

Want Ads

FOR SALE

WELL seasoned firewood. John Tazioli. Tel. H.P. 3931 or 3785.

HIGHLAND PARK, NEAR LAKE Charming Solid Stone Residence; studio living room, powder room, bedroom and bath 1st floor; 3 spacious bedrooms and 2 baths, 2nd floor. B. & G. oil heat; 2 car att. gar. Price radically reduced to \$45,000.

HEINSEN REALTY EXCLUSIVE AGENTS 660 Green Bay Road Winnetka 6-0253

FOR SALE BY OWNER

Charming older home, 5 bedroom, 2 bath, auto. oil heat, valuable corner lot, excellent location, \$21,000. Tel. H. P. 1872.

NOT TOO EARLY to buy Christmas Cards; We have a beautiful selection; Plain or name imprinted. Tel. H. P. 1461.

FOR SALE: Mahogany 9-piece 18th Century diningroom set, excellent condition. French 5-piece burl walnut bedroom set; mahogany secretary desk; artificial fireplace set; davenport, love seat, chaise longue, china clock; oil paintings, oriental rugs, beautiful period furniture. Call Wilmette 744.

BICYCLES

Boys-Girls full size 26inch Balloon Tire Bicycles. Unusually large selection. Red, Maroon, Blue, Green. All completely overhauled. Most Re-Painted. Many cannot be told from New.

From \$14.00 to \$27.00

HIGHLAND PARK CYCLE SHOP

380 Central Phone H.P. 1369

WANTED TO RENT

WANTED: Family of three interested in furnished or unfurnished 3 to 5 bedroom house. Rental range \$175 to \$250. Tel. H. P. 4750.

HELP WANTED

HELP WANTED: Experienced gardener for private residence; good salary; room and board. Address "X" Box 802, "Highland Park Press", Highland Park, Illinois.

SITUATION WANTED

SITUATION WANTED—Two college men will do lawn work on Saturdays; Tel. H. P. 2064.

Miscellaneous

Vacuum Cleaner Service

For All Popular Makes Parts on hand or available. Pick up and delivery. Prompt service. Emergency Service Guaranteed workmanship. A. M. Evans 31 N. Sheridan Tel. H.P. 6488

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NOTICE Sealed bids will be received by the Council at its office in the City Hall, Highland Park, Illinois, until 8:00 o'clock P. M. Monday, August 8th, A.D. 1949, for the furnishing of the following equipment: 1—Police Squad Car (Tudor Sedan) Trade in allowance. 2—1/2 Ton Pick Up Trucks—Trade in allowance. 1—1/2 Ton Truck with Dump Body—No Trade in. Bidder will furnish complete specifications on the equipment he proposes to furnish. The Council reserves the right to reject any and all bids if it deems it best for the public good. By order of the Council of the City of Highland Park, Illinois. V. C. MUSSER City Clerk Dated at Highland Park, Illinois this 19th day of July, A. D. 1949. 12-21 & 28

