



City of Champaign Township Personnel Policy Manual

Effective December 5th, 2023

53 E. Logan St.
CHAMPAIGN, ILLINOIS 61820

**CITY OF CHAMPAIGN TOWNSHIP
PERSONNEL POLICY MANUAL**

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**SECTION 1
MISSION STATEMENT**

OUR MISSION

City of Champaign Township in partnership with the community, and through the efforts of dedicated employees and Elected Officials will provide township services in an efficient and effective manner in order to preserve and enhance the quality of life for our residents. We are committed to evaluating the needs of the public and shall provide services, which are responsive to the health, safety and general welfare of the community.

Set by law, Illinois townships are charged with basic functions. In accordance with Illinois law the City of Champaign Township will abide by Illinois law to provide: general assistance for the indigent; and the assessment of real property for the basis of local taxation; in a responsive, respectful, cost effective service in partnership with our community.

Property Assessment

City of Champaign Township Assessor establishes the value of all real property in the township. The Township Assessor is the only elected governmental official who must pass approved courses of instruction before standing for election to office.

General Assistance

City of Champaign Township Supervisor provides financial and medical assistance for eligible individuals who reside within the township.

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This Personnel Policy Manual was revised on September 15, 2014 and adopted on same date by Andrew J. Quarnstrom Supervisor and Paul M. Faraci, Assessor. This policy supersedes all previous policies and is intended to apply to all persons employed by the City of Champaign Township as of September 1, 2014 and from this date forward.

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SECTION 2 PURPOSE OF PERSONNEL POLICY MANUAL

Purpose of this Manual

The purpose of this employee Personnel Policy Manual is designed as a guideline for employment-related matters. It is designed to be a working guideline for supervisory staff in the day-today administration of City of Champaign Township's Personnel policies. It is also a resource for staff members to increase their understanding and clarify their benefits and responsibilities. It is neither the purpose of this Manual nor any specific provision of it, to create a contract of employment between the Township and its' employee. The guidelines contained in this manual are NOT all inclusive. The personnel policies contained in this Handbook may be amended at any time without notice.

NOTE: It is recognized that employees under this policy are employees at-will, and that the Elected Official has the power and duty to hire and terminate employees as provided in 35 ILCS 200/2-65 and 305 ILCS 5/12-21.2

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SECTION 3 EMPLOYMENT POLICIES AND PROCEDURES

Affirmative Action and Equal Employment

City of Champaign Township prohibits employment discrimination on the basis of race, color, sex, age, religion, disability, national origin, ancestry, marital status, parental status, military discharge status and source of income in the recruitment, selection, hiring, training, determination of salary level, transfer, promotion, job benefits, termination, recreational activities and other conditions of employment.

Employment at Will

In no event shall the hiring of an employee create a contractual relationship between the employee and City of Champaign Township, and unless otherwise provided in writing, such relationship shall be defined as “employment at will” where either party may end the relationship at any time for any reason.

Appointment to the Staff

While City of Champaign Township seeks the best qualified person available to fill a vacant position, we hope to employ individuals who share our mission and who see this as an opportunity to fulfill their life vision as they participate in the work of the township. In most instances, first consideration is given to the possibility of promoting present employees.

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SECTION 4

Probationary Period

Employee Probationary Period:

Employees' first six (6) months at City of Champaign Township constitute a probationary period. Likewise, there is a six (6) month probationary period for staff members who assume or transfer to a different position. During this period the employee and the Elected Official have the opportunity to evaluate each other to determine whether the job is right for both parties. During probation, we will consider interest in work; verify skills and ability to perform, attendance, and other qualifications, as well as suitability for continued employment.

Each employee may be evaluated at any time during the probationary period to determine whether he or she should be continued in the employ of the township. Moreover, the probationary period may be extended, but not to exceed an additional three (3) months.

Upon promotion or reclassification the employee is placed on a new six (6) month orientation period.

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SECTION 5 PERSONNEL FILE CONFIDENTIALITY

Personnel File:

Personnel records are to be considered highly confidential and are to be made available only to persons authorized by the Elected Officials of the Township and to the employee as provided by the Personnel Record Review Act (820ILCS 40/.01 et seq.) Personnel records will be made available to other governmental agencies as required by law or legal process.

