

**TITLE 2
ADMINISTRATION**

**CHAPTER 7
TOWNSHIP EMPLOYEES AND EMPLOYMENT**

<u>SUBJECT</u>	<u>SECTION</u>
APPLICATION OF PROVISIONS.....	2-7-1
CLASSIFICATION AND COMPENSATION PLAN	2-7-2
EMPLOYMENT POLICY	2-7-3
PERSONNEL POLICY	2-7-4
PARTICIPATION IN THE ILLINOIS MUNICIPAL RETIREMENT FUND	2-7-5

2-7-1. APPLICATION OF PROVISIONS.

The provisions of this chapter shall apply alike to all officers and employees of the township regardless of the time of the creation of the office or position or the time of the appointment of the officer or employee. (2015 Code)

2-7-2. CLASSIFICATION AND COMPENSATION PLAN.

The official pay plan shall be adopted annually or at the time the Township Board considers the budget ordinance, but in no case shall it be passed later than the last day of the second fiscal quarter of each year. (2015 Code)

2-7-3. EMPLOYMENT POLICY.

A. Authority To Employ Personnel: Authority to employ individuals for all positions in the township, except employees of the office of the Assessor, Road and Bridge District and General Assistance, shall be vested in the Township Board.

B. Employment Procedure:

1. It is the policy of the township to employ and fill vacancies on the basis of merit and fitness for the position, and insofar as possible in the interests of the township, to promote township employees to higher positions when vacancies occur.

2. All persons seeking employment with the township shall make application on forms provided.
 3. No person shall be employed or placed on the township payroll until appropriate and satisfactory character, qualifications, and medical examination have been completed and information necessary for pension plan, payroll deductions and other required data are determined and the Township Board has authorized such person to be hired.
- C. Recruitment; Equal Employment Opportunity: All employees are selected on the basis of merit, character, training, experience, physical fitness, and compliance with applicable retirement and pension plan requirements. It is the policy of the township not to discriminate against a person because of race, color, religion, gender, national origin, ancestry, age, marital status, physical or mental disability, or other protected characteristic. Every person will be given an equal opportunity for employment with the township, and the township shall comply strictly with all state and federal labor laws and legislation.
- D. Residency Requirement:
1. All employees hired after January 1, 2015 shall, within twelve months of employment, maintain residence within the township limits.
 2. Whenever a township position requires a prospective employee to possess a special certification or license granted by the State of Illinois, the Township Board may waive the residency requirements found in 2-7-3(D)(1).

2-7-4. PERSONNEL POLICY.

The Township Board shall adopt a personnel policy manual establishing rules for employee conduct, fringe benefits, health insurance and other non-monetary benefits. (2015 Code)

2-7-5. PARTICIPATION IN THE ILLINOIS MUNICIPAL RETIREMENT FUND.

All employee of the township who are eligible for participation in the Illinois Municipal Retirement Fund shall be required to participate. (2015 Code)