

STATE OF ILLINOIS )  
  )SS  
COUNTY OF COOK )

**PALOS TOWNSHIP**

**NOTICE OF TOWN BOARD MEETING**

**JANUARY 30TH, 2014**

**BILL AUDIT MEETING**

**AGENDA**

Meeting Date: Thursday, January 30th, 2014

Time: 7:00 P.M.

Place: Palos Township Town Hall  
10802 S. Roberts Road  
Palos Hills, Illinois 60465

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES OF PREVIOUS MEETING
5. COMMUNICATIONS FROM THE PUBLIC
6. OLD BUSINESS:
  - a. Discussion and Adoption of Updated Personnel Policy
  - b. Update: Possible New Phone System
7. NEW BUSINESS:

- a. Economic Interest Filing
- b. Current Press Releases
- c. Health Service Update
- d. Audit and Approve for Payment ----- All Town Funds

8. ADJOURNMENT

## **PALOS TOWNSHIP**

### **MINUTES OF THE MEETING OF THE TOWNSHIP BOARD**

**DECEMBER 30, 2013**

#### **BILL AUDIT MEETING**

The Bill Audit Meeting of the Palos Township Board was called to order by Supervisor Schumann in the Township Hall, 10802 S. Roberts Road, Palos Hills, at 7:00 P.M. The meeting opened with the Pledge of Allegiance. Roll call was taken by the Clerk of the Township, Jane Nolan. Present were Trustees Brannigan, Lebarre and Woods, Supervisor Schumann. Also present was Township Attorney, James Gierach.

**Absent:** Trustee Riley

**Supervisor Schumann** stated that a quorum of elected officials were present for voting purposes.

**Trustee Woods** moved to approve the minutes of the November 26<sup>th</sup>, 2013, Bill Audit Meeting. **Trustee Lebarre** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Lebarre, and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

**COMMUNICATIONS FROM THE PUBLIC:** None.

#### **OLD BUSINESS:**

**Attorney Gierach** discussed Resolution R-2013-14 with the Board. This is the resolution concerning the electricity aggregation for unincorporated Palos Township residents. He stated that the \$7,000.00 fee will be paid by the supplier. Attorney Gierach checked both the fee and the website for the Solo Energy Corporation. They are in good standing.

**Trustee Woods** moved to adopt Resolution No. R-2013-14 the Resolution Approving An Agreement Providing For Consulting Services Regarding Aggregation Of Electricity Program. **Trustee Lebarre** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Lebarre, and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

**Attorney Gierach** stated that by adopting the Resolution you adopt the agreement. The resolution authorizes the Clerk and the Town Supervisor to sign the agreement on behalf of the Township.

### **Update on the Phone System:**

**Trustee Woods** reported that Call One will have some information for the township at the next Regular Meeting. Call One is one of the companies interested in the new phone system. Safe and Sound Communications Company will also be submitting information concerning a new phone system. Trustee Riley is also in contact with an interested company. Trustee Woods stated that he would like the interested companies to come and speak to the Board concerning their proposals.

### **NEW BUSINESS:**

#### **Current Press Releases:**

**Supervisor Schumann** stated that Holiday Ads appeared in both the Regional and Reporter newspapers.

#### **Health Service Update:**

**Supervisor Schumann** stated that the Health Service is dealing with both colds and the flu as this is the season that these illnesses are more rampant than usual.

**Attorney Gierach** discussed Resolution No. R-2013-13 the Resolution Establishing The Schedule Of Regular Meetings For Palos Township And Palos Township Road District.

There was a short discussion concerning the resolution, basically pertaining to dates.

**Trustee Lebarre** moved to adopt Resolution No. R-2013-13 the Resolution Establishing The Schedule of Regular Meetings For Palos Township And Palos Township Road District. **Trustee Brannigan** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Lebarre, and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

The bills of the Road and Bridge District were passed for approval by the Board,

**Trustee Lebarre** moved to approve the audit of the Road and Bridge District bills. **Trustee Woods** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Lebarre, and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

The bills of the General Assistance Fund were passed for approval by the Board.

**Trustee Brannigan** moved to approve the audit of the General Assistance Fund bills. **Trustee Lebarre** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Lebarre, and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

The bills of the Town Fund were passed for approval by the Board.

**Trustee Woods** moved to approve the audit of the Town Fund bills. **Trustee Brannigan** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Lebarre, and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

**Trustee Woods** moved to adjourn the meeting at 7:25 P.M. **Trustee Lebarre** seconded the motion. The motion was carried unanimously. Meeting adjourned.

