

Village of Schaumburg Benefits Handbook

Applicable only to non-represented employees

Updated January 1,
2023~~December 14, 2021~~

For questions about this document, contact Human Resources



VILLAGE OF SCHAUMBURG

PROGRESS THROUGH THOUGHTFUL PLANNING



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I. INTRODUCTION

The Village of Schaumburg (herein after referred to as the “village”) has developed a Benefits Handbook for non-represented employees as a supplement to the Personnel Manual to communicate the village’s policies and procedures for those additional benefits afforded to non-represented employees. Employees currently in a bargaining unit should refer to the applicable collective bargaining agreement for negotiated benefits as the associated benefits contained within this manual pertain only to non-represented employees. Non-represented employees are required to familiarize themselves and adhere to all sections of this handbook. All non-represented employees must acknowledge receipt of the Benefits Handbook.



II. VILLAGE EMPLOYMENT

This section addresses additional policies, rules, and regulations governing many of the general terms and conditions that will be observed throughout employment on a daily and annual basis as a non-represented employee.

SENIORITY

Years of service are the basis on which employees generally accrue vacation and other benefits and is based on the employee's original hire date. An adjusted service date will determine the accrual of vacation and other benefits if an employee has a break in service or other qualifying event. Employees who move from a part-time to a full-time position after May 1, 2000, will be granted prorated seniority on a two-for-one basis, i.e., two (2) years of part-time service equals one (1) year of seniority. For part-time service to count, an employee must have worked over 1,000 hours in that year. Employees who moved from a part-time position to a full-time position prior to May 1, 2000, will not be eligible for this benefit. This adjusted service date will then be used for the accrual or calculation of benefits.

RE-EMPLOYMENT

In the event an employee terminates their employment with the village in good standing (e.g., not terminated for cause, provided required notice of separation, acceptable prior performance and behavior, etc.) as a full-time, non-union employee and is subsequently rehired into a full-time, non-union position, the employee may be eligible to restore previous full-time non-union service credit to their seniority for purposes of vacation accrual and service awards. In the event an employee terminates their employment with the village in good standing as a part-time, non-union employee and is subsequently rehired into a full-time, non-union position, the employee may be granted prorated seniority for purposes of service awards only, on a two for one year basis (i.e., two (2) years of part-time service equals one (1) year of full-time seniority) if they had worked more than 1,000 hours in those years. In order to be eligible for seniority reinstatement, employees must have at least five years of prior continuous full-time or part-time service in a non-union position, and any reinstatement of service credit will be done under the following terms and conditions:

- Eligible former non-union full-time or part-time employees who are subsequently rehired within ninety (90) days of their termination date may have their prior service credit restored immediately.
- Eligible former non-union full-time or part-time employees who are subsequently rehired ninety (90) days or more after their termination date may have their prior service credit restored after five (5) years of continuous re-employment in a full-time, non-union position.



- The Village Manager reserves the right to restore the service credit of any former employee as a condition of hire if it is determined to be in the best interest of the village.

The village may utilize numerous pre-employment screening components during the selection process. The pre-employment screening process could include items such as pre-employment tests, interviews, physicals, drug tests, personnel file review, etc.

The Village Manager reserves the right to establish protocols which specifically govern the hiring of former village employees including for those who are eligible to receive pensions. For more information, see Administrative Protocol on Re-Employment Practice.

WORK SCHEDULE

Full-time employees are assigned to work either thirty-five (35) or forty (40) hours per week, depending upon the position and department. Due to operational demands, department directors with approval from the Village Manager, may adjust an employee's work schedule as operational conditions require. Employees should refer to their immediate supervisor if there are questions.

Battalion Chiefs, a non-collectively bargained position appointed by the Fire Chief, are assigned to work 24-hour shifts. The normal work cycle for a 24-hour shift will be one 24-hour shift (one shift) followed by 48-hours off (two shifts). The normal work cycle for a 24-hour shift is 27 days. One day will be scheduled off every ninth workday with pay.

FLEXIBLE WORK SCHEDULES

Full-time employees may be eligible to participate in a flexible work week schedule. Participating employees, with the approval of their department director, will be scheduled to work their normal work schedule of thirty-five (35) or forty (40) hours in an abbreviated work week. Department directors have the responsibility to maintain adequate staffing during the designated hours of department operation, and consequently employees may be required to participate or change their scheduled workdays to assure an appropriate level of service. An employee's ability to participate in the flexible work schedule program will be at the village's discretion, and will be determined by factors such as the employee's work performance, attendance, etc.