Appropriate personnel records will be maintained for all full time and regular part-time employees. Such records shall contain among other material: employee's application, date of employment; earnings history; position title held within the Township; reference material; Letter of Employment Confirmation, correspondence, performance appraisal reports, change of status; attendance and vacation records; forms that are necessary for sound personnel administration; and where applicable records evidencing the accrual and/or use of compensatory time off in lieu of cash payment for overtime hours worked (pursuant to the provisions of the Fair Labor Standards Act, as amended). Contact your supervisor immediately if there are any changes to your:

- Home address
- Telephone number
- Emergency contact
- Martial status
- Number of dependents
- Military status

Personnel File Confidentiality:

City of Champaign Township maintains up-to-date personnel files on all employees. We respect your right to have your records treated confidentially. Personnel files of current employees are kept in a locked cabinet in the Elected Official's Office.

Release of Employee Information:

All requests for staff references; credit information or other personnel information is to be referred to the Elected Official.

All telephone and written requests for credit checks and inquiries for verification of employment for a current or former staff member shall be referred to the Elected Official. Unless the township has received a written authorization to release additional information, the township will only confirm employment date and position title.

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SECTION 6 RULES OF CONDUCT ANTI-DISCRIMINATION AND HARRASSMENT

Scope. This Policy covers all employees of the Township and elected Township officials, including the Township Supervisor, Assessor, and members of the Town Board of Trustees, whether interacting with other employees, elected officials, citizens, or vendors when directly related to the workplace.

Definitions.

1. “*Complainant*” The person making a complaint of sexual harassment.
2. “*Respondent*” The person alleged to have committed an act or acts of sexual harassment.
3. “*Sexual Harassment*” Any unwelcome sexual advances or requests for sexual favors of any conduct of a sexual nature when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual’s employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.
5. “*Hostile Work Environment*” An intimidating, hostile, or offensive working environment that interferes with an individual’s work performance.

Responsibility. The Township Supervisor and the Assessor (“Supervisors”), are responsible for ensuring that employees adhere to this Policy, and it is the responsibility of each employee to abide by this Policy. Supervisors are responsible for receiving, documenting, and investigating complaints. Supervisors are responsible for maintaining a confidential file of such investigation and making disciplinary decisions where appropriate. If one Supervisor is the subject of a complaint, the other Supervisor will conduct the investigation. If both Supervisors are the subject of a complaint, or the Township Attorney will conduct the investigation. If a Town Board Member is the Complainant or Respondent, the Township Supervisor will be responsible for handling the Complaint in accordance with this Policy.

Statement of Policy.

1. Sexual harassment is prohibited. The Township is committed to providing a work environment free from sexual harassment and discrimination to all employees and elected officials.

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2. All discrimination and sexual harassment complaints shall be investigated.
3. Each employee and elected official is responsible for taking actions within their authority to prevent and eliminate harassment.
4. Each employee should report harassment by other employees, citizens, and vendors to the employee's Supervisor, who will take appropriate action to prevent a recurrence.
5. Elected officials should report harassment by employees, citizens, vendors, or other elected officials to the Township Supervisor, or, if the Township Supervisor is the Complainant, to the Township Attorney.
6. Employees who are found to have violated this policy will be subject to discipline, up to and including termination.

Procedure.

1. Complaints of Harassment.
 - A. Complaints of harassment shall be treated seriously and with respect.
 - B. A complaint must be filed within one hundred eighty (180) days from the incident unless it is a continuing offense.
 - C. An employee or elected official who experiences or witnesses harassment is encouraged to directly and clearly communicate to the Respondent that the conduct is unwelcome and not allowed.
 - D. Any employee who witnesses or knows of sexual harassment by an employee, vendor, elected official, or citizen shall report the harassment to his or her Supervisor.
 - E. If the employee's Supervisor is the subject of a complaint, the employee should report the complaint to the other Supervisor (i.e., if the Township Supervisor is the subject of the complaint, the employee should report the complaint to the Assessor, and vice versa).
 - F. Elected officials should report harassment by employees, citizens, vendors, and other elected officials to the Township Supervisor.
 - G. Should an individual have concerns about privacy, confidentiality, potential retaliation, if both Supervisors are the subject of the complaint, or for any other reasons the individual deems it necessary or appropriate, the individual may make a confidential report directly to the Township Attorney.