**Jane A. Nolan**

**Clerk**  
**Palos Township**

# PALOS TOWNSHIP



## EMPLOYEE RESOURCE GUIDE

**Colleen Grant Schumann**  
Supervisor

**Jane Nolan**  
Clerk

**Robert E. Maloney**  
Assessor

**Gene Adams**  
Highway Commissioner

**Brent Woods**  
**Richard C. Riley**

**Mike Lebarre**  
**Sharon Brannigan**

Trustees

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## **GENERAL STIPULATIONS**

### **EFFECT OF MANUAL**

This employee manual supersedes and replaces all previous manuals. Except as provided hereafter, the Township Board (“the Board”) shall have the authority for hiring, terminating and setting terms of compensation of all employees, provided however, that the Township Supervisor (“Supervisor”) shall have the sole authority as set forth by statute to hire, terminate, and set the terms of compensation for all employees involved in the administration of General Assistance; the Highway Commissioner shall have the same authority with respect to the Road District; and the Assessor shall have the authority to hire and terminate employees of the Assessor’s office.

Neither this Manual nor the personnel policies set forth herein shall create any contractual rights for employees or contractual obligations on the part of the Township.

The Township Board reserves the sole authority to amend or repeal these policies at any time with or without prior notice.

### **ADMINISTRATIVE ORGANIZATION**

The Palos Township Supervisor and Board of Trustees are responsible for overseeing and administering effective Township government, as well as ensuring all township services are made available to all Palos Township residents.

Except as otherwise provided by law, all employees will report to the Palos Township Board of Trustees through the attached organizational chart (**See Appendix A – Organizational Chart**). The Board of Trustees shall determine and schedule the hours of operation of Township services and the health clinic.

### **WAGE & SALARY INFORMATION**

The salary/pay rate of all personnel will be set by the Board of Trustees. Payroll will be issued on the first of every month. Part-time and hourly employees will be computed in 15-minute intervals. In the case of termination of employment, any final compensation due will be mailed to the employee at his last known address.

### **FULL-TIME/PART-TIME STATUS**

Full-time employees must work forty (40) hours per week and are eligible for the benefits described in the “Benefits” section which follows. Part-time employees working less than 40 hours per week are only eligible for such benefits which may be contained in the “Benefits” section which specifically refer to part-time employees or which are required by State or Federal laws.



**CONFIDENTIALITY OF TOWNSHIP MATTERS**

It is the policy of the Township that the personal affairs of the employees and the affairs of the persons utilizing Township services are confidential in nature and should not be discussed outside of the Township except when required in the normal course of business.

## **EMPLOYMENT AND HIRING**

All applicants will be required to complete an application for employment, employment eligibility verification and evidence of their ability to fulfill the requirements of the position for which they are applying.

All decisions regarding recruitment, selection and placement of employees are made solely at the discretion of the Supervisor and Board of Trustees (except with respect to the Highway Commissioner or Assessor) and will be based on oral and written inquiries, recommendations from past employers, and careful analysis of qualifications, training and experience, and the general character of the application. Once a conditional offer is made, an applicant may be required to furnish evidence of physical and mental fitness to perform the duties of the position, and a medical examination, including mental or psychological, may be required.

### **NON-DISCRIMINATION / EQUAL EMPLOYMENT OPPORTUNITY**

Palos Township is an Equal Employment Opportunity employer and as such will not engage in or tolerate employment discrimination in violation of federal or state law.

### **SEXUAL HARASSMENT**

All township employees are subject to the provisions of the Palos Township Sexual Harassment Policy. **(See Appendix B – Sexual Harassment Policy)**

### **PROBATIONARY PERIOD FOR NEW EMPLOYEES**

The probationary period for new employees shall be for a period of ninety (90) days from the date of hire. During this time, the employee has an opportunity to evaluate Palos Township as a place to work, and management has the opportunity to evaluate the employee for continued employment. Employees are not eligible to participate in any Township benefits except the Illinois Municipal Retirement Fund. Probationary employees are not paid for holidays, vacation, and sick or personal leave. Successful completion of the probationary period does not change the employee's status as an employee at will, and any employee, probationary or non-probationary, may be disciplined or discharged at any time with or without cause or notice.

In the event that an employee fails to satisfactorily complete the probationary period, he or she shall not be entitled to the discipline appeals process and may or may not receive advanced notice of termination.