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(aa) The minimum thickness of non-bearing walls shall be four inches less than specified in the table in paragraph (w) but not less than eight inches. Exterior non-bearing walls in skeleton construction shall be not less than eight inches thick and shall, in each story, have a bearing of not less than seven and one-half inches upon a structural member which shall be fireproofed as required for members of the structural frame. (bb) All party walls shall be of solid masonry not less than twelve inches thick. (cc) Parapet walls shall be solid walls not less in thickness than required for the walls immediately below and shall be laid in cement mortar. Except where common brick is used throughout as facing, parapet walls shall be constructed for their entire thickness and height, with building brick units, grade A, A.S.T.M. (Designation C2-20), for ultimate compressive strength and with a maximum absorption of not more than eight per cent. (dd) All parapet walls shall be capped with an impervious coping material so laid as to prevent water penetration. (ee) All exterior walls of hollow units, shall have their outer 4 inches constructed of solid units, except that in one story buildings exterior walls may be of exposed hollow units if the exterior surface is adequately waterproofed. (ff) All basement and retaining walls of masonry shall be of sufficient strength to resist the lateral pressure transmitted to them. (gg) An exterior wall, when used in the renewal or extension of a building if it is structurally sound or can be made so by reasonable repairs. Where it is not of sufficient thickness to meet the requirements of the building provisions of this code, it shall be reinforced by a lining or facing of masonry or by pilasters, buttresses, or columns. (hh) Where existing walls are to be lined or faced, the lining or facing shall be not less than eight inches thick and the total thickness shall be not less than four inches greater than required by the building provisions of this code for new walls. All linings and facings shall be thoroughly bonded to existing walls by fastenings of not less than fifteen per cent of the surface area uniformly distributed over the entire area. All such linings and facings shall be laid in Portland cement mortar. (ii) Where existing walls are reinforced by new pilasters, buttresses, or columns, the entire additional load shall be carried by the new construction. Pilasters or buttresses shall be thoroughly bonded into the old wall by having them into chases cut at least eight inches into the existing wall throughout its height. The new masonry shall be laid in cement mortar. (jj) Footings for the wall lining or facing, pilasters, or columns shall be combined with the existing footings so as to carry the total load. SECTION 489. Details of Construction. (a) In every brick wall, pier, pilaster, or buttress at least every sixth course shall be a full header course or there shall be at least one full length header in every seventy-two square inches of each surface of the wall. (b) Where two or more hollow units are used in the thickness of a wall the inner and outer courses shall be bonded at vertical intervals not exceeding three courses or sixteen inches by lapping not less than four inches. (c) Where walls are faced with brick, terra cotta, stone, architectural cast stone, concrete units, burned clay or shale units, bonded as provided in this section, the facing shall be considered as part of the required thickness. Brick facing shall be bonded with full headers equivalent in number and area to one course composed exclusively of headers to each six stretcher courses. For facings of terra cotta, stone, architectural cast stone, or similar units, at least twenty per cent of the surface area shall be composed of uniformly distributed bond units extending into the backing at least four inches. All units more than one-half square foot in face area, except bond units, shall be anchored into the backing with metal anchors at least three-sixteenths inch thick. Such anchors shall be of solid non-rusting metal or shall be asphalt coated after bending. There shall be no less than two anchors for each unit more than two feet in length or three square feet in face area. Units more than two square feet in area shall have at least one anchor in each four square feet of face area; provided, however, that a masonry wall consisting of a three and three-fourths inch thickness of open back terra cotta and eight inches or more of brick, shall be considered the equivalent of a brick wall of the same thickness as the combined thickness of brick and terra cotta; provided, that brick shall be bonded into all open spaces of terra cotta, and that each piece of terra cotta shall be additionally bonded to brickwork with two or more metal anchors as required by this section. The height of any facing unit shall not exceed eight times its thickness, and no unit shall be less than three and three-fourths inches thick. Isolated piers not more than twenty-four inches in width faced with stone, terra cotta, or similar units shall have bond units in every alternate course but the area of bond units need not exceed twenty per cent of the face area of the pier. (d) Veneers shall not be considered to be part of the required wall thickness. Veneers shall be subject to the requirements of the general provisions of this code pertaining to buildings. (e) Masonry veneers for buildings of wood frame construction shall be not less than three and three-fourths inches thick, shall be supported on solid masonry basement or foundation walls below grade, shall be securely tied to the studding and shall extend not more than thirty feet in height above grade. (f) The minimum bearing of joists on masonry walls shall be three and three-fourths inches. The section of any wall or pier shall not be reduced more than twenty per cent to provide bearing for wood joists or other wood floor construction. Properly designed metal wall boxes or stirrups shall not be considered as reducing wall or pier section. There shall be at least six inches of solid masonry separating the ends of wood joist carried on a fire division wall and between the ends of such joist and the opposite side of the wall. (g) No load bearing corbel shall project more than four inches from the face of the wall and no one course shall project more than three-fourths inch beyond the course immediately below. Corbels shall be bonded to the wall using alternate courses of headers and stretchers with the top course of headers. There shall be at least three courses, the upper one of which shall be a header course, laid flush with the top projecting course of every corbel which supports any load. (h) All floor and roof systems shall be anchored to walls at intervals of not more than seven feet with metal anchors so placed as to provide a continuous tie across the building. Where such a tie is composed of more than one joist, girder, or truss, the abutting members shall be joined by tie or splice plates equal in strength to the anchors to form a tie across the building. Anchors for the ends of joists or girders shall be fastened below the center,