In the event a holiday falls in a normal work week, employees participating in a flexible work week will be credited with either seven (7) or eight (8) hours of holiday time, depending on whether they are normally scheduled for a thirty-five (35) or forty (40) hour work week, regardless of the hours scheduled in the flexible work week. It may



be necessary for employees participating in a flexible work week to work additional hours during the week in which the holiday is observed to account for the thirty-five (35) or forty (40) hour work week. Any modifications to employee's schedules need departmental approval.

LUNCH PERIOD

Unpaid lunch periods are normally established for one (1) hour. On occasion, these periods may be shortened to one-half (.50) hour or eliminated, with supervisory approval.

SEVERANCE PAY

Full-time employees who are involuntarily separated, i.e., not discharged for poor performance or misconduct, will be eligible to receive one month of severance pay for each full five (5) years of full-time service. For purposes of severance, the original hire date or adjusted service date calculating longevity, vacation, etc. will be used.

OBSERVANCE OF RELIGIOUS HOLIDAYS

Reasonable effort will be made to accommodate requests for time off on a recognized religious holiday not observed by village policy. Employees may use accrued vacation, personal time, or compensatory time. Unpaid time off will only be approved if vacation, personal time, and compensatory time is exhausted.



III. EMPLOYEE PAY PLAN

This section outlines the compensation plan for non-represented village employees.

DEVELOPMENT AND MAINTENANCE OF SALARY GRADES

Positions will be assigned to salary grades based on several factors including prevailing labor market wage rates, responsibilities, skills, qualifications, and economic considerations of the village.

The salary structure may be adjusted May 1st of each year at the discretion of the Village Board by a structure movement trend factor, in order to remain competitive with the market and consistent with the village's base compensation strategy. The Village Manager may periodically review grades and, when appropriate, recommend to the Village Board to adjust grades based on labor market considerations. The Village Board will have final approval of annual adjustments.

APPOINTMENT RATE

New hires will generally be offered a salary in the first quartile of the salary grade. New hire salaries will take into consideration the compensation of current employees in similar jobs in the village as well as the new employee's relevant education and experience. New hire compensation above the midpoint of the grade will require approval of the Director of Human Resources and the Village Manager or designee.

Employees hired prior to November 1st may be eligible for an increase at the end of the current fiscal year. Employees hired on or after November 1st may be eligible for a prorated increase based on the performance compensation matrix after completion of a six (6) month performance appraisal and again after completion of an annual performance appraisal at the end of the subsequent fiscal year.

ADDING NEW POSITIONS TO THE SALARY STRUCTURE

In order to achieve the goals and objectives of the organization, it is sometimes necessary to add new classifications or to modify the organizational structure. This often results in responsibilities being redistributed.

The evaluation of new positions for placement in the appropriate pay grade will be done at the beginning of the recruitment process. The Human Resources Department will conduct an evaluation process to determine where in the salary structure the new position should be placed. The process will include the development of a job description, ~~the completion of a job analysis questionnaire by the supervisor,~~ and the evaluation of the position using the village's formal job evaluation ~~tools~~system.



RECLASSIFICATION

A reclassification is defined as a situation where the duties, responsibilities, and level of authority in the organization in a particular job change by thirty (30) percent or more. Department directors may, at their discretion, request the Director of Human Resources to re-evaluate the classification of a position if, in their opinion, the job changes significantly impact at least thirty (30) percent of the job's essential functions. Increases in the volume of work will not be considered for re-evaluation. The process for re-evaluating jobs will be consistent with the process for evaluating new jobs.

In the case of a reorganization or redistribution of duties and responsibilities, duties added to one job may be accompanied by a reduction in responsibilities to another job. Reclassifications and changes in grade assignments may be made both upward and downward, but must be reviewed, discussed and approved by the Village Manager.

PAY FOR PERFORMANCE

Movement through the salary grade will be based on performance. Increases will be calculated based upon the budget, employee performance ratings, and the relationship between an employee's current compensation and the midpoint of the salary grade (compa-ratio). Each year the Human Resources Department will develop performance compensation matrices that will provide guidelines for determining employee performance increases based upon the budget allocated.