### **PERFORMANCE APPRAISALS**

During the probationary period, employees will undergo performance appraisals with his or her supervisor on or near the half-way point of the probationary period.

## **PERSONNEL RECORDS**

Personnel records relating to applications, grievances, evaluations, attendance, earned vacation, sick leave, personal leave and all other information pertinent to employment shall be maintained with the Supervisor. All personnel records shall be considered confidential. Access to the personnel records shall be limited to the employee, the individual's supervisor, the Supervisor or his/her designee and the Board of Trustees.

In compliance with the Illinois Department of Labor, Fair Labor Standards Division, an employee may request, in writing, permission to inspect their personnel files at least twice a year. The Township will comply with the review request within seven days (or sooner). Copies, if requested, will be furnished at cost.

## **WORK HOURS**

The normal workweek for full-time employees is Monday through Friday with Saturday and Sunday hours as assigned. The normal workday for full-time employees begins at 8:30 a.m. and ends at 4:30 p.m., with a one hour lunch period. Unused lunch period time may not be accumulated as vacation, personal or compensatory time. Lunch periods will be scheduled so as to have a minimal impact on Township services. The Township reserves the right to change the days and hours of work at any time for any reason.

Hours for the medical clinic will be set by the Township Board and may be changed at any time to meet the needs of the residents of the Township.

An hourly employee who works over 40 hours per week will be compensated for the hours he/she works in excess of 40 hours per week by compensatory time at a rate of one and one half hours for each hour worked overtime as required by federal law. Compensatory time may only be claimed during periods when workload requires overtime to be worked while directly providing services to the public. Except as otherwise provided by policy, no employee shall be required to attend any work conference, briefing or meeting within 60 minutes of the end of the work day and will not be permitted to claim compensatory time for any hours spent on such briefings, conferences or meetings beyond the end of the work day. All claims for compensatory time must be approved by the Township Supervisor, except in the case of Highway Department employees.

Compensatory time may be accrued only up to a maximum of 30 hours. Employees may use compensatory time off if a request is made to their immediate supervisor within a reasonable period in advance and the request will not unduly disrupt Township operations. A request for compensatory time off can be turned down by the Township because of an undue burden on operations if the immediate supervisor, reasonably and in good faith anticipates that it would impose an unreasonable burden on the Township's ability to provide services of acceptable quality and quantity for the public during the time requested without the use of the employee's services. Any employee who has accrued compensatory time remaining at the time of separation from employment from the Township shall be paid for such time at the employee's then-current rate of pay.

## **RULES OF CONDUCT**

It is the responsibility of every employee to perform the duties listed in his or her job description in a manner that ensures courteous delivery of Township services.

Job descriptions for each position with the employer are attached hereto (**See Appendix C - Job Descriptions**), and the duties stated in these descriptions are not all-inclusive and may be changed from time to time at the discretion of the Supervisor and Board of Trustees. Every employee is required to perform to the best of his or her ability at all times, and should always be on the alert for better ways to provide services.

All employees are responsible for assisting in all phases of township services when deemed necessary by the Supervisor and Board of Trustees, and the duties of any employee are not limited by the job description. In addition to these general requirements, the following specific work rules shall apply. These rules are not intended to be all-inclusive, and should not be considered as a replacement for normal common sense or professional behavior. Also, these rules do not constitute any limitation on the Employer's right to discipline or discharge employees at any time for any reason. Possible disciplinary actions include, but are not limited to oral warning, written warning, suspension and termination. The Township retains sole discretion to determine the appropriate disciplinary action in each case, but shall impose discipline in a fair and equitable manner to all employees, as the circumstances of each particular situation warrant. However, the Township does not guarantee that discipline will be progressive or that any particular discipline will result from any particular violation. Disciplinary action for major cause infractions need not be progressive. "Major Cause" is defined as, but not limited to, the following behavior by an employee on duty or on the premises of any Township facility:

1. Seeking to work, reporting to work or being present on Township premises or engaged in Township activities while under the influence of illegal drugs, alcohol or legal drugs which adversely affect safety or job performance.
2. Fighting or disruptive behavior.
3. Treating coworkers, supervisors, business associates or residents of Palos Township, in a discourteous or disrespectful manner.
4. Creating a hostile environment by acting in a threatening manner, overtly or implied, toward other township employees or constituents.
5. Intimidating, coercing or unlawfully restraining another employee through overt or implied physical or verbal threats or by impeding another person's means of egress or ingress to any room, office, exit or entrance of Township facilities.
6. Insubordination of any kind.
7. Willful destruction of Township, visitor or another employee's property.

