37,551	\$55,474
Community Relations Coordinator V	22	\$83,602	\$124,144	\$86,110	\$127,868
Community Relations Coordinator IV	17	\$65,475	\$96,947	\$67,439	\$99,855
Community Relations Coordinator III	15	\$59,380	\$87,823	\$61,161	\$90,458
Community Relations Coordinator II	10	\$46,529	\$68,737	\$47,925	\$70,799
Community Relations Coordinator I	8	\$42,213	\$62,352	\$43,479	\$64,223
Public Safety Administrator V	25	\$96,947	\$143,928	\$99,855	\$148,246
Public Safety Administrator IV	20	\$75,793	\$112,429	\$78,067	\$115,802
Public Safety Administrator III	18	\$68,737	\$101,865	\$70,799	\$104,921
Public Safety Administrator II	13	\$53,858	\$79,603	\$55,474	\$81,991
Public Safety Administrator I	10	\$46,529	\$68,737	\$47,925	\$70,799

**East-West Gateway Council of Governments**  
**Personnel Plan**  
**Attachment A - Pay Grade Plan**  
*2024 & 2025 Combined*

Position	Grade	2024 - Current		2025 - Proposed	
		Minimum Annual	Maximum Annual	Minimum Annual	Maximum Annual
Accountant V	26	\$101,865	\$151,231	\$104,921	\$155,768
Accountant IV	22	\$83,602	\$124,144	\$86,110	\$127,868
Accountant III	20	\$75,793	\$112,429	\$78,067	\$115,802
Accountant II	15	\$59,380	\$87,823	\$61,161	\$90,458
Accountant I	12	\$51,296	\$75,793	\$52,835	\$78,067
Accounting Specialist III	7	\$40,171	\$59,380	\$41,376	\$61,161
Accounting Specialist II	5	\$36,457	\$53,858	\$37,551	\$55,474
Accounting Specialist I	3	\$33,074	\$48,857	\$34,066	\$50,323
Accounting Clerk	1	\$30,005	\$44,322	\$30,905	\$45,652
Executive Assistant	13	\$53,858	\$79,603	\$55,474	\$81,991
Administrative Assistant II	6	\$38,294	\$56,557	\$39,443	\$58,254
Administrative Assistant I	3	\$33,074	\$48,857	\$34,066	\$50,323
Office Clerk	1	\$30,005	\$44,322	\$30,905	\$45,652
Graphic Designer III	14	\$56,557	\$83,602	\$58,254	\$86,110
Graphic Designer II	11	\$48,857	\$72,176	\$50,323	\$74,341
Graphic Designer I	4	\$34,704	\$51,296	\$35,745	\$52,835
Printer II	6	\$38,294	\$56,557	\$39,443	\$58,254
Printer I	1	\$30,005	\$44,322	\$30,905	\$45,652

**EAST-WEST GATEWAY COUNCIL OF GOVERNMENTS**  
**PERSONNEL PLAN**

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1. Purpose. The purpose of East-West Gateway Council of Government's Personnel Plan (Personnel Plan) is to attract and retain employees of the highest caliber.
2. Effective Date & Changes. The original personnel plan was adopted by the Board of Directors and became effective on June 1, 1967. This Personnel Plan is effective January 1, 2025 and rescinds and supersedes any prior personnel plans. The Personnel Plan may be updated from time-to-time and changes must be approved by the Board of Directors. At a minimum, two years after the adoption of this Personnel Plan and every two years thereafter, the Executive Director must re-evaluate the Personnel Plan and submit to the Board of Directors their recommendations for a new plan or amendments to the existing plan.
3. Plan Administration. The Executive Director is responsible for administering and executing the Personnel Plan.
4. Employee Hiring, Advancement & Discipline. The Executive Director is responsible for the final decisions regarding the hiring, advancement, and discipline of employees, including termination of employment. In accordance with the Personnel Plan's purpose, employee advancement will be based solely upon merit.
5. Employee Compensation & Evaluation. The Executive Director will determine the compensation of employees and is responsible for administering and executing the employee evaluation process. The minimum responsibilities are described in Section 5, Parts (a) through (e).
  - a) The Executive Director will determine the job classification, grade, and rate of pay for each of the Council's employees. The rate of pay for employees will be based upon the employee's job classification and grade and in accordance with the Pay Grade Plan approved by the Board of Directors. The Pay Grade Plan is attached to the Personnel Plan in Attachment A.
  - b) The Executive Director will make the final determination about any employee's increase in pay. In general, an increase in an employee's pay will be based upon the employee's job performance as captured in the employee's evaluation or an increase in the employee's job responsibilities.
    - i) At their discretion and when determining such an increase in an employee's pay, the Executive Director may set an employee's rate of pay at an amount above the maximum annual rate for the employee's classification and grade if the employee has been continuously employed at the Council for at least 10 years. This increase in the employee's pay must not cause the employee's rate of pay to exceed the maximum annual rate for the employee's classification and grade by more than 15 percent and the total amount of the increase in the employee's pay may not exceed the then-current, annual change in the Consumer Price Index for All Urban Consumers.
  - c) The Executive Director will review the Pay Grade Plan at least once per year and present adjustments to the Pay Grade Plan to the Board of Directors for approval.
  - d) The Executive Director will determine how frequently employees will be compensated; however, it must not be less than one time per month.



