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RESOLUTION NUMBER 13-1

Joe Aiello
Sangamon County Clerk

WHEREAS, the Sangamon County Board wishes to enact the revision to the Sangamon County Employee Policy Manual presented herein as an "Employee Productivity Enhancement Initiative"; and

WHEREAS, the employment benefits enjoyed by Sangamon County employees need to be as nearly equal as possible from department to department to provide for a sense of fairness and equitable treatment among all employees in order to produce a more positive work atmosphere, improve employee morale, and generate greater employee productivity; and

WHEREAS, the Sangamon County Board wishes to equalize and standardize such employment benefits, and to recognize the importance of the work and life issues addressed by those policies; and

WHEREAS, the Sangamon County Employee Policy manual has not been amended to reflect actual changes in certain of the benefits afforded to County employees; and

WHEREAS, the following proposed amendments to the Sangamon County Employee Policy Manual have been reviewed by the Committees on Employee Services, Finance, and Collective Bargaining, and have been recommended for approval by all such committees;

NOW THEREFORE, be it ordained by the Sangamon County Board, at its regular meeting of November 13, 2007, as follows:

Section 1. The Sangamon County Employee Policy manual is hereby amended to read as follows:

SICK LEAVE

Sick leave shall not be considered a privilege or a vested right which an employee may use at his/her discretion, but shall be considered as a type of insurance to be used as provided below.

A full-time employee earns sick leave, with pay, at the rate of one day per **full** month of **work**, and unused sick leave may accumulate throughout the entire period(s) of the employee's service with the County. At no time shall there be any cash payment to an employee in lieu of unused sick leave except when an employee retires from service with the County.

An employee may use sick leave for absence on account of illness, disability, injury, or an appointment with a doctor, dentist or other recognized practitioner, in increments of no less than one hour (with the use of time in smaller or larger increments to be at the discretion of the department head or elected official, **provided that approval of such use is given to the employee by his or her immediate supervisor by the close of business on the day prior to such intended use.**

Employees shall make every effort to schedule non-emergency medical appointments outside normal work hours. If this is impractical, the employee shall inform his/her immediate supervisor of such appointments as far in advance as reasonably possible.

An employee may use sick leave when serious illness, disability, injury or death, occurs in the immediate family.

If an employee is on sick leave because of a job-related injury or illness, such time as is charged against

his/her sick leave shall be reinstated to his/her credit upon payment to the County of such sums as are received by the employee under the Worker's Compensation Act covering the same period of leave. An employee who is injured on the job may exhaust accrued sick leave, comp time, or other accrued time available for the first three days of the injury or illness. If payment is received from the Worker's Comp carrier for those three days, the employee should indicate this to his/her immediate supervisor so his/her time can be reinstated upon payment to the County of the three days. If an employee has no time available during the first three days of the accident or injury, then this time shall be considered unpaid for the County purposes.

If an employee is absent on approved sick leave on the last work day before a holiday and the first day after a holiday, the holiday is not charged to his/her sick leave. If on the day of a holiday an employee is not on approved sick leave or vacation, in order to be paid for the holiday, he/she must be at work on the last scheduled work day before the holiday, and the first scheduled work day after the holiday.

When sick leave is the reason for an employee's absence, the absence is subject to the approval of the employee's immediate supervisor, the department head or the elected official. The employee may be required to furnish proof substantiating the reason for a sick leave or the use of sick time.

The sick leave a permanent part-time employee accumulates is on a pro-rated basis, with the total sick leave earned in a given period a corresponding fraction of that earned in the same period by a full-time employee. For example, while a full-time employee is accumulating one day of sick leave per month throughout a given time period, in that same time period, a part-time employee is accumulating one-half day of sick leave.

An employee who does not use more than one sick day during a calendar year, will receive 2 personal days, which will be awarded at the beginning of the next calendar year and must be used by the end of the calendar year in which they were awarded.