8. Theft of Township, visitor or another employee's property.
9. Refusal to cooperate with any investigation that the Township makes or causes to be made, including but not limited to investigations relating to employee misconduct.
10. Dissemination to any unauthorized person of confidential information about the Township or any of its employees or the people it serves except when required or permitted by law.
11. Unauthorized possession of a weapon.
12. Negligence in the performance of duties.
13. Misuse of timekeeping facilities or records by intentionally altering or falsifying time sheets, timecards or other time keeping records.
14. Absence of three (3) consecutive work days without proper notification.
15. Conviction of a State Class "A" or Federal misdemeanor, felony or plea of nolo contendere, regardless of whether on duty or on the premises of any Township facility.
16. Falsification of employment records or any other Township records through misstatement or omission of pertinent facts or information.
17. Loss of professional license or certification when such license or certification is required to meet the standards of the position.
18. Conducting any work stoppage or slowdown, or engaging in any activity that would impede or adversely affect the operations of the Township.

OTHER VIOLATIONS which will result in disciplinary action include, BUT ARE NOT LIMITED TO, the list specified below. NO EMPLOYEE SHALL BE PERMITTED TO DO ANY OF THE FOLLOWING WHILE ON DUTY OR WITHIN TOWNSHIP FACILITIES:

1. Misuse confidential or proprietary information, including patient or personnel records, medical reports or tests, or any department files, documents or data which is protected under exclusions in the Freedom of Information Act.
2. Absence from work without giving proper notice to the employee's immediate supervisor or the Township Supervisor.
3. Failure to follow the instructions of supervisory staff or failure to perform job duties efficiently, competently and correctly.
4. Engage in non-Township business of any kind while on duty.

5. Being repeatedly tardy or excessively absent from work, without justification, with or without proper notice.
6. Leaving assigned place or area of work during work hours without the permission of the immediate supervisor or the Township Supervisor.
7. Failure to report any employee or constituent injury on the job as soon as possible to the Township Supervisor.
8. Littering, creating or contributing to unsanitary conditions.
9. Smoking in prohibited areas.
10. Engaging in gambling on Township premises.
11. Sleeping or inattention to duty during working hours.
12. Performing at less than a satisfactory level in any job classification.
13. Failure to notify front office staff when leaving the office and indicating the approximate time of return.
14. Failure to dress neatly and professionally in accordance with guidelines as set by the Township Board.

## **ATTENDANCE STANDARDS**

**Tardiness:** Habitual tardiness occurs when an employee is more than 15 minutes late three unexcused times in a thirty day period. Employees who have exercised such behavior may be docked at a rate of 1/2 day per incident with proper warning.

**Absences:** Employees shall request any type of accrued time off not less than 12 hours in advance of regular start time. In case of an emergency or illness, the request shall be made as soon as possible.

## **DISCIPLINARY ACTION**

Disciplinary action is taken when an employee has committed an infraction of the Township Rules of Conduct, or engages in other behavior deemed unacceptable. In general, discipline will include the following Steps:

- 1<sup>st</sup> Offense: Oral Reprimand – Initiated by immediate supervisor or Township Supervisor
- 2<sup>nd</sup> Offense: Written Reprimand – Initiated by immediate supervisor or Township Supervisor
- 3<sup>rd</sup> Offense: Suspension – Initiated by Township Supervisor – Appealable to the Board of Trustees
- 4<sup>th</sup> Offense: Discharge/Termination – Initiated by Township Board

A copy of any written notifications of Oral Reprimands or Written Reprimands shall be placed in the employee's personnel file. The following procedures will be followed. These procedures shall apply to all employees in all cases of suspension and dismissal except those made to eliminate or reduce staffing.

## **GRIEVANCES**

It is the policy of the Township to encourage employees to bring to the attention of the Supervisor and Board of Trustees complaints about work-related situations. Employees will be provided with an opportunity to discuss their complaints and appeal decisions through a formal grievance procedure.

All complaints or grievances will be resolved by the following procedure.

**STEP 1:** The employee shall submit a written complaint to the employee's immediate supervisor setting forth the facts, circumstances, background and details of the situation. The immediate supervisor shall discuss the complaint with the employee within five (5) working days of receipt of the complaint by the immediate supervisor. If the supervisor and employee are able to reach a solution, then no further action shall be taken. If the employee and supervisor are unable to reach a solution, then the employee may appeal the decision and proceed to Step 2.