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H. Immediate and appropriate action to address the complaint and eliminate or prevent further harassment shall be taken by the person to whom it was reported.

2. Investigations.

A. Upon receipt of a complaint of harassment, the Supervisor (or the Township Attorney, if appropriate), will promptly and thoroughly investigate the complaint. The complaint and the investigative steps shall be thoroughly documented and shall support all findings, conclusions, and disciplinary decisions.

B. The Township Attorney shall work with the Supervisor as needed to ensure that the investigation is conducted properly and appropriate action is taken.

C. The Supervisor shall administer discipline in a timely manner where the complaint involves an employee.

D. If a Town Board member is the Complainant or the Respondent, the allegations will be processed by the Township Supervisor in consultation with the Township Attorney. The Township Supervisor retains discretion in the method of processing the complaint, including but not limited to retaining a neutral outside investigator to investigate the complaint or referring the matter to the Illinois Department of Human Rights or the Equal Employment Opportunity Commission (EEOC). The Township Supervisor will report all findings to the Town Board Chair (or the Deputy Town Board Chair if the Board Chair is the subject of the complaint) for further action in accordance with State and Federal law, as appropriate.

3. Posting. A summary of this Policy will be posted in all work areas. All employees should receive copies of the harassment prevention and reporting procedures. Any questions regarding this Policy should be directed to the employee's Supervisor.

4. Training. Supervisors shall conduct harassment training for all newly hired employees in addition to periodic training to ensure employees understand this Policy.

5. Reporting Options. Nothing in this Policy is intended to establish a sole means of reporting or investigating a complaint if the means prescribed would require the individual to report the complaint directly to the Respondent. If that situation occurs, the individual shall report the complaint promptly to a person of equal or higher authority than that of the Respondent.

6. Retaliation. No individual making a report in good faith under this Policy shall be subject to any negative employment consequences based upon that report, even if

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the report is unsubstantiated. In addition, any witness will be protected from retaliation in accordance with the State Officials and Employees Ethics Act (5 ILCS 430/15-10), the Whistleblower Act (740 ILCS 174/15), and the Illinois Human Rights Act (775 ILCS 5/6-101).

7. False Reports. Complainants are prohibited from knowingly making a false report of harassment. A knowingly false report of harassment is made for a purpose other than stopping harassment. A knowingly false report is not made in good faith, and an employee making a knowingly false report will be subject to discipline up to and including discharge. A report made in good faith but which cannot be substantiated is not a false report.

Discrimination

It is illegal to discriminate against others on the basis of their sex, age, race, color, national origin, religion, marital status, citizenship, disability, and other personal characteristics. Harassment includes making derogatory remarks about such characteristics, making “jokes” about ethnic or other groups, and may include other verbal, physical, and visual behavior.

The harassment and/or discrimination of another employee by an employee will lead to disciplinary actions, up to and including immediate termination in cases of gross misconduct. Any employee who feels harassed has the right to file a charge with the Equal Opportunity Commission, and in some states, with a state agency.

**TOWN OF THE CITY OF CHAMPAIGN
POSITION STATEMENT ON DRUG FREE WORKPLACE**

**SECTION 7
RULES OF CONDUCT**

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Drugs, Narcotics, and Alcohol

DRUG FREE WORKPLACE (updated August 3, 1993)

In compliance with the Drug Free Workplace Act:

1. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the workplace.
2. An employee must notify his/her supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Violation of this rule may subject the employee to a mandatory participation in a drug abuse or rehabilitation program.

Violation of either or both of these rules is subject to discipline, up to and including discharge. City of Champaign Township will take appropriate disciplinary action up to and including discharge against employees in possession of or under the influence of alcohol or illegal drugs while on the township property.

**SECTION 8
RULES OF CONDUCT**

Rules of Conduct Policy

Every organization has certain guidelines, which were developed to reflect good business practices and community relations. In establishing any rules of conduct, the township has no intention of restricting the personal rights of any individual. Rather, we wish to define

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the guidelines that protect the rights of all employees and to ensure maximum understanding and cooperation. Therefore employees are expected to be:

- On time and alert when scheduled to work
- Careful and conscientious in performance of duties
- Courteous and helpful, both when dealing with members of the public, other agency personnel and fellow employees.