EMPLOYEES PAID OUTSIDE THE PAY GRADE

It is possible that an employee may be found to be paid below the minimum of a pay grade or above the maximum due to changes in market conditions. If an employee's pay rate is below the minimum of their pay grade, pay will be adjusted up to the minimum as soon as practical. If an employee's pay rate ~~falls~~is above the maximum of their pay grade, their pay rate will be frozen until such time as market conditions increase the grade maximum above their current pay. Such adjustments will not affect the pay of those employees whose pay is within their grade, even if such action creates a pay compression issue with the non-adjusted employee(s).

PROMOTIONS

A promotion may normally be defined as an assignment to a position in a higher salary grade. If an employee is selected for a promotion, the rate of pay will be assigned in the new grade at a rate at least five (5) percent higher than their previous rate of pay. Promoted employees will not be assigned at a rate of pay below the minimum or above the maximum of the new grade.

Employees who are promoted prior to November 1st may be eligible for an increase at the end of the current fiscal year. Employees who are promoted on or after November



1st may be eligible for a prorated increase based on the performance compensation matrix after completion of a six (6) month performance appraisal and again after completion of an annual performance appraisal at the end of the subsequent fiscal year.

DEMOTIONS

Demotions are defined as a non-voluntary assignment to a position in a lower salary grade. If an employee is demoted, their adjusted salary will not be less than the minimum or exceed the maximum of the new grade assignment, unless otherwise determined.

REASSIGNMENTS

Voluntary acceptance of a reassignment to a position having a lower assigned salary grade shall result in an employee's salary being set at a rate of pay within the new salary grade, providing it does not result in an increase in pay or does not exceed the maximum of the new assigned pay grade.

TRANSFERS

A transfer is defined as the movement of an employee from a position in one pay grade to a different position in the same pay grade. If an employee is transferred, they will retain the same rate of pay regardless if the transfer entails a change of departments or division.

EQUITY ADJUSTMENTS

From time to time, it may be necessary to adjust an employee's compensation in order to correct internal compensation inequities. Equity adjustments may be necessary in order to appropriately differentiate compensation between new hires and long-term employees, supervisors and subordinates, and/or similar situations.

Equity adjustments will be carefully evaluated for the impact on the employee, the supervisor, subordinates, and similarly classified positions. All equity adjustments must be approved by the Director of Human Resources and the Village Manager or designee.

OVERTIME

The village adheres to the requirements for overtime compensation under the Fair Labor Standards Act (FLSA). In accordance with these regulations, positions are classified as either exempt or non-exempt from eligibility for overtime. Actual hours worked in a work week must exceed forty (40) hours, exclusive of paid leave time, in order to be eligible for overtime. Any overtime worked must be approved in advance by the supervisor and/or department director. Please see the Exempt Employees and Non-Exempt Employees sections of this Handbook for more information on eligibility.



Battalion Chiefs will be paid one and one-half (1 ½) times their regular straight-time hourly rate for all hours worked in excess of their regularly scheduled hours of work.

Foremen in Engineering and Public Works will be eligible to be paid overtime, inclusive of paid leave, for work performed over and above the normal work week in response to unplanned call-outs, which are approved by their department director. Foremen will not receive overtime compensation when required to attend meetings after hours or travel to training programs, workshops or seminars as outlined in the village's Travel Regulations. Any approved overtime work performed on Sunday will be paid at two (2) times the Foreman's regular rate of pay.

OVERTIME HOLIDAY PAY

Approved overtime performed by non-exempt, full-time employees on a village observed holiday, and, where these days are not part of the employee's regular work week schedule, is eligible for holiday compensation. Holiday pay consists of compensation of two (2) times the base rate plus regular holiday pay. Part-time employees are not eligible for holiday pay unless they exceed forty (40) actual hours worked within the work week, exclusive of paid leave time.

Battalion Chiefs who are regularly scheduled to work on July 4th, Christmas Day or New Year's Day shall be compensated at the rate of time and a half rather than straight time for all hours worked on said holidays. The July 4th, Christmas Day and New Year's Day holidays shall be the 24 hour period commencing at 8:00 a.m. on the date of the actual holiday (July 4th, December 25th and January 1st) as opposed to the day on which the holiday may be observed by the Village.