**STEP 2:** The employee shall submit to the Grievance Committee an appeal of the decision of the immediate supervisor. The Grievance Committee shall consist of the Township Supervisor, the Trustee serving as Chairman of the Policy and Personnel Committee, and another Trustee appointed by the Board. If either the Supervisor, or Trustee serving as Personnel Chairman, or the other appointed Trustee is the immediate supervisor of the employee, said person will be excused from the Grievance Committee for actions related to that employee. The remaining non-affected members of the Grievance Committee shall select one of the other members of the Board of Trustees to fill the vacancy. The Township Clerk shall be present at all hearings and record the minutes thereof.

The employee and immediate supervisor will each submit to the Grievance Committee a written complaint and summary of all action, or non-action, taken to date within five (5) days of the date of the decision of the immediate supervisor. The Grievance Committee shall then set the matter for hearing within ten (10) working days after the five (5) day period. The Grievance Committee shall provide a written decision to the parties within ten (10) working days.

**STEP 3:** If either the employee or the immediate supervisor does not agree or is dissatisfied with the decision of the Grievance Committee, then either may appeal the decision to the Supervisor and Board of Trustees. The petitioner shall submit to the Board a written request for appeal which the Board shall consider at its next regularly scheduled meeting in executive session. If the Board approves an appeal, each party shall prepare written statements of their respective positions. All prior complaints,

discussions, documents, and other matters shall become part of the record of the appeal and may be considered by the Board of Trustees. The employee's personnel file shall also become part of the record of appeal. The Board will review the action of the Grievance Committee and either decide the matter, set appeal or approve the decision of the Grievance Committee. The decision of the Board shall be final in all respects. The Board shall have the right to retain counsel to advise and represent the Board in connection with the grievance procedure. The employee shall have the right, at his/her own cost and expense, to retain outside counsel to represent him/her.

## **SUSPENSION**

An employee may be suspended by his/her supervisor or the Township Supervisor for cause. Upon suspension, the employee will be given a written notice of the reason(s) for suspension and a notice of the right to a hearing before the Township Board. Requests for hearing must be made within twenty-four hours of the suspension.

All suspensions will be without pay. If an employee requests a hearing before the Board of Trustees and the board rules in the employee's favor, the employee shall be reimbursed for the time off.

## **DISMISSAL**

When a decision is made to dismiss an employee, the employee will be given a written notice of suspension with intent to terminate employment which shall state the reason(s) for such action. In addition, the employee will be provided with a notice of right to a hearing before the board and the procedures for a hearing.

The employee will be on suspension without pay from the date of the notice until the hearing and rendering of a decision of the Township Board. If the Board rules in favor of the employee then the employee will be reimbursed for time off without pay.

On their last day of service to the Township, employees are required to return all township property including any keys, phones, identification cards, badges, commission cards and any other item issued to the employee by the Township. Final paychecks will not be provided to the employee until all such property has been returned.

## **PROCEDURE FOR HEARING**

1. A hearing shall be held within five (5) working days of the request for hearing.
2. A hearing will be held at an executive session of the Township Board.
3. At the hearing the employee shall be entitled to the following:
  - a. To be confronted with all evidence and/or witnesses against him/her.



- b. To be represented by an attorney.
  - c. To present witnesses and/or evidence.
  - d. To be given the opportunity to cross examine adverse witnesses.
4. A written decision shall be rendered by the Township Board not more than five (5) working days after the conclusion of the hearing and be forthwith transmitted to the employee.

## **VETERANS' REEMPLOYMENT RIGHTS**

The Township honors those who have served in uniformed service to the United States and will comply with all the requirements of the Uniformed Services Employment and Reemployment Rights Act (38 U.S.C. 4301, et. seq.). The Township will also give preference in employment to those who have served in uniformed services to the United States.

# BENEFITS

## LEGAL HOLIDAYS

Holidays officially observed by the State of Illinois shall be observed unless heavy workload prevents observance. The Township offices will be closed on the following days in observance of the corresponding holidays:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
Lincoln's Birthday	February 12
Washington's Birthday	Third Monday in February
Casimir Pulaski Day	First Monday in March
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Day	December 25

Whenever a holiday falls on Saturday, it shall be observed on the Friday immediately preceding and whenever a holiday falls on a Sunday, it shall be observed on the Monday immediately following.