Any inappropriate verbal outbursts towards other staff members or towards members of the public will result in some sort of disciplinary action, ranging from verbal warning to written warning to possible termination. The Elected Official should be alerted to any verbal and/or physical abuse that is threatened by members of the public.

The township has an established legal mandate for providing services to the public and will conduct its activities with integrity, fairness and in accordance with the highest ethical standards.

SECTION 9 HOURS OF EMPLOYMENT

Hours of Employment:

Supervisor's Office:

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The hours for the Supervisor's division are 8:00 a.m. – 12:00 p.m. and 1:00 p.m. to 4:00 p.m. Monday through Friday.

Assessor's Office: The hours for the Assessor's division are from 8:00 a.m. – 12:00 p.m. and 1:00 p.m. to 4:00.

Lunch – All Staff

A daily lunch period of one hour unless otherwise approved by the Elected Official.

SECTION 10

WAGE AND SALARY ADMINISTRATION AND CLASSIFICATION OF EMPLOYEES

Compensation Policies

It is the expressed policy of the Township to fill positions with candidates who best meet the requirements of the position:

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- A. Personnel will be employed, promoted and compensated according to their individual qualifications, ability and performance without regard to race, color, creed, sex, age, national origin or disability.
- B. Positions may be filled from within the Township, and employees will be considered for promotion and advancement solely on the basis of ability, past performance and experience.
- C. Employees are required and expected to use their compensated hours on the job for official Township business only, and for no other purpose.
- D. Newly hired personnel are not entitled to use accrued vacation pay, sick leave, personal leave, or leave of absences until they have completed the probationary six months of continuous employment unless approved by the elected official.
- E. Elected Township Officials, including the Supervisor and Assessor, are not covered by the Personnel Policy. The term "Elected Officials" applies only to the Supervisor and the Assessor. Nor does this policy apply to the town clerk or township board members.

Employee Classifications

The following definitions will be used in classifying all employees:

Full Time A full time employee is one who is regularly scheduled to work at least 32.5 hours or more each week throughout the year. All salaried full time employees are not entitled to any overtime compensation or compensatory time off for any time worked which is less than or equal to 40 hours in any given week.

Regular Part-Time A part time employee is one, who is regularly scheduled to work less than 32.5 hours per week throughout the year, even though in any given week that employee may work more than that number of hours. All regular part-time employees are expected to work their regularly scheduled hours up to 40 hours each week, as required, and are not entitled to any overtime compensation or compensatory time off for any time worked which is less than or equal to 40 hours in any given week.

Temporary Part-Time A temporary part-time employee is one who is not on a regular schedule and whose services are only required from time to time. Such employees are not entitled to comprehensive health care, or retirement benefits but are entitled to pro-rated paid time off based on an annual accrual of 5 days per year for full time staff. IE, a 20 hour per week employee will accrue 2.5 days of paid time off each year including at the start of their respective employment.

Staff Employee A staff employee is one who is exempt from the minimum wage and overtime requirements of the Fair Labor Standards Act as amended. The Elected Officials will determine such exemptions with appropriate legal guidance on the basis of the Act, which specified three categories for possible exemption of employees:

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1. The Executive Exemption
2. The Administrative Exemption
3. The Professional Exemption

Support Employee A support employee is one who does not meet any of the exemption criteria in the Fair Labor Standards Act as amended, and who is therefore required to be paid at least the minimum wage rate.

Inactive Status

An employee is considered on inactive status when he/she is not receiving pay from the Township either through work time or the use of accrued leave time. During periods of inactive status, there are no accruals of vacation or sick leave and employment seniority will be suspended for periods of inactive status longer than 30 days unless otherwise specifically provided by the terms of a general leave approved by the Elected Official. An employee on inactive status may remain on the Township's group health, life, dental, and vision insurance plans, provided that he/she pays 100% of these insurance program premiums directly to the Township. However, if the period of inactive status is due to a disability or a duty injury, the Township will pay health and life insurance premiums through the first full month of inactive status. If the employee is on inactive status as the result of being on unpaid Family and Medical leave, the Township will pay the Township's portion of health insurance.

