

**AGENDA
REGULAR MEETING – MAYOR & BOARD OF TRUSTEES
VILLAGE OF BURR RIDGE**

**January 8, 2018
7:00 p.m.**

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. RESIDENTS COMMENTS**
- 4. CONSENT AGENDA – OMNIBUS VOTE**

All items listed with an asterisk (*) are considered routine by the Village Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so request, in which event the item will be removed from the Consent Agenda.

5. MINUTES

- *A. Approval of Regular Board Meeting of December 11, 2017
- *B. Receive and File Draft Street Policy Committee Meeting of December 11, 2017

6. ORDINANCES

- *A. Approval of an Ordinance Approving and Completing Real Estate Sale (11680 German Church Road)
- *B. Approval of Ordinance Amending the Village of Burr Ridge Personnel Manual Adopted by Ordinance Number 661

7. RESOLUTIONS

- *A. Adoption of Resolution Proclaiming January 21-27, 2018 as School Choice Week in the Village of Burr Ridge
- *B. Adoption of A Resolution Authorizing Certification to Group Health Plan, HMO or Health Insurance Issuer (Exchange of Protected Health Information under the Health Insurance Portability and Accountability Act of 1996)

8. CONSIDERATIONS

- A. Consideration of Request to Permit Issuance of Three Model Home Permits for Lakeside Pointe Planned Unit Development

- B. Consideration of Street Policy Committee Recommendation to Approve the 2018 Road Program
- *C. Approval of Recommendation to Award Contract for Tree Trimming
- *D. Approval of Request for Blanket Raffle License for 2018 for the WB/BR Chamber of Commerce and Hosting Facility Licenses as needed for Various Locations in Conjunction with the Chamber's Fundraising Events throughout the Year
- *E. Approval of Request for Raffle License for St. Isaac Jogues School and Hosting Facility License for Chicago Marriott Southwest Burr Ridge for its Fundraising Event on February 10, 2018
- *F. Receive and File Resignation Letter from Police Pension Board Member Vasanthi Seeras
- *G. Receive and File Resignation Letter from Code Enforcement Officer Cheryl Smith
- *H. Approval of Vendor List in the Amount of \$632,346.80 for all Funds, plus \$490,184.79 for payroll, for a grand total of \$1,122,531.59, which includes Special Expenditures of \$236,274.00 to Intergovernmental Risk Management Agency (liability & Workers Comp insurance carrier) for our 2018 annual contribution; \$122,401.40 to Schroeder Asphalt Services for the 2017 Road Program curb & gutter work; \$141,436.00 to Patten Industries for 2018 Cat 926M Wheel Loader and accessories; \$22,956.35 to Busey Bank for Principal & Interest on Hotel/Motel Installment loan
- I. Other Considerations – For Announcement, Deliberation and/or Discussion only – No Official Action will be Taken

9. RESIDENTS COMMENTS

10. REPORTS AND COMMUNICATIONS FROM VILLAGE OFFICIALS

11. NON-RESIDENTS COMMENTS

12. CLOSED SESSION

- A. Approval of Closed Session Minutes of October 9, 2017
- B. Discussion Regarding Pending or Probable Litigation
- C. Discussion Regarding Employment of Employee

13. RECONVENED MEETING

14. ADJOURNMENT

TO: Mayor and Board of Trustees
FROM: Village Administrator Doug Pollock and Staff
SUBJECT: Regular Meeting of January 8, 2018
DATE: January 5, 2018

6. ORDINANCES

A. Real Estate Sale (11680 German Church Road)

Attached is an Ordinance approving the sale of the Village owned property on German Church Road. The due diligence period has expired and closing will be scheduled soon. The Village Attorney advises that the attached Ordinance is required prior to closing.

It is our recommendation: that the Board approves the Ordinance.

B. Amend Personnel Manual

Attached is an Ordinance amending the Village of Burr Ridge Personnel Manual (also attached). The amendments include changes mandated by recent State of Illinois legislation requiring certain language in state and local government sexual harassment policies. Our current policy is in line with this legislation; however, there are specific references mandated by the legislation that should be added to our policy. In addition, the Family and Medical Leave Act Policy portion of the Manual has been updated to eliminate the need for Board approval of FMLA leave requests in compliance with HIPAA privacy requirements.

It is our recommendation: that the Board approves the Ordinance.

7. RESOLUTIONS

A. School Choice Week – January 21-27, 2018

At the request of Mayor Straub, attached is a Resolution proclaiming January 21-27 as School Choice Week in Burr Ridge. National School Choice Week is a non-partisan, non-profit organization that advocates for public awareness of the different K-12 education options available to children and families, while spotlighting the benefits of school choice. Approval of the Resolution does not mandate any further action or expense by the Village.

It is our recommendation: that the Resolution be adopted.

B. Certification to Group Health Plan (HIPAA)

The Health Insurance Portability and Accountability Act (HIPAA) requires in part the implementation of policies and procedures designed to ensure the privacy of certain health information referred to as “Protected Health Information” (PHI). The Village adopted a Resolution in 2003 certifying to The Plan (the Intergovernmental Personnel Benefit Cooperative, our self-insured health insurance pool) that it will abide by HIPAA privacy rules and regulations in order to exchange PHI with it. The enclosed Resolution updates the individuals authorized by the Village to exchange, use or disclose PHI of participants in this Plan. NOTE: The enclosed Resolution was prepared by the IPBC attorney certifying that it will use PHI only as allowed under HIPAA.

It is our recommendation: that the Resolution be adopted.

8. CONSIDERATIONS

A. Issuance of Model Home Permits (Lakeside Pointe PUD)

Village staff has received a request from McNaughton Development, Inc. for issuance of three model home permits for the Lakeside Point Planned Unit Development. Section IV.P of the Zoning Ordinance allows model homes for residential subdivisions. Section V.J of the Subdivision Ordinance also allows two model home permits to be issued subject to the approval of the Board of Trustees. The Subdivision Ordinance also requires that the final plat be recorded prior to issuance of the permits for the model homes. At this time, the final engineering plan and the final plat have not been approved.

The developer is asking to increase the number of model home permits from two to three and to allow the permits to be issued prior to recording the final plat. Staff does not object to this request provided that the developer provide a Letter of Credit in an amount approved by the Village Engineer prior to issuance of the permits and that the location and site engineering plans for the model homes are subject to staff review and approval.

It is our recommendation: that the Board approves the issuance of permits for three model homes in the Lakeside Point Subdivision subject to the following conditions:

1. The permits shall not be issued until such time that staff receives and approves a Letter of Credit as required by the Subdivision Ordinance.
2. The location and site engineering plan for each model home shall be subject to staff review and approval and said homes shall be located to provide temporary access from Bridewell Drive for construction and inspection purposes.

3. Occupancy of the model homes shall be subject to substantial completion of the subdivision improvements in a manner that will provide public access to the homes.

B. Street Policy Committee Recommendation – 2018 Road Program

The Capital Improvements Program consists of the annual Road Program (resurfacing of local roads, preventative maintenance and pavement marking) and Improvement projects (larger projects on Federal-Aid routes). The Road Program is developed by the Engineering Division using the results from the biennial street rating survey to target specific roadways with the proper treatment at the proper time.

The total cost of the proposed 2018 Capital Improvements Program is \$780,900, which includes construction costs in the amount of \$695,900 and \$85,000 for engineering services. Enclosed is a detailed analysis of the proposed program. Motor Fuel Tax (MFT) revenue is forecasted in the amount of \$271,900 and will be transferred entirely to the Capital Improvements Program. Therefore, a total Village obligation of \$509,000 is anticipated to fund this work. As staff work through the upcoming FY 2018-19 budget, adjustments to the Capital Improvements Program can be made depending on availability of surpluses or other transfers to the General Fund.

On Monday, December 11, 2017, the Street Policy Committee recommended approval of the 2018 Capital Improvements Program.

At the Village Board meeting on January 8, 2018, the Director of Public Works will present summaries of the completed 2017 Road Program, the 2017 Street Rating Survey, as well as details of the 2018 Capital Improvements Program.

It is our recommendation: that the Village Board approve the Street Policy Committee recommendation for the 2018 Road Improvements Capital Program.

C. Contract for Tree Trimming

Village parkway trees south of 87th Street and west of County Line Road are scheduled for trimming and pruning this winter season. Our parkway trees are maintained on a 7-year cycle, and this area was last trimmed in 2011. Trimming and pruning trees on a 7-year cycle has proven effective to maintain tree health, keep a manicured appearance, mitigate against storm damage, and demonstrate sound arboricultural services to our residents and businesses.

The Forestry and Grounds Division of our Public Works Department has utilized our current geographic information systems (GIS) tree inventory with updated field measurements of each tree to obtain quantities for this year's maintenance contract. As seen on the attached tabulation, a total of 1,654 parkway trees should be contractually trimmed for a total diameter of 17,460 inches. Parkway trees with diameters less than 8" will be trimmed by our in-house crew.

Winkler's Tree Service of LaGrange Park has agreed to hold their contracted unit price unchanged from last year. Since 2008, this contractor has performed professionally for our Village and is courteous to our residents. Winkler's is proficient at providing this service to the arboricultural standards required by our Village Arborist, who has been consistently pleased with the quality of work performed by the contractor's crews.

The inch-diameter unit price for tree trimming is held to \$3.60, which extends to a total contract cost not to exceed \$62,856. This amount would be \$44 less than the FY 17-18 budget.

It is our recommendation: that a contract be awarded for parkway tree trimming to Winkler's Tree Service in the amount not to exceed \$62,856.

D. 2018 Blanket Raffle License (WB/BR Chamber of Commerce)

Enclosed is an application from the WB/BR Chamber of Commerce to conduct raffles at various times throughout calendar year 2018, as part of their ongoing fundraising efforts, as well as a letter requesting waiver of the fidelity bond requirement. Also enclosed is a request from the Chamber that a blanket hosting facility license be issued to allow them to hold their raffles at various locations throughout the year.

It is our recommendation: that a Blanket 2018 Raffle and Chance License be issued to the WB/BR Chamber of Commerce for its various fundraising events throughout the year, with the fidelity bond be waived, and that a blanket hosting facility license be issued to allow them to hold their raffles at various locations throughout the year.

E. Raffle License (St. Isaac Jogues)/Hosting Facility License (Marriott)

Enclosed is an application from St. Isaac Jogues School to conduct a raffle on Saturday, February 10, 2018, as part of their fundraising event, as well as a letter requesting waiver of the fidelity bond requirement. In addition, enclosed is a letter from Chicago Marriott Southwest Burr Ridge, the hosting facility, requesting that a license be issued to allow them to hold this event at their facility.

It is our recommendation: that a Raffle and Chance License be issued to the St. Isaac Jogues School for its February 10 raffle, with the fidelity bond waived, and that the Chicago Marriott Southwest Burr Ridge be licensed to host the event.

F. Resignation Letter – Police Pension Board Member Vasanthi Seeras

Attached is an email from Police Pension Board member Vasanthi Seeras tendering her resignation from the Board, effective immediately.

It is our recommendation: that Vasanthi Seeras' resignation letter be received and filed.

G. Resignation Letter – Code Enforcement Officer Cheryl Smith

Attached is a letter from Code Enforcement Officer Cheryl Smith tendering her resignation from the Village, effective December 22, 2017. Staff is evaluating this position and anticipates coming to the Board with a recommendation in the near future. In the interim, Assistant to the Village Administrator Evan Walter will be handling code enforcement duties.

It is our recommendation: that Cheryl Smith's resignation letter be received and filed.

H. Vendor List

Enclosed is the Vendor List in the Amount of \$632,346.80 for all Funds, plus \$490,184.79 for payroll, for a grand total of \$1,122,531.59, which includes Special Expenditures of \$236,274.00 to Intergovernmental Risk Management Agency (liability & Workers Comp insurance carrier) for our 2018 annual contribution; \$122,401.40 to Schroeder Asphalt Services for the 2017 Road Program curb & gutter work; \$141,436.00 to Patten Industries for 2018 Cat 926M Wheel Loader and accessories; \$22,956.35 to Busey Bank for Principal & Interest on Hotel/Motel Installment loan.

It is our recommendation: that the Vendor List be approved.

REGULAR MEETING
PRESIDENT AND BOARD OF TRUSTEES
VILLAGE OF BURR RIDGE

December 11, 2017

CALL TO ORDER The Regular Meeting of the President and Board of Trustees of December 11, 2017 was held in the Meeting Room of the Village Hall, 7660 County Line Road, Burr Ridge, Illinois and called to order at 7:42 p.m. by President Pro-tem Paveza.

PLEDGE OF ALLEGIANCE The Pledge of Allegiance was recited by Jacob Kidwell, Boy Scout Troop 69.

ROLL CALL was taken by the Village Clerk and the results denoted the following present: Trustees Franzese, Mottl, Paveza, Mital, Schiappa. Absent were President Straub and Trustee Snyder. Also present were Village Administrator Doug Pollock, Police Chief John Madden, Public Works Director Dave Preissig, Finance Director Jerry Sapp, Assistant to the Administrator Evan Walter and Village Clerk Karen Thomas.

RESIDENT COMMENTS There were none.

CONSENT AGENDA – OMNIBUS VOTE After reading the Consent Agenda by President Pro-tem Paveza, motion was made by Trustee Mottl and seconded by Trustee Schiappa that the Consent Agenda – Omnibus Vote (attached as Exhibit A) and the recommendations indicated for each respective item, be hereby approved.

On Roll Call, Vote Was:

AYES: 5 – Trustees Mottl, Schiappa, Franzese, Mital, Paveza

NAYS: 0 – None

ABSENT: 1 – Trustee Snyder

There being five affirmative votes, the motion carried.

APPROVAL OF REGULAR BOARD MEETING MINUTES OF NOVEMBER 27, 2017 were approved for publication under the Consent Agenda by Omnibus Vote.

RECEIVE AND FILE DRAFT PLAN COMMISSION MEETING MINUTES OF DECEMBER 4, 2017 were noted as received and filed under the Consent Agenda by Omnibus Vote.

APPROVAL OF AN ORDINANCE AMENDING ARTICLE VII OF THE BURR RIDGE BUILDING ORDINANCE TO EXEMPT TEMPORARY SALES AND CONSTRUCTION TRAILERS FROM AUTOMATIC FIRE SPRINKLER REQUIREMENTS The Board, under the Consent Agenda by Omnibus Vote, approved the Ordinance.
THIS IS ORDINANCE NO. A-1124-03-17

Regular Meeting
President and Board of Trustees, Village of Burr Ridge
December 11, 2017

APPROVAL OF AN ORDINANCE DENYING A VARIATION AS PER THE BURR RIDGE SIGN ORDINANCE FOR A SECOND GROUND SIGN (S-10-2017:16W361 SOUTH FRONTAGE ROAD – BALSITIS) The Board, under the Consent Agenda by Omnibus

Vote, approved the Ordinance.

THIS IS ORDINANCE NO. A-923-08-17

APPROVAL OF AN ORDINANCE REZONING PROPERTIES FROM THE R-2 SINGLE FAMILY RESIDENTIAL DISTRICT TO THE R-2B SINGLE FAMILY RESIDENTIAL DISTRICT PURSUANT TO THE VILLAGE OF BURR RIDGE ZONING ORDINANCE (Z-15-2017: 15W110 83RD STREET AND 8200 COUNTY LINE ROAD – OLGUIN) The

Board, under the Consent Agenda by Omnibus Vote, approved the Ordinance.

THIS IS ORDINANCE NO. A-834-23-17

APPROVAL OF REQUEST FROM WB/BR CHAMBER OF COMMERCE FOR CONTRIBUTION TO THE 2018 CHAMBER DIRECTORY The Board, under the Consent Agenda by Omnibus Vote, approved the requested amount of \$3,000.

APPROVAL OF REQUEST FOR RAFFLE LICENSE FOR PLEASANTDALE PTO AND HOSTING FACILITY LICENSE FOR CROWNE PLAZA CHICAGO SW AT BURR RIDGE HOTEL FOR EVENT ON MARCH 10, 2018. The Board, under the Consent

Agenda by Omnibus Vote, approved the request.

APPROVAL OF RECOMMENDATION TO RATIFY EMERGENCY PURCHASE OF SERVICES FOR THE COUNTY LINE ROAD STORM SEWER REPAIR AT DEER PATH TRAIL The Board, under the Consent Agenda by Omnibus Vote, ratified the expenditure of \$7,960.34 to DuPage County.

APPROVAL OF VENDOR LIST IN THE AMOUNT OF \$131,343.08 FOR ALL FUNDS, PLUS \$257,723.60 FOR PAYROLL, FOR A GRAND TOTAL OF \$389,066.68, WHICH INCLUDES NO SPECIAL EXPENDITURES The Board, under the Consent Agenda by Omnibus Vote, approved the Vendor list for the period ending December 11, 2017 in the amount of \$131,343.08 and payroll in the amount of \$257,723.60 for the period ending December 2, 2017.

PUBLIC HEARING 2017 TAX LEVY

CALL TO ORDER The Public Hearing of the President and Board of Trustees for the 2017 Tax Levy was held in the Meeting Room of the Village Hall, 7660 South County Line Road, Burr Ridge, Illinois and called to order by President Pro-tem Paveza at 7:09 p.m., with the same Trustees in attendance as immediately preceding the Public Hearing.

NOTICE OF HEARING was published in The Doings Weekly on November 30, 2017.

PURPOSE OF HEARING

is to consider the 2017 Tax Levy.

PRESENTATION Village Administrator Doug Pollock presented the 2017 Tax Levy. He said the total request for the 2017 Tax Levy is \$1,219,360 which represents an increase of \$70,076 or 6.1% over 2016.

Mr. Pollock said like all non-home-rule communities in Cook and the collar counties, Burr Ridge is subject to the State imposed annual tax cap levy of 5% or the cost of living, whichever is lower, plus property taxes from new growth which includes annexations and new construction. The cost of living increase is based on the Consumer Price Index which this year is set at 2.1%.

Mr. Pollock continued that the available tax levy resulting from new growth will be determined by the Township Assessors but not until the first quarter of 2018. Since the state requirement is that we set our levy in December, we have to guess at what the levy might be. If we guess too low, we will not get our full levy and if we guess too high, we only get what we request. The estimate is always done at a higher than expected level. In this case, we are projecting new growth of 4%, in reality it will probably be in the 2 to 3% range.

Mr. Pollock said the Tax Levy Ordinance must be adopted and filed with the Counties no later than the last Tuesday in December. The total levy is divided into three separate levies. Once the Police Pension requirement is established, the remaining dollars are allocated between the Corporate Levy and the Police Protection Levy, which goes to the administrative functions of the Police Department. The Corporate Levy and the Police Protection Levy represent approximately 5.4% of the total General Fund Revenues for the Village and are used to pay for normal expenses found in the General Fund.