**EAST-WEST GATEWAY COUNCIL OF GOVERNMENTS**  
**PERSONNEL PLAN**

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- e) The Executive will administer and execute the process to review and assess employee performance. At a minimum, this process must be conducted annually.

6. Employee Definitions, Overtime & Leave.

- a) **Employee Definitions.** Full-time employees are defined as those who work 40 hours per week. Part-time employees are defined as those who work less than 40 hours per week.
- b) **Overtime Pay.** Non-exempt employees are eligible for overtime compensation. The Executive Director must authorize non-exempt employees to work more than 40 hours in a work week. Overtime compensation will be given as pay at a rate of 1.5 times the employee's regular rate of pay for each hour worked in excess of the Council's 40-hour work week. Overtime pay is based on actual hours worked. Vacation leave, sick leave, jury duty, other paid leave, or any other leave of absence will not be considered hours worked for purposes of determining overtime pay.
- c) **Leave.** Full-time and part-time employees are eligible for leave as described in this Section 6, Part (c). Accrued leave may only be used after it has been earned. The Executive Director is responsible for administering and executing the Council's policies that govern employee leave.
  - i) **Sick Leave.** Full-time employees will accrue sick leave at a rate of one day (8 hours) per month, which is 4 hours per pay. Sick leave hours accrued per pay will be adjusted as needed to reflect hire date or to ensure the maximum hours accrued per year are not exceeded. Additionally, new, full-time employees will receive sick leave as described in Section 6, Part (c)(iii). At their discretion, the Executive Director may provide additional sick leave for an employee in unusual circumstances; however, this additional sick time will not be accrued. Accrued, unused sick leave may carry-over to future years. Accrued, unused sick leave will not be paid out to an employee if they leave the Council's employment for any reason. Part-time employees are not eligible for sick leave.
  - ii) **Vacation Leave.** Full-time and part-time employees will accrue vacation leave based on years of continuous service, as described in the table below. Additionally, new, full-time employees will receive vacation leave as described in Section 6, Part (c)(iii). Accrued, unused vacation leave is subject to the following rules:
    - 1. An employee may carry-over to future calendar years a maximum of 240 hours of accrued, unused vacation leave.
    - 2. Accrued, unused vacation leave in excess of 240 hours, measured at the end of a calendar year, will not carry-over to the next year.
    - 3. Accrued, unused vacation leave will be paid out to an employee who voluntarily leaves the Council's employment and will be paid out up to a maximum of 240 hours. Accrued, unused vacation leave in excess of 240 hours, measured on the last day of the employee's employment, will not be paid out to the employee.

**EAST-WEST GATEWAY COUNCIL OF GOVERNMENTS  
PERSONNEL PLAN**

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4. For an employee whose employment is involuntarily terminated, accrued, unused vacation leave will be paid out to the employee at the discretion of the Executive Director.

Maximum Vacation Hours - Accrued Per Calendar Year					
Years of Service	Hours	Days	Weeks	Accrued Per Pay <sup>2</sup>	Part-Time Employees <sup>3</sup>
0 to <4 years <sup>1</sup>	120	15	3	5.00	Proportional accrual based on the number of hours worked in a month, up to a maximum of 120 hours per calendar year.
≥4 years and <10 years	160	20	4	6.67	Proportional accrual based on the number of hours worked in a month, up to a maximum of 160 hours per calendar year.
≥10 years and <15 years	200	25	5	8.33	Proportional accrual based on the number of hours worked in a month, up to a maximum of 200 hours per calendar year.
≥15 years	240	30	6	10.00	Proportional accrual based on the number of hours worked in a month, up to a maximum of 240 hours per calendar year.