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Anchors in joists parallel to the wall shall be fastened to the top of the joists and shall engage sufficient joist to have a bearing of at least five and one-half inches. The anchors shall extend to within four inches of the opposite face of the wall. Anchors shall have a minimum cross-sectional area of four-tenths square inch and a minimum thickness of three-sixteenths inch. (i) The height of isolated masonry piers shall be not more than twelve times their least dimension. Wall sections twenty-four inches or less in width between openings shall be considered as isolated piers. All isolated load bearing piers shall be of solid masonry. (j) There shall be at least eight inches of masonry on three sides of any chase. Horizontal or diagonal chases more than twenty-four inches long shall be considered as openings entirely through the wall. (k) Openings in walls shall have well buttressed arches of masonry, or lintels of reinforced concrete or metal with bearings at each end of not less than four inches. In buildings of ordinary construction, wood lintels may be provided back of masonry arches. (l) Masonry arches shall be of solid masonry and shall have a minimum radius of one-twelfth of clear span. The units shall be laid on a radius of the arch curve. The minimum total depth of the masonry shall be one-twelfth the span. Provision shall be made in the wall for resisting the arch thrust. (m) All masonry shall be protected against freezing for at least forty-eight hours prior to the start of the winter season. SECTION II. All ordinances or parts of ordinances in conflict herewith are herewith repealed, and expressly the provisions of Sections 588 and 589 of the Highland Park City Code heretofore existing be and they are hereby expressly repealed. SECTION III. This ordinance shall be in full force and effect from and after its passage, approval, recodification and publication, as required by law. ROBERT F. PATTON Mayor

ATTEST: V. C. MUSSER City Clerk

Filed: July 11, 1949

Passed: July 18, 1949

Approved: July 18, 1949

Recorded: July 19, 1949

Published: July 28, 1949

APPROVED: PAUL C. BEHARNA Corporation Counsel

AN ORDINANCE PROVIDING FOR THE GRADING OF OFFICES AND EMPLOYMENTS IN THE SERVICE OF THE CITY, DECLARING A POLICY OF COMPENSATION, ADVANCEMENT, PROMOTION, DEFINING THE WORKING WEEK OF EMPLOYMENTS AND PROVIDING FOR WAGE ADJUSTMENT UPON THE BASIS OF LIVING COST.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS:

SECTION I. This ordinance shall be construed and interpreted as a statement of policy of the City of Highland Park, and shall not be construed as repealing or affecting any salary fixing ordinance, appropriation ordinance or any ordinance heretofore adopted. Where the terms hereof shall be at a variance with or repugnant to any such ordinance heretofore or hereafter adopted the provisions of such ordinance or ordinances shall prevail without, however, affecting any repeal or revision hereof by implication or by such repugnancy. SECTION II. Short Title. This ordinance may be hereafter referred to as the "City Grade and Pay Plan", and wherever so cited or referred to shall be deemed to apply to and mean this ordinance by its entire title. SECTION III. Rates of Pay and Manner of Computation Thereof. The pay for any employment shall be in the same proportion that the actual number of hours of service bears to the number of hours of service hereafter prescribed for full time employment. SECTION IV. Effect Upon Salaries Heretofore Fixed. A provision for the adoption of this ordinance the compensation provided for and being paid to any officer or employee is a greater sum than that fixed hereinafter with respect to the length of time during which such officer or employee has been in the service of the City in such employment, then such officer or employee will continue to receive that salary or compensation until stipulated for such grade of employment in the schedule of salaries hereafter provided herein, and thereafter upon such salary or compensation shall be increased or decreased in accordance with the provisions of this ordinance, except where by particular action of the City Council the compensation of such officer or employee shall be changed. SECTION V. When Any Salary or Compensation is to be Paid. Any salary or compensation shall be paid to any officer or employee in the service of the City in such office or employment for less than three years and the tenure of such officer or employee in such office or employment does not coincide with the fiscal year of the City, then where the incumbent of such office or employment shall be entitled to an increase in compensation within the class within which such office or employment is classified, such increase shall be made at the beginning of the year of actual additional service of such officer or employee, up to and including three years.