Attendance is monitored by the Employer, keeping track of sick time used by all employees. Employees may only use sick time for legitimate health and medical reasons. Use of sick time for any other purpose will subject the employee to discipline, with each such absence being considered a separate violation of this policy. Employees who take time off for sick time reasons will be subject to discipline if they do not have a sufficient amount of accumulated sick time to cover the absence, with each such absence being considered a separate violation of this policy.

SICK LEAVE BUYBACK

Beginning with the **thirty second (32d)** day of sick time earned, employees may exchange **two (2)** days of successive sick time earned for one (1) vacation day that can be accumulated but must be used in accordance with normal County vacation guidelines, and must be used by the employee as vacation within the year of the exchange. It is the intent of this policy that converted days actually be used as vacation days. This both discourages the abuse of sick time, and assures employees a reserve of **thirty two (32)** sick days in the event of illness or accident. **The number of sick days exchanged per year shall not exceed ten (10), and the exchange shall not reduce the accumulated sick day total to less than thirty two (32).**

An employee whose employment has been involuntarily terminated by the County may not:

- a) Receive any cash payment in lieu of or in exchange for unused sick leave, or
- b) Receive any vacation days in lieu of or in exchange for unused sick leave.

A County employee who retires and qualifies for IMRF retirement benefits may exchange two (2) unused sick days (number varies for employees covered by a collective bargaining agreement) for 1 days pay. If the employee elects to convert unused sick leave for cash, he or she must convert all such unused days. There will then be no days to apply to his or her IMRF service credit. In the alternative, he or she may apply all unused and unpaid sick days to his or her IMRF service credit. There will be no unused sick days to be converted to cash.

Examples:

Employee "A" retires from County service at age 62, but since he worked for the County only four (4) years, he is not entitled to IMRF retirement benefits. He thus cannot exchange unused and unpaid sick days for cash or IMRF credit.

Employee "B" retires and is entitled to IMRF benefits. She has 10 unused and unpaid sick days on the books. She elects to have 5 days' pay added to her final paycheck. When she makes this election, she has no unpaid and unused days to report to IMRF for service credit.

Employee "C" also retires and is also entitled to IMRF benefits. She too has 10 unused and unpaid sick days. She elects however to have the 10 days applied to her IMRF service credit. This will result in a slightly higher retirement benefit, depending on the IMRF formula.

Employee "D" is an IMRF eligible retiree with 20 unused and unpaid sick days. He wishes to be paid cash for 10 applied to his IMRF service. This cannot be done. He must cash in or apply to IMRF all his unused sick days.

PERSONAL DAYS

After an employee has completed 12 months of continuous service, he or she shall be entitled to three (3) personal days per calendar year which shall be taken at the option of the employee, provided that taking them does not unduly interfere with the operations of the department in which the employee works. Personal days must be taken in the year in which they were granted, and there shall be no carryover of such days.

VACATION BUYBACK

Any employee who puts in 3 separate vacation requests for time off and all 3 requests are denied due to operational needs may elect to sell back requested vacation days. The vacation requests must be for at least 5 consecutive working days.

BENEFIT TIME DONATION

Employees shall be allowed to donate sick and/or vacation time to co-workers within their respective department, who are suffering from documented serious health issues. The Employee

receiving such donation must have no benefit time of their own available. Employees may donate an unlimited amount of sick days but must maintain at least 32 of their own accumulated sick days. Employees donating vacation days may donate an unlimited amount of vacation days but must maintain at least 5 vacation days.

LEAVES OF ABSENCE – GENERAL

The Employer may grant Employees a leave of absence without pay for a period not to exceed 3 months in a 12-month period for:

- 1. attendance at college for work-related training, and
- 2. urgent personal business such as settling estates or liquidating business.

The leave of absence may be extended for an additional period not to exceed 3 months. Employees may use vacation, personal days, or comp time before being placed on unpaid leave.