Pay Period

For all employees, the standard pay period is bi-weekly, with payment being made Fridays. Pay is automatically deposited into the employee's checking account by the payroll department of the City of Champaign.

When a payday falls on a holiday, paychecks will be deposited on the last working day prior to the weekend or holiday.

Wages and Salaries

Cost of living increases in wages or salaries should normally be granted no more frequently than every 12 months, customarily at the start of each Township fiscal year. These increases should be considered on a uniform basis, which would be applicable to all employees.

Promotional increases in compensation shall be granted at the time an employee is assigned to a position, which entails significantly greater duties and responsibilities. Promotional increases will depend on the nature and extent of the increased responsibilities.

Merit increases will be considered on the employee's anniversary date. No merit increases shall be awarded which would increase an employee's salary beyond the salary range for the position.

Seniority based wage increases of 2.5% will be given to employees on their anniversary date upon completion of 5 years, 10 years, 15 years, 20 years and 25 years but will not be given retroactively.

Merit, promotional, and seniority increases will not be paid retroactively except for technical reasons in special circumstances as determined by an Elected Official.

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Benefits and Other Compensation

Insurance

A comprehensive health care insurance program will cover full-time employees with no cost to the employee. The cost of dependent health insurance shall be shared equally by the employer and the employee for full-time employees. Regular part-time employees are entitled to health care benefits at a cost that is pro-rated according to the average hours worked. Details of the plan may vary according to the policy issued by the insurance carrier that is selected by the Town Board of Trustees. The Township, at the discretion of the Board of Trustees in view of applicable state and federal laws will also provide worker's compensation, unemployment compensation, and a pension program. All employees who work 600 hours annually are, by law, required to participate in and contribute to the IMRF Pension Plan. Temporary part-time employees are not eligible for insurance benefits except for benefits required by law.

Vacation

Full-time and regular part-time employees are eligible for paid vacation time as described in this section. All subsequent vacation time will accrue at the anniversary date of the employee.

The length of paid vacation time allowed an employee is based on his/her years of continuous service to the Township. In regard to vacation time, all layoffs and resignations not followed by reinstatement within one year shall result in loss of credit for prior service. For most employees, the anniversary of employment shall be defined as the same month and day of the month on which employment began.

Within the above principles, all full-time and part-time employees earn and may accumulate paid vacation time on the following scale:

Anniversary of Employment Reached	Earned Vacation Days	Maximum Carry Over to Succeeding Year
Upon Hiring	5 workdays (prorated for part time staff)	5 workdays (prorated for part time staff)
Beginning with Year 1 through 5	10 workdays (prorated for part time staff)	10 workdays (prorated for part time staff)
Beginning with year 6 through 9	15 workdays (prorated for part time staff)	10 workdays (prorated for part time staff)
Beginning with year 10 to separation	20 work days (prorated for part time staff)	10 workdays (prorated for part time staff)

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Terminating employees who have completed at least six months of continuous employment will be paid (at the rate of pay they are receiving at the time of termination) for unused vacation days that they have earned and accumulated at the time of termination. Vacation pay (i.e. additional compensation for working during paid vacation time) in lieu of taking vacation is not allowed.

Vacations must be scheduled far enough in advance to assure that the smooth performance of Township functions is not in any way jeopardized. Schedules will be determined by the Elected Official involved after giving consideration to work requirements, the employee's length of service and his/her preferences.

Payroll Deductions

Your earnings and payroll deductions are included with your check. Deductions required or requested are as follows:

Required by Federal and State:

Federal Income Tax

State Income Tax

Social Security

Medicaid

Court Ordered Child Support

Garnishments/Wage Attachments

Authorized by Employee:

Medical Insurance

Credit Union

ICMA 457 Plan

SECTION 11

Performance Appraisal

Policy

Your Supervisor will hold formal staff evaluations with each employee yearly. These evaluations will be conducted verbally and in writing, with the employee's Position Description and Performance Appraisal Forms used as the measuring tools. At the beginning of each year, each employee will meet with his or her Supervisor and set goals and objectives for the next year. These will be mutually developed, with your Supervisor giving direction, following the Goals and Objectives of the Township for the fiscal year.