SECTION V. Less Than Full Time Service. Compensation of Salaries and Wages for Fractional Periods. Where an employee shall be absent from his employment through unexcused absence, suspension from duty, leave of absence or the inception or termination of employment, such employee shall receive wages in the proportion that the number of hours worked in any week bears to the number of hours prescribed for such employment as before the period hereinafter prescribed. SECTION VI. Rates of Pay Within Classes. A. Rates on Initial Employment and Advancements. Original appointment to any position shall be at the entrance or starting rate and advancement from such rate to the highest rate within a salary class shall be by successive steps and depend upon length of service. In any case where an employee is recommended to the City Council compensation as to any employee which is higher than the prescribed rate, provided that such exception is based upon the outstanding and exceptional character of the employee's experience and ability. The Council may, in its discretion, recommend, place such employee in a higher rate within such class or in a higher class, or both. B. When any employee shall be promoted within his department and shall be thereby advanced to a higher salary class, his length of service in the higher class shall be considered to be the same length of service previously possessed in the lower class. C. Rate of Compensation on Return to Duty After Absence. When any employee shall return to duty in the same class or position after a separation from the service of the City of not more than one year, if such separation was not due to discharge, suspension for misconduct or resignation to avoid such separation, such employee shall receive the salary prescribed for employees in the same class of employment and having the same length of service. D. Starting Rate in New Employment. Whenever any employee shall be assigned to fill a position or employment other than that held by him immediately prior to his new employment, he shall receive the entrance rate or salary rate held in the old employment, whichever is higher, and he will continue at such salary rate until he shall be entitled to increase within the class and grade provided herein for such employment.

SECTION VII. Minimum Period for Advancement in Salary Within Class. In all cases where appointment is made at the entrance rate of the class in which such employment is herein assigned, the employee holding such employment shall be advanced to the second rate in the applicable salary range covering said employment after one year of continuous service in such class, provided that such service meets the standards prescribed hereafter. Thereafter, the employee shall, after each year of continuous service, be advanced to the next higher step until he shall have attained the salary schedule prescribed for such class as herein established. However, that in order to be entitled at the end of any year of service for advancement to the next succeeding grade of salary within such class, such employee's performance of his assigned duties shall have been satisfactory. B. Employee engaged in service at hourly rates of pay shall work an aggregate of not less than 1500 hours before being promoted and qualified for increase, provided that twelve months or more shall have expired since the inception of employment in such case or from the date of the last increase in salary. C. Definition and Requirements for Continuous Service. The term "continuous service" shall mean service without interruption, provided, however, that such continuous service shall not be deemed to have been interrupted by reason of absence occasioned by (1) military leave, (2) authorized vacation, (3) absence authorized to compensate for overtime work, (4) absence occasioned by bona fide illness or physical incapacity, (5) absence excused by the employer's superior, (6) absence occasioned by interruption by layoff occasioned by lack of funds or discontinuance of the employment, such period of absence shall not constitute credit toward any continuous year of service, but upon reinstatement such employee shall be given credit toward a year of continuous service for such portion of the year less than the whole during which he was in the service of the City. The going shall be construed to apply only to the matter of longevity of service.

SECTION VIII. Hours of Work and Overtime. A. Working Hours. Except as otherwise expressly provided herein or by the City Council, the hours shown below shall constitute a full time week for positions in the respective groups as set up in the classification plan: Clerical and Administrative Group 44 hours Fire Fighting Group 36 hours Inspectional Group 48 hours Police Group 44 hours Professional and Sub-Professional Group 44 hours Skilled & Semi-Skilled Group 44 hours Common Labor Group 44 hours B. Overtime Work. Department heads may authorize and direct employees to work additional or normal work schedules in any week when in their opinion it is essential to meet the needs of the department and record by so worked shall be reported by the head of the department and recorded by the City Clerk and Comptroller. C. Overtime Compensation. Such employees shall be compensated for authorized overtime by being granted time off equal to the number of hours worked, provided that such time off shall be taken within one year following the day on which the overtime credit was earned; and provided further, that when the granting of such compensatory time off is not practicable, the City Council may elect to make payment in cash for such authorized overtime work. D. Limitation of Overtime Work. Overtime work or compensation for overtime work shall not apply to the following: elected officers, heads of departments and those officers or employees not holding present office or employment through Civil Service certification or those engaged as secretaries to the heads of departments. SECTION IX. Administration, Maintenance and Adjustment of Pay Plan. A. Duties of City Clerk and Comptroller. The City Clerk and Comptroller, subject to direction and supervision of the City Council, shall be responsible for the administration and maintenance of the Pay Plan including processing of salary advancements, the determination of starting rates, and the initiation of necessary revision of the Plan on the basis of changes in cost of living and prevailing wages. B. Salaries Adjusted to Cost of Living Index. The salary and wage rates set forth in the annual and Hourly Salary Schedules shall be known as the basic salary and wage rates. The basic salary and wage rates shall be adjusted for changes in the cost of living may be made in accordance with changes in the cost of living upon a formula as follows: The Cost of Living Index for the City of Chicago (all items in the Consumers' Price Index) prepared by the U. S. Bureau of Labor Statistics for December, 1948 shall be used as a base,

