



5. COMMUNICATIONS FROM THE PUBLIC

6. **OLD BUSINESS:**

Phone System Update /Possible Presentation

7. **NEW BUSINESS:**

- a. Current Press Releases
- b. Health Service Update
- c. TOCC Continuing Education Certificate
- d. Discussion and Approval of Amendment to Personnel Policy
- e. Audit and Approve for Payment ---- All Town Funds

8. EXECUTIVE SESSION

9. ADJOURNMENT

## PALOS TOWNSHIP

### MINUTES OF THE MEETING OF THE TOWNSHIP BOARD

JANUARY 30<sup>TH</sup>, 2014

#### 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, Riley and Woods, Supervisor Schumann. Also present was Township Attorney, James Gierach.

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

**Trustee Woods** moved to approve the minutes of the December 30<sup>th</sup>, 2013, Bill Audit Meeting. **Trustee Brannigan** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Lebarre, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

**COMMUNICATIONS FROM THE PUBLIC:** None.

#### **OLD BUSINESS:**

**Trustee Woods** moved to approve the Employee Resource Guide adapted as amended January 30, 2014. **Trustee Brannigan** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Lebarre, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

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

There was a discussion of phone companies interested in participating. **Trustee Riley** spoke about Momentum. This company stood out technology

–wise, and they were more reasonable than other companies for what they will be able to provide to the township. Momentum is involved in a merger at this time. **Trustee Woods** spoke to Call One. The Call One system is installed in Palos Park, Palos Heights, Orland Park, and is in the process of being installed in Worth. The interested companies will come to speak to the Board concerning their product at separate meetings.

#### **NEW BUSINESS:**

**Clerk Nolan** informed the Board that she has submitted all officials' names to Cook County pertaining to the statements of Economic Interest they will be receiving electronically soon.

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

**Supervisor Schumann** stated that there were press releases concerning cholesterol screening and the upcoming program of February 18<sup>th</sup>, 2014 entitled "Live To Be 100."

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

**Supervisor Schumann** stated that the Health Service is busy with flu shots, school physicals and all of their usual services. Residents can check the website for a listing of services and seminars offered to them.

**Attorney Gierach** stated that he did file the tax rate extensions. He appeared in court on the scheduled dates, and will have more information in March.

**Supervisor Schumann** informed the Board that Palos East will join Palos West this year in the Souper Bowl Food Drive for the Township. It is likely that over 10,000 cans and other food items will come to the township when the items are delivered.

**Clerk Nolan** added that St. Constantine and Helen's Greek Orthodox Church will also be donating food to the township food pantry in January or February.

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 Riley** seconded the motion, Roll call was taken. Ayes: Trustees Brannigan, Lebarre, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

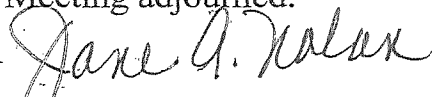
The bills of the Town Fund were passed for approval by the Board.

**Trustee Woods** moved to approve the audit of the Town Fund bills. **Trustee Lebarre** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Lebarre, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

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

**Trustee Riley** moved to approve the General Assistance Fund bills. **Trustee Lebarre** seconded the motion Roll call was taken. Ayes: Trustees Brannigan, Lebarre, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

**Trustee Woods** moved to adjourn the meeting at 7:28 P.M. **Trustee Brannigan** seconded the motion. The motion was carried unanimously. Meeting adjourned.

  
**Jane A. Nolan**

**Clerk**

**Palos Township**

# 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.

If an employee who is eligible for holiday pay is absent on their regularly scheduled work day immediately prior to or immediately after the holiday, the absence must have a minimum of three (3) work days prior notice and approval in order to maintain eligibility for holiday pay.

## 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:

	<u>Anniversary Of Employment</u>	<u>Days of Vacation</u>	<u>Maximum Accumulation</u>
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

Except in the case employees of the Health Service, Part-Time part-time employees shall earn 1 working day of vacation for each 208 hours of scheduled work up to a maximum of 5 working days per year. The maximum accumulation shall be 10 working days.