1 - New hire vacation leave also subject to Section 6, Part (c)(iii).

2 - Vacation hours accrued per pay will be adjusted as needed to reflect start date or to ensure the maximum accrued hours per year are not exceeded.

3 - For purposes of vacation accrual for part-time employees, "hours worked" includes holiday hours.

- iii) **Sick and Vacation Leave for New Employees.** New, full-time employees will receive 20 hours of vacation leave and 16 hours of sick leave that will be available to use after their 1<sup>st</sup> day of work. These employees will not accrue vacation or sick leave until the 5<sup>th</sup> pay period following their start date. Beginning with the 5<sup>th</sup> pay period after their start date, these employees will accrue vacation and sick leave at the rates described in Section 6, Parts (c)(i) and (ii); with adjustments to the accrual rates as needed to reflect hire date or to ensure the sick or vacation leave accrued will not cause the employee's total leave accruals to exceed the maximums allowed for the year. If a new employee leaves the Council's employment for any reason prior to the 5<sup>th</sup> pay period, the pay-out of the unused vacation is governed by Section 6, Part (c)(ii) and will be limited to the amount of vacation leave the new employee would have accrued at the rate described in Section 6, Part (c)(ii). Any unused sick leave will not be paid out.
- iv) **Holidays.** Full-time employees will receive up to 11 paid holidays (88 total hours) per calendar year. Part-time employees will receive paid holiday hours in proportion to the number of hours the employee works in a month, up to a maximum of 88 total hours in a calendar year. The total number of paid holidays an employee will receive in a calendar year is measured based on the date the employee's employment begins through the end of the calendar year. The Council's offices will be closed on holidays. Holidays will be observed on the dates designated by law. The Council will observe the following holidays:
- New Year's Day
  - Martin Luther King, Jr. Day
  - President's Day
  - Memorial Day
  - Juneteenth

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- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

- v) **Uniformed Service Leave.** Full-time and part-time employees who perform uniformed service may take paid leave to perform their service. A full-time staff person may take up to 160 hours of paid leave in a calendar year. A part-time staff person may take a number of hours of paid leave equal to the number of hours that the staff person is normally scheduled to work, on average, in a 20-day period, up to a maximum of 160 hours of paid leave. Uniformed service leave will be paid at the employee's regular rate of pay. Uniformed service leave does not accrue, it does not carry over to future years, and it will not be paid out to an employee who leaves the Council's employment for any reason.
- vi) **Jury Duty.** Full-time and part-time employees will receive leave with pay when they are required to attend jury duty during regular working hours. The pay for jury duty will be at the employee's regular rate of pay. The employee is not required to remit to the Council any payments they receive from the government for the jury duty.
- vii) **Other Types of Paid and Unpaid Leave.** The Executive Director must approve all leaves of absences without pay. The Executive Director may make provisions for employees to take other leave like Family and Medical Leave and short- or long-term disability.
- viii) **Election Day.** When an election falls on a regular working day, all employees will be provided sufficient time off to vote. This time off will be unpaid; however, the employee may use accrued vacation time to receive pay for the time taken to vote or may obtain the Executive Director's approval to shift their regular work schedule on Election day to allow the employee sufficient time off to vote.

7. **Personnel Travel & Business Expenses.** The Executive Director is responsible for administering and executing the Council's expense reimbursement policy that describes the rules and requirements for reimbursing employees for travel and other business expenses. The expense reimbursement policy must, at a minimum, adhere to the limitations and requirements prescribed by the Council's grant funding agencies. In no case may the policy permit employees to be reimbursed at rates greater than those permitted by the applicable, grant funding agency or for expenses that are not related to the performance of official Council business. Additionally, for costs associated with vehicle travel, employees may only be reimbursed for eligible costs and at a rate not to exceed the lesser of the then-current Internal Revenue Service mileage rate for personal vehicles or the mileage rate set by the Council's funding agencies.

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8. Other Personnel Policies. The Executive Director may prescribe additional rules and regulations to maximize employee efficiency and morale or when required to adhere to legislative or regulatory requirements (e.g. affirmative action, nondiscrimination, pandemic or other emergency situations). The Executive Director will ensure that these additional rules and regulations are described in written policies and provided to the Council's employees.
  