Mr. Pollock said the Burr Ridge Property Tax Levy represents less than 2% of a Burr Ridge resident's typical property tax bill. The remaining 98%+ goes to the other local taxing districts including the school districts, fire districts, park districts, County, etc.

AUDIENCE QUESTIONS AND COMMENTS Resident Tom White said the Gabriel Roeder & Smith Experience Report stated that for funds the size of ours, the investment return assumption should be 6.5%. They indicated that on average the municipal funding was 21% lower than was needed. This implies that the Village's \$750K police pension contribution probably needs to be in the area of \$900K. He said he believes that the Gabriel Roeder & Smith finding confirmed the results provided by BKD auditors in the Village's most recent annual audit which is the fund is 55.7% funded and \$12.4 million deficit.

Mr. White continued that he agrees the Village finances are not at this time in deep distress. What he tried to get this Board to realize is that if the current policy of funding, at the state minimum, does not change in the foreseeable future Village finances will be in deep distress.

Regular Meeting
President and Board of Trustees, Village of Burr Ridge
December 11, 2017

Mr. White said this policy is the prelude to the deep distress the Village finances will be in when within 10 to 12 years, the entire tax levy will be insufficient to cover the police pension contribution. When the Village finances are not in deep distress is when to address the issue, rather than when it is too late.

Resident John Bittner said Mr. White is correct. He had his accounting firm review Mr. White's numbers two years ago and they agreed that they are correct.

BOARD QUESTIONS AND COMMENTS Trustee Paveza said the Village funds the Police Pension Fund according to what the State requires. At this time, Burr Ridge is still in the upper third of municipalities funding the pension obligations.

Trustee Franzese said in the spring the Village will have some tough decisions to make; decisions about the road program, pension funding, pathway fund. These are tough choices to make and he would hate to see the Police Pension Fund suffer because of that.

CLOSE HEARING Motion was made by Trustee Schiappa and seconded by Trustee Mital that the 2017 Tax Levy Public Hearing of December 11, 2017 be closed.

On Roll Call, Vote Was:

AYES: 5 – Trustees Schiappa, Mital, Franzese, Mottl, Paveza

NAYS: 0 – None

ABSENT: 1 – Trustee Snyder

There being five affirmative votes, the motion carried and the 2017 Tax Levy Public Hearing was closed at 7:25 p.m.

**PUBLIC HEARING
AMENDMENT TO FALLINGWATER FIRST ADDITION
ANNEXATION AGREEMENT**

CALL TO ORDER The Public Hearing of the President and Board of Trustees for the Amendment to the Fallingwater First Addition Annexation Agreement was held in the Meeting Room of the Village Hall, 7660 South County Line Road, Burr Ridge, Illinois and called to order by President Pro-tem Paveza at 7:25 p.m., with the same Trustees in attendance as immediately preceding the Public Hearing.

NOTICE OF HEARING was published in Doings on November 23, 2017

PURPOSE OF HEARING is to consider the Amendment to the Fallingwater First Addition Annexation Agreement.

Regular Meeting
President and Board of Trustees, Village of Burr Ridge
December 11, 2017

PRESENTATION Village Administrator Doug Pollock said that in 2008 the Village entered into an agreement with the property owner on Cascade Circle for development of a six-lot subdivision referred to as the Fallingwater First Addition. The six new lots included underground detention. Since that time, the owner has decided to reduce it to five lots with surface detention. In order to do that, they need to amend the 2008 Annexation Agreement to reference the five lot plan versus the previously approved six lot plan. The Fallingwater Homeowners Association has been actively involved in this subdivision review process and the subdivision will be added to the Fallingwater Homeowners Association upon completion.

AUDIENCE QUESTIONS AND COMMENTS There were none.

BOARD QUESTIONS AND COMMENTS Trustee Franzese said he was not a fan of the underground detention storage but it seemed to work for the developer to get his six lots. He is glad to see they are using above ground storage which is the more traditional stormwater management techniques that are used throughout the Village.

CLOSE HEARING Motion was made by Trustee Mottl and seconded by Trustee Schiappa that the Amendment to the Fallingwater First Addition Annexation Agreement Public Hearing be closed.

On Roll Call, Vote Was:

AYES: 5 – Trustees Mottl, Schiappa, Franzese, Mital, Paveza

NAYS: 0 – None

ABSENT: 1 – Trustee Snyder

There being five affirmative votes, the motion carried and the Amendment to the Fallingwater First Addition Annexation Agreement Public Hearing was closed at 7:28 p.m.

CONSIDERATION OF AN ORDINANCE LEVYING TAXES FOR ALL CORPORATE PURPOSES FOR THE VILLAGE OF BURR RIDGE, DUPAGE AND COOK COUNTIES, ILLINOIS, FOR THE FISCAL YEAR COMMENCING ON MAY 1, 2018 AND ENDING APRIL 30, 2019 Village Administrator Doug Pollock said this Ordinance approves the 2017 Tax Levy in the amount of \$1,219,360.

Motion was made by Trustee Schiappa and seconded by Trustee Franzese to approve the Ordinance levying taxes for all corporate purposes for the Village of Burr Ridge, DuPage and Cook Counties, Illinois for the fiscal year commencing May 1, 2018 and ending April 30, 2019.

On Roll Call, Vote Was:

AYES: 5 – Trustees Schiappa, Franzese, Mottl, Paveza, Mital

NAYS: 0 – None

ABSENT: 1 – Trustee Snyder

There being five affirmative votes, the motion carried.

Regular Meeting
President and Board of Trustees, Village of Burr Ridge
December 11, 2017

THIS IS ORDINANCE NO. 1174

CONSIDERATION OF AN ORDINANCE AUTHORIZING AN AMENDMENT TO THE ANNEXATION AGREEMENT (FALLINGWATER FIRST ADDITION) Motion was made by Trustee Mital and seconded by Trustee Mottl to approve the Ordinance Authorizing an Amendment to the Annexation Agreement (Fallingwater First Addition).

On Roll Call, Vote Was:

AYES: 5 – Trustees Mital, Mottl, Franzese, Schiappa, Paveza

NAYS: 0 – None

ABSENT: 1 – Trustee Snyder

There being five affirmative votes, the motion carried.

THIS IS ORDINANCE NO. A-1088-01-17

CONSIDERATION OF REQUEST FOR BOARD OF TRUSTEES COMMITTEE REGARDING LOCAL EDUCATION SUPPORT

Village Administrator Doug Pollock explained that this is a request from Trustee Mital suggesting that the Board form a Committee that would provide a forum for residents to comment and express their concerns about our local schools and to create a conduit to the local school districts. He continued that the Municipal Code allows the Village Board to establish a standing or ad hoc committee for whatever purpose they deem relevant. Typically, such Board Committees are formed with one or two Trustees, with a Trustee chairing the committee and then configured with residents or local community stake holders, as determined appropriate. Most committees are seven people but there is no defined number.

Trustee Mital said the Village has an Economic Development Committee to help the Village grow on the economic side and she feels it is important to have an Education Support Committee because schools are one of the biggest attractions for residents. People pick and choose the community they live in, based on the schools. She thinks it would be nice to have a committee with residents where they have a forum to discuss their concerns, come up with solutions and reach out to the school boards. She would like to have representation from all the feeder schools in the Burr Ridge area.

Trustee Mottl said he is pleased to hear Trustee Mital's idea. He said as we heard earlier this year, there are a lot of residents that have concerns about their school and while they can go to the school board, they are not always heard the way they would like to be heard. The school boards and school districts encompass many different towns; Burr Ridge has its own unique set of needs. He would like to see the residents have a chance to talk about the issues, learn solutions, make suggestions to the school boards and to do it in a more formal manner than just sending e-mails.

There was additional discussion. Trustee Franzese said the Village is short of volunteers on various other Village Committees and he would like to see an effort put forth to fill these vacancies. Trustees Mital and Mottl said they will volunteer to be on the committee. Trustee Paveza asked anyone interested in serving on the committee to call the Village.

Regular Meeting
President and Board of Trustees, Village of Burr Ridge
December 11, 2017

Motion was made by Trustee Schiappa and seconded by Trustee Mottl to form the Committee for Local Education Support.

On Roll Call, Vote Was:

AYES: 5 – Trustees Schiappa, Mottl, Franzese, Paveza, Mital

NAYS: 0 – None

ABSENT: 1 – Trustee Snyder

There being five affirmative votes, the motion carried.

DISCUSSION AND REVIEW OF 2017-19 STRATEGIC GOALS Village Administrator Doug Pollock asked the Board members to complete the prioritization of the strategic goals that were discussed at the November 1 Strategic Planning Workshop. Upon receipt of priorities, staff will compile the final list of goals and add a broad outline of the implementation strategy for each goal. A final Strategic Planning document will then be distributed to the Board and the public.

ACKNOWLEDGEMENT OF WITHDRAWAL OF PETITION FOR REZONING PROPERTY FROM THE R-2A DISTRICT (Z-16-2017: 15W110 87TH STREET – PROVENCAL) Village Administrator Doug Pollock said this is on the Agenda to complete the paper trail so that the records show that the petition has been withdrawn. The Plan Commission held a public hearing for this request on December 4 and recommended denial of the request by Provencal Building and Development, Inc. for re-zoning of 3 parcels from R-2A Single Family Residential District to the R-3 Single Family Residential District.

Trustee Franzese said the residents, that spoke at the hearing, were unanimous on how they felt. They moved to the Village for the large lots, clear view, open space that they could not get in other Villages and they want to preserve that.

OTHER CONSIDERATIONS Trustee Paveza said a lot of residents have spent a lot of time and effort on holiday decorations and encouraged residents to drive around and take advantage of them.

RESIDENT COMMENTS John Bittner said the school system is a federal matter and a committee cannot solve these problems.

Tom White suggested that a strategic goal be to monitor the Police Pension Fund liability.

REPORTS AND COMMUNICATIONS FROM VILLAGE OFFICIALS Public Works Director David Preissig said that DuPage County was called in to make the emergency storm sewer repairs on County Line Road, near Deer Path Trail. The problems have been stabilized until Spring when construction will have to be done to permanently fix the storm sewer pipe.

NON-RESIDENTS COMMENTS There were none.

Regular Meeting
President and Board of Trustees, Village of Burr Ridge
December 11, 2017

ADJOURNMENT Motion was made by Trustee Schiappa and seconded by Trustee Mital that the Regular Meeting of December 11, 2017 be adjourned

On Roll Call, Vote Was:

AYES: 5 – Trustees Schiappa, Mital, Franzese, Mottl, Paveza

NAYS: 0 – None

ABSENT: 1 – Trustee Snyder

There being five affirmative votes, the motion carried and the meeting was adjourned at 7:54 P.M.

PLEASE NOTE: Where there is no summary of discussion on any items in the minutes, this reflects that no discussion occurred other than the introduction of the item.

Karen J. Thomas
Village Clerk
Burr Ridge, Illinois

APPROVED BY the President and Board of Trustees this _____ day of _____, 2018.

MINUTES
STREET POLICY COMMITTEE
Monday, December 11, 2017

CALL TO ORDER

Trustee Al Paveza called the meeting to order at 6:00 p.m.

ROLL CALL

Present: Trustee Al Paveza, Trustee Guy Franzese, and Trustee Tony Schiappa

Absent: Mayor Mickey Straub

Also Present: Village Administrator Doug Pollock and Public Works Director/Village Engineer David Preissig

APPROVAL OF DECEMBER 19, 2016 MINUTES

A **motion** was made by Trustee Tony Schiappa to approve the minutes of December 19, 2016. The motion was **seconded** by Trustee Guy Franzese and **approved** by a vote of 3-0.

YEAR-END SUMMARY OF 2017 CAPITAL PROGRAM

Public Works Director David Preissig indicated that the 2017 Road and Improvement Program was completed in the amount of \$778,617, which was \$8,813 less than the budget. He stated that the program included resurfacing on streets in Babson Park, 61st Place and Park Avenue, 62nd Street, Cove Creek Court and 79th Street. Other work included pavement patching, crack sealing, and pavement marking throughout different streets in the Village.

UPDATE ON STP GRANT PROJECTS

Public Works Director Preissig updated the Committee on two STP projects. The 79th Street project was completed in 2017 within budget. The second project is the Burr Ridge Parkway project which is scheduled for 2019.

PRESENTATION OF 2017 BIENNIAL STREET SURVEY

Public Works Director Preissig stated that every two years, the staff surveys all streets in the Village to assess their condition and prioritize for the road program. He referenced the survey results which were provided to the Committee with the agenda. He said the survey assessment was used to determine the recommended 2018 and 2019 road program.

PRESENTATION OF THE 2018 ROAD PROGRAM RECOMMENDATION

Mr. Preissig reported that based on the based on the 2017 Street Rating Survey the following list of streets are recommended for the 2018 Road Program:

- 55th Street \$ 35,770 (Village portion; remainder shared with the Village of Hinsdale)
- 83rd Street \$ 66,000
- Greenbriar Court \$ 7,800
- Hinsdale Industrial Park \$ 272,100
- Peppermill Court \$ 19,900

• Elm Court	\$ 30,500
• Space Valley Subdivision	\$129,400
• Deerview Subdivision	\$ 69,500
• Crack Sealing	\$ 30,000
• Pavement Marking	\$ 20,000
• Material Testing	\$ 15,000
TOTAL	\$695,900

Mr. Preissig said that he would prefer to continue to patch and seal Greenbriar Court so that it could be resurfaced with Burr Oaks Glen South when those streets are due for resurfacing. He said that otherwise there would be significant disruption for residents as both subdivision share a point of access. The Committee agreed with this recommendation.

Mr. Preissig also mentioned that the developer of the Bucktrail Estates Subdivision has suggested they make a contribution rather than place the final lift on the cul de sac and that the Village use that money to lay one continuous surface over the existing street and the new turnaround built for this new subdivision. The Committee agreed with this recommendation.

After some discussion, a **motion** was made by Trustee Tony Schiappa to recommend approval of the 2018 Road Program as submitted by Staff except that Greenbriar Court would be removed and Bucktrail Drive would be added. The motion was **seconded** by Trustee Guy Franzese and **approved** by a vote of 3-0.

ADJOURNMENT

There being no further business, a **motion** was made by Trustee Al Paveza to adjourn the meeting. The motion was **seconded** by Trustee Guy Franzese and **approved** by a vote of 3-0. The meeting was adjourned at 6:42 p.m.

Respectively submitted,

Doug Pollock
Village Administrator

SS:bp

ORDINANCE NO. ____

**AN ORDINANCE APPROVING AND COMPLETING REAL ESTATE SALE
(11680 German Church Road, Burr Ridge)**

WHEREAS, title to the grounds and the facilities of an approximate 8.494 acre parcel located generally at 11680 German Church Road, in the Village of Burr Ridge, is held by the Village of Burr Ridge, and is identified and legally described as follows (hereinafter “Property”):

Lot 2 in the Pump Centre Subdivision, being a subdivision of part of the SE Quarter of the NW Quarter of S. 31, T. 38 North, R. 12, East of the Third Principal Meridian in Cook County, Illinois (PIN: 18-31-103-006-0000).

WHEREAS, pursuant to Section 11-76-4.1 of the Illinois Municipal Code (65 ILCS 5/11-76-4.1), the President and Board of Trustees of the Village of Burr Ridge previously adopted Resolution No. R-18-17 entitled a “RESOLUTION DECLARING VILLAGE PROPERTY SURPLUS REAL PROPERTY AND AUTHORIZING SALE”, declaring the Property to be surplus and no longer necessary, useful for the best interests of the Village; and

WHEREAS, following said RESOLUTION, the Village and Purchaser entered into a Real Estate Sales Contract dated October 23, 2017 (“Contract”) to sell the Property and all procedures under Section 11-76-4.1 of the Municipal Code for the sale of the Property have been completed.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Burr Ridge, Cook and DuPage Counties, Illinois, as follows:

SECTION 1: The recitals above are incorporated by reference into this Section 1 and made a part hereof as material and operative provisions of this Ordinance and all prior actions and approvals of the Village are hereby affirmed and ratified.

SECTION 2: The President and Board of Trustees of the Village of Burr Ridge authorize and direct the President and Clerk to execute the deed of conveyance to sell and convey title to the Property in this matter and the Village Administrator is hereby authorized and directed to execute any and all other instruments and documents that are necessary to fulfill the Village’s obligations under the Contract and to complete the transfer of title to the Property on behalf of the Village.

SECTION 3: That this Ordinance shall be in full force and effect from and after its adoption and approval as provided by law.

PASSED and APPROVED by the Board of Trustees of the Village of Burr Ridge, Cook and DuPage Counties, Illinois on a roll call vote at a Regular Meeting thereof held on the 8th day of January, 2018.

VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK

ORDINANCE NO. A-661- -18**ORDINANCE AMENDING THE VILLAGE OF BURR RIDGE
PERSONNEL MANUAL ADOPTED BY ORDINANCE NUMBER 661**

WHEREAS, the President and Board of Trustees have previously adopted Ordinance No. 661 entitled "Ordinance Adopting the Village of Burr Ridge Personnel Manual and Repealing Ordinance Numbers 403 and 415, As Amended", including subsequent amendments thereto; and

WHEREAS, the President and Board of Trustees intend, by the adoption of this Ordinance, to revise and/or otherwise amend information contained in the aforementioned "**Village of Burr Ridge Personnel Manual**"; and

WHEREAS, the President and Board of Trustees intend, by the adoption of this Ordinance, to incorporate changes into said Personnel Manual;

NOW, THEREFORE, Be It Ordained by the President and Board of Trustees of the Village of Burr Ridge, DuPage and Cook Counties, Illinois, as follows:

Section 1: That Ordinance No. 661, as amended, entitled "Ordinance Adopting the Village of Burr Ridge Personnel Manual and Repealing Ordinance Numbers 403 and 415, As Amended" is hereby further amended by the adoption of revisions to the Personnel Manual only of "**The Village of Burr Ridge Personnel Manual**", attached hereto and made a part hereof as **EXHIBIT A.**

Section 2: That Ordinance No. 661, as amended, entitled "Ordinance Adopting the Village of Burr Ridge Personnel Manual and Repealing Ordinance Numbers 403 and 415, As Amended" is hereby further amended.

Section 3: Any and all other ordinances in conflict with the provisions of this Ordinance and **EXHIBIT A** adopted hereby, are hereby repealed to the extent of such conflict.

Section 4: That this Ordinance shall be in full force and effect from and after its passage, approval and publication as required by law. The Village Clerk is hereby directed and ordered to publish this Ordinance in pamphlet form.

ADOPTED this 8th day of January, 2018, by the Corporate Authorities of the Village of Burr Ridge on a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED this 8th day of January, 2018, by the Mayor of the Village of Burr Ridge.