## VACATION

Full Time Township employees begin accruing vacation time from their first day of service. Vacation benefits are based upon years of continuous service to the Township. All discharges and resignations that are not followed by reinstatement within one (1) year interrupt continuous service and result in loss of all prior service credit.

Employees can accumulate vacation days, but not beyond the limits noted in the scales below:

	<b><u>Anniversary Of Employment</u></b>	<b><u>Days of Vacation</u></b>	<b><u>Maximum Accumulation</u></b>
FROM	1 <sup>st</sup> year through 6 <sup>th</sup> year	10 Working Days	20 Working Days
	7 <sup>th</sup> year through 14 <sup>th</sup> year	15 Working Days	30 Working Days
	15 <sup>th</sup> year and above	20 Working Days	40 Working Days

Vacation time shall not be taken when workload is heavy and can only be taken with the prior approval of the immediate supervisor or Township Supervisor.

Employees shall be eligible to take earned vacation days after the completion of six months of employment.

## **MEDICAL / DENTAL / LIFE INSURANCE**

Group health insurance may be provided from time to time by the Township. Currently, full time employees are covered by a group medical and dental plan. This insurance is currently provided at no cost to employees. The Township reserves the right to modify the group health insurance provisions of this personnel policy and, in the future, may require employees to pay a portion or all of their individual premiums if they wish to participate in the plan. Employees eligible for medical insurance may include coverage for their spouse and/or family by paying the current rate for this coverage to the Township. This additional coverage must be adopted by the employee at the time of becoming eligible for individual coverage. In addition to the medical/dental insurance the Township currently provides a term life insurance policy.

Any employee may continue medical/dental coverage after termination of employment with the Township, either voluntary or involuntary, for a period not to exceed 18 months from the date of termination of employment; provided, however, that such coverage shall be solely at the expense of the employee and the employee shall pay the monthly premiums to the Township prior to the first day of each month after such termination, subject to approval by the insurance carrier. The term life insurance is not included in this provision.

## **SICK LEAVE**

Sick leave is granted to employees who are unable to perform assigned duties, or because an employee's presence at his or her place of work would jeopardize the health of co-workers.

Full-time employees shall be granted sick leave with pay at a rate of one (1) working day for every two (2) months of employment, totaling six (6) days per year. Sick leave is allowed to accumulate to a maximum of thirty (30) days. A full-time employee may use his/her accumulated days of compensated sick leave for absence from work due to illness or injury of the employee or to attend a medical or dental appointment; or, upon approval of the Highway Commissioner, Assessor or Township Supervisor, whatever the case may be, the full-time employee may use his/her accumulated days of compensated sick leave to attend to the needs of a member of the full-time employee's immediate family which require the full-time employee's personal attention. Immediate family members for purposes of using compensated days of sick leave shall include only the employee's spouse, children, parents and members of the employee's household living with the employee.

In the event a Township employee has suffered an injury that is covered by workmen's compensation, to the extent that the employee is so compensated he/she shall not be entitled to compensated sick leave.

All Township employees are required to provide written verification of illness or injury from a licensed medical doctor when the employee knows or anticipates that he/she will be absent from work for any period of three (3) or more consecutive workdays. In addition, when a

Township employee is absent from work for any period of three (3) or more consecutive workdays, then he/she must provide the statement of a licensed medical doctor verifying that the employee is able to return to work.

This policy requiring written verification from a licensed medical doctor for absence from and return to work applies to part-time Township employees, and to full-time Township employees regardless of whether the absence of the full-time employee was compensated or not compensated for his/her days of sick leave. The Township Supervisor is also given the authority to require of any full-time or part-time employees a medical verification of illness or injury for frequent employee absences from work claimed by the employee to be due to illness or injury.

Days of compensated sick leave for full-time Township employees may not be taken in increments of less than one-half (½) workday. Full-time employee absence due to illness or injury for one-half (½) workday or less will be considered as using one-half (½) day of compensated sick leave, and full-time employee absence due to illness or injury for more than one-half (½) workday will be considered as using one (1) full day of compensated sick leave.

No payment shall be due any employee for unused or accumulated sick leave in the event of termination of employment, regardless of the reasons for termination.

Employees must notify their supervisor within 30 minutes of their normal starting time before sick leave may be granted.

Full-time employees who are unable to return to work after having exhausted their sick leave credit may apply for disability benefits under IMRF. IMRF disability benefits start on the 31st day after the beginning of the illness.