The purposes of performance appraisals are:

- promote staff member's growth and skill development by a shared examination of performance, experience, and practice, and by development of a plan of emphasis for the immediate future.
- provide the basis for recommendations regarding continuing employment and salary changes

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- provide the agency with information about staff member's job performance in order to effectively implement township's staffing needs and program plans, if any.

The Supervisor will forward a copy of the completed Performance Appraisal Report to the employee.

Time of Performance Appraisal

Performance Appraisal Reports are expected around the following times:

- By the six (6th) month of an employee's orientation period
- At the end of the fiscal year
- At the time of an employee's position change or reclassification
- When an employee's is warned that probation or termination is under consideration unless marked improvement occurs
- At times of transfer to another program within the township
- At the time of termination or resignation of employment with township

SECTION 12

EMPLOYEE EXPENSE REIMBURSEMENTS

Policy:

The township reimburses staff members for expenses incurred in connection with their assigned duties and responsibilities. Employees shall be reimbursed for necessary expenses incurred in the appropriate conduct of Township business when Elected Official has authorized such expenses. Examples are costs incurred for housing and meals at out of town conferences. Actual itemized receipts must support all expenses claimed except mileage. Such expenses are recorded on appropriate forms, documented by receipts, approved by Elected Official. Reimbursements will be paid with a separate check given at the time of the regular paycheck.

Mileage and Expense Reimbursement:

Employees are expected to use the most economical form of transportation when traveling on Township business. When necessary, employees may use personal vehicles while conducting Township business, and will be reimbursed at the current rate allowed by the IRS regulations for its employees' personal vehicle use, except as may be modified by the Elected Official. Out of state mileage will be reimbursed at the same rate charged by airlines for coach fare. Mileage reimbursement is not applicable to the use of personal vehicles for commuting to and from work.

When traveling outside Champaign County, reimbursement for meals and tips shall be allowed when documented by receipts for actual costs, not to exceed the maximum of \$30.00 in a 24 hours period. (Alcoholic beverages are excluded from reimbursement). All reimbursements shall be documented with receipts.

Meals and tips will not be reimbursed, if the cost of meals for seminars or official meetings is included in the registration fee. A copy of the meeting brochure should be submitted with the travel log at the time of request for reimbursement.

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SECTION 13 HOLIDAY OBSERVANCE

Holidays and Closing. The following shall be paid holidays for all eligible employees (full-time and regular part-time)

HOLIDAY	WHEN CELEBRATED
a. New Year's Day	January 1st
b. Martin Luther King Jr.'s Birthday	Monday celebrated
c. President's Day (third Monday in February)	Third Monday in February
d. Easter Break	Friday Before Easter
e. Memorial Day	Last Monday in May
f. Independence Day	July 4th
g. Labor Day	First Monday in September
h. Indigenous People's Day	Monday celebrated
i. Veterans Day	November
j. Thanksgiving Day	Fourth Thursday in November
k. Friday following Thanksgiving	Friday after Thanksgiving
l. Christmas Eve	December 24
m. Christmas Day	December 25th

Procedures governing Holiday Pay:

Employees may not elect financial compensation in lieu of taking time off for a holiday.

If a holiday falls on a weekend, the holiday will be observed on the closest Friday or Monday, or on the customary day.

Elected Officials will have the authority to close the offices and general operations in consideration of inclement weather or any other emergency that would interfere with the practical operations and staffing of Township departments. Elected Officials will notify the employees under their supervision as to the extent and duration of any such interruption of their departments' normal operation.

HOLIDAY OBSERVANCE – STRIDES STAFF (Hourly)

Holidays. The following shall be paid holidays for all eligible employees (full-time and regular part-time).