MILITARY LEAVE OF ABSENCE

In order to promote participation in and support of the armed forces, reserve and the Illinois National Guard, the County has adopted certain policies designed to encourage employees to participate in the exercise of this patriotic duty. These policies are applied equally to full-time employees whether the employee joins a unit before or after accepting employment with the County. **All military leaves will be granted in accordance with applicable law.**

Leave for annual military reserve or national guard training or special duty is permitted employees under the following circumstances:

(1) A member of any reserve component of the armed services, the Illinois National Guard or the Illinois Naval Militia shall be allowed leave with pay not to exceed one full pay period (**2 calendar weeks with 30 days notice**) annually, without loss of any other accrued benefit.

(2) If the time required to fulfill military obligations covered by the preceding rule exceeds one full pay period per year, the employee shall be granted additional leave without pay as required. However, during periods of active duty to meet emergencies as declared by the Governor, the employee shall be granted paid leave. **Any full time employee who is a member of reserve or guard unit that is mobilized to active military duty by the President shall continue to receive regular compensation including health insurance and other benefits, minus amount of base pay for military duty.**

(3) Upon receiving military pay for the above described service, the employee shall follow the procedure set forth below in reconciling his or her payroll account with the County Treasurer for reimbursement to the appropriate fund. If the military pay is more than the employee would receive from the County, the employee may keep the difference. However, the employee should bring written verification of pay from the military.

Due to the advent of direct deposit and the number of factors that can impact net pay, the signing over of checks as was heretofore the practice, is not practical nor representative of the amounts actually paid to the employee. Consequently, the Auditor's office will determine the amount to be reimbursed to the County for an employee receiving both regular County and Military pay or the amount the County pay will be reduced by the Military pay. The County's base pay is based upon the normal annual pay documented in the employee's

personnel file and excludes overtime pay, comp time payoffs, and allowances. Military base pay is defined as the amount received by the employee based on rank and time of service and excludes special duty pay and allowances. When an employee's activation or return to work falls in between a pay period, the base rates will be divided by 30 days to come up with a daily rate. Employees may choose one of two methods to satisfy requirements of the Local Government Employees Benefits Continuation Act:

Method 1:

The employee will be required to repay the County the lesser of the County base pay or Military base pay within four weeks of payment by the County. It is the employee's responsibility to pay within four weeks the amount due to the County. The County will track all amounts returned. At the end of a calendar year, the County will issue a statement to the employee of the amount returned to the County for use on the employee's tax return. Outstanding amounts over 60 days old may be used to reduce the employee's pay.

Method 2:

The employee may elect to reduce his or her County base pay by the Military base pay. The employee would receive the difference between the two pays as their County gross pay. The employee should be aware that the reduced gross could be insufficient to cover the employee's voluntary and involuntary payroll deductions and can impact IMRF disability benefits.

(4) An employee shall provide the employing department with certification from the commanding officer of the employee's unit that all leave time was used for the purpose for which it was granted.

Leave for military physical examinations will be granted according to the following conditions:

- (1) Any employee, other than temporary, entering military service, national guard, or militia service, or entering full-time military service, may be allowed up to three days leave with pay to take necessary physical examinations required by such service.
- (2) Upon request, the employee must provide the elected official or department head certification by a responsible authority that such leave was actually used for that purpose.

Rights of return are extended to employees under the following conditions:

- (1) A leave of absence shall be granted by the County to any full-time employee who leaves a position to enter military service for four years or less (exclusive of any additional service imposed pursuant to law).
- (2) The employee shall be restored to the same or a similar position upon making application to the office or department from which he/she entered the service, within 90 days following separation from active duty or from hospitalization continuing after discharge for not more than one year.
- (3) The employee must provide evidence of satisfactory completion of the military service when making application, and be qualified to perform the duties of the County position.

BEREAVEMENT LEAVE

In the event of a death in the immediate family of an employee, including spouse, parents, children, (including legally adopted and stepchildren), brother, sister, **stepparents, stepsister, stepbrother, grandparents, grandchildren, son-in-law, daughter-in-law, brother-in-law, sister-in law, father-in-law, mother-in-law, or legal guardian**, grandparents, or the death of an individual for which an employee has custodial responsibility, an employee shall be excused from work with full pay for three (3) days to make necessary arrangements and/or to attend funeral services. An employee will be allowed to use **two (2)** sick days to supplement such bereavement leave, provided that no such leave shall be longer than 5 working days. Employees are required to notify the immediate supervisor prior to the taking of bereavement time off. An employee may request authorization for bereavement leave involving deaths of persons other than those listed and such request may be granted where the employer considers such leave justified.