Mayor

ATTEST:

Village Clerk



M E M O

TO: Mayor and Board of Trustees
FROM: Doug Pollock, Village Administrator
DATE: January 8, 2018
SUBJECT: **Revised Personnel Manual**

Listed below are the proposed revisions to the Village of Burr Ridge Personnel Manual:

ARTICLE IV – LEAVES

1. Page 37, Section V – Family and Medical Leave Act

Paragraph F – Partial Absences: changed to read “...approval of the Village Administrator” and deleted approval of the Village Board.

2. Page 40, Section VI – Leaves of Absence

In the first paragraph, deleted “and subsequent approval by the President and Village Board” for extending unpaid Family and Medical Leave Act leaves of absence.

ARTICLE VIII – POLICY PROHIBITING DISCRIMINATORY WORKPLACE HARASSMENT

3. Page 57 – Reporting an Incident

In the second sentence, added “or may contact the State of Illinois Department of Human Rights” to report suspected harassment.

4. Page 57 – Policy Against Retaliation

Added language to prohibit retaliation in accordance with the State of Illinois Public Act 100-0554 and the State of Illinois Whistleblower Act 740 ILCS 174/1 et seq.

DP:bp

V I L L A G E O F
B U R R R I D G E

PERSONNEL MANUAL

Revised
January 2018

TABLE OF CONTENTS

	<u>PAGE</u>
<u>ARTICLE I - PURPOSE AND SCOPE</u>	1
<u>ARTICLE II - GENERAL EMPLOYMENT CONDITIONS</u>	3
I. General	3
II. Equal Opportunity Employer	3
III. Prohibition of Employment of Relative	3
IV. Physical Examinations	3
V. Hours of Work	3
VI. Break Periods	4
VII. Reporting for Work	4
VIII. Absence Without Leave	4
IX. Identification Cards	4
X. Reports of Injury	5
XI. Use of Village Telephones and Cellular Phones	7
XII. Use of Village Facilities, Vehicles, Equipment	9
XIII. Mileage Reimbursement	9
XIV. Gratuities	9
XV. Employee Solicitations	11
XVI. Secondary/Self-Employment	11
XVII. Reduction in Force	14
XVIII. Resignation	15
XIX. Personnel Records	16
XX. Confidential Village Documents	16
XXI. Workplace Privacy and Search Policy	17
<u>ARTICLE III - MERIT AND COMPENSATION</u>	18
I. Compensation Program	18
II. Definitions	18
III. The Village Pay Structure	20
IV. Adding New Jobs to the Structure	21
V. Starting Rates for New Hires	21
VI. Pay Increase Procedures for Non-Union Village Employees	21
VII. Overtime	24
VIII. Compensatory Time in Lieu of Overtime	25
IX. Longevity Bonus	26
X. Retiree Bonus Plan	26
XI. Emergency Medical Technician Pay	26
XII. Record Keeping and Pay Periods	26
<u>ARTICLE IV - LEAVES</u>	28
I. Holidays	28
II. Personal Days	29
III. Vacations	29
IV. Sick Leave	31
V. Family and Medical Leave Act	32
VI. Leaves of Absence	40
VII. Jury Duty or Other Court Attendance	41
VIII. Death in Immediate Family Leave	42
IX. Personal Necessity Leave	42
X. Child Bereavement Leave	42
XI. Part-Time, Seasonal and Temporary Employees	42
XII. Military Leave	43

<u>ARTICLE V - EMPLOYEE BENEFITS</u>	44
I. Health, Life and Dental Insurance	44
II. Premium Conversion Plan	44
III. COBRA	44
IV. Employee Assistance Program (EAP)	44
V. Worker's Compensation and Unemployment	45
VI. Deferred Compensation	45
VII. Credit Union	45
VIII. AFLAC Supplemental Insurance	45
IX. Flexible Spending Accounts	45
X. Pension Benefits	46
XI. Educational Assistance Program	47
XII. Travel Regulations	49
<u>ARTICLE VI - GRIEVANCE PROCEDURE</u>	52
<u>ARTICLE VII - SMOKING POLICY</u>	53
<u>ARTICLE VIII - POLICY PROHIBITING DISCRIMINATORY WORKPLACE</u>	
<u>HARASSMENT</u>	54
<u>ARTICLE IX - LIGHT DUTY POLICY</u>	59
<u>ARTICLE X - AMERICANS WITH DISABILITY ACT (ADA) POLICY</u>	63

ATTACHMENTS

#1	SECONDARY EMPLOYMENT REQUEST FORM	65
#2	SECONDARY EMPLOYMENT ADDENDUM FORM	66
#3	VILLAGE SALARY SCHEDULE	67
#4	PERFORMANCE EVALUATION DEFINITIONS	68
#5	PERSONNEL ACTION REPORT	69
#6	REQUEST FOR LEAVE	70
#7	EDUCATIONAL ASSISTANCE APPLICATION	71
#8	TUITION REIMBURSEMENT AGREEMENT	72

APPENDIXES

A	RECRUITMENT PROCEDURES MANUAL
B	LOSS PREVENTION MANUAL
C	SUBSTANCE ABUSE MANUAL
D	INFORMATION TECHNOLOGY POLICY MANUAL
E	APPRAISAL PROGRAM SUPERVISORY INSTRUCTION MANUAL

ARTICLE I

PURPOSE AND SCOPE

This manual, which was first prepared in 1990, contains a comprehensive, up-to-date version of the personnel policy of the Village of Burr Ridge. It is intended for the use of all employees. **(Revised 2-94)**

The personnel policy of the Village is based upon the following principles:

- A. Equal opportunity employment without discrimination based on race, color, religion, sex, age, national origin, ancestry, place of residence, marital status, political affiliation, physical or mental handicap or unfavorable discharge from military service (except when it is a bona fide occupational qualification).
- B. To provide a good compensation and benefit package as determined in the judgment of the Board of Trustees.
- C. To improve and utilize employee skills in order to provide high-quality performance, personal growth and satisfaction.
- D. To reward employees for meeting or exceeding performance standards, to improve inadequate performance and to separate those whose inadequate performance cannot be improved.
- E. To provide mechanisms which encourage understanding and communication between employees at all levels of the organization, relating to workplace occurrences.
- F. To recruit, select and retain employees based upon their knowledge, skills and ability to perform the duties of their positions.
- G. To provide a professionally administered personnel system based upon rules and regulations which are uniform, reasonable and fair, and to provide protection against arbitrary and capricious decisions.
- H. To provide safe working conditions conducive to efficient and effective public service.

NOTICE

This manual contains certain policies of the Village of Burr Ridge relating to your employment. The policies serve as guidelines to help Village employees: (1) understand the personnel program of the Village; (2) clarify action to be taken to minimize the possibility of unauthorized personnel action; and (3) work together in achieving our common goals.

The contents of this Manual are presented for your information. Nothing in this Manual is intended to, or shall, create any contractual obligations of any kind, and all provisions in the Manual are subject to change by the Village at any time if it is in the best interests of the Village to do so. No policy, benefit or procedure set forth in the Manual implies or may be construed to imply this Manual to be an obligation of the Village or an employment contract. No promise of employment or employment-related benefit(s) for any specific period of time is offered, established or to be implied in or from anything in this Manual, and no representative of the Village has any authority to enter into any agreement for employment for any specified period of time or agreement for remuneration or any other benefit of employment, except its Village Administrator and Board of Trustees, and even then only if that agreement is in writing and is signed by the Village President and the employee. Any oral or written statements or promises to the contrary are expressly disavowed and should

not be relied upon by any existing or prospective employee. Employees are free to terminate their employment at any time, and the Village reserves the same right.

To the extent that a collective bargaining agreement with any employees of the Village is more or less restrictive than the provisions of this Personnel Manual, the provisions of such collective bargaining agreement shall control as to all such covered employees, even though such collective bargaining agreement may provide lesser privileges than this Personnel Manual. **(Added 6-03)**

ARTICLE II
GENERAL EMPLOYMENT CONDITIONS

I. General

Upon the approval of the Village Board, the Village Administrator is empowered to hire, appoint and terminate or remove all Village employees and officers (except department heads, professional consultants such as the Village Consulting Engineer, auditor, attorney and treasurer) unless such hiring, appointment, termination or removal is otherwise expressly provided for by applicable statute; provided, however, that the hiring or appointment of such employees and officers shall be on an "at will" or month-to-month basis, and further provided that the salaries of such employees or officers shall be within the specified limits set in the Village's annual budget. (See Appendix A - Recruitment Manual - for further details.) **(Revised 2-94)**

II. Equal Opportunity Employer - Non-Discrimination

No Village official, agent or employee shall in any way discharge, refuse to employ or discriminate against any person in regard to tenure, terms or conditions of employment, promotional opportunities, training or the like who is otherwise qualified on the basis of race, religion, sex, color, creed, marital status, physical or mental handicap, age, national origin, ancestry or unfavorable discharge from military service. All applicants or employees shall be considered only on the basis of qualifications as required by the position being sought or held relative to experience, training, physical fitness, ability, skills, knowledge and personal characteristics and integrity as a proper representative of Village government. When reasonable, as determined by the President and Board of Trustees, accommodations shall be made by the Village in order to permit handicapped employees to perform their job functions.

III. Prohibition of Employment of Relative

- A. The family of any elected official in the Village is disqualified from holding any compensated office or employment within the Village organization during the term for which said official is active within the Village organization.
- B. The Village shall not employ family members of then current Village employees.

IV. Physical Examinations

Prospective employees may be asked to undergo and satisfactorily pass a complete physical (and psychological, if required) examination, including a drug test, prior to employment by the Village. The purpose of this examination is to determine whether the prospective employee possesses the standards of health and fitness required for the position to which the employee will be appointed. When a pre-employment physical is required, a physician's certificate shall be completed for all prospective employees. The examining physician shall be appointed by the Village and shall report to the Village. **(Revised 2-94)**

V. Hours of Work

In general, normal working hours for Village employees shall be as follows:

Office Staff -	8:00 a.m. to 5:00 p.m. - Monday thru Friday
Public Works	7:00 a.m. to 3:30 p.m. - Monday thru Friday (Revised 3-92)

Sworn Employees (Revised 8-01)

Police Dept.	1 st Shift - 11:00 p.m. to 7:00 a.m.
	2 nd Shift - 7:00 a.m. to 3:00 p.m.
	3 rd Shift - 3:00 p.m. to 11:00 p.m.

Non-Sworn Employees

8:00 a.m. to 5:00 p.m., or as approved by the Village Administrator **(Revised 3-92)**

The normal work week shall be forty (40) hours, eight (8) hours per day. However, due to the specific responsibilities of various departments, different hours and days of work and different tours of duty may be established for certain positions. Each employee will be notified by the department head as to the specific hours of work.

VI. **Break Periods (Revised 3-92)**

Department heads shall establish reasonable, unpaid lunch periods of no more than one (1) hour (1/2 hour for Department of Public Works) **(Revised 2-08)**, two break periods of no more than fifteen (15) minutes each during each work day, and shall arrange them in the most appropriate manner for maintaining departmental operations. Police officers shall receive a half-hour paid lunch period, to be scheduled by their supervisor, between the third and fifth hour of their shift. Work and lunch breaks which are not taken shall not result in additional compensation to the employee.

VII. **Reporting for Work**

Employees shall report promptly at their designated working place and shall devote their entire efforts during working hours to assigned duties. In the event that an employee is unable to report for work as scheduled, the employee's supervisor shall be notified by telephone or messenger at least thirty (30) minutes before the employee's designated starting time. Failure to notify the supervisor as provided herein may result in loss of all or a portion of that day's pay.

VIII. **Absence Without Leave**

Unauthorized and unreported absences shall be considered absent without leave and may constitute grounds for dismissal.

IX. **Identification Cards**

A. Employees whose duties involve entry upon private premises as representatives of the Village of Burr Ridge are furnished identification cards. The department head shall be responsible for determining which employees require cards in connection with their assignments. No employee may utilize such identification cards to enter upon private premises except as assigned or authorized by the department head.

- B. Department heads shall be responsible for collecting and destroying identification cards of employees upon their separation from service and prior to receiving their last paycheck.

X. **Reports of Injury**

A. **Safe Work Habits**

Each employee is required, as a condition of employment, to develop and exercise safe work habits in the course of their employment to prevent injuries to themselves and their fellow employees, and to conserve Village property and equipment.

B. **General**

The Village desires to maintain safe working conditions. Employee suggestions concerning safety will be considered fully, and prompt responses will be given. All employees of the Village are protected by worker's compensation insurance to cover medical costs and loss of time due to personal injury sustained while on the job. However, said insurance does not cover ordinary illness unless same can be directly traced to job activities. Personal injuries sustained while off duty are not covered by said worker's compensation. Personal injuries incurred while off duty by full-time salaried employees are covered under the Village's group insurance plan.

C. **Reporting**

Employees shall promptly report all personal injuries incurred while on duty, regardless of how minor. Department heads shall be responsible for reporting all accidents involving personal injury to Village employees that require professional medical attention or loss of time from work responsibilities. Such reports shall be furnished to the Executive Secretary's office and shall include all necessary information to complete the required insurance company reports. Job-related injuries should be reported immediately to the employee's supervisor, who in turn must report the injury to the Executive Secretary, using the appropriate reporting forms, within 5 working days **maximum** of the occurrence **(Revised 6-10)**. This schedule is in compliance with our Workers' Comp insurance carrier's reporting requirements. **(Revised 8-01)**

D. **Attention to Injury**

If professional care is needed, supervisors or department heads shall see that first aid is given, if practical, and shall be responsible for seeing that the injured employee is attended to as soon as practicable by a doctor and/or hospital designated by the Village for treatment. Refusal of an employee to see a doctor designated by the Village when directed to do so by the department head shall be sufficient grounds for disciplinary action.

E. **Return to Work**

Any employee away from work for three or more days due to personal injury must submit a written report from a doctor before returning to work, said report

to indicate the employee's ability to return to work and perform normal duties. Statements from the employee alone that the employee is ready to return to work shall not be sufficient.

In the event the employee is away from work for more than three (3) days, said employee must continually keep the appropriate department head aware of the employee's medical status. A statement from the employee's doctor stating that said employee is still unable to return to work (including the reasons why) must be sent to the department head upon request.

F. Compensation for Lost Time

Village employees who are required to be absent from work due to personal injury while on official business shall be paid for time lost in the following manner:

1. An employee who has been injured on the job and is accepted under worker's compensation for lost time coverage shall receive wages from the Village equal to the difference between the employee's regular salary and the worker's compensation payment during the employee's period of disability for a period not to exceed six (6) months (one year for sworn police officers). If the lost time is less than 3 days, the salary will be accounted for as sick leave. **(Added 10-98) (Revised 6-10)**
2. If an employee is unable to return to work at the end of the aforementioned six month period (one year for sworn police officers), said individual's case will be reviewed by the Village Board, and any appropriate pension boards to determine the employee's disability status. If, after the review of said individual's case, lost time coverage from worker's compensation is to be continued, use of employee's sick leave and/or accumulated vacation time shall be made to the extent possible so as to provide the difference between the worker's compensation payment and the employee's regular salary.

Due to the irregular interval of worker's compensation payments, the Village will continue to pay said disabled employee the employee's regular salary during the aforementioned six month period, or accumulated vacation time/sick leave in the event disability leave is to be continued beyond the aforementioned six month period (one year for sworn police officers). However, it is understood that any payments for lost time during said disability periods that are an obligation of worker's compensation or are covered by any other insurance carried by the Village, shall be turned over entirely to the Village.

3. If, after the review of each individual case, a permanent disability status is not awarded, (except in situations involving sworn police officers), use of employee sick leave, accumulated vacation time, disability allowances from IMRF or other pension plans must be made for any additional lost time coverage. If an employee is awarded a permanent disability, said employee shall receive only those benefits which are provided through the respective pension benefit plan.
4. An employee who has not been accepted under worker's compensation, shall make use of employee sick leave and/or accumulated vacation time as a means of compensation from the Village for time-off from job responsibilities. Once

an employee in this situation has exhausted said sick leave and/or vacation time, there shall be no further amounts paid by the Village, and application should be made to IMRF or Police Pension plans if applicable.

XI. **Use of Village Telephones and Cellular Phones** (Revised 6-10)

A. **Purpose**

This policy is intended to provide guidelines for the proper use of Village-owned telephones, electronic communication devices and cell phones as well as personal cellular telephones during work hours.

B. **Policy**

1. **Personal Use of Village Owned Telephones (Land lines)**

- a. Employees are permitted to use Village telephones (land lines), cell phones and electronic communication devices for personal local calls in cases of necessity. This is a privilege and not a right and may be withdrawn by the department head if abused through excessive personal use, or if telephoning causes interference with work duties.
- b. Long distance personal calls from a Village telephone shall be documented, using the Long Distance Telephone Call form and paid for by the employee.

2. **Conduct**

- a. Employees are expected to treat callers in a helpful and courteous manner and to assist them to the extent possible in resolving their problems in a way that will reflect favorably upon the Village of Burr Ridge.

3. **Use of Personal Cellular Phones/Electronic Communication Devices**

- a. During work hours employees are expected to implement the same discretion in using personal cellular phones/electronic communication devices as is expected for the use of Village phones. Excessive personal calls during the work day, regardless of the phone used, can impede employee productivity and be distracting to others. Flexibility will be provided in emergency situations.
- b. Employees are expected to set their cellular phones and electronic communication devices to no or low volume ring tone during work hours. Loud musical or other distracting ring tones are strongly discouraged.
- c. The Village will not be responsible for lost or stolen cellular phones or electronic communication devices brought into the workplace.

4. **Village-Owned Cellular Phones and Electronic Communication Devices**

- a. Use of Village provided cell phones and electronic communication devices is intended to be for the conduct of Village business and an employee has

no expectation of privacy of any kind relative to the information that is captured, retained or processed through or by equipment owned or paid for by the Village. The Village retains any and all rights, to the maximum extent permitted by law, to view, read, copy or otherwise access any and all data or information sent, retained or otherwise associated with Village owned equipment, including Village telephones and/or cellular phones.

- b. Village provided cell phones and electronic communication devices may be used for personal use within reasonable limits. Under no circumstances is an employee permitted to exceed their allotted minutes due to personal calls. This privilege may be withdrawn or an employee may be required to reimburse the Village if abused through excessive use or if it causes an interference with job duties as determined by the supervisor, Department Head or Village Administrator.
- c. Employees are expected to protect Village-owned cellular phones and electronic communication devices from loss, damage or theft.
- d. Employees will reimburse the Village for all charges determined to be inappropriate by the Department Head or Village Administrator. Employees must also reimburse the Village for all personal use of a Village owned cell phone or electronic communication device that causes an employee to exceed his/her allotted minutes. Reimbursements will be made within 30 days of receipt of invoice by the department.
- e. While driving a vehicle or operating equipment, employees should make every effort not to make outgoing calls or answer incoming calls if it will prohibit the employee from operating the vehicle or equipment in a safe manner.
- f. The use of Village owned cellular phones or electronic communication devices for any private commercial enterprise that an employee may hold an interest in is prohibited.
- g. Directory assistance may only be used when all other means to obtain a phone number have failed or in an emergency situation.
- h. Cellular phones and electronic communication devices are an augmentation to the department's communication system; not a substitute for radio communication designated for transmission through the Village's communication system. Cellular phones and electronic communication devices may be used by employees to conduct official business when the use of radio communication or hard line telephones is inappropriate, unavailable or inadequate to meet communication needs and when the cellular phone or electronic communication device is used in accordance with this policy.
- i. Cellular phone numbers should not normally be provided to the general public except by the employee assigned to that number.
- j. Cautionary Notes
 - i. Employees are advised that records related to calls made on all Village owned telephones are public information. Telephone numbers called, length of call and time and date of call ordinarily may be obtained through the Freedom of Information Act except in narrowly defined circumstances.