Anyone required to use doctor-prescribed medications that might impair one's ability to operate job-related equipment or to perform their normally assigned tasks, must make such information known to the Supervisor by written notification from the prescribing physician.

The use of non-prescribed drugs or controlled substances, which impair an individual's ability to perform normally assigned tasks and functions, are strictly prohibited during working hours and will subject an employee to discharge.

**PERSONAL DAYS**

Full time employees are entitled to three (3) days off each year for personal reasons such as religious holidays. These days are not to be taken consecutively or as additional vacation leave. Personal days are accrued on a basis of one (1) day per each four (4) month period worked.

All requests for personal days should be made in advance and are subject to the approval of the immediate supervisor or Township Supervisor.

Days of personal leave shall not be used in increments of less than one-half (½) workday at a time and shall not be accumulated from year-to-year in excess of one (1) day, and no payment

shall be granted for those days not used. All requests to use days of personal leave should be made at least five (5) workdays in advance whenever possible, and all requests are subject to prior approval of the immediate supervisor or the Township Supervisor.

Termination of employment with the Township by either the full-time employee or the Township shall cancel all unused days of compensated personal leave and any compensation therefor.

## **LEAVE OF ABSENCE**

### **Military Duty**

All full-time employees who enter military service shall be granted a military leave of absence without pay at their request. Such leave shall not be granted in excess of one enlisted period and is not renewable if the employee chooses to re-enlist at the end of his military service. An employee discharged from active duty with an Honorable Discharge status shall have ninety (90) days after separation from active duty to apply for reinstatement.

Time spent in military service shall count as continuous township service, but the employee shall not accrue either vacation leave or sick leave while in military service. The employee shall not be paid for military service.

### **Family Leave**

A full-time employee shall be granted a leave of absence without pay for a period not to exceed six months to care for a newborn child or a seriously ill member of the employee's immediate family. A pregnant employee may continue to work as long as her physician deems her able to continue to perform her normal duties and may return to work as soon as her physician deems her able to resume her normal duties.

### **Education**

A full-time employee may, at the discretion of the Board, be granted a leave of absence to attend a class, course or program that will either improve his current job skills or qualify him for advancement to another position in the Township. If the course or program is more than two days duration, such leave shall be granted, without pay, for a period not to exceed six (6) months. Such leave may be renewable at the option of the Board. This provision shall not apply to seasonal employees.

### **Court Attendance**

Any full-time employee who is called for jury duty shall be entitled to a leave of absence with pay for the duration of the jury duty, provided that the employee signs over to the Township, all checks received in connection with the jury service.

Any employee who is subpoenaed by any legally constituted tribunal to present evidence pertaining to the activities of the Township shall be entitled to a leave of absence with pay for the duration of such testimony provided that the employee signs over to the Township, all checks received in connection with the testimony.

Any employee involved in a personal lawsuit requiring time off of work may be granted unpaid

leave only.

### **Meetings / Conferences / Seminars**

Administrative leave will be authorized by the Supervisor to employees absent from the Township, but participating in meetings of a related nature to the Township, at the discretion of the Department Head and with the approval of the Supervisor and Board of Trustees. If leave associated with meetings, conferences and seminars requires the employee's absence during normal work hours, such absence will be compensated at the employee's regular rate of pay.

### **Bereavement Leave**

After the completion of three continuous months of employment, an employee shall be entitled to three consecutive work days off with pay, to enable employees to attend the funeral of immediate family members.

Immediate family members include spouse, your and your spouse's parents, step parents, siblings, step siblings, children and step children, grand-children & step grand-children, grandparents and step grandparents.

One day off will also be allowed for other "close relatives" such as aunts, uncles and cousins.

One additional day will be allowed if the funeral of the "close relative" (not immediate family member) is more than two hundred miles away.

Time off for other funerals will be considered on an individual basis, with the general rule that personal, non-paid time will be used for this purpose.

This benefit does not apply if death in the immediate family occurs while the employee is on vacation, layoff, leave of absence or extended absence for any other reason.

This time off may only be used at the time of the death and may not be accrued or used at some future time.

### **Disability Leave**

"Temporary disability" is defined as the temporary physical inability of an employee to perform the duties of his or her job for a period in excess of ten (10) consecutive work days due to a medical condition.

A full-time employee may apply accumulated and unused paid sick leave days and paid vacation days towards the period of temporary disability, thereby receiving pay for such days. If the employee chooses not to apply such sick leave and/or vacation days, or once the sick leave days and/or vacation days have been exhausted, the employee shall not be paid for the remaining period of temporary disability.