In the case of the Health Service, part-time employees shall earn 10 working days of vacation each year. The maximum accumulation shall be 20 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

**PALOS TOWNSHIP EXPENSES**

**MARCH 2014**

<b>NAME</b>	<b>AMOUNT</b>	<b>CHECK NO.</b>	<b>ACCT. CODE</b>	<b>DESCRIPTION</b>
GENE ADAMS	\$ 1,726.34	Debit	4131	Salary
ALICE BATOL DELROSARIO	\$ 5,869.85	Debit	7521	Salary
SHARON BRANNIGAN	\$ 408.87	Debit	4141	Salary
EVELYN DIBBERN	\$ 2,123.55	Debit	6331	Salary
COLLEEN GRANT SCHUMANN	\$ 1,718.54	Debit	4101	Salary
LORI HAACK	\$ 379.31	Debit	7021	Salary
KATHRYN KEIFFER	\$ 1,589.22	Debit	7521	Salary
MICHAEL A. LEBARRE	\$ 408.87	Debit	4141	Salary
JENETTE L. LEEDY	\$ 2,650.53	Debit	7521	Salary
ROBERT E. MALONEY	\$ 710.98	Debit	4121	Salary
JANE NOLAN	\$ 809.98	Debit	4111	Salary
DEBRA RAMOS	\$ 941.08	Debit	7521	Salary
RICHARD C. RILEY	\$ 380.81	Debit	4141	Salary
A.V. STANEVICH D.P.M.	\$ 716.43	Debit	7541	Salary
LUCIANO VALDEZ	\$ 6,775.05	Debit	7501	Salary
ALICIA VODICKA	\$ 2,813.46	Debit	7521	Salary
CARYL WALL	\$ 2,028.53	Debit	7521	Salary
MARY WALLENBURG	\$ 1,318.54	Debit	7021	Salary
BRENT WOODS	\$ 380.81	Debit	4141	Salary
E.F.T.P.S.	\$ 12,008.60	Debit	VAR.	Payroll Taxes
IMRF	\$ 4,816.40	Debit	7061	Pension Contributions
PAYROLL PROCESSORS	\$ 74.85	Debit	8101	Payroll processing fees



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NAME	AMOUNT	CHECK NO.	ACCT. CODE	DESCRIPTION
NCPERS GROUP LIFE INS.	\$ 64.00	25992	2091	Group Life Insurance
VALIC C/O JP MORGAN CHASE BK	\$ 350.00	25993	2095	Employee Voluntary Contrib.
BEARY LANDSCAPE MANAGEMENT	\$ 1,470.00	25994	4302	Building Maintenance
DUKE'S ACE HARDWARE # 5750	\$ 145.98	25995	4302	Building Maintenance
MCHALE'S LANDSCAPING	\$ 500.00	25996	4302	Building Maintenance
DASHMIRE LIKA	\$ 795.00	25997	4311	Twp. Cleaning Service
CITY OF PALOS HILLS	\$ 70.21	25998	4341	Utility - Water and Sewer
COM ED	\$ 259.25	25999	4341	Utility - Electric
NICOR GAS	\$ 431.05	26000	4341	Utility - Gas
A T & T	\$ 88.00	26001	4351	Phones - U-Verse
A T & T	\$ 75.57	26002	4351	Phones - Admin Fax
A T & T	\$ 281.13	26003	4351	Phones - H.S. Main Line
A T & T	\$ 437.07	26004	4351	Phones - Admin Main Line
A T & T	\$ 114.72	26005	4351	Phones - H.S. DSL and Fax
A T & T	\$ 114.72	26006	4451	Phones - Assessor Line
A T & T	\$ 112.99	26007	4351	Phones - Long Distance
RELIABLE OFFICE SUPPLIES	\$ 228.92	26008	5101	Misc. Office Supplies
STAGG SCO	\$ 85.00	26009	5201	Publication - Ad
HICKORY HILLS KIWANIS	\$ 160.00	26010	5201	Publication - Ad
TYPE CONCEPTS INC	\$ 120.00	26011	5251	Printing
JANE NOLAN	\$ 143.14	26012	5401	Reimbursement-Mileage&Ink
THOMPSON MOVING & STORAGE	\$ 610.50	26013	5401	Travel - Superbowl Food
IL TOWNSHIP TRUSTEES ASSN.	\$ 30.00	26014	5501	Annual Dues