- ii. Employees should be cognizant that communications via a cellular telephone or electronic communication device are not a secure form of communication. Caution should be used whenever confidential or sensitive information must be discussed and, whenever possible, should be conveyed through a more secure form of communication.

XII. Use of Village Facilities, Vehicles and Equipment

- A. In using the Village's vehicular equipment, employees must keep in mind that they are representatives of the Village government and that their conduct in adhering to the rules of safety and courtesy on the road is a reflection on the Village. It is imperative that such employees abide by these rules. Any fines incurred by an employee while operating a Village vehicle due to traffic or parking violations shall be the sole responsibility of the employee.
- B. Employees operating Village equipment must have a valid driver's license.
- C. Seat belts are to be worn by all employees at all times while the vehicle is in motion.
- D. Village vehicles, equipment, supplies, tools and uniforms shall not be used for private or unauthorized purposes.
- E. Employees shall be responsible for proper care and use of Village facilities, vehicles and equipment, and shall report promptly any accident, breakdown, malfunction or unsanitary condition so that repairs may be made. **(Revised 11-03)**
- F. Village vehicles and equipment storage thereon shall be properly locked whenever the vehicle is left unattended.
- G. **Personal Use of Village Vehicles (Added 3-92)**

Employees who are provided with a Village vehicle for use in Village business are prohibited from the use of Village vehicles for personal purposes other than commuting and other than de minimis personal use. The Village will use either the "Commuting Value Rule" or the "Automobile Lease Value Rule" to calculate the value of this employer-provided benefit. Under the Commuting Value Rule, the value of the benefit is added on at yearend to federal and state taxable wages for W-2 processing. The Village does not pay pension, FICA, or Medicare on this benefit. Under the Automobile Lease Value Rule, the value of the benefit is treated as wages for reporting purposes, thus increasing gross salaries for W-2 processing. The Village must pay pension, FICA, and Medicare on this benefit. **(Revised 8-01)**

XIII. Mileage Reimbursement

Employees shall use Village vehicles when available. However, any employee utilizing the employee's private vehicle for Village business, as approved by the respective department head or the Village Administrator in the case of department heads, shall be entitled to reimbursement in accordance with IRS guidelines (check with Finance Department for current rate at time of request for reimbursement). **(Revised 8-01)**

XIV. Gratuities

- A. The Village shall comply with the provisions of the State Officials and Employees Ethics Act, set forth as 5 ILCS § 430/1-1 (the "Act"), as required by Section 70-5

thereof. The solicitation, offer, or acceptance of gifts prohibited to be solicited, offered, or accepted under the Act is prohibited by any elected or appointed official or any employee of the Village. All complaints for violations of the Act shall be filed with the DuPage County State's Attorney. **(Added 12-99) (Revised 5-04)**

- B. In addition to the provisions of the State Officials and Employees Ethics **(Revised 5-04)** Act, employees shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan or any other thing of monetary value, from a person who:
1. Has, or is seeking to obtain, contractual or other business or financial relations with the Village.
 2. Conducts operations or activities that are regulated by the Village.
 3. Has outside interests that may be substantially affected by the employee's performance or nonperformance as a Village employee.
- C. However, the above rules shall not be interpreted to preclude:
1. Acceptance of a gift, gratuity, favor, entertainment, loan, payment of expenses, fee compensation or other things of monetary value incidental to obvious family or personal relationships (such as those between employee and the parents, children, or spouse of the employee) when the circumstances make it clear that it is the family relationship, rather than the business of the persons concerned, which is the motivating factor.
 2. Acceptance of food, flowers, plants, refreshments and other items of nominal value on infrequent occasions, provided that such items from any one "prohibited source," as defined in the State Officials and Employees Ethics Act, during any calendar year have a cumulative total value of less than \$100.00. **(Revised 5-04)**
 3. Acceptance of loans from banks or other financial institutions on customary terms to finance proper and usual activities of employees, such as home mortgage loans.
 4. Acceptance of unsolicited advertising or promotional material, such as pens, pencils, note pads, calendars, and other items of nominal intrinsic value, provided that such items from an one "prohibited source," as defined in the Officials and Employees ethics act, during any calendar year have a cumulative total value of less than \$100.00. **(Revised 5-04).**
 5. Receipt of bona fide reimbursement, unless prohibited by law, for expenses for travel and such other necessary subsistence as is in keeping with Village policy. However, an employee may not be reimbursed and payment may not be made for excessive personal living expenses, gifts, travel costs, entertainment or other personal benefits while on official business.
- D. Gifts to superiors. An employee shall not solicit contributions from another employee for a gift to an employee in a superior official position. An employee in a superior official position shall not accept a gift presented as a contribution from employees receiving less salary. An employee shall not make a donation as a gift to an employee in a superior official position. However, this does not prohibit a voluntary gift in a nominal amount made on a special occasion; i.e., marriage, illness or retirement.

- E. To the extent that the above rules are or become less restrictive than the State Officials and Employees Ethics Act, as may be amended from time to time, the provisions of the State Officials and Employees Ethics Act shall prevail, if amendments are either required by law or, if optional, subsequently adopted by the Village Board. **(Added 12-99) (Revised 2-08)**
- F. Flowers for Death/Illness. The Village will provide flowers to the employee's family in the case of the illness or death of an employee and/or in the case of the death of the employee's spouse, parent or child, including "step" family members. **(Added 7-03) (Revised 6-17)**

XV. Employee Solicitations (Added 2-94)

- A. No solicitation of funds or goods for the use of any department of the Village of Burr Ridge or for the use of the Village as a whole shall be conducted by a Village employee or by Village employees unless such solicitation and the method of implementing such solicitation is approved by a majority vote of the Village Board of Trustees.
- B. No employee of the Village of Burr Ridge shall use the employee's official position to coerce or influence others to make donations or to support activities related to the solicitation of donations for any reason whatsoever.
- C. No Village employee shall engage in solicitation of donations while at work or on duty unless such activity is part of a solicitation plan and method approved by the Village Board of Trustees.
- D. No Village employee shall allow the employee's name to be used by others in regard to solicitation for donations or in support of activities related to the solicitation of donations in any manner which would constitute use of the employee's official position to coerce or influence others to make donations or to support activities related to the solicitation of donations.
- E. This in no way restricts the exercise of political rights by Village employees as granted by the Illinois General Assembly in the Illinois Municipal Code (65 ILCS 5/10-2.1-5.1 (1992)).

XVI. Secondary/Self-Employment (Replaced previous language 1-15)

The following policy applies to all non-sworn full-time employees engaging in secondary or self-employment outside of their duties as an employee of the Village of Burr Ridge.

DEFINITIONS

Employment: The provision of a service, whether or not in exchange for a fee or other service, including self-employment. This includes any employment in which another may financially benefit from the employee's work, e.g., a family member or other person receiving compensation for the work of the employee. Employment does not include volunteer or charity work.

Secondary/Self-Employment: Any employment other than the employee's regular employment with the specific Village department that the employee undertakes which is not assigned or monitored by their supervisor and/or department head.

Conflict of Interest: Any secondary or self-employment duty that is illegal, inconsistent, incompatible, or in opposition to the duties, functions, and/or responsibilities of employment with the Village.

Employee: Any employee or member of a specific Village department.

GUIDELINES

General Guidelines

The specific Village department has a legitimate interest in regulating its employees' secondary employment. While the Village will not unreasonably restrict secondary employment, it will require responsibility and accountability to the department from employees engaged in secondary employment.

Applicability of Policy

This policy is applicable to all non-sworn full-time employees. Sworn Police Department employees shall refer to the Police Department Extra-Detail Policy.

Mandatory Approval

Prior to commencing any secondary employment, including self-employment, employees must submit a written request to their department head and obtain written approval for such employment from their department head. Such approval shall not be unreasonably withheld; any denial shall be in writing signed by the department head with a basis for the denial set forth therein. All approved requests are subject to periodic review and reconsideration for approval by the department head and must be renewed on the first working day of each new calendar year. Employees shall communicate, in writing, within 7 days, any such change that could invalidate the secondary employment approval currently on file in the employee's personnel file.

The employee's request for regular off-duty employment shall be on the prescribed Secondary Employment Form (Attachment #1) and will include the following information:

1. The secondary employer's name, address, phone number and the type of business;
2. A complete narrative of the type of work or duties to be performed;
3. The maximum number of days and hours to be worked within a single week;
4. The name and phone number of the person who will be their immediate supervisor;
5. A Secondary Employment Addendum form (Attachment #2) will also be completed and accompany the employee's Secondary Employment Request form.

PROCEDURES

Secondary Employment: Employees may engage in secondary employment that meets the following criteria:

1. Employment that presents no potential conflict of interest between their duties as a department employee and their duties for the secondary employer.
2. Employment that does not have, or could have, an adverse effect on the reputation, status or dignity of the Village.

Limitations on Secondary Employment:

1. In order to be eligible for secondary employment, an employee must be in good standing with the specific Village department, achieving a Meets Expectations or above evaluation. Continued departmental approval of an employee's secondary employment is contingent on maintaining such good standing.
2. Employees who are on medical or other leave due to sickness, temporary disability or on-duty injury shall not be eligible to engage in any secondary employment.
3. Prior to obtaining secondary employment, an employee shall comply with all departmental and/or Village procedures for granting approval of such employment.
4. An employee may work a weekly maximum of 20 hours of secondary employment, or a weekly total of 60 hours in combination with regular work hours in a single week.
5. Work hours for all secondary employment must be scheduled in a manner that does not conflict or interfere with the employee's performance of regular Village duties.
6. An employee engaged in any secondary employment is subject to call-out in cases of emergency and shall be expected to leave their secondary employment in such situations when required by the specific Village department.
7. Permission for an employee to engage in secondary employment may be revoked where it is determined pursuant to specific Village departmental procedures that such secondary employment is not in the best interest of the specific Village department. Furthermore, permission may be revoked in any case where an employee fails to perform adequately while performing Village duties or receives disciplinary action in any way related to such secondary employment.
8. No employee shall solicit any person, business, or other entity for secondary employment while performing regular Village duties.

LIABILITY

In working secondary employment, the employee fully understands and agrees to the terms and conditions contained herein. The employee agrees and understands that he/she accepts secondary employment at his/her sole risk. The Village and the specific Village department shall have no liability or responsibility whatsoever to the employee, the employee's family, the secondary employer or any other person whatsoever for any loss, cost, damages, liability, expense or action of any nature whatsoever resulting in any way, directly or indirectly, from an employee's secondary employment. The employee understands that it is their sole duty and responsibility to arrange with the secondary employer for liability, health insurance, workers' compensation and similar protections and benefits.

Accordingly, the employee agrees and understands that:

1. The Village of Burr Ridge shall not be responsible for medical expenses, losses and/or costs incurred from injuries sustained while the employee is working in any secondary employment.
2. The Village of Burr Ridge shall not be responsible for workers' compensation expenses, losses and/or costs incurred from injuries sustained while the employee is working in any secondary employment.
3. The Village of Burr Ridge shall not be responsible for any expenses, losses, and/or costs associated with injury leave incurred from injuries sustained while the employee is working in any secondary employment.
4. The Village of Burr Ridge shall not be responsible for any retirement, pension, or other types of expenses, losses and/or costs incurred from injuries sustained while the employee is working in any secondary employment.
5. The Village of Burr Ridge shall not be responsible for any third party liability incurred or created while an employee is working in any secondary employment.
6. The Village of Burr Ridge shall not be responsible for any expenses, losses, and/or costs incurred for defense of any criminal prosecution against the employee as a result of any secondary employment.

In addition, if the employee, anyone at the employee's direction or on the employee's behalf, or any third party or entity, files a claim or action of any nature whatsoever relating directly or indirectly to the secondary employment of the employee, the employee agrees to defend, hold harmless, and fully indemnify the Village of Burr Ridge for any costs, losses, claims, reasonable attorney fees and/or expenditures incurred by the Village of Burr Ridge. **(Replaced previous language 1-15)**

XVII. Reduction in Force

A. Authority

The Village Administrator, with the approval of the Village Board, retains full authority to lay off and assign work. Layoffs may be implemented by reason of shortage of work or funds, the abolition of the position, material changes in the duties or organization, or for other reasons which may be determined by the Village. The temporary or permanent separation of an employee from employment as a penalty or disciplinary action shall not be considered a layoff.

B. Notification

Employees to be laid off shall be notified in writing, if at all practicable, at least thirty (30) calendar days prior to the effective date of the layoff, or as soon as practicable, as determined by the Village.

C. Transfer

If an employee is scheduled to be laid off, the employee may request a transfer to another position in the employee's occupational category if a vacancy exists, and if, in the judgment of the Village Administrator, the employee is qualified to fill the vacant position.

D. Layoff Procedure

The basis for determining layoffs of employees shall include but is not limited to, seniority, performance evaluations, conduct and qualifications.

E. Recall List

Employees who are laid off shall be placed on a recall list for a period of one (1) year. If there is a recall, employees who are on the recall list shall be recalled in the inverse order of their layoff, provided that, in the judgment of the Village Administrator, they are presently qualified to perform the work without further training in the position classification to which they are recalled.

F. Recall Procedure

Employees who are eligible for recall shall be given written notice of a recall which shall be sent to the employee by certified or registered mail. The employee shall notify the Village Administrator, in writing, of the employee's intention to return within three (3) calendar days after receiving notice of recall or seven (7) calendar days from the date of the mailing of the notice, whichever is less. The Village shall be deemed to have fulfilled its obligations by mailing the recall notice to the employee's last known mailing address, by registered mail, return receipt requested, it being the obligation and responsibility of the employee to provide the Village with the employee's latest mailing address. If the employee does not respond, the employee will no longer be considered for employment. Recalled employees shall report for work within fourteen (14) days after their notification of intent to return (or at some further time as may be designated by the Village).

XVIII. Resignation

- A. An employee wishing to leave the Village service in good standing shall file with the department head a written resignation stating the reason(s) for leaving and giving at least ten (10) working days' notice (at least fifteen (15) working days' notice for department heads). The department head may consent to an employee's leaving sooner. A copy of the letter of resignation shall be forwarded to the Village Administrator.
- B. An employee who leaves the Village service without filing a written resignation giving proper notice will forfeit all approved and accrued vacation pay and may be denied re-employment in the Village service in the future.
- C. An employee wishing to leave the Village shall be asked to complete an exit interview form and meet with the Village Administrator and, if requested, the Village President. (See Appendix A - Recruitment Manual) **(Added 2-91)**
- D. An employee may be separated for disability when unable to perform the required duties because of physical or mental impairment. The Village may, at any time, require an employee to be examined by Village appointed physicians for the purpose of determining ability to perform the duties of the assigned position.
- E. Employees planning to retire are encouraged to provide the Village with additional notice so that it may make adequate arrangements for replacement

and training of personnel. **(Added 2-91)**

- F. If a Police Officer fails to complete his/her basic training program or terminates by any means his/her employment as a Police Officer with the Village within two years after successful completion of the basic training program and certification, the employee shall become liable to the Village for all expenses incurred by the Village in the employee's training, including but not limited to the cost of the training, any salary paid to the employee during the training period and the cost of the employee's uniforms. Credit will be given to reduce this liability based on the number of months of service during this two-year period. An agreement to this effect is signed by Village officials and the employee on the employee's first day of employment. **(Added 10-98)**

XIX. Personnel Records (Added 2-91)

Original personnel records for all Village employees shall be maintained by the Village Administrator's office. Attendance and late reports shall be maintained by the department heads. All personnel records pertaining to salary, benefits and changes in job status shall be maintained by the Finance Department.

An employee's personnel record, located in the Village Administrator's office, shall consist of the following data:

- Employment application, reference & related materials
- All testing materials & results of physical exam
- Status changes
- Commendation and disciplinary information
- A record of on-the-job accidents
- Performance evaluations
- Other letters and documents which have a bearing upon an employee's standing or promotional potential

Employees may review their personnel records at any time between the hours of 8:00 a.m. and 4:30 p.m. weekdays, in the office of the Village Administrator by setting up an appointment through their department head. No item may be removed from the record by the employee, but the employee shall have the opportunity to enter into the record a written response to any item contained therein. An employee may obtain copies of items within the employee's file by requesting such copy. The Village may charge for duplication costs incurred.

Personnel Records are considered to be confidential. Employees authorized to maintain personnel-related files must adhere to the policy concerning Confidential Village Documents (see below). **(Added 2-96)**

XX. Confidential Village Documents (Added 2-94)

Public service is a profession dependent on public trust. The moral and legal objectives of employees in this organization to act solely for the benefit and improvement of the Village cannot be overemphasized.

Security of confidential Village information, records and documents cannot be breached. No employee of the Village of Burr Ridge shall disclose confidential information, records and/or documents to any other person within or outside the organization, or use said confidential information for the employee's personal benefit. Delivery of information, records and documents within the organization shall, unless expressly approved in writing by the Village Administrator, be on a strictly "need-to-know" basis and directly related to the recipient's assigned job duties.

With the direct approval of the Village Administrator, information, records and/or documents can be released, including, but not limited to, the following:

1. All documents relating to Personnel matters
2. All documents relating to the proposed purchase or sale of Village property
3. All memos, letters, reports, etc., relating to issues to be discussed by the Village Board in closed session
4. Any and all other exempt documents under the Illinois Freedom of Information Act.

Nothing herein shall be construed to prohibit release of documents required to be released under, and properly requested under, the Illinois Freedom of Information Act. Violation of this policy will lead to disciplinary action, including termination, and possible criminal prosecution.

XXI. Workplace Privacy and Search Policy (Added 6-10)

An employee has no reasonable expectation of privacy when using Village-owned equipment or property. An employee who may be concerned with this management right should not bring or maintain private effects to or at the workplace. The Village is not responsible for the loss of any personal property. Any Village equipment provided to an employee at work on Village premises or at a Village work site is subject to entry, search and inspection by the Village Administrator, Assistant Village Administrator or department supervisors without advance notice to verify compliance with applicable rules and regulations and for security reasons. Examples of items which could be subject to inspection may include, but are not limited to, Village vehicles, desks, lockers, data, computer files, e-mail and other equipment or property.