The temporarily disabled employee's job shall remain available for his or her return for a period of six (6) months from such employee's last day at work; provided however, if after making every reasonable effort the Township is unable to find temporary replacement to fill

such job, if it is necessary to the proper conduct of Township business to have such job filled, and if the Township can only fill such job by hiring a permanent employee, then the Township may hire a permanent employee for such position. In such case the temporarily disabled employee shall receive the first preference for any subsequently available employment with the Township in any position for which he or she is qualified. The rate of pay in this instance shall be the rate of pay applicable to the position then available.

The employee must give the Township at least one (1) week advance notice of an intention to return to work, and must submit a doctor's certification along with such notice verifying that the employee will be able to discharge the major duties of the job at the time the employee returns to work.

In all instances involving temporary disability, the Township may require the employee to be examined by a doctor, therapist or other medical personnel selected by the Township. All costs of such examination or evaluation shall be paid by the Township.

The refusal of the employee to submit to such examination or evaluation shall be grounds for the Township to either terminate the employee's employment or refuse to permit the employee to return to work, as the case may be. In the event of any conflict in the opinions expressed by the employee's medical personnel and the medical personnel selected by the Township, the Township may rely upon the opinion of the medical personnel it selected.

No Disability Leave shall be granted beyond that period of time when the employee is certified as being able to return to work and perform all the essential job functions.

### **Other Reasons**

The Board may grant a leave of absence without pay to a full-time employee when it deems such action to be in the best interests of the Township and under such terms and conditions as the Board may determine. Such leave may be granted for a period not to exceed a six (6) month period and is renewable for six month periods at the option of the Board. An employee receiving such a leave may use vacation leave to cover periods of time included in such leave, but may not use sick leave to cover this period. The employee shall earn no vacation leave or sick leave during this period, nor shall this time be counted as continuous service for the purpose of calculating vacation leave. The granting of such leave to any employee is at the Board's discretion and shall not constitute a precedent for the granting or denial of other requests for leave.

### **RETIREMENT PLAN (IMRF)**

Employees who work a minimum of 1,000 hours per year (an average of 20 hours per week), or 600 hours per year (an average of 11.6 hours per week) if employment commenced prior to August 20, 1990, are eligible to participate in the Illinois Municipal Retirement Fund. Exact details on this plan are available from the IMRF Administrator.

## **EMPLOYEE SUGGESTION BOX**

It is the policy of the Township to encourage employees to present constructive suggestions for improving Township operations and/or services, and methods to increase revenue or decrease costs, and to recognize and/or award employees whose suggestions are adopted and utilized.

## **CONTINUING EDUCATION / TUITION REIMBURSEMENTS**

The Board of Trustees may, at its discretion, provide for tuition reimbursement for pre-approved job-related courses taken by employees to further their skills and performance of their position. Any tuition reimbursements shall be paid only after successful completion of the course with a final grade of B (or equivalent) or greater.

## **TRAVEL REIMBURSEMENT POLICY**

Employees and officials may be reimbursed for transportation, lodging, and meals while traveling on legitimate business for the Township. **(See Appendix D – Travel Reimbursement Policy)**



# **SAFETY & WORKER PROTECTION**

## **SAFETY RULES & REPORTING PROCEDURES**

The Illinois Health and Safety Act requires employers to provide their employees with a workspace that is free from recognized hazards that may cause death or serious physical harm. This act adopts Occupational Safety and Health Act (OSHA) standards. Under the Safety Inspection and Education Act, the Illinois Department of Labor is authorized to enforce these standards, to conduct inspections and to issue citations for violations of those standards.

It is the responsibility of management to provide a safe work environment by correcting unsafe conditions and enforcing safety rules and regulations. It is the responsibility of all employees to use safe work practices, follow safety rules and to report unsafe conditions.

Unsafe conditions must be reported to the Department Head or Township Supervisor so they can be corrected.

Employees injured on duty must report the injury immediately to the department head or Township Supervisor.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
<b>Trustee Sharon Brannigan</b>				
<b>Trustee Mike Lebarre</b>				
<b>Trustee Richard Riley</b>				
<b>Trustee Brent Woods</b>				
<b>Supervisor Colleen Grant Schumann</b>				

\_\_\_\_\_  
Colleen Grant Schumann, Supervisor

Attest: \_\_\_\_\_  
Jane Nolan, Clerk