9. Employee Benefits. The Executive Director is responsible for administering and executing benefit plans for the Council's employees. These benefit plans include, but are not limited to, group insurance plans like health, dental, vision, life, short- and long-term disability and retirement savings plans. These benefits will be available to full-time and part-time employees in accordance with the eligibility requirements described in the plan documents.
  - a) **Group Insurance Premium Costs.** The Council will pay 100 percent of the individual, employee's premium costs for Council provided health, dental, vision, life, and disability insurance. The Council will pay 50 percent of the employee's dependent premium cost for health and dental insurance.
  
  - b) **Retirement Savings Plan Match.** Eligible employees may elect to participate in the Council's retirement savings plan and the Council will provide employer matching contributions up to a maximum of 6 percent.
  
10. Professional Development. The Executive Director is responsible for administering and executing a professional development program for the Council's staff to provide educational and training opportunities that will improve the employee's performance in their current position or better prepare them for promotional opportunities.

(Approved 10/30/2024)

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**Attachment A – Pay Grade Plan**

<b>Position</b>	<b>Grade</b>	<b>Minimum Annual</b>	<b>Maximum Annual</b>
Transportation Analyst V	26	\$104,921	\$155,768
Transportation Analyst IV	22	\$86,110	\$127,868
Transportation Analyst III	20	\$78,067	\$115,802
Transportation Analyst II	15	\$61,161	\$90,458
Transportation Analyst I	12	\$52,835	\$78,067
Information Systems Analyst V	24	\$95,058	\$141,105
Information Systems Analyst IV	21	\$81,991	\$121,673
Information Systems Analyst III	18	\$70,799	\$104,921
Information Systems Analyst II	13	\$55,474	\$81,991
Information Systems Analyst I	10	\$47,925	\$70,799
Planner V	24	\$95,058	\$141,105
Planner IV	20	\$78,067	\$115,802
Planner III	18	\$70,799	\$104,921
Planner II	12	\$52,835	\$78,067
Planner I	9	\$45,652	\$67,439
Research Assistant II	5	\$37,551	\$55,474
Research Assistant I	1	\$30,905	\$45,652
Public Administrator VI	28	\$115,836	\$171,976
Public Administrator V	26	\$104,921	\$155,768
Public Administrator IV	22	\$86,110	\$127,868
Public Administrator III	20	\$78,067	\$115,802
Public Administrator II	15	\$61,161	\$90,458
Public Administrator I	12	\$52,835	\$78,067
Program Aide II	5	\$37,551	\$55,474
Community Relations Coordinator V	22	\$86,110	\$127,868
Community Relations Coordinator IV	17	\$67,439	\$99,855
Community Relations Coordinator III	15	\$61,161	\$90,458
Community Relations Coordinator II	10	\$47,925	\$70,799
Community Relations Coordinator I	8	\$43,479	\$64,223
Public Safety Administrator V	25	\$99,855	\$148,246
Public Safety Administrator IV	20	\$78,067	\$115,802
Public Safety Administrator III	18	\$70,799	\$104,921
Public Safety Administrator II	13	\$55,474	\$81,991
Public Safety Administrator I	10	\$47,925	\$70,799

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**Attachment A – Pay Grade Plan**

<b>Position</b>	<b>Grade</b>	<b>Minimum Annual</b>	<b>Maximum Annual</b>
Accountant V	26	\$104,921	\$155,768
Accountant IV	22	\$86,110	\$127,868
Accountant III	20	\$78,067	\$115,802
Accountant II	15	\$61,161	\$90,458
Accountant I	12	\$52,835	\$78,067
Accounting Specialist III	7	\$41,376	\$61,161
Accounting Specialist II	5	\$37,551	\$55,474
Accounting Specialist I	3	\$34,066	\$50,323
Accounting Clerk	1	\$30,905	\$45,652
Executive Assistant	13	\$55,474	\$81,991
Administrative Assistant II	6	\$39,443	\$58,254
Administrative Assistant I	3	\$34,066	\$50,323
Office Clerk	1	\$30,905	\$45,652
Graphic Designer III	14	\$58,254	\$86,110
Graphic Designer II	11	\$50,323	\$74,341
Graphic Designer I	4	\$35,745	\$52,835
Printer II	6	\$39,443	\$58,254
Printer I	1	\$30,905	\$45,652

*(Approved 10/30/2024)*

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**CERTIFICATION OF PERSONNEL PLAN ADOPTION**

The undersigned duly qualified Executive Director of East-West Gateway Council of Governments, acting on behalf of East-West Gateway Council of Governments, certifies that the foregoing is a true and correct copy of the Personnel Plan adopted at a legally convened meeting of the Board of Directors held on October 30, 2024.

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James M. Wild  
Executive Director

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Date