ARTICLE III
MERIT AND COMPENSATION

I. Compensation Program

A. Overall Objective and Policy

The Compensation Program of the Village of Burr Ridge is intended to help attract, retain, develop the abilities of, and motivate enough qualified people as needed to achieve the Village's goals and to do so as cost effectively as possible.

In order to accomplish this, it is Village policy that a pay grade and range be established for each of the organization's jobs and that these ranges be (1) internally equitable; i.e., fair when compared with the ranges established for other Village jobs, as well as (2) competitive when compared with the ranges used and rates paid by other employers for comparable jobs. Each employee whose performance meets or exceeds the expectations for the employee's job will receive a wage or salary that falls within the pay range that has been established for that job.

In keeping with the organization's stated commitments, the Compensation Program will be designed and administered to provide fair treatment for all Village employees and to comply with all applicable laws.

While the Village of Burr Ridge is committed to the policies described herein, these policies and procedures may be changed at any time, should conditions warrant.

The language used in this statement of policies and procedures is not intended to create, nor is it to be construed to constitute, a contract between the Village and any of its employees for either employment or the provision of any benefit.

II. Definitions

The following terms and definitions of terms are used in this statement of the Village's pay policies and procedures.

A. Exempt Employees

Exempt employees are those employees who, because of their job duties, responsibilities and salaries, are not covered by (i.e., are exempt from) the minimum wage and overtime pay requirements of the Fair Labor Standards Act. Employees not eligible for overtime include **(Revised 2-08) (Revised 6-17)**:

Village Administrator	Police Chief
Assistant to the Village Administrator	Deputy Police Chief
Communications & Public Relations Coordinator	
Community Development Director	Public Works Director
Finance Director	Assistant Village Engineer
Assistant Finance Director	

B. **Fiscal Year**

The Village's fiscal year is the twelve-month period commencing each May 1 and ending April 30.

C. **Hourly Employees**

Hourly employees are those employees who are paid on an hour-by-hour basis and for each hour worked.

D. **Job**

A job is a single position which is unique to the organization, or two or more positions which are substantially the same in terms of both the duties and responsibilities performed and the overall worth of the work.

E. **Job Content Evaluation**

Job content evaluation is the process used by the Village to determine the relative worth and pay grade assignments for the organization's jobs. One job content evaluation plan is used by the organization, and the factors and factor weights contained in these plans have been chosen by the Village's employees and Board of Trustees.

F. **Job Description**

A job description is a written statement of the major responsibilities of and the job duties performed by the job incumbent(s). These descriptions also contain information regarding the skills and abilities required to perform the jobs as well as information on working conditions and reporting relationships.

G. **Personnel Committee**

The Personnel Committee is a committee of the Village Board. It is responsible for reviewing recommendations provided by the Village Administrator on the pay grade and range assignments for all Village jobs, employee benefits and other non-compensation related concerns of employees. **(Revised 2-94)**

H. **Job Family**

A job family is composed of two or more jobs which are substantially the same in terms of principal duties and responsibilities but different in terms of overall worth (e.g., Accounting Clerk and Accountant). **(Revised 2-94)**

I. **Non-Exempt Employees**

Non-exempt employees are employees who are subject to (i.e., not exempt from) the minimum wage and overtime provisions of the Fair Labor Standards Act.

J. **Pay Grades**

Pay grades are groups of jobs of approximately equal worth as determined by job

content evaluation methods. (Pay grades are established as a tool for the administration and control of employee pay).

K. **Pay Ranges**

Pay ranges are the minimum and maximum straight time wages (non-exempt employees) or salaries (exempt employees) assigned to pay grades and, in some cases, individual jobs.

L. **Pay Structure**

A pay structure is a hierarchy of pay grades and ranges.

M. **Position**

A position is the collection of tasks or job duties which constitutes the total work assignment of an individual employee. There are as many positions within the Village as there are employees.

N. **Position Analysis Questionnaire**

A position analysis questionnaire is a questionnaire which employees complete in writing to describe the work that they do, the skills and abilities required in order to perform their jobs, the physical environments in which the work is performed and the amount and type of effort that is expended while performing the work.

O. **Salaried Employees**

"Salaried" employees are those employees who are paid a salary for the results they are expected to accomplish, regardless of the number of hours they work. Each of these employees qualifies for the "administrative", "professional" or "executive" exemption from the overtime provisions of the Fair Labor Standards Act. That is, all salaried employees are "exempt" employees.

III. **The Village Pay Structure**

A single pay structure has been established for all of the Village's jobs. Each job is assigned to a pay grade within this pay structure based on an analysis of the nature of the work involved.

A. **Temporary Exception Pay Ranges**

It is the Village's goal to use the same pay range for all of the jobs assigned to a given pay grade. There are times, however, when this is not possible and when, in order to be competitive, it is necessary to use pay ranges for jobs and job families which are higher than the range(s) used for other jobs in the same grade(s). Usually, this is attributable to temporary supply-demand imbalances in the labor market.

In such cases, temporary exception pay ranges are assigned to the jobs or job families in question, even though their pay grade assignments of the jobs (which

are determined through job content evaluation) remains unchanged.

Competitive pay data for jobs which have been assigned temporary exception pay ranges are checked annually and, when possible, exception ranges are discontinued.

B. Illustration

The concepts and process described in this section of the policies and procedures are illustrated on the next page (OR see Attachment #1).

IV. Adding New Jobs to the Structure

To add a new job to a pay structure, the position(s) that constitute(s) the new job must be approved by the Village Board. When a new job is approved, a job description is to be prepared by the responsible department head. The job description is to be forwarded to the Village Administrator who will verify the accuracy and completeness of the information. **(Revised 2-94) (Revised 1-15)**

V. Starting Rates for New Hires

A. In order to maintain equitable pay relationships, it is important that starting rates of pay be determined consistently for new hires in the Village's various organizational components.

B. Starting Rate Guidelines

New hires possessing the minimum qualifications for their jobs are to receive starting rates of pay equal to the minimums of the pay ranges assigned to their jobs. New hires possessing substantially more than the minimum qualifications for their jobs are eligible to receive starting rates of pay which are above the minimums of the pay ranges assigned to their jobs.

Starting rates of pay in excess of the applicable pay range midpoints are made on an exception basis only and, as such, must be reviewed and approved by the Village Board.

When determining an appropriate starting rate of pay for a new employee, the responsible department head should also analyze the rates paid to other employees within the same or related job classifications so as not to create pay inequities.

VI. Pay Increase Procedures for Non-Union Village Employees

Based on the decision of the Village Board on a year-to-year basis, Non-Union Village employees may be eligible for three types of pay increases - annual merit increases, annual range adjustments and promotion increases. The procedures governing merit increases are discussed below, and the procedures governing promotion increases are discussed in Section VI-G. **(Revised 2-94) (Revised 1-15)**

Merit increases are pay increases within the pay range, whereas promotion increases are granted when employees move from one pay grade and range to another. The purpose of merit increases is to stimulate and reward superior levels of job

performance on the part of employees.

A. **Merit Increases**

The merit increase is based upon the employees' annual evaluation. Based upon an evaluation rating of Meets Expectations or above, employees may be eligible for a merit increase to be determined on an annual basis by the Village Board. (Revised 2-08) (Revised 1-15)

B. **Range Adjustment**

The range adjustment is the amount that each range in the pay plan will need to be adjusted in order to remain competitive with communities in the Western Suburban area. Several indicators are used, including annual surveys of municipalities in the Western Suburbs and the Department of Labor Cost-of-Living Statistics, among others. A recommendation regarding a possible range adjustment is made by the Village Administrator and must be approved by the Village Board during the budget process. The amount which is approved is applied to all ranges and is received by all employees who achieve an annual evaluation rating of Average or above. (Revised 1-15)

C. **Employees at Pay Range Maximum**

If an employee's salary is at the pay range maximum, the Village Board may consider, upon recommendation of the Village Administrator, a lump sum award in place of increases to the employee's base rate. The amount of this payment would be determined with respect to the merit increase guidelines in effect for that fiscal year. (Revised 2-94) (Revised 1-15)

D. **Annual Performance Evaluation and Pay Increase Cycle**

In October and March of each year, department heads and/or supervisors are to appraise the performance of their non-union employees. If the Village Board deems it appropriate to offer a Merit Increase to individual employees, the Village Administrator will calculate individual merit increases for all eligible non-union employees, based upon the rating received in the March evaluation and the approved range adjustment, if any. Approved Merit Increases become effective on the employees anniversary date. Range Adjustments (COLA) are awarded beginning with the first paycheck in May. The annual cycle is explained in more detail below. (Revised 2-94) (Revised 1-15)

Each Year

On or By:

January 15

The Following Occurs

The Village Administrator completes surveys designed to produce data which can be used to evaluate the competitiveness of the pay ranges for the organization's jobs.

January 15

The Village Administrator presents proposed changes (if any) to the pay ranges and a proposed pay increase budget for employees to the Village Board for review and approval.

March 1-31	Employees have their performance appraised and are assigned an overall performance rating (see Attachment #2) (Revised 8-01) .
April 1	The Village Administrator prepares a pay increase planning worksheet, which includes the pay increase for each employee.
April 15	The new pay ranges and a merit increase budget for Village employees are approved by the Village Board.
May 1	The Executive Secretary (Revised 10-98) completes the required Personnel Action Report (PAR) form with the new salary for each employee and returns it to the Village Administrator for review and approval. (Revised 2-08)
Beginning of 1st pay period	The revisions to the pay ranges, if any, become effective. Merit increases are awarded on the employee's anniversary date. Range Adjustments are awarded beginning with the first paycheck in May. (Revised 2-96) (Revised 1-15)
October	First six months' performance evaluation review.

E. **Unacceptable Performers**

Range Adjustments may be delayed for up to three months for employees whose performance is considered to be Needs Improvement or below. Within three months of an unacceptable performance evaluation, an employee should receive another performance evaluation. If, within three months, the employee's performance has improved to at least an Average level, they may receive the delayed range adjustment, but not retroactively. If the employee's performance has not improved to at least an Average level, the employee may be demoted to a more suitable position or terminated. The Village reserves the right to terminate unacceptable performers at any time. **(Added 1-15)**

F. **Merit Increases for New Employees** **(Added 2-91)**

Unless otherwise determined by the Village Administrator, new employees employed for at least six months, but less than one year, at the time the annual evaluation process is conducted shall be eligible for a merit increase upon the recommendation of their department head. Those employees employed for less than six months shall be eligible for a salary increase equal to the amount used to adjust the range. **(Revised 2-94)**

G. **Promotion Increases**

Pay increases are to be granted when an individual is promoted from a job with a lower pay range to a job with a higher one.

1. **The Size of Promotion Increases**

The size of a promotion increase is to be determined on an individual basis

and must be approved by the Village Board. The size and timing of such increases are not to be communicated to employees prior to their being approved by the Village Board. **(Revised 2-96)** With few exceptions, these increases will be at least five percent of each promotee's base wage or salary and will be granted concurrently with the employee's assumption of the employee's new job duties.

The following factors will be considered when determining the size of promotion increases:

- The magnitude of the promotion as measured by the difference between the maximums of the pay ranges assigned to the promotee's old and new jobs;
- The pay relationships between the promotee and persons occupying identical and similar jobs;
- The pay relationships between the promotee and his/her supervisor;
- The pay relationships between the promotee and his/her subordinates.
(Revised 2-94)

2. Pro-rated Pay Increases at Time of Promotion

Promotion increases are to be in addition to pro-rated merit increases that employees would probably have received had they not been promoted. For example: an employee is promoted nine months after receiving a merit increase and three months prior to the time when the employee would probably have received a merit increase of six percent. Thus, the employee's minimum pay increase at time of promotion is:

9/12 of 6% plus 5%, or 9.5%

In general, promotion increases in combination with pro-rated merit increases should be at least large enough to bring each employee's wage or salary to the minimum of the employee's new pay range regardless of the percentage amount.

H. Interpretations and Exceptions

Questions regarding the interpretation of these policies and procedures should be forwarded to the Village Administrator. Exceptions to these policies must be approved by the Village Administrator or Village Board as described herein.

VII. Overtime

It is recognized by the Village that needs of the Village may require overtime work. The amount and schedule for working overtime will be distributed as equitably as practical among employees. An employee scheduled for overtime shall work unless an adequate reason exists for not doing so, in which event the employee may be excused, provided another qualified full-time employee is available. The employee's supervisor, at the supervisor's sole discretion, shall determine whether to excuse an employee from such overtime. No overtime shall be worked or paid for without the authorization of the supervisor. Public Works employees who are called in from home

to work unscheduled overtime for emergency purposes (i.e., snowplowing, water main breaks, etc.) shall receive a minimum of 2 hours pay. **(Added 2-08)**

Employees shall be paid for all authorized hours worked. All non-exempt employees are eligible to be paid an overtime rate for all hours worked, as such, in excess of forty hours in a work week. If these employees work over eight hours in a work day, but forty or fewer hours in a work week, they will not receive overtime pay. The overtime rate paid is to be calculated at one and one-half times the employee's regular hourly rate, in increments of no less than one-quarter of an hour. (Double time for hours worked by non-sworn, non-shift employees **(Revised 10-98)** on the day on which an actual holiday falls). **(See page 28 regarding holidays) (Revised 2-94)** See Article IV, I.F for Police sworn personnel holiday benefits. **(Added 10-98)**

Holidays, holiday time-off in lieu of a holiday, personal days, vacation days, sick time and time off for jury duty and hours covered by workers' compensation will be considered as hours worked for the purpose of computing overtime. **(Revised 2-91) (Revised 1-15) (Revised 6-17)**

Exempt employees are paid a salary commensurate with their responsibilities without consideration of hours worked. They are not paid an overtime rate.

VIII. Compensatory Time in Lieu of Overtime **(Added 5-92)**

All non-exempt employees may accrue compensatory time in lieu of overtime pay. The employee shall have the option of taking compensatory time or being paid at the applicable hourly rate for the overtime hours in question. Compensatory time will be allotted at the applicable earned overtime rate. For every one hour of overtime earned at the time and one-half rate, an employee will be entitled to 90 minutes of compensatory time. For every hour of overtime earned at the straight time rate (i.e., court call time in the Police Department), an employee will be entitled to 60 minutes compensatory time.

The use of compensatory time rather than overtime pay is strictly voluntary by the employee and is to be used in accordance with individual departmental procedures. In addition:

- An employee must request that the employee's overtime be granted in compensatory time rather than in payment, prior to the submittal of the time sheet to the Finance Department.
- Compensatory time off shall only be granted when enough employees are available to adequately staff the department. **(Revised 6-10)**
- A request for compensatory time off must be submitted to a supervisor a minimum of 24 hours in advance of the time requested. **(Revised 6-10)**
- While employee wishes will be considered, the scheduling of compensatory time off shall be subject to the paramount needs of the individual department. **(Revised 6-10)**
- Use of compensatory time off cannot create overtime. **(Revised 2-08) (Revised 6-10)**
- Employees may not accrue more than 32 hours of compensatory time at any one given time, with no limit in the amount of compensatory hours that can be used in any one fiscal year. **(Revised 2-08) (Revised 6-17)**

- Compensatory time may be reconverted to overtime pay twice a year - in November and April. **(Added 2-94)**
- Except as indicated below, compensatory time must be taken in the fiscal year earned (May 1 - through April). Compensatory time not used prior to the end of the fiscal year will be paid at the applicable hourly rate for the overtime in question. Non-union employees may carry over up to 16 hours of compensatory time at the end of each fiscal year. **(Revised 7-03)** Comp time carried over can only be used as time off and cannot be converted to overtime pay. **(Added 2-08)** For union employees, if accrued compensatory time is not used by the end of the fiscal year, it will be paid off at the employee's straight time hourly rate of pay as of the last day of the fiscal year. **(Added 2-08)**
- No compensatory time may be used in November and December until all vacation, with the exception of up to 5 days (40 hours), which may be carried over into the next calendar year, holiday (sworn personnel only) and personal time has been exhausted. **(Revised 2-08)**

IX. **Longevity Bond**

All full-time and permanent part-time employees are eligible to receive a one-thousand dollar (\$1,000.00) United States Savings Bond in recognition of their services to the Village of Burr Ridge upon completion of their 5th, 10th, 15th, 20th, 25th, 30th and 35th years of employment. **(Revised 6-17)** Because the purchase price of the Savings Bond must be reported as income, Federal and State Income Taxes will be withheld. In order to provide the employee with a full benefit, the Finance Department will calculate the tax impact on each individual recipient and will add an additional amount to the employee's check, sufficient to cover the cost of the withholding tax. **(Revised 2-96)** Employees may choose to receive \$500 cash instead of a \$1,000 bond. **(Added 2-08) (Revised 1-15)**

X. **Retiree Bonus Plan**

All full-time employees who retire at age 55 years (age 51 for all sworn employees) **(Revised 6-03)** or older with 20 or more years of service are eligible to receive a \$5,000 cash bonus. **(Added 6-90)**

XI. **Emergency Medical Technician Pay**

Any full-time permanent employee who has become certified (or registered, as the case may be) as an Emergency Medical Technician under Illinois law shall be entitled to and shall be paid a supplemental payment of \$40.00 per month so long as the employee remains so certified (or registered) as an Emergency Medical Technician under Illinois law. **(Revised 2-91)**

XII. **Record Keeping and Pay Periods**

A. **Record Keeping of Hours**

It shall be the responsibility of the department head or designee to assure proper recording of hours worked. Before records of time worked are submitted to payroll, they are to be reviewed, approved and signed by the department head. Anyone who knowingly falsifies a record of hours shall be subject to disciplinary

action, including dismissal.

B. Pay Periods

Employee salaries shall be payable on a bi-weekly basis. Paychecks shall be distributed only to the employee and not to members of the employee's family or others unless the Village is so directed by the employee in writing. Employees who terminate their employment in the middle of the pay period shall be paid for the actual time worked during that pay period. Terminated employees shall receive their final pay check on the first regularly scheduled pay day which follows their date of termination provided, however, that all Village uniforms, equipment, ID cards, keys and any other Village property in the employee's possession are returned prior to receipt of said payment, and further provided that the employee reimburses the Village for any monies the employee owes to the Village and for any damage to such equipment if the damage is caused by the negligent or willful act of the employee.