COMPENSATORY TIME

Employees who are eligible to receive overtime may choose, with approval from their [supervisor and/or](#) department director, to accrue compensatory time. Compensatory time is accrued on the same basis as overtime, i.e., one (1) hour of overtime equals one and one-half (1½) hours of compensatory time. Employees must use compensatory time in at least one-half (1/2) hour increments. Compensatory time cannot be carried over from one calendar year to the next, and the village maintains the right to establish maximum annual accruals. Any unused compensatory time will be liquidated and paid in a lump sum each December. In the event an employee is promoted, demoted, reassigned, or transferred to another department or position, any accrued compensatory time will be liquidated and paid in a lump sum on or after the effective date of the promotion, demotion, reassignment, or transfer.



ACTING PAY

The Village may temporarily assign an employee to perform the duties of another classification. An employee temporarily assigned to a position in a lower pay range shall receive their regular rate of pay. An employee temporarily assigned to a position in a higher pay range may receive five percent (5%) over the employee's current rate of pay when the temporary assignment exceeds five (5) consecutive workdays, and shall be retroactive to the 1st day of the assignment. This Article applies only in the case where the employee is temporarily assigned to perform the essential functions of another classification.

EXEMPT EMPLOYEES

Exempt employees are those who have met the criteria established by the Fair Labor Standards Act (FLSA) and are not eligible for overtime compensation. Exempt employees receive a weekly salary that covers all work performed in the week, including work in excess of their regular schedules. Involuntary reductions to weekly salaries for these employees may only be done in the event the employee exhausts all accrued paid leave and is absent for a full day(s), no work is performed in the work week, or a disciplinary suspension is issued through formal corrective action. Except as stipulated, an exempt employee's weekly salary will not be reduced in any week in which work is performed.

NON-EXEMPT EMPLOYEES

Non-exempt employees are those employees to whom the village is required to pay overtime compensation in accordance with the FLSA. All full-time, non-exempt employees* will be compensated at time-and-one-half for any hours worked in excess of forty (40) hours in a work week, exclusive of paid leave time. Part-time employees are eligible for overtime compensation only when they work in excess of forty (40) hours in a work week, exclusive of paid leave time. Overtime rates are calculated on an average hourly rate for annual base earnings received throughout the year, using 1,820 hours (35 hour work week) or 2,080 hours (40 hour work week). **Fire Battalion Chiefs are classified as non-exempt and eligible for overtime compensation when they work in excess of their regularly scheduled hours of work.*

Department directors have the authority to schedule employees for overtime as the workload of the department requires. The refusal of an employee to work overtime, without proof of personal hardship, is grounds for corrective action, up to and including discharge. All overtime must be approved by the department director and/or designee and any unauthorized overtime can be grounds for corrective action, up to and including discharge. Overtime will be distributed as equally as practical and reasonable among employees within a department to employees in a similar class of work, job classification, and on the same shift.



JOB DESCRIPTION APPEAL PROCESS

Since employee compensation is tied directly to the job description, employees have the opportunity to submit a formal appeal if they believe their job description is incorrect. Employees are not, however, able to appeal their compensation or the pay grade to which they are assigned.

Appeal decisions are based on the work currently assigned to the position not responsibilities that may occur in the future, and the qualifications required to perform the work assigned to the position. This decision will not compare one position to another position. The decision will not consider the qualifications an employee has that are not required for work in the position, employee performance, the volume of work, and salary or compensation.

- Step 1: Employees must submit a Job Description Appeal form to their immediate supervisor. A written explanation of request to appeal must include why the current job description is not accurate and what changes need to be included in the revised job description. The supervisor will forward the Job Description Appeal form and all supporting documentation along with their comments to the Department Director within ten (10) workdays. Upon receipt, the Department Director will review the appeal and provide a recommendation to Human Resources within fifteen (15) workdays.
- Step 2: Human Resources will review all information provided by the Department Director and respond in writing with a decision and explanation within thirty (30) days.
- Step 3: If the employee does not agree with the decision by Human Resources, they may submit their request to the Village Manager within ten (10) workdays of receipt of Human Resources' formal response. The Village Manager will review the documentation from Step 1 and Step 2 and provide a final decision. The final decision is binding.