HOLIDAY	WHEN CELEBRATED
a. New Year's Day	January 1st
b. Martin Luther King Jr.'s Birthday	Monday celebrated
c. President's Day (third Monday in February)	Third Monday in February
d. Easter	Easter Sunday
e. Memorial Day	Last Monday in May
f. Independence Day	July 4th
g. Labor Day	First Monday in September
h. Columbus Day	Monday celebrated

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|----------------------------------|-----------------------------|
| i. Veterans Day | November 11th |
| j. Thanksgiving Day | Fourth Thursday in November |
| k. Friday following Thanksgiving | Friday after Thanksgiving |
| l. Christmas Eve | December 24th |
| m. Christmas Day | December 25th |

Procedures governing Holiday Pay:

Holidays for Strides hourly staff will be observed on the holiday due to the 365/year-round operation. Staffing should continue at full staff for all days. Staff that work Tier #1 holidays, as noted below, will be paid double time for hours worked. Tier #2 holidays, as noted below, will be paid time and one half for hours worked. Staff may sub out holiday shifts to other willing staff, but compensation will only be given for holidays worked.

Tier 1 Holidays:

- New Year's Day
- Easter (day observed)
- Independence Day
- Thanksgiving Day
- Christmas Eve-December 24th
- Christmas Day-December 25th

Tier 2 Holidays

- Martin Luther King Jr.'s Birthday
- President's Day
- Memorial Day
- Labor Day
- Indigenous People's Day
- Veterans Day
- Friday after Thanksgiving

SECTION 14 EMPLOYMENT BENEFITS

Qualified Leave Pay

All qualified leave will accrue as noted below at the employee's anniversary date.

Personal Leave

After one year of full-time employment, each employee will be entitled to three personal leave days per anniversary year. Personal days shall not be used in increments of less than one-half day at a time, and may not be carried over to a succeeding anniversary year. All requests for personal leave should be made in advance whenever possible, and are subject to approval of the Elected Official. No payment shall be made for accrued personal leave upon termination of employment.

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Bereavement Leave

In case of the death of a member of an employee's immediate family, employees will be granted one to four days off with pay. Additional time off may be granted by the Elected Official. "Immediate family" shall include employee's mother, father, brother, sister, spouse, children, mother-in-law, father-in-law, grandparents, grandchildren, nieces, nephews, sisters-and-brothers-in-law, and other relatives of the employee living with the employee. Similar leave may also be granted by the Elected Official as a matter of discretion in case of the death of any other highly significant person in the life of an employee, except that such leave shall not exceed one per anniversary year. Funeral leave shall not affect vacation time that the employee is otherwise entitled.

Sick Leave

Paid sick leave begins to accrue on the first day of employment and can be used as needed after completion of orientation period. Sick leave may be taken for the illness of the employee or immediate family member. Sick leave accrues at the rate of one day per month of employment.

Unused sick leave may be accumulated up to a maximum of 20 workdays. Upon separation of employment, employees may sell back accrued sick leave. Employees that have completed 10 years of employment can sell 25% of their unused sick leave days. Employees that have completed 20 years of employment may sell 50% of their unused sick leave days. (Ex: If an employee with 10 years retires with 20 accrued sick days, they can sell back 5 of those days. Employees with 20 years and 20 days can sell back (10) ten days. Employees with less than 10 years will receive no payment for accrued sick leave.

An employee eligible for sick leave with pay may use such sick leave, upon approval of his/her Elected Official, for absence due to illness or injury of a member of the employee's immediate family requiring the employee's personal attendance.

For sick leave in excess of five consecutive days, or for frequent absences claimed as sick days, the Elected Official may require that an employee provide written verification from a licensed medical doctor to the effect that the illness or injury involved was sufficient to justify the employee's absence from work; and certifying, also, that the employee is medically able to return to work.

Family and Medical Leave Benefits

The purpose of this Section is to implement the provisions of the Federal Family and Medical Leave Act (FMLA) of 1993. Procedures not specifically set forth here shall be resolved by reference to the Federal statute and Federal rules and regulations.

Prior to use of an unpaid leave for a serious health condition of themselves or a parent, child, or spouse, officers are required to use all available accumulated leave (vacation, personal, sick and compensatory time). Prior to use of an unpaid leave for childcare after

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birth or placement of a child, officers are required to use all accumulated leave available for use.

Leave Entitlement

Eligible employees are entitled to up to 12 work weeks of leave during any 12-month period for one or more of the following:

- a. The birth of a child of the employee or the placement of a child with the employee for adoption or foster care, and in order to care for such child.
- b. To care for a child, spouse or parent of the employee who has a serious health condition.
- c. A serious health condition renders the employee unable to perform the functions of his or her job.