C. Status Change

Payroll and status changes shall only be made after execution of a Personnel Action Report form approved by the Village Administrator (see attachment #4). Employees are responsible for informing the Village of any change in status (i.e., address, marital status, dependents, etc.). **(Revised 2-91) (Revised 2-08)**

ARTICLE IV
LEAVES

I. HOLIDAYS

- A. The following shall be recognized as holidays with pay by the Village for all non-sworn employees, including the Police Chief and Deputy Chief: **(Revised 3-92)**
(Revised 2-08)

- | | |
|---------------------|----------------------------|
| 1. New Year's Day | 5. Thanksgiving Day |
| 2. Memorial Day | 6. Day After Thanksgiving |
| 3. Independence Day | 7. Christmas Eve |
| 4. Labor Day | 8. Christmas Day |
| | 9. Half Day-New Year's Eve |

- B. Sworn employees, other than the Police Chief and Deputy Police Chief **(Revised 7-03)** shall receive six national holidays (holidays 1 through 5 and number 8 as listed) **(Revised 3-92)**, and shall receive an additional 12 hours of compensatory time off for the additional full day Christmas Eve and one-half day New Years' Eve holiday, to be used between December 23 and April 30 of the following year, and scheduled in advance and approved by the Department Head. **(Revised 2-94)**
(Revised 6-10)
- C. The holiday shall be the day as established by the national holiday and as determined by the Village of Burr Ridge and not necessarily the observed calendar day. Normally, if a recognized holiday falls on a Saturday, the designated holiday shall be on the previous Friday. If a recognized holiday falls on a Sunday, the designated holiday shall be on the Monday following the holiday. However, for the purpose of holiday pay, the actual day on which the holiday falls shall be considered the day on which holiday pay will be awarded. **(Revised 2-94)** For New Year's Eve, the holiday shall begin at noon and end at midnight. **(Added 12-99)**
(Revised 7-03)
- D. In years when Christmas Eve and New Year's Eve fall on a Friday, Saturday or Sunday, non-sworn employees, including the Police Chief and Deputy Police Chief **(Revised 7-03)**, will receive a total holiday allowance of 12 hours (8 hours for Christmas Eve and 4 hours for New Years' Eve) **(Revised 7-03)** and will be allowed to use said time off between the 23rd of December and the 30th of April the following year. This holiday allowance time off must be scheduled in advance and approved by the department head. **(Revised 2-94)**
- E. Regular employees of the Village scheduled to work on a holiday shall do so. Any employee who has taken an unauthorized absence on the day before or after a holiday will not receive pay for that holiday. Likewise, any employee absent from work, due to reasons chargeable to sick leave, on a holiday scheduled for work, on the day preceding and/or the day following a holiday, may be required to present a doctor's verification of eligibility for leave in order to receive regular compensation for the holiday.
- F. **Sworn Police Department Shift Personnel**
1. When, due to the employee's standard weekly work schedule, an employee is scheduled to work on any of the above-indicated holidays, the employee shall receive an additional sixteen (16) hours straight time pay for eight (8) hours worked.

2. When, due to the employee's standard weekly work schedule, an employee is not scheduled to work on any of the above-indicated holidays, the employee shall receive a holiday allowance not to exceed eight (8) hours straight time, provided the employee is entitled to pay from the Village for all of either the employee's scheduled workday preceding or the employee's scheduled workday following the observed holiday. The holiday allowance must be taken in the calendar year it was received and may not be carried over into the new year. An exception to this policy will be made for Christmas Day. Police Department shift personnel who are granted a holiday allowance for this day will be allowed to use said time off between the 23rd of December and the 30th of April. This holiday allowance time off must be scheduled in advance and approved by the employee's supervisor.

II. **Personal Days**

- A. In addition to the eight recognized holidays and one half-day recognized holiday above, each non-sworn employee, including the Police Chief and Deputy Chief will receive three (3) extra days per calendar year as personal days **(Revised 2-94) (Revised 2-08)**. These days can be taken at any time during a calendar year at a time approved by the employee's supervisor, using the Request for Leave form (attachment #5). **(Revised 2-91) (Revised 2-08)** Sworn employees, other than the Police Chief, shall receive six national holidays (1 - 5 and 8) and five (5) extra days to be taken any time during the calendar year at a time approved by the employee's supervisor. **(Revised 2-94)**
- B. Employees who begin employment between January 1 and April 30 will be eligible to receive three (3) personal days immediately upon employment for non-sworn employees and five (5) for sworn employees. Employees who begin employment between May 1 and August 31 will be eligible to receive two (2) personal days immediately upon employment for non-sworn employees and three (3) for sworn employees. Employees who begin employment between September 1 and December 31 shall be eligible for one (1) personal day immediately upon employment for non-sworn employees and two (2) for sworn employees. **(Revised 2-94)**
- C. Personal Days must be taken in the calendar year they were received and may not be carried over into the new year. An exception to this policy will be made for employees who begin employment on December 1 or later. In this instance, employees will be allowed to use said time off between December 1 and April 30 of the following year upon approval of the employee's supervisor.
- D. An employee leaving the employ of the Village shall not be entitled to be paid for any accumulated, but unused, Personal Days. **(Added 2-96)**

III. **Vacations**

- A. Vacations are provided for the recreation and relaxation of Village employees, and employees are expected to take their leave on an annual basis. Employees will receive one week of vacation leave after completing six months of employment and the second week (second and third week for department heads) on their one year anniversary. Beginning with the start of the next calendar year after the employee's one year anniversary, employees will receive annual leave in accordance with the following schedule:

After one year	2 weeks
After five years	3 weeks
After ten years	4 weeks
After 17 years	5 weeks

Each department head will be allowed annual leave in accordance with the following schedule:

After one year	3 weeks
After five years	4 weeks
After 17 years	5 weeks

- B. Vacation leave is awarded at the beginning of each calendar year. The additional week of vacation, which is granted to the employee on their 5th, 10th, and 17th years, shall be awarded on the employee's anniversary date. **(Revised 2-94)**. All but 5 days (40 hours), which employees are allowed to carry over to the next calendar year, of the annual vacation days to which the employee is entitled in a calendar year will expire at the end of the calendar year. **(Revised 2-08)** Exceptions to this policy will be granted under the following circumstances:

1. For employees whose one, five, ten or seventeen year anniversary falls between November 1 and December 31. In this instance, employees will be allowed to use said vacation leave between November 1 and April 30 of the following year.
2. For new employees to allow them to take their first week of accrued vacation after six months of service between their six-month anniversary and the end of the calendar year following their one-year anniversary date. **(Revised 2-91)**
3. For unusual circumstances which cause the department head to either revoke or otherwise not grant vacation time, due to the needs of the department, when recommended by the department head and approved by the Village Administrator. **(Added 2-96)**

C. **Vacation Pay**

Vacation pay will be computed at straight time based on the employee's hourly rate. When an employee's vacation includes a holiday on which the employee is not scheduled to work, an additional vacation day will be granted in lieu thereof. **(Revised 2-96)**

D. **Scheduling Vacations**

1. All vacation schedules shall be arranged in advance and approved by the department head, using the Request for Leave form (see attachment #5). **(Revised 2-91) (Revised 2-08)** Up to two weeks' vacation will be granted by seniority, if requested prior to March 1. **(Revised 2-96)** Seniority is based on the amount of time employed with the Village on a full-time basis in a given position classification. Those in a higher-ranked classification, based on the official Pay Plan of the Village, will be given preference. **(Added 2-96)** After March 1 **(Revised 2-96)**, vacations will be granted on a first come first served basis. Requests for vacation time off in excess of two weeks must receive the approval of the Village Administrator.

2. In case of emergency, the department head may cancel and reschedule any or all approved vacation leaves in advance of their being taken, and, if necessary, may call back an employee from a vacation in progress.
3. The time at which an employee may take vacation leave shall be ultimately determined by the department head, with due regard to seniority, the wishes of the employee and the needs of the department.

E. **Vacation for Employees Leaving**

When an employee's service with the Village of Burr Ridge is terminated prior to taking vacation to which the employee is eligible during the current appropriate 12-month period, no vacation with pay or allowance in lieu thereof will be granted except:

1. An employee whose service is terminated by layoff and who has worked for the Village for one year or more as of the last day worked, will be granted allowance in lieu of vacation for which the employee was eligible.
2. An employee resigning will be granted allowance in lieu of vacation for which the employee was eligible, provided:
 - a. At least two (2) weeks' advance notice has been given of intention to resign, and
 - b. In the Village's judgment, the employee's record with the Village has been satisfactory.
3. An employee whose services are terminated or relieved may, in accordance with the Village's discretion and judgment, be granted an allowance in lieu of vacation for which the employee was eligible.

IV. **Sick Leave**

- A. Effective January 1, 2003, during the first year of employment an employee will start earning sick leave at the start of the third full month of employment and will be eligible to earn a total of ten (10) sick leave days during the first year of employment. Commencing with the first month of the second year of employment and each year thereafter, at the start of each of the first ten months of the year in question, an employee will earn one sick leave day per month, i.e., a total of ten sick leave days per year.

Example: An employee whose first day of employment is February 13, 2003, will start earning sick leave as of May 1, 2003 and will earn a total of ten sick leave days during his/her first year of employment. Commencing March 1, 2004, and on March 1 of each succeeding year, such employee will earn one sick leave day for each of the ten consecutive months from March through December. No sick leave days will be earned on either January 1 or February 1.

- B. As of January 1, 2003, any sick leave days that employees had accumulated, but had not used as of January 1, 2003, under the Village's pre-existing sick leave policy will be retained, but no new allotment of sick leave days will be granted under that policy. In addition, there will be no "windfall" as a result of the switch to this new sick leave policy. Employees who received sick leave days under the old policy within the past five years shall not accumulate additional sick leave

under the new policy until those days have been taken into account

Example: If an employee was provided 40 days of sick leave on January 1, 2002, 32 of those sick days must be taken into account before additional sick leave is provided (40 ÷ 5 years = 8 days per year). At the new rate of 10 days per year, that employee would receive no additional sick leave until 2006, when they would begin to receive 1 sick day per month for 8 months and then 10 days per year thereafter.

- C. The above indicated sick leave days with pay are cumulative with no maximum accrual.
- D. Sick leave days may be used if the employee is sick. In addition, per the Illinois Employee Sick Leave Act (P.A. 099-0841), all employees may also use sick time for illness, injury or medical appointments of a spouse, parent, child, sibling, mother-in-law, father-in-law, grandchild, grandparent, stepparent, step child, domestic partner or other relative(s). **(Revised 2-08) (Revised 6-17)** In the event an employee is unable to work due to personal illness, the employee must inform their department head or his/her designee prior to the start of the scheduled work day. Failure to inform their department head or his/her designee each day of absence, or agreed intervals in the case of an extended illness, will result in loss of pay. Any sick-leave related absences in excess of the allowed sick days with pay for the appropriate period of employment as accumulated shall be without pay.

The Village retains the right to take corrective steps to deal with abuse of sick leave or, if an employee has prolonged and/or frequent and regular absences which hinder in the carrying out of their responsibilities. Such corrective steps may include requiring satisfactory evidence, including a physician's certificate as to the nature and extent of the personal illness (or, in the case of non-union employees, an illness of a spouse, parent or child) upon which the claim for a sick day with pay is based and/or informal or formal disciplinary action, including dismissal.

- E. An employee leaving the employ of the Village shall not be entitled to be paid for any accumulated, but unused, sick days. **(Revised 6-03)**
- F. All employees may use sick leave for employee doctor and dentist visits and for doctor and dentist visits for the employee's spouse, parent, child, sibling, mother-in-law, father-in-law, grandchild, grandparent, stepparent, step child, domestic partner or other relative(s). **(Added 7-03) (Revised 2-08) (Revised 6-17)**

V. **Family and Medical Leave Act** **(Revised 6-10)**

The Village shall comply with the provisions of the Family and Medical Leave Act of 1993 (Public Law 103-3) and the rules and regulations issued by the U. S. Department of Labor interpreting said Act (collectively referred to as "FMLA").

A. **Definitions**

The terms used in this subsection shall have the same meanings ascribed to said terms in the FMLA.

B. Family and Medical Leave Act

Employees who have worked for the Village for the past 12 months and have worked for at least 1,250 hours may request up to 12 weeks in unpaid leave, in accordance with the provisions of the Family and Medical Leave Act (FMLA Leave):

- for the birth or care of a newborn or newly-placed child,
- for the placement by the employee of a child for adoption or foster care,
- related to the serious health condition of the employee or the employee's spouse, parent or child,
- for any qualifying exigency during a family member's active military service, or the family member being called to active military duty
- to care for a member of the Armed Forces who is undergoing medical treatment, recuperation or therapy for a serious injury or illness suffered while on active duty

A "serious health condition" is defined as an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. "Continuing treatment" includes:

- incapacity for more than three consecutive calendar days plus treatment by a health care provider twice within 30 days of the beginning of the period of incapacity, with the first visit within 7 days of the first day of incapacity
- any period of incapacity related to pregnancy or for prenatal care
- any period of incapacity or treatment for a chronic condition, which requires periodic visits (at least two visits to a health care provider per year) for treatment by a health care provider or nurse under the supervision of the health care provider, continues over an extended period time and may case episodic rather than continuing periods of incapacity

For the purpose of these rules, in computing the 12 month period for FMLA leave privileges, the preceding 12 months from the day of the requested start of FMLA leave shall be used to determine the amount of available FMLA leave time for the employee. FMLA leave taken for any reason, including medical, family or childcare leave, shall not exceed a maximum combined total of 12 weeks in any 12-month period. While the 12 months of employment need not be consecutive, employment prior to a continuous break in service of at least **seven** years can be disregarded.

C. Military Families (Added 6-10)

Eligible employees may take FMLA leave for "any qualifying exigency" while the employee's spouse, son, daughter or parent is on active duty in the armed services or is called to active duty in support of a war of national emergency. Any qualifying exigency is one or more of the following:

- Short-notice (seven days or less) deployment
- Military events and related activities

- Childcare
- School activities (for children of military personnel)
- Financial or legal arrangements to address the covered military member's absence while on active duty or call to active duty
- Counseling
- Rest and recuperation, spending up to five days with a covered military member who is on temporary short-term R & R leave during deployment
- Post-deployment activities
- Additional activities arising out of covered military member's active duty or call to active duty that the employer and employee have agreed to.

The Village may require the employee to provide a certification of the qualifying exigency using Form WH-384.

Military Caregiver Leave

An eligible employee who is a spouse, son, daughter, parent, or "next of kin" (the nearest blood relative) of a member of the armed services may take up to 26 weeks of leave during a single 12 month period to care for a member of the Armed Forces, including a member of the National Guard or Reserves who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness suffered while on active duty.

Definitions:

Covered Service member - a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list.

Serious Illness or Injury - an injury or illness incurred by a covered service member in the line of duty that renders the service member medically unfit to perform the duties of his or her office, grade, rank or rating. "Outpatient status," means the service member is assigned to either a military medical treatment facility as an outpatient or is assigned to a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

Taking Caregiver Leave:

In order to take leave, the eligible employee must be the spouse, son or daughter, parent, or "next of kin" of a covered service member.

A "spouse" means a husband or wife as defined or recognized under State law for purposes of marriage in the State where the employee resides, including common law marriage in States where it is recognized. [Note: Based on the federal Defense

of Marriage Act, this definition does not include a same-sex spouse even if the same-sex marriage is recognized under State law.

A “son or daughter of a covered service member” is defined as the covered service member’s biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered service member stood in loco parentis, and who is of any age.

A “parent” is defined as a covered service member’s biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered service member. This term does not include parents “in law.”

“Next of kin” is the nearest blood relative, other than the covered service member’s spouse, parent, son, or daughter, in the following order of priority:

- blood relatives who have been granted legal custody of the service member by court decree or statutory provisions,
- brothers and sisters,
- grandparents,
- aunts and uncles,
- first cousins.

However, the covered service member can specifically designate in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.

When there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member’s next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. The Village may require an employee to provide confirmation of the family relationship to the covered service member.

The Village may also require certification of the service member’s illness or injury using Form WH-385 (available from Village Administrator) that must be completed by the employee or covered service member and a health care provider.

Duration of Caregiver Leave

An eligible employee may take up to 26 workweeks of leave to care for a covered service member with a serious injury or illness during a “single 12-month period.” The “single 12-month period” begins on the first day the eligible employee takes FMLA leave to care for a covered service member and ends 12 months after that date, regardless of the method used by the employer to determine the employee’s 12 weeks of leave entitlement for other FMLA-qualifying reasons. If an eligible employee does not take all of his or her 26 weeks of leave entitlement to care for a covered service member during this “single 12-month period,” the remaining part of his or her 26 weeks is forfeited.

The leave entitlement applies on a per-covered service member, per-injury basis so that an eligible employee may be entitled to take more than one period of 26 workweeks of leave if the leave is to care for different covered service members or to care for the same service member with a subsequent (different) serious injury or illness.

An eligible employee is entitled to a combined total of 26 workweeks of leave for any FMLA qualifying reason during the “single 12-month period”.

D. Notice

An eligible employee shall provide the Village with at least 30 days advance notice before FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or of a family member. Where the reason for the leave is for planned medical treatment, the employee shall make a reasonable effort, so as not to unduly disrupt the operation of the Village. If a 30-day notice is not practicable, such as because of the lack of knowledge of approximately when leave will be required to begin, a change in circumstances or medical emergency, notice shall be given as soon as practicable. An application for FMLA leave shall be made in writing to the Village Administrator using the Request for Leave form (see attachment #5), stating the reason(s) for the request, the date of the desired start of the FMLA leave and probable date of return.

When an employee requests FMLA medical leave or FMLA family leave to care for a child, spouse or parent, the Village may require an employee to provide medical certification from an appropriate health care provider using forms WH 380-E and WH 380-F (available from Village Administrator). The Village has **five** business days to notify the employee that a medical certification is required. If the certification is not complete, the Village must provide a written notice to the employee disclosing what additional information is necessary to complete the certification and provide the employee seven days to obtain the additional information.

Direct contact between the Village and the health care provider for purposes of clarification of a medical certification form is allowed, as long as the requirements of the HIPAA medical privacy regulations are met (i.e. the employee provides the appropriate authorization to allow the health care provider to disclose PHI). Only a health care provider, a human resources professional, a leave administrator or a management official of the Village may contact the employee’s health care provider. Under no circumstances may the employee’s direct supervisor contact the employee’s health care provider. Employers who contact a provider directly may *not* ask health care providers for additional information beyond that required by the medical certification.

The only information the Village will require the employee to provide in this certification is:

1. That the employee or family member has a serious health condition.
2. The date the serious health condition commenced and its probable duration.

3. The medical facts regarding the serious health condition.
4. If employee medical leave, a description of the extent to which the employee is unable to perform his or her job duties, or
5. If family medical leave, that the employee is needed to care for the child, spouse or parent and the amount of time needed to provide the care.
6. If the employee is requesting partial or intermittent leave, the employer may request verification of the schedule of treatment.

For employee FMLA medical leave, the Village may, at the Village's expense, require the employee to obtain the opinion of a second health care provider chosen by the Village. If the employee-chosen and the Village's health care providers disagree about any of the information in the certification, the parties will mutually select a third medical provider at the Village's expense. The decision of the third provider shall be final and binding.