LONGEVITY PAY

In recognition of length of service, the village will award all full-time employees hired before May 1, 2000, and any Fire Battalion Chief on the active payroll as of May 1, 2001, with continuous unbroken service, an annual bonus payment at increments of 5 years on the following schedule:



Upon completion of 5 years of service	\$ 450.00
Upon completion of 10 years of service	\$ 600.00
Upon completion of 15 years of service	\$ 900.00
Upon completion of 20 years of service	\$1,200.00
Upon completion of 25 years of service	\$1,500.00

Longevity pay is awarded without regard to the salary of the employee and will normally be paid separately in the last payroll of each November.

UNIFORM ALLOWANCE

Employees who are required to wear an approved village uniform will receive an annual lump sum allowance to purchase and/or maintain their uniforms. The department director may recommend changes to required uniform dress, with final approval by the Village Manager. Any monetary assistance to facilitate a change in uniforms will be at the Village Manager's discretion.

Fire Battalion Chiefs may continue to use the quartermaster system with respect to the provision of uniforms and related equipment. The Village shall provide an annual maintenance allowance which shall be paid on the first pay day in June of each year.

EXECUTIVE LEVEL VEHICLE ALLOWANCE

Executive level employees are assigned a village vehicle or provided an annual transportation allowance, at the discretion of the Village Manager. Please see Administrative Protocol on Village Fleet and Personal Vehicles for more information.

FLEXIBLE BENEFITS PURCHASE PROGRAM

The village offers a Flexible Benefit Purchase Program for certain executive employees as determined by the Village Manager. Eligible employees are granted an annual allowance for this program, subject to annual review and approval by the Village Manager and appropriation of funding by the Village Board. The benefits available for selection as part of the program are subject to Village Manager approval. The Village has the sole right to eliminate and/or modify this program at any time.



IV. EMPLOYEE PAID LEAVE PROGRAMS

The village provides paid time off to many employees. This section sets forth the categories of paid time available and circumstances under which it is applicable. Any paid time off must be requested by utilizing the Leave Request System and must be approved by an employee's supervisor or their designee. The smallest increment of paid time reported cannot be less than thirty (30) minutes. Under certain categories, approval must be obtained from the Director of Human Resources and/or Village Manager. Non-paid time off is only allowable if an employee has exhausted other paid time off and must be approved by the department director and the Director of Human Resources. Under no circumstances will an employee be allowed to substitute non-paid time for available sick, vacation or personal time. These benefits are an important aspect of the overall employment package with the village. Any abuse, misuse, or misrepresentation of any time off benefit may result in a loss of benefits and/or corrective action, up to and including discharge.

VACATION

Full-time employees are eligible to accrue vacation annually on the following basis:

	<u>35 Hour Work Week</u>	<u>40 Hour Work Week</u>
<i>1 through 4 years of service</i>	<i>70 hours</i>	<i>80 hours</i>
<i>5 through 9 years of service</i>	<i>105 hours</i>	<i>120 hours</i>
<i>10 through 14 years of service</i>	<i>140 hours</i>	<i>160 hours</i>
<i>15 years or more of service</i>	<i>175 hours</i>	<i>200 hours</i>

Fire Battalion Chief

Fire Battalion Chiefs assigned to 24-hour shifts are eligible to accrue vacation annually on the following basis:

	<u>Assigned to 24-Hour Shifts</u>
<i>1 through 4 years of service</i>	<i>5 shifts</i>
<i>5 through 9 years of service</i>	<i>8 shifts</i>
<i>10 through 14 years of service</i>	<i>10 shifts</i>
<i>15 years or more of service</i>	<i>13 shifts</i>



Employees will be allowed to accrue vacation to a maximum of three (3) times their annual accrual. Any accrual beyond this maximum will be forfeited. New employees will begin to accrue vacation upon hire.

Vacation scheduling is at the discretion of the department director or their designee. Normally, vacation requests should be submitted at least two (2) weeks prior to the requested time off and will be approved in the order in which they are received. In granting vacation requests, department directors or their designees may take into consideration activity levels of the department, current staffing, and operational needs. Vacation cannot be converted to another form of paid time off or to non-paid time once the vacation period has commenced.

Part-time employees hired prior to October 18, 1993, are eligible to accrue vacation on a prorated basis. Part-time employees hired or full-time employees who transferred to part-time positions after October 18, 1993, are not eligible for this benefit.