JURY DUTY OR WITNESS LEAVE OF ABSENCE

An employee called to serve on a jury shall be granted leave, with pay, to perform that duty. Also, if an employee is served a subpoena by any judicial, legislative or administrative tribunal, or by the office of any such tribunal, the employee shall be granted leave with pay to serve as a witness (not as a party to the proceedings). Any employee who is summoned to appear as a jurist or subpoenaed as a witness should contact their immediate supervisor, department head or elected official upon receipt of such notice so arrangements can be made to accommodate such leave time. **Any employee subpoenaed to appear as a witness may elect to take vacation, personal, or comp days to so appear.**

Any payment received by an employee of the County for service on a jury or as a witness as outlined above, shall be turned over to the County Treasurer, except that the employee may keep any portion of the payment which specifically covers mileage reimbursement. The employee may keep any portion of such pay earned while he/she performs this service during his/her designated weekend, while using accumulated compensatory time, or while using earned vacation time.

OVERTIME AND COMPENSATORY TIME-OFF POLICY

It is the policy of the County that employees not be allowed to work overtime, unless the employee receives prior approval from his/her supervisor, department head, or elected official. Non-exempt employees, not covered by a collective bargaining agreement, who have been approved to work by their supervisor, department head or elected official more than **seven and one half (7.5)** hours in the regularly scheduled workday shall either be paid overtime compensation or allowed to accrue compensatory time at the rate of 1.5 hours per every hour actually worked in excess of **seven and one half (7.5)** hours per workday. Payment of earned overtime will be paid no later than the next pay period in which overtime was worked. Positions determined to be Exempt in accordance with applicable Federal and/or State wage and hour laws are not permitted to accrue compensatory time or be paid overtime for hours in accordance with this policy.

Any employee required to work on a Sunday that is not a regularly scheduled day of work for him or her, shall be paid for such Sunday work at a rate of two times their regular hourly rate.

However, nonexempt employees who wish to substitute compensatory time-off in lieu of overtime payment may do so according to the requirements of the Fair Labor Standards Act (FLSA) and the following guidelines:

- (1) At the nonexempt employee's request compensatory time-off may be accrued for each hour actually worked in the regularly scheduled work day in excess of **seven and one half (7.5) hours** at the rate of time and one-half for each overtime hour actually worked.
- (2) Compensatory time may be accrued up to a maximum of 240 hours throughout the nonexempt employee's term of employment. Overtime worked in excess of the maximum of 240 hours accrued will be treated as overtime payment for pay purposes.
- (3) Accrued compensatory time may be used by employees for purposes of requesting time-off. If an employee has accrued compensatory time and requests use of any or all of the compensatory time accrued, he/she may be permitted to use such time-off within a "reasonable period" following the request, unless the supervisor, department head or elected official determines that it would "unduly disrupt" the operations of the department or office. In the event that an employee is on an extended leave of absence (e.g., Family Medical Leave) and has accrued compensatory time, he/she may exhaust any or all accrued compensatory time for purposes of the leave and in accordance with leave policies.
- (4) Accumulated compensatory time not used by November 1st of each year, shall be paid to the employee in the next regular pay period. Such compensation shall be paid at the nonexempt employee's regular rate of pay earned at the time the employee receives such payment.
- (5) Nonexempt employees who have accrued compensatory time on the books of the County at the time of termination, either voluntary or involuntary, will be paid unused compensatory time at a rate of compensation not less than (a) the average regular rate received by such employee during the last three years, or (b) the final regular rate received by such employee, whichever is higher.

For purposes of this policy, overtime or compensatory time shall only include those hours of actual work of the employee. Sick days, vacation days or other types of absences or leaves will not count towards the calculation of overtime payment or compensatory time accrual.