The Village may deny a requested FMLA leave if the employee fails to provide proper advanced notice, unless the employee was unable to comply because of the need for emergency health care. The Village may deny a requested leave if the employee does not provide the required medical certification, after being requested to do so, unless the employee was unable to comply because of the need for emergency health care.

E. Medical Recertification (Added 6-10)

Recertification may be requested, but no more often than every 30 days. The employer is still permitted to request recertification at any time if the employer receives information that casts doubt upon the stated reason for leave or if the circumstances of the leave have changed significantly. The final rules allow an employer to request a new medical certification each leave year for medical conditions that last longer than one leave year. The regulations also clarify the applicable time period for recertification. For leaves that extend beyond the period designated in the initial medical certification, the employer can request a recertification only after that original time period has expired.

The Village may send the absence schedule of an employee to the health care provider to ask whether the employee's pattern of intermittent leave is consistent with the employee's medical condition.

F. Partial Absences

Some FMLA leave can be taken intermittently or on a reduced schedule. By way of example, employees may take leave in non-contiguous increments (e.g., every afternoon, every Friday, one week each month, etc.). Family leave for birth, adoption or foster care can only be taken on an intermittent or reduced leave basis with the approval of the Village Administrator Board. **(Revised 1-18)** Medical leave may be scheduled as medically necessary. The Village may temporarily transfer an employee after taking intermittent or reduced scheduled leave to an employment position more suitable for recurring periods of absence to better accommodate the leave. Employee wages and benefits will remain the same as if no transfer had occurred during the transfer period.

G. Return from FMLA Leave

A return date shall be agreed to by the employee and the Village at the time FMLA leave is granted. Generally, this will be the probable return date specified in the employee's approved request for FMLA leave application, but must always be within the permitted FMLA leave period. An employee may advance the designated return date by serving written notice on the Village Administrator not less than 14 days before the desired alternative return date, provided such alternative return date must be within the FMLA leave period available to the employee. The Village Administrator may waive such 14-day notice if the employee requests to promptly return and an employment position is available. An employee may request an extension of the FMLA leave by making application to the Village in the same manner as on the original application, as stated in ARTICLE IV, Section V.D, provided such extension may not be granted in excess of the total FMLA leave period available to the employee. An employee returning from a FMLA leave will be placed in the employment position held before the leave began, if the employment position is vacant. If the former employment position is not vacant, the employee will be returned to an equivalent employment position having equivalent employment benefits, pay and other terms and conditions of employment.

H. Fitness-for-Duty Certifications

The Village can enforce uniformly applied policies or practices that require all similarly-situated employees who take leave to provide a certification that they are able to resume work. The Village may require that the certification address the employee's ability to perform the essential functions of the employee's own job as long as a list of the employee's essential functions was furnished at the time the leave was designated as FMLA leave and the employee was notified that a certification would be required. Second, where reasonable job safety concerns exist, an employer may require a fitness-for-duty certification before an employee may return to work when the employee takes intermittent leave. Like the medical certification process, the final rules allow the employer to contact a health care provider directly to clarify or authenticate a fitness-for-duty certification. However, they are only permitted to discuss the serious health condition for which the leave was taken.

I. Light-Duty Assignments

The time spent performing a "light duty" assignment does not count against an employee's FMLA leave entitlement. Also, an employee's right to reinstatement after an FMLA leave is not waived during a period that the employee accepts or performs a light duty assignment.

J. Substitution of Other Paid Leave

Eligible employees on FMLA leave shall be required to substitute until exhausted accrued paid compensatory time, personal leave and any vacation leave in excess of 40 hours and all accrued sick leave in excess of 40 hours, for all of any (otherwise) unpaid FMLA leave relating to birth or placement of a child for adoption or foster care or the eligible employee's own serious health condition. Eligible employees on FMLA leave shall be required to substitute until exhausted

all accrued paid compensatory time, personal leave and any vacation leave in excess of 40 hours for all of any (otherwise) unpaid FMLA leave relating to the care of a family member. Approved leave taken as provided above shall be counted as FMLA leave against the total FMLA leave permitted within any 12-month period.

K. Benefits

1. Continuation of Health Benefits

During any FMLA leave, the Village shall maintain the eligible employee's coverages under any group health plan maintained by the Village on the same conditions of coverage as would have been provided if the eligible employee had been continuously employed during the entire leave. If the Village provides a new health plan or benefits, or changes health benefits or plans, while an eligible employee is on FMLA leave, the eligible employee is entitled to the new or changed plan/benefits to the same extent as if the eligible employee was not on leave. Notice of any opportunity to change plans or benefits given generally to Village employees shall also be given to an eligible employee on FMLA leave.

2. Accrual of Employee Benefits

During the period an employee is on FMLA leave, all benefits that are normally accrued shall continue to accrue, but shall be frozen until the employee returns to work, at which time the accrual of benefits will be granted to the employee.

L. Resignation Prior to Return to Work

An employee who fails to return from an FMLA leave on the designated return date, either as originally agreed or as extended, shall be considered as having abandoned and resigned the employment position with the Village. The employee will not be eligible for benefits normally accrued, but frozen, during the period of the FMLA leave.

In addition, the Village may recover its share of health plan premiums during a period of unpaid FMLA leave, if the eligible employee fails to return to work, unless the reason the eligible employee does not return to work is due to (a) the continuation, recurrence or onset of serious health conditions, which would entitle the employee to leave under the FMLA or (b) other circumstances beyond the employee's control.

M. Application to Spouses

Spouses working for the Village who are eligible for FMLA leave shall be permitted to take only a combined total of 12 work weeks of FMLA leave during any 12-month period if the leave is taken:

1. For the birth of a son or daughter, or to care for the child after birth
2. For placement of a son or daughter for adoption or foster care, or to care for the child after placement, or

3. To care for a parent (but not a “parent-in-law”) with a serious health condition.

N. **Notice**

The Village shall post and keep posted at Village facilities in conspicuous places where employees are employed a notice explaining FMLA’s provisions and providing information concerning the procedures for filing complaints or violations of the FMLA with the Wage and Hour Division of the U. S. Department of Labor. The notice shall be posted prominently where it can be readily seen by employees and applicants for employment.

The Village is required to notify the employee of whether they are eligible for FMLA leave using the Eligibility Notice (Form WH-381) and the Designation Notice (Form WH-382).

The Eligibility Notice is used when an employee first requests leave. This form, which the employer must send to the employee within **five** business days after the employee requests leave, may be used to grant the leave or to inform the employee that, while they are eligible for leave, additional information is required in order to make a final determination of eligibility. It may also be used to inform employees of ineligibility and the reason(s) they are ineligible.

The Designation Notice is used to inform the employee that leave will be designated and counted as FMLA leave. The notice must be provided within **five** business days of learning that the leave is being taken for a FMLA reason, absent extenuating circumstances. It is also used to deny the application of FMLA to a period of absence.

If the amount of leave is unknown at the time of the notification, the employer must provide a notice upon request by the employee disclosing the amount of leave that has been designated and counted in the previous 30 days. If the leave is not going to be designated as FMLA leave, the employer must notify the employee of that determination.

O. **Additional Information**

Informational publications describing the FMLA’s provisions are on file in the office of the Village Administrator and are available for inspection.

P. **Conflicts**

To the extent that there may be any conflict between the FMLA and this subsection, the provisions of the FMLA shall control. **(Added 12-99)**

VI. **Leaves of Absence**

An employee, upon written request to the Village Administrator using the Request for Leave form (see attachment #5) and after exhausting all available unpaid leave allowed under the Family and Medical Leave Act (see Article IV, Section V) **(Revised 12-99)** ~~and subsequent approval by the President and Village Board, (Revised 1-18)~~ may be granted a leave of absence without pay. The decision to grant a leave of absence without pay will be made on the basis of the operational requirements of the

department, budgetary considerations, availability of temporary substitute employees, the performance and attendance record of the individual and the reason for the request. **(Revised 2-91)**

No assurances of reinstatement will be given to an employee who has been granted leave. If the employee's position is in existence and is vacant, an employee returning from leave shall be entitled to reemployment, provided that the employee is physically and mentally capable of performing the duties of the position involved. In the event that the position previously held by the employee is no longer vacant at the time the employee qualifies for reemployment, every attempt shall be made to offer employment in another position of the same occupational category, or in a closely related position.

An employee who leaves Village employment directly for such leave may elect to be paid for any accrued vacation as the employee may be entitled to if the employee were actually separating from the Village's employment. The employee's decision shall be noted on the Personnel Action Report form effecting the leave. If the employee elects not to be paid for vacation, then accrued vacation credits shall be reinstated upon return of the employee.

An employee unable to work due to a non-work related injury or illness, including pregnancy, may be provided an unpaid leave for disability until physically able to perform the duties of the employee's job.

During any leave of absence without pay, all benefits that are normally accrued shall be frozen until the employee returns to work. All insurance benefits paid by the Village shall terminate during an unpaid leave of absence in excess of two weeks. However, the Village will continue to pay its portion of health and life insurance benefits for an employee on a disability leave of absence according to the following schedule:

At least one (1) year of service - 30 days' extension

Three (3) years or more of service - 6 months' extension

The employee may retain membership in the Village's plans for health and life insurance for the duration of an approved leave of absence without pay. The employee shall be responsible for paying the full cost of those benefits, including the portion normally paid by the Village.

It shall be the employee's responsibility to arrange with the Finance Department to pay for said benefits which the employee wishes to continue while on leave of absence.

VII. Jury Duty or Other Court Attendance

An employee summoned for jury duty or to serve as a witness (not as a plaintiff or defendant), in a court case which necessitates absence from assigned duties within the employee's standard weekly work schedule, shall be granted pay at straight time for such absence. Such an employee shall report for the employee's regular duties while excused from such attendance in court unless it is impossible or unreasonable for the employee to do so. **(Revised 2-91)**

Employees shall remit to the Village all sums, up to the maximum of the employee's daily pay, received for such services, exclusive of travel allowance which may be awarded by the court. **(Revised 2-94)**

VIII. Death in Immediate Family Leave

Absence with pay shall be granted to an employee if such absence is occasioned by death in the immediate family of said employee and is reasonable in duration. Pay shall be at straight time for such time lost from assigned Village duties, provided that such absence with pay shall not exceed a maximum of three (3) full working days. Said absence with pay may be granted for a full day, or a portion of a day as is considered reasonable by the employee's supervisor. In determining reasonableness of the extent of a paid absence, consideration shall be given to the relationship of the employee to the deceased and responsibility of the employee for making funeral and other arrangements incidental to the death. All requests shall be approved by the department head, using the Request for Leave form (see attachment #5). **(Revised 2-91)**

For the purpose of this section, an employee's immediate family shall be considered as: husband, wife, son, daughter, mother, father, mother-in-law, father-in-law, sister, brother, grandmother, ~~or~~ grandfather, grandson, ~~or~~ granddaughter and "step" family members of both the employee and the employee's spouse. **(Revised 2-08) (Revised 6-17)**

IX. Personal Necessity Leave

The Village recognizes that on infrequent occasions, events in an employee's personal life will necessitate an employee to request time off from the normal work day. In the event of a "personal necessity" (e.g., severe weather conditions, family emergencies, medical appointments that cannot be scheduled during non-work hours, etc.), an employee, upon approval of the department head, using the Request for Leave form (attachment #5) may be granted time off from duties. **(Revised 2-91)**

The employee will not be paid for time off granted for personal necessity leave except that an employee may utilize accrued vacation time or personal days or, upon approval of the department head, work additional hours in the week in which the personal necessity time off occurred in order to make up the lost time.

X. Child Bereavement Leave

In accordance with the State "Child Bereavement Leave Act" (P.A. 099-0703), employees will be provided up to 10 days of unpaid leave for the death of a child and up to six weeks of unpaid leave for the death of a second child in a 12-week period. **(Added 6-17)**

XI. Part-Time, Seasonal and Temporary Employees

Part-time, seasonal or temporary employees may not work more than 1,000 hours in any given calendar year. Part-time employees who work on a regular schedule shall be granted unpaid time off for personal, vacation and sick days on a pro rata basis. Part-time, seasonal and temporary employees shall not receive any benefits other

than their hourly compensation. **(Revised 2-08)**

XII. **Military Leave**

The Village shall comply with the provisions of the Uniformed Service Employment and Reemployment Act of 1994.

ARTICLE V
EMPLOYEE BENEFITS

I. Health, Life and Dental Insurance

All full-time employees of the Village and retired employees who receive pension benefits and their dependents are eligible to participate in the Village group health, and dental insurance programs. Insurance coverage shall commence on the first day of full-time Village employment and shall cease on the employee's final day of full-time Village employment. A brochure describing the provisions of the insurance coverages shall be furnished to each employee. The cost and nature of the various Village health, and dental plans may be changed from time to time. **(Revised 2-91)**

All Village employees who retire from Village service and who receive pension benefits are entitled to continue coverage under the Village's group health insurance program. The cost of this coverage shall be paid by the retiree. At age 65, retired employees may elect to continue coverage under the Village's group health plan as a supplement to Medicare. **(Added 2-91)**

II. Premium Conversion Plan (Added 5-92)

All full-time employees who elect to participate in the Village's Health and Dental insurance plans are also eligible to participate in the Village's Premium Conversion Plan, which was established under Section 125 of the Internal Revenue Code. This program allows employees who have elected coverage for health and/or dental insurance to pay their required employee contribution on a pre-tax basis. Currently, employees contribute 10% of the cost of Single coverage and 25% of the cost of the additional premium for Dependent coverage. Specific rules regarding the program are included in the Plan Summary document which shall be distributed to each employee. **(Revised 2-08)**

III. Consolidated Omnibus Budget Reconciliation Act (COBRA)

Federal legislation requires that the Village arrange for an employee to continue certain benefits that may be in force for the employee and/or the employee's dependents upon the occurrence of certain events which would normally result in termination of coverage under the Plan. The cost of this coverage, which shall be paid by the employee, former employee or dependent(s), shall equal 102% of the current cost of health insurance paid by the Village. Further information can be obtained from the Executive Secretary. **(Revised 2-91)**

IV. Employee Assistance Program (Added 2-91)

In keeping with the Village's policy of being supportive to employees who may have personal problems and promoting rehabilitation in case of alcohol or substance abuse, the Village will offer, at no cost to all full-time **(Revised 6-10)** employees, an Employee Assistance Program. At a minimum, the Employee Assistance Program will provide the following services:

- Supervisory training and guides on how to identify and refer problem employees to the EAP;
- Presentations and training programs for employees;

- Employee counseling and follow-up sessions;
- 24 hours a day, seven days a week service;
- Counselors who are licensed and degreed professionals; and
- Other services as may be deemed necessary.

V. **Workers' Compensation and Unemployment**

Every employee of the Village is covered by workers' compensation and unemployment insurance as provided for by state statutes. The total cost of these coverages is paid by the Village. An employee who is injured from a cause arising out of and in the course of the employee's employment may be eligible for benefits under workers' compensation. The employee must comply with the accident reporting procedures outlined elsewhere in these Personnel Rules and Regulations.

VI. **Deferred Compensation**

The Village currently offers all employees the option of participating in the ICMA-RC deferred compensation plan. Deferred compensation is a tax-sheltered retirement plan which involves deducting a portion of the employee's salary, with the money transferred to an investment fund selected by the employee. Currently, under federal tax law, the employee's gross or taxable income is reduced by the amount deferred; therefore, income taxes are reduced. Income taxes are paid when the funds are paid back to the employee (upon retirement, termination of Village employment or in the event of an emergency). The Finance Department can provide further information on this program.

VII. **Credit Union** (Added 12-90)

All Village employees and their families are eligible to participate in the DuPage Schools Credit Union. For further details, please contact the Finance Department.

VIII. **AFLAC Supplemental Insurance**

In 2006, AFLAC Supplemental Insurance was made available to employees. The program is paid for through payroll deductions and is fully funded by the employee. This coverage is supplemental to the HMO coverage and benefits are paid directly to the enrollee at the time of illness or injury. The coverage is divided into policies (i.e., Disability, Cancer, Hospitalization, etc.) and each policy is purchased separately. Payroll deductions are made before taxes, the same as what is currently being done for dependent health and dental coverage. Please contact the Executive Secretary with questions. (Added 2-08)

IX. **Flexible Spending Accounts**

Beginning in March 2007, the Village implemented a Flexible Spending Account (FSA) program for all of its employees. The FSA allows an employee to set aside a portion of their salary before taxes to be used to pay for certain childcare and medical expenses not covered by insurance, including prescription drugs and many over-the-counter medicines. Since the money is deducted from your paycheck pre-tax, you save on federal, state, Social Security and Medicare taxes, which means you keep more of your take-home pay. New regulations effective October 31, 2013, state that employers can

modify their Health FSA plan document to allow participants to carry over up to \$500 at the end of the plan year that can be used for the old plan year or for the first 2 ½ months of the new plan year. Previously, any unclaimed funds were forfeited by the employee. This carry-over applies only to the Health FSA, not the Dependent Care FSA. With this in mind, you must be careful to deduct only what you are confident will be spent during the specified 14½-month period. Full-time employees with 12 months or more of service are eligible to participate in this program and there is no cost to the employee for participation. **(Added 2-08)** Future continuation of this program is contingent upon a minimum level of participation to be determined by the Village Administrator. **(Revised 6-10) (Revised 1-15)**

X. **Pension Benefits**

A. **Illinois Municipal Retirement Fund (IMRF)**

All employees (except sworn police officers) who are expected to work a minimum of 1,000 hours annually are covered by the Illinois Municipal Retirement Fund. This fund is a combination of a State security plan and Federal Social Security. An amount is deducted from each employee's paycheck for the employee's contribution to this plan. In addition to the employee's contribution, the Village also contributes matching funds for each employee. Retiring IMRF members will receive from IMRF service credit for unused sick leave at a rate of 1/20 of a month for each full day of accumulated unused sick leave, to a maximum of one year.

The Illinois Municipal Retirement Fund offers contributing members the ability to purchase additional term life insurance. For further details, please contact the Payroll Accounting Clerk. **(Revised 10-98).**

B. **Police Pension Fund**

All regular members of the Police Department can elect to be covered by the Police Pension Fund. This Pension Fund is supported by both employee contributions and Village funds and is administered by the Police Pension Board. The rate of employee contribution toward this fund is established by the Illinois Revised Statutes.

C. **Social Security**

All Village employees, including sworn police officers, are covered by social security; as such, deductions are made from each employee's paycheck for the employee's contribution to this program.

D. **Pre-Tax Contributions**

Under current law, IMRF and Police Pension contributions are paid on a pre-tax basis. The employee contribution is subtracted from the employee's gross earnings to reduce the amount of reported taxable income and give the employee additional take home pay. Upon retirement or refund of contribution, the amount becomes taxable.