Executive level employees will be allowed to accrue an additional 24 hours over and above the aforementioned schedule. Executive level employees are required to use at least half of their annual accrual each fiscal year but are provided the option to be paid for accrued vacation time in excess of two years, so long as they are in good standing with the village (e.g., satisfactory performance, no excessive disciplinary record, etc.).

SICK LEAVE

Full-time employees accrue sick time at a rate of seven (7) hours per month for employees on a thirty-five (35) hour work week schedule, and eight (8) hours per month for employees on a forty (40) hour work week schedule. Full-time employees will be allowed to accumulate a maximum of 1,820 hours for thirty-five (35) hour work week employees and 2,080 hours for forty (40) hour work week employees. Part-time employees hired prior to October 18, 1993, will accrue sick time on a prorated basis and are limited to one-half the maximum accrual. Part-time employees hired, on or after October 18, 1993, are not eligible for this benefit. Full-time employees who transferred to a part-time position after October 18, 1993, are also not eligible for this benefit.

Battalion Chiefs assigned to 24-hour shifts shall accrue ten (10) hours of sick leave for each month that they are on the active payroll and such sick leave shall accumulate up to a maximum of 2,440 hours. Since the Village's payroll is based on an equalized pay system of 2,600 hours per year, employees assigned to 24-hour shifts will be charged sick leave at the rate of 20 hours for each full-time shift of sick leave taken rather than 24-hours.

To promote a culture of wellbeing, employees may use up to four (4) hours of sick leave per year for routine doctor visits not associated with a personal illness (e.g., routine check-ups, physical exams, etc.) that will not count as an occurrence under the village's Attendance Policy.



Sick leave benefits may also, on a limited basis, be used for an absence due to an illness, injury, or medical appointment of the employee's child, spouse, sibling, parent, parent-in-law, grandchild, grandparent, or stepparent. Use of sick leave under these circumstances is limited to an annual maximum of one-half of the employee's annual sick leave accrual unless otherwise approved by the Village Manager. The use of sick leave, whether for an employee's own illness or injury or for an illness of an employee's family member as provided for above will count as occurrences towards the village's attendance standards unless the absence is determined by the village to be covered under the Family Medical Leave Act.

HOLIDAYS

Full-time employees, not assigned to 24-hour shifts, will be granted either seven (7) or eight (8) hours of holiday pay, depending upon their scheduled work week of thirty-five (35) or forty (40) hours, for the following holidays:

New Year's Day
President's Day
Memorial Day
Independence Day
Labor Day

Thanksgiving Day
Day Following Thanksgiving
Christmas Eve
Christmas Day

If a holiday falls on Sunday, it will be observed on Monday. If the holiday falls on Saturday, it will be observed the preceding Friday.

Part-time employees hired prior to October 18, 1993, will be credited with holiday hours equal to the hours they would have been scheduled to work on the day of observance. If the day of observance falls on a day of the week the employee is not normally scheduled, they will not receive any credit for holiday hours. Part-time employees hired, or full-time employees who transferred to part-time positions, after October 18, 1993, are not eligible for this benefit.

PERSONAL TIME

On May 1st of each year, full-time employees receive forty-two (42) hours per year of personal time for those working a thirty-five (35) hour work week schedule, and forty-eight (48) hours per year of personal time for those working a forty (40) hour work week schedule. Battalion Chiefs assigned to 24-hour shifts are not eligible for Personal Time. Part-time employees, hired before October 18, 1993, will receive a prorated amount of hours based on their work schedule and hours worked. Part-time employees in this classification receive personal hours in lieu of the holiday time for Martin Luther King, Jr. Day, President's Day, Good Friday and Veterans Day if normally scheduled to work on the designated day. Full-time employees transferring to a part-time position will not be eligible for this benefit.



Newly hired full-time employees will be granted one-twelfth of the full allowance for each full month of service worked through April 30 during their first year of employment. Requests for personal time are subject to the same approval process utilized for vacation.

Personal time must be used by April 30th in the fiscal year it was received or it will be forfeited. Additionally, personal hours will not be paid out upon separation.