Nonexempt employees who have questions, comments or would like to request compensatory time-off in lieu of overtime payment should consult their immediate supervisor, the department head or the elected official. Questions regarding a discrepancy in the calculation of overtime or compensatory time should be directed to the immediate supervisor, the department head or the elected official.

ARTICLE XVI: HOLIDAYS

It is the policy of the County to designate and observe certain days each year as holidays. Eligible employees will be given a day off with pay for each holiday observed.

Each year, around the end of November or by early December, the County Board will determine the number of holidays to be observed in the following year. A list of holidays will be given to each department

and posted in the County Board Office. Holidays are subject to change.

Full-time employees are eligible to receive their regular rate of pay for each observed holiday. Part-time employees are eligible to receive holiday pay only for holidays on which they would normally be scheduled to work, and only for their regularly scheduled number of hours. Temporary employees and employees on leaves of absence or on lay-off are not eligible to receive holiday pay.

To receive holiday pay, an eligible employee must be at work, or on an authorized absence, on the work days immediately preceding and immediately following the day on which the holiday is observed. If an employee is absent on one or both of these days because of an illness or injury, the County reserves the right to verify the reason for the absence before approving holiday pay.

A holiday that occurs on a Saturday or Sunday generally will be observed by the County on either the preceding Friday or following Monday.

If a holiday occurs during an employee's vacation period, the employee will be given an additional day of paid vacation.

The County may schedule work on an observed holiday as it deems necessary. Normally, work on an observed holiday will be paid as if the day were a regularly scheduled day. In addition, employees will be given a floating holiday to be taken, with the prior approval of their supervisor, at another time during the year immediately following the holiday worked.

Any employee who is required to work on a holiday that is recognized by the County, except for those employees for whom Sunday is a regularly scheduled work day, will receive, in addition to his or her holiday pay, an amount equal to twice their normal rate of pay.

CALL BACK PAY

Employees called back to work by the employer after completing their regular shift will receive a minimum of 2 hours straight time pay, unless the two hour minimum takes an employee's total hours for the day over 7.5, in which case the employee will receive the overtime rate for the excess. If assignment is completed in less than 2 hours, the Employer will not require employee to work the entire 2 hours.

ARTICLE VII: PROBATIONARY PERIOD

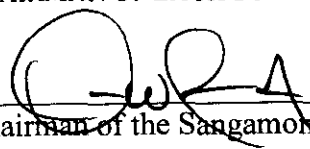
It is the policy of Sangamon County that all new employees and all present employees transferred or promoted to a new job are to be carefully monitored and evaluated for an initial probationary period on the job of at least six months. After satisfactory completion of the probationary evaluation, such employees will be evaluated on an annual basis. **The initial six month probationary period may be extended for an additional period, not to exceed six months, as the Employer deems for good cause.**

Section 2. This Ordinance shall take effect on January 1, 2008, after its passage according to law. Any prior Ordinances that contradict with any of the policies provided for herein, shall be considered repealed, to the extent that any language contained in such prior contradicts with the language provided for herein, at the time in which this Ordinance takes effect.

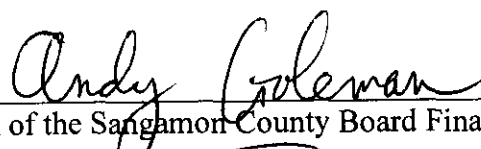
Andy VanMeter, Chairman of the Sangamon County Board

Rose Marie Long, Vice-Chairman of the Sangamon County Board

AS RECOMMENDED FOR APPROVAL BY THE COMMITTEES BELOW, AS INDICATED BY THE SIGNATURE OF THE CHAIRMAN OF EACH SUCH COMMITTEE



Chairman of the Sangamon County Board Employee Services Committee



Chairman of the Sangamon County Board Finance Committee



Chairman of the Sangamon County Board Collective Bargaining Committee

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NOV 10 2007
Paul Palazzolo
SANGAMON COUNTY AUDITOR