and the basic salary and wage rates fixed herein upon such base shall be deemed adequate for living conditions prevailing at that time. C. Adjustment of Employee Complaints. An employee shall have the right at any time to secure consideration of any complaint he may have with respect to the application of the Pay Plan to his position. The employee shall first bring his grievance to the head of his department who shall promptly seek to arrive at a solution which is consistent with the Pay Plan and is acceptable to the employee. Where the department head is unable to resolve such a complaint in a manner that the employee is willing to accept in writing, the matter shall be submitted to the City Clerk and Comptroller, who shall bring the complaint to the attention of the City Council together with his recommendations for decision. D. The provisions herein providing for increase or decrease of compensation shall not apply in any case to the following elected officers of the City: Mayor, Commissioners, City Clerk, Corporation Counsel, City Treasurer, City Collector. SECTION X. Classifications. A. The employments and offices of the City of Highland Park affected by this ordinance shall be and the same are hereby classified and allocated into classes in accordance with the number of such class set opposite the title of such office or employment, as follows:

Table with 2 columns: Office Title and Number. Includes Clerical and Administrative Group (City Clerk 24, City Collector 17, Senior Accountant 14, Assistant Senior Accountant 11, Accounting Clerk 9, Bookkeeping Machine Operator 6, Assistant Accounting Clerk 6, Clerk Stenographer 6, Mayor's Secretary 5, Clerk Typist 4), Fire Fighting Group (Chief Fire Marshal 18, Assistant Fire Marshal 14, Fire Lieutenant 11 1/2, Fireman 10), Inspectional Group (City Engineer and Chief Building Inspector 18, Assistant Chief Building Inspector 12, Assistant Building Inspector 11), Police Group (City Marshal 18, Police Captain 14, Police Sergeant 11 1/2, Police Officer 10), Professional and Sub-Professional Group (Draughtsman 12, Sanitarian 11, Public Health Nurse 4), Skilled and Semi-Skilled Group (Supervisor of Water Works 18, Foreman, Sewers and Water Mains 15, Foreman, Streets and Public Improvements 15, Foreman, Garbage Department 9, Automotive Mechanic 11, Plant Operator 10, Plant Operator While assigned in charge of other plant operators 11, Meter Reader and Repairman 9, Assistant Meter Reader and Repairman 8, Street and Water Maintenance Man 8, Street and Water Maintenance Man while assigned as a working foreman 9, Janitor 7), Common Labor Group (Dump Attendant 5, Garbage Disposal Laborer 7).

B. The Civil Service Commission of the City of Highland Park is hereby authorized, empowered and directed to make classifications and reclassify its City Service eligible lists and reinstatement lists in accordance with the entitlement and classification of offices as in this section provided, and where any variance shall exist between the classification and entitlements of offices and employments as contained in the Civil Service list from the entitlement and classification as hereinabove set forth, that the same shall be rectified.

SECTION XI. The basic annual, monthly and hourly salary rates for all employments in the City's service as hereinabove classified shall be computed upon the basis as hereinafter set forth, the following being adopted as a basic and fair compensation predicated upon a full week basis as hereinabove provided:

HOURLY SALARY RATES Table with 4 columns: Class, Entrance Rate, After 1 Year, After 2 Years, After 3 Years. Lists rates for classes 1 through 25.

MONTHLY AND ANNUAL SALARY RATES Table with 4 columns: Class, Entrance Rate, After 1 Yr. Service, After 2 Yr. Service. Lists rates for classes 1 through 25.

Table with 4 columns: Class, Entrance Rate, After 3 Yr. Service, Class. Lists rates for classes 1 through 25.

SECTION XIII. This ordinance shall be in full force and effect from and after its passage, approval and recodification, as provided by law.

ATTEST: V. C. MUSSER City Clerk

Filed: July 18, 1949

Passed: July 18, 1949

Approved: July 18, 1949

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ROBERT F. PATTON Mayor