LEAVE OF ABSENCE

Full-time employees who have been employed at least one year may be granted a temporary leave of absence beyond the twelve (12) weeks allowed under the Family Medical Leave Act, or for other reasons, if determined to be in the best interest of the village. Any leave of absence not covered under the FMLA will only be granted for a pre-determined period of time and must be approved by the Director of Human Resources and Village Manager. Employees must utilize any accrued vacation, compensatory, personal time, or, if appropriate, sick leave, during their absence prior to non-paid time being approved. During periods of non-paid leave, the accrual of sick and vacation time will cease and the period will be subtracted from the employee's total years of seniority for purposes of longevity pay or vacation accrual. If the employee does not return at the end of the pre-determined approved leave of absence period, they will be considered to have voluntarily terminated their employment with the village.

BEREAVEMENT LEAVE

[Paid Leave](#)

Full-time employees who are assigned to work either thirty-five (35) or forty (40) hours per week are eligible for up to three (3) paid days and Battalion Chiefs who are assigned to 24-hour shifts are eligible for up to two (2) paid days in the event of the death of an immediate family member, inclusive of parents, ~~sibling, brother, sister~~, child, spouse, grandparent, great-grandparent, grandchild, stepparent, stepchild, any relative living in the employee's household or dependent upon them for care or any same relative of their spouse. Generally speaking, leave may be granted from the day of death, up to and including the day after services. In the rare instances where this criteria may not be applicable due to an extended delay in the holding of services, intermittent leave may be granted, but will not exceed three (3) days for full-time employees working thirty-five (35) or forty (40) hours per week employees or two (2) days for Battalion Chiefs assigned to 24-hour shifts. Under extenuating circumstances the period may be extended to five (5) working days with prior concurrence from the department director and with final approval from the Village Manager. Requests for bereavement leave must be processed through the leave request system for review and approval. Bereavement leave is intended to provide employees with time off to attend services and/or make arrangements for the deceased, if time off is needed. Under no circumstances will previously approved paid or non-paid time off be converted to bereavement leave, after the commencement of the paid or non-paid time off period.



Unpaid Leave

In the case of the death of an employee's child, spouse, sibling, parent, parent-in-law, grandchild, grandparent, stepparent; in the event of a miscarriage or stillbirth, or unsuccessful round of intrauterine insemination or assisted reproductive technology procedure; a failed adoption match or adoption that is not finalized because it is contested by another party; a failed surrogacy agreement, or a diagnosis that negatively impacts pregnancy or fertility, or stillbirth, up to 10 days of unpaid bereavement leave will be available for 60 days after the date on which the employee receives notice of the event. Employees shall provide at least 48 hours of advance notice of the employee's intention to take bereavement leave, unless such notice is not reasonable and practicable. If paid bereavement leave is provided for it will be counted towards the 10-day limit. In the event of a death of more than one family member (child, spouse, sibling, parent, parent-in-law, grandchild, grandparent, or stepparent) in a 12-month period, an employee may be entitled to up to a total of six weeks of unpaid leave during the 12-month period.

The Village may require reasonable documentation of the event.

DONATED LEAVE PROGRAM

If an employee is expected to be absent for greater than thirty (30) days due to a personal illness or injury, and has exhausted all paid time off, other employees on a voluntary basis may donate vacation, personal time, or compensatory time. Under no circumstances may sick time be donated. The Human Resources Department has full administrative responsibility for this program.



V. EMPLOYEE BENEFIT PLANS

The village provides eligible employees with a comprehensive benefit package which allows them to select from a variety of different benefit options. Please see the Personnel Manual for more information on village-wide benefit offerings.

The following is a brief description of additional benefits offered by the village for non-represented employees. For further information concerning these benefits, contact Human Resources or obtain a copy of the plan document.

SICK TIME REIMBURSEMENT PLAN

Accrued, unused sick leave will be forfeited at the time of retirement, separation or termination of employment unless an employee has accumulated a minimum of nine hundred (900) hours for fifty (50) hour work week employees, seven hundred twenty (720) hours for forty (40) hour work week employees or six hundred thirty (630) hours for thirty-five (35) hour work week employees of unused sick leave, has or will have as of the effective date of retirement at least twenty (20) years of service, has provided the village irrevocable written notice to retire at least ninety (90) days prior to the effective date of retirement and was hired prior to May 1, 2010. The eligible employee will upon retirement, be paid for thirty-three and one-third percent (33 1/3%) of all accrued sick leave hours at their regular salary.