Eligible employees are employees who have worked for the Township for more than 12 months (not necessarily consecutively) and have worked for at least 1,250 hours in the previous 12 months.

Eligible employees may, under certain conditions, take leave on an intermittent basis or on reduced leave schedule. Employees are required to exhaust all applicable accrued paid leave before being eligible for unpaid leave, such as vacation, personal or compensatory time. Sick leave is not available for child care for a healthy child, but must be used in the event the leave is due to a serious health condition.

Leaves of absence

A leave of absence is an extended period of time absent from work without loss of employment. Leave of absence is without pay. During the first 30 days of a leave of absence, the Township continues to pay Township paid benefits. Continuing coverage is possible if the employee chooses to pay for the monthly premium. Payment is required one month in advance.

A written request for a leave of absence, providing full explanation of the circumstances, must be presented to the Supervisor two weeks before the starting date of the leave of absence. Failure to report to work on the first day after the expiration of the leave of absence, without approval from the Supervisor will be considered a voluntary termination of employment.

Court Duty leave of absence

Jury Duty: Township policy is to encourage employees to serve on jury panels. Employees who are called to serve on a jury will be paid their regular Township salary while on jury duty. If an employee is being compensated for his/her regular work hours and must perform jury duty while on his/her work shift, then the compensation received for jury duty or witness fees will be returned to the Township. If an employee is called for jury duty but does not serve on a jury or is released from jury duty, he/she should report to work each day. If a majority of the hours on any day spent on jury duty occurs outside of the regular work shift, then the employee may retain the jury duty pay.

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When an employee is called to serve on a jury, he/she should notify the immediate supervisor as far in advance of the jury duty service as possible. The regular work shift for an employee on jury duty may be adjusted during the period of jury duty service.

Overtime Compensation and Compensatory Time Off

No employee shall work overtime unless the employee has informed the Elected Official of the need for overtime and such request has been approved.

The provisions hereinafter set forth shall be applicable to all employees that are covered as non-exempt employees under the Fair Labor Standards Act, as amended, and subject to the minimum wage and overtime requirements of said Act.

Compensatory time off shall be provided to employees in lieu of overtime cash compensation, subject to the limitations herein set forth or otherwise required by the Fair Labor Standards Act, as amended. Compensatory time off-hours may only be taken during the two week pay period in which the over time hours occurred.

In the event that an employee terminates employment and at the time of said termination has accrued compensatory time off, cash compensation shall be paid for the unused compensatory time in an amount equal to the greater of the average regular rate of pay received by such employee during the last three years of the employee's employment; **or** the final regular rate (of pay) received by such employee.

An employee who has accrued compensatory time off may request the use of all or any part of such employee's accrued compensatory time off, during the two week pay period in which the over time was worked. All requests should be made to the Elected Official. Any employee requesting the use of accrued compensatory time off will be allowed to use such time within a reasonable period after making such request, provided that the use of the compensatory time off does not unduly disrupt the operations of the Township.

Other Time off with pay

Employees will be compensated at their regular rate of pay during periods served for jury duty, as duly appointed judges of election with their Elected Official's approval, and for service with the U.S. Military Reserve and National Guard Units.

Absences

Employees are expected to handle personal affairs outside of regular working hours and on vacation and other leave time herein provided. In cases of compelling urgency however, an employee may be granted time off by his/her Elected Official. Temporary part-time employees will not be compensated for such absences, however.

Every absence should be reported to the Elected Official involved, who in consultation with the employee shall determine what category the absence shall be charged to. Chronic absences or tardiness are grounds for terminating an employee. Elected Official's shall determine unpaid leave of absence status and the length of such leave.

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If an employee becomes disabled for any reason and is unable to fulfill his/her regular duties, the Township continues the employee on full pay for a period of thirty days. After that period the employee should apply for the Illinois Municipal Retirement Fund's disability benefit.

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SECTION 15

Personnel Department

The Personnel Departments of the Township shall be the office of the Elected Officials. Personnel records shall be kept in that department and shall be confidential, as described in the section of this policy on "Records". Warnings, complaints and grievances shall be in writing and made a part of record. The Elected Official shall be the sole determinant of hiring and terminating of employees under his/her supervision.