Accrued, unused sick leave will be forfeited at the time of retirement, separation, or termination of employment, unless an employee has accumulated a minimum of one thousand (1000) hours of unused sick leave for fifty (50) hour work week employees, eight hundred (800) hours of unused sick leave for forty (40) hour work week employees and seven hundred (700) hours of unused sick leave for thirty-five (35) hour work week employees, has or will have as of the effective date of retirement at least twenty-five (25) years of service and has given the village irrevocable written notice to retire at least ninety (90) days prior to the effective date of retirement and was hired prior to May 1, 2010. The eligible employee will upon retirement, be paid for fifty percent (50%) of all accrued sick leave hours at their regular salary.

Notwithstanding the foregoing irrevocable notice provisions, the Village Manager may permit an employee to withdraw an irrevocable notice to retire based on substantially changed circumstances arising after the employee submitted their irrevocable notice to retire. Moreover, the Village Manager may reduce the ninety (90) day notice period as specified above if the Village Manager determines it is in the best interest of the village.



The amount attributable to unused sick leave in accordance with the above provisions shall be deposited on a pre-tax basis at the time of the employee's retirement in the employee's VEBA Health Reimbursement Account (HRA) for use by the employee for purposes specified in the village's VEBA HRA plan document, including but not necessarily limited to payment for continued coverage under the village's medical insurance program and for unreimbursed medical expenses approved by the IRS for a VEBA HRA.

In the event of death of an active employee who otherwise would be eligible under this provision, a lump sum payment will be paid to the employee's VEBA HRA and disbursed as provided by the plan document.

TUITION REIMBURSEMENT

After one (1) year of employment, the tuition reimbursement Undergraduate Program is available to full-time employees who maintain at least a Fully Meets Expectations performance appraisal rating. To be eligible for reimbursement, employees must be enrolled in a course that is required in order to obtain an undergraduate degree and receive final approval from the Human Resources Department prior to the start of the program. Approved undergraduate degree programs must be required or directly related to the employee's current position or a future promotional opportunity requiring an undergraduate degree. Certain expenses toward successfully completing a College Level Examination Program (CLEP) are eligible for reimbursement. Documentation of awarded credits and eligible expenses must be attached to the request. The maximum schedule for reimbursement per year applies to these expenses. Any employee who accepts undergraduate tuition reimbursement does so with the understanding that they assume a responsibility of two (2) years of service from the date of the reimbursement. In the event the employee voluntarily terminates prior to the completion of the required two (2) years of post-reimbursement service, the total amount of reimbursements paid to the employee becomes due and payable from the employee.

After one (1) year of employment, the tuition reimbursement Graduate Program is available to full-time employees who are participating in the village's formal Succession Plan and maintain at least a Fully Meets Expectations performance appraisal rating. To be eligible for reimbursement, employees must be enrolled in a course that is required in order to obtain a Masters' degree and receive final approval from the Human Resources Department prior to the start of the program. Approved graduate degree programs must be required and directly related to a future promotional opportunity. Any employee who accepts graduate tuition reimbursement does so with the understanding that they assume a responsibility of three (3) years of service from the date of the reimbursement. In the event the employee voluntarily terminates prior to the completion of the required three (3) years of post-reimbursement service, the total amount of reimbursements paid to the employee becomes due and payable from the employee.

For both undergraduate and graduate programs, only courses taken at an accredited state or private college/university creditable towards an approved degree program will



be eligible for reimbursement. Reimbursement requests must be made by completing a Tuition Reimbursement Request. Please note employees already possessing degrees will not be approved for a second degree in the same category. If approved, reimbursement will be provided within ninety (90) days of proof of satisfactory completion (grade of "B" or better) and proof of payment or approved deferred payment for tuition which will be required prior to any reimbursement. The maximum schedule for reimbursement per year will be set annually in accordance with the average tuition charged by Illinois State University, Northern Illinois University, and the University of Illinois at Champaign/Urbana. The program covers the cost of tuition only. Actual bill with cost breakdown must be attached to the request for reimbursement. Administrative fees, library fees, lab fees, cost of books, book rental, etc. are not eligible for reimbursement. The acceptance of reimbursement by the employee acknowledges that they have not received payment from any other financial assistance program. If other financial assistance is available to the employee, the village will reimburse only the remaining eligible expense. Tuition reimbursement provided by an employer greater than \$5,250 annually is considered compensable income and taxable according to IRS regulations - Section 127. Reimbursements can only be made as available budgeted funds allow.