XI. Educational Assistance Program

The following Educational Assistance Program shall be applicable to full-time employees of the Village of Burr Ridge:

- A. This program is offered to encourage employees to improve their job skills, to increase their value to the Village and to assist them in preparing for future advancement with the Village.
- B. The scope of the program does not include special seminars or "short courses" of a few days' duration which will continue to be considered on an individual and departmental training basis as in-service training.
- C. The following provisions are established to govern the administration of the Village's Educational Assistance Program:
 - 1. Application for Educational Assistance may be made by any full-time permanent employee who has completed the designated probationary period.
 - 2. Applications will not be considered if the employee is eligible for or receiving funds for the same course from any other source (G.I. Bill, scholarship, vocational rehabilitation, LEAA, etc.).
 - 3. Applications are to be submitted for approval by the department head and Village Administrator in advance of beginning the course and only for course work directly related to the employee's present job, future responsibilities or directly related to a promotional position.
 - 4. Reimbursement shall be made only for course work completed at accredited high schools, trade schools, junior colleges, colleges and universities.
 - 5. Reimbursement shall be limited to Seven Hundred and Fifty Dollars (\$750.00) per participant per fiscal year for undergraduate credit courses and One Thousand Dollars (\$1,000.00) per participant per fiscal year for graduate credit courses. There shall be a One Hundred Dollar (\$100.00) limitation per participant per fiscal year for non-credit courses. Employees will be reimbursed up to \$100 for textbooks per semester. **(Revised 2-08)**
 - 6. Reimbursement for tuition shall be according to the following schedule:
 - a. 100% reimbursement of eligible costs for courses completed with a "C" or better, or numerical equivalent;
 - b. 0% reimbursement of eligible costs for courses completed with a grade less than a "C" or its numerical equivalent or when the employee receives an indication that the employee did not complete the course requirements.
 - 7. For non-graded courses, when the grade received is "Satisfactory" or "Passing", the reimbursement will be calculated at 50% of eligible costs, subject to maximum amounts established in (5) above.
 - 8. Employees must submit a copy of the school transcript showing final grade received. The employee shall be considered as having completed a class when the term for which the school received the tuition fee is concluded unless the school indicates the employee did not complete the course's requirements.

9. Degree Program Assistance

An employee may apply for Educational Assistance toward the attainment of a specific degree (see Attachment #6). **(Added 2-96)** Requests for a degree program shall be approved by the Village Board. Courses that are either required or pertinent to the approved degree program shall be considered eligible for Educational Assistance. In order to receive Educational Assistance for a degree program, the employee must sign the Tuition Reimbursement Agreement (see Attachment #7). **(Revised 2-96)**

Employees receiving approval of a degree program are eligible to apply for financial assistance in the amount of eighty percent (80%) of eligible tuition costs up to a maximum reimbursement of Three Thousand Dollars (\$3,000.00) per fiscal year. **(Revised 5-07)**

Once an employee has received approval from the Village Board for Educational Assistance toward the attainment of a specific degree, a renewal of this approval is not needed each fiscal year, provided, however, the employee demonstrates a continuous progression to attainment of the degree as determined by the Village Administrator. **(Revised 2-94)** All other provisions of this section regarding Educational Assistance are applicable.

Employees receiving approval of a degree program may elect, as an alternative to the assistance outlined immediately above, to be reimbursed for tuition as provided in (6) above.

10. As funds for Educational Assistance are limited, priority shall be governed by the time and date that completed applications are received. Approval and reimbursement for Educational Assistance is contingent upon the availability of budgeted funds, the employee's successful completion of the course and adherence to the policies and procedures.
11. After May 1, 1991, employees who apply for and receive Educational Assistance toward a degree must continue employment with the Village for a period of two years following the last award of money towards the degree or be required to pay back the amount received during the two previous years on the following basis:

Less than one year worked after last award of money towards a degree - full amount paid by the Village during the previous two years preceding the last award of money;

Between one and two years worked after last award of money towards a degree - one-half the amount paid by the Village during the previous two years preceding the last award of money. **(Revised 3-91)** No reimbursement shall be required in the event of the death or total disability of the employee. **(Revised 2-96)**

12. Expenses such as student fees, matriculation fees, lab fees, parking, mileage, etc. shall not be part of the Educational Assistance Program. **(Revised 3-91)** **(Revised 2-08)**

XII. Travel Regulations

A. General

The Village authorizes attendance at certain training sessions and conferences requiring employees to travel outside the Village to conduct Village business. The Village's objectives are to allow travel arrangements that conserve travel funds and provide uniform treatment for all employees but that also allow the employee to carry out the employee's mission in a manner that is dignified and reflects credit on the Village. See Chapter 2, Article XVI, of the Municipal Code for provisions contained in the Local Government Travel Expense Control Act. **(Revised 12-16)**

Decisions as to which trips are authorized are made through the budget formulation and hearing process but, in general, no more than one national and one state conference outside the Chicago area are authorized for any department head or other employee in any year and in each case must be approved in advance by the Village Administrator. Various local conferences are authorized as funds and duty conditions permit. An employee is expected to exercise good judgment and a proper regard for economy in incurring travel expense as the employee normally would if the employee were traveling at the employee's own expense.

There is no objection to a spouse and/or other family members accompanying an employee on an official trip, but no expense attributable to them will be reimbursed by the Village.

A travel advance, in an amount not to exceed the budgeted provision for the trip, may be secured by utilizing an Advance Expense Report form signed by the department head and approved by the Village Administrator. If the employee is requesting a travel advance for a conference or a training program, a descriptive brochure or announcement must accompany the travel advance request. This travel advance request must be presented no later than two weeks prior to the employee's departure.

Within one week after returning from a trip, a travel expense report must be forwarded to the Village Administrator along with the unused portion of the travel advance over the amount of the total actual trip expense. All receipts for expenses over \$25.00 must be attached to the travel expense report when submitted. Receipts for expenses under \$25.00 should be submitted if available. If actual qualified expenses exceed the travel advance, the difference will be paid as soon as the expense report has been audited.

B. Transportation

Air travel reimbursement shall be limited to "coach" or "economy" fares where such services are available. Travel to and from airports must be by bus or limousine where available. If at all possible, air travel arrangements must be made at least 30 days in advance, and receipts for air fare are required.

Village owned cars may be used to travel on official business to destinations of up to 200 miles from Burr Ridge. Special approval for longer trips may be granted by the Village Administrator if there will be more than one employee making the trip or upon other justification. Parking, garage charges and tolls are

reimbursable, but the employee should exercise care by selecting a facility that charges economical rates, and a receipt must be obtained.

Employees shall use Village vehicles when available. However, upon approval of the Village Administrator, private cars may be used for travel on Village business. Reimbursement shall be in accordance with IRS guidelines. When an employee chooses to drive the employee's car on a longer trip, the reimbursement shall be limited to an amount equal to the fare for air travel (as determined in accordance with the guidelines in 1 above), and the employee shall not be reimbursed for any hotel, meal or other expense incurred en route or parking charges at the employee's destination. When other employees travel in the same private car, this reimbursement shall be made to the owner of the car only, and the other employee(s) shall be reimbursed for their direct expenses en route, but in no event shall such expenses exceed the fare for air travel. Mileage determinations will be set according to current Rand-McNally Road Atlas and the Illinois Official Highway Map.

C. **Lodging**

An employee is expected to make hotel or motel reservations well in advance whenever possible and to take other actions to ensure that lodging is secured at moderate rates. Receipts for lodging are **required**. Reimbursement for lodging shall be limited to the minimum number of nights required to conduct the assigned Village business. If, for example, a conference opens on Sunday evening and closes Thursday noon, reimbursement for Sunday through Wednesday night would be allowed. If an employee chooses to arrive earlier or stay later, the additional lodging and other expenses related to this decision are the employee's personal expense.

If an employee's family shares lodging, reimbursement shall be limited to the single rate for the room occupied. An effort should be made by the employee to secure the single room rate for accounting purposes. In the absence of accounting by the employee, the Finance Department will determine the single room rate and deduct the difference between the rates on the hotel or motel bill submitted as a receipt. No lodging expense shall be reimbursed for meetings or conferences held in the Chicago Metropolitan area, defined as Cook, Kane, DuPage, Lake, Will and McHenry counties, unless approved in advance by the Administrator.

D. **Meals**

1. **Conference Held Outside Chicago Metro Area**

It is the intent of the Village that employees receive adequate meals during attendance at conferences. For this reason, the maximum allowable amounts that will be approved for meals not included in the conference cost are as follows:

Breakfast	\$12.00
Lunch	\$15.00
Dinner	\$25.00
(Revised 2-08)	

Receipts for such meals shall be provided. Any meal costs above the allowable limits shall be paid for by the employee. Entertainment and alcoholic beverages are not eligible expenses. Gratuities are reimbursable above the amounts allowed but cannot exceed 15% for any receipt. No accumulation to other meals or days is allowed. **(Revised 12-16)**

2. **Conference Held Within Chicago Metro Area**

A receipt and/or notice of the meeting with meal cost noted is acceptable for reimbursement. No reimbursement will be approved unless accompanied by the receipt and/or notice.

3. For all day training programs that occur in the Chicagoland area where meals are not included, employees should be reimbursed up to \$10.00 for costs incurred. No reimbursement will be approved unless accompanied by a receipt. Where meals are reimbursable from a state or other training program, the employee shall receive the amount of such reimbursement received by the Village.

E. **Registration Fees**

Registration fees are reimbursable, but such reimbursement is subject to the conditions established by the preceding sections and receipts shall be provided.

F. **Miscellaneous Items**

Some miscellaneous expenses such as baggage charges, personal telephone calls and newspapers, etc. are eligible for reimbursement. Other expenses such as haircuts, shoe shines, dry cleaning, etc. are not. The Village Administrator shall determine what miscellaneous items shall be covered.

When a conference which is ordinarily attended by an employee is held in the Chicago Metropolitan Area, expenses not ordinarily allowed under the provisions of this regulation may be authorized by the Village Administrator.

When an employee is required to contact the Village Hall, a collect telephone call should be placed.

ARTICLE VI

GRIEVANCE PROCEDURE

It is the policy of the Village of Burr Ridge to maintain a working environment which minimizes the grievances of employees. Any disputes, misunderstandings, differences or grievances arising from the working relationship are encouraged to be adjusted informally. Both supervisors and employees are expected to make every effort to resolve any problems as they arise. It is also recognized, however, that certain grievances cannot be resolved on this basis; therefore, a formal procedure is established for dealing with these matters.

Step 1 - The employee must first meet with the employee's immediate supervisor on duty within ten calendar days of the grievance in an attempt to orally and informally resolve the grievance. In the absence of an immediate supervisor, an employee shall meet directly with the department head. If the matter is not resolved, the employee may go to Step 2.

Step 2 - The aggrieved employee shall file a written grievance with the respective department head within ten calendar days of the informal meeting with the supervisor. The department head shall answer said grievance in writing within ten calendar days of receipt of said grievance.

Step 3 - If the case is not settled in Step 2, and the employee decides to appeal, said employee must file within ten calendar days from the receipt of the department head's answer, as indicated in Step 2, a written appeal to the Village Administrator. Within ten calendar days of the receipt of the employee's appeal, the Village Administrator shall convene a meeting with the employee and the department head to review the grievance and the finding arrived at in Step 2. Said meeting will be held at a mutually agreeable time with all parties. The Village Administrator shall render an answer in writing to all parties involved within 20 calendar days of the meeting date. The Village Administrator's decision will be based solely upon interpretation of the meaning or application of the Village Personnel Rules to the facts of the grievance presented.

Step 4 - If the case is not settled in Step 3, and the employee decides to appeal, said employee must file within ten days from receipt of the Village Administrator's answer as indicated in Step 3, a written appeal to the Personnel Committee of the Village Board. Within twenty (20) calendar days of the receipt of the letter, the Personnel Committee shall convene a meeting with the employee, department head and/or the Administrator to review the grievance and the findings arrived at in Step 3. Said meeting will be held at a time mutually agreeable to all parties. The Personnel Committee shall render a decision within 45 calendar days of the meeting date. The decision of the Personnel Committee will be final in resolving each respective grievance. **(Revised 2-94)**

No grievance shall be entertained or processed unless it is filed within the time limits set forth in Step 1, or within ten calendar days after the employee, through use of reasonable diligence, should have obtained knowledge of the occurrence of the event giving rise to the grievance. If a grievance is not appealed within the time limits for appeal set forth in Steps 1, 2, 3 or 4, it shall be deemed settled on the basis of the last answer of the Village; provided, however, that the parties may agree by a mutual written agreement to extend any time limit. Any grievance discussions and investigations shall take place in a manner which does not interfere with Village operations.

Sworn Police Department employees should also refer to the Police Department Chain-of-Command Policy, which was recently passed by the Village Board. **(Added 2-94)**

ARTICLE VII
SMOKING POLICY
(Revised 2-94)

In the interest of complying with the Illinois Clean Indoor Air Act of 1990, providing the safest possible environment within all Village of Burr Ridge facilities, and in promoting and encouraging healthful practices among employees and citizens of Burr Ridge, the following regulations will govern smoking within all Burr Ridge Village facilities:

- A. Smoking will be defined as the act of inhaling the smoke from or possessing a lighted cigar, cigarette, pipe or any other lit product used for smoking.
- B. These regulations reflect consideration of the evidence as to the detriment of smoking to the smoker and the increasing recognition of the health hazards of "passive" smoke to the non-smoker.
- C. **Smoking will be prohibited in all Village facilities and vehicles.**
- D. "No smoking" signs will be appropriately posted throughout all Village facilities.
- E. Applicants for employment will be informed of these regulations.

Policy Revised April 26, 1993
Effective May 1, 1993

ARTICLE VIII
POLICY PROHIBITING DISCRIMINATORY WORKPLACE HARASSMENT

(Added 3-92)

(Revised 3-07)

(Revised as Per Ordinance A-661- -18)

Statement of Policy

The Village of Burr Ridge is committed to maintaining an environment free from discrimination and harassment. In keeping with this commitment, we will not tolerate any form of harassment that violates this policy. This policy forbids any employee, supervisor, elected official, vendor, client, customer or other person, to harass any employee of the Village of Burr Ridge. All employees should be aware of the Village's and the law's prohibition regarding any form of discriminatory harassment in the workplace.

The purpose of this policy is to also define discriminatory harassment, to set forth a procedure for investigating and resolving internal complaints of harassment. **(Revised 3-07)**

Prohibited Conduct

Harassment consists of discriminatory employment action and any unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, including race, age, sex, color, religious affiliation, political preference, national origin, disability, ancestry, marital status, unfavorable discharge from the military (except dishonorable), or other protected status under applicable law. The Village of Burr Ridge will not tolerate harassing conduct that results in tangible employment action (a significant change in employment status), that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive work environment.

The conduct forbidden by this policy specifically includes, but is not limited to:

- Epithets, slurs, negative stereotyping, or intimidating acts that are based on a person's protected status;
- Written or graphic material circulated, available on the Village of Burr Ridge computer system, or posted or distributed within the workplace that shows hostility toward a person or persons because of their protected status.

Even where the conduct is not sufficiently severe or pervasive to constitute actionable harassment, the Village of Burr Ridge discourages any such conduct in the workplace. **(Added 3-07)**

DEFINITIONS

Verbal Harassment: Epithets, derogatory comments, slurs, propositioning, or otherwise offensive words or comments on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender or age, whether made in general, directed to an individual, or to a group of people regardless of whether the behavior was intended to harass. This includes but is not limited to inappropriate sexual oriented comments on appearance, including dress or physical features, sexual rumors, code words, and race oriented stories. **(Added 3-07)**

Physical Harassment: Assault, impeding or blocking movement, leering or the physical interference with normal work, privacy or movement when directed at an individual on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender or age. This includes pinching, patting, grabbing, or inappropriate behavior in or near bathrooms, sleeping facilities, and eating areas, or making explicit or implied threats or promises in return for submission to physical acts. (Added 3-07)

Visual Forms of Harassment: Derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, e-mails, notes, bulletins, drawings or pictures on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender or age. This applies to both posted material maintained in or on the Village of Burr Ridge equipment or personal property in the workplace. (Added 3-07)

Sexual Harassment: Harassing conduct based on gender often is sexual in nature but sometimes is not. This policy forbids harassment based on gender regardless of whether the offensive conduct is sexual in nature. Any unwelcome conduct based on gender is also forbidden by this policy regardless of whether the individual engaged in harassment and the individual being harassed are of the same or different genders. This policy forbids harassment based on gender regardless of whether it rises to the level of a legal violation. (Added 3-07)

Sexual harassment that is sexual in nature includes unwelcome sexual advance, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or (c) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

No employee shall directly or indirectly: (a) threaten or insinuate that another employee's refusal to submit to sexual advances will adversely affect that employee's relationship with the Village (**Revised 2-94**), work status evaluation, wages, advancement, assigned duties or any other condition of employment; (b) promise, imply or grant preferential treatment in connection with another employee engaging in sexual conduct; (c) abuse the dignity of another employee through insulting or degrading sexual remarks or conduct; or (d) otherwise commit an act which constitutes sexual harassment. It is also unlawful and a violation of this policy to retaliate in any way against anyone who has complained about sexual harassment or discrimination, whether that concern relates to harassment of or discrimination against the individual raising the concern or against another individual. It is also unlawful and a violation of this policy to retaliate in any way against anyone who opposes an act which that person believes in good faith to be sexual harassment, or because an individual in good faith has made a charge, filed a complaint, testifies, assisted, or participated in an investigation, proceeding or hearing under the Illinois Human Rights Act. (**Revised 2-94**)

Examples of Sexual Harassment

Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity or contact to physical contact. At times the offender may be unaware that his or her conduct is offensive or harassing to others. One example of sexual

harassment is where a qualified individual is denied employment opportunities and benefits that are, instead, awarded to an individual who submits (voluntarily or under coercion) to sexual advances or sexual favors. Another example is where an individual must submit to unwelcome sexual conduct in order to receive an employment opportunity. Other examples of conduct which could be considered sexual harassment include:

- (a) persistent or repeated unwelcome flirting, pressure for dates, sexual propositions, sexual comments or touching;
- (b) sexually suggestive jokes, innuendos, comments gestures or sounds (e.g. whistling, "catcalls", "smooching" or "kissing" noises) directed toward another, or sexually oriented or degrading comments about another; humor and jokes about sex, anatomy or gender-specific traits; obscene gestures; leering;
- (c) preferential treatment of an employee, or a promise of preferential treatment to an employee, in exchange for dates or sexual conduct; or the denial or threat of denial of employment, benefits or advancement for refusal to consent to sexual advances;
- (d) the open display of publications anywhere in the Village of Burr Ridge including but not limited to sexually oriented pictures, posters, calendars, graffiti, objects, slogans or other materials that are sexually suggestive, demeaning, pornographic or offensive to others; **(Revised 3-07)**
- (e) retaliation against an individual for reporting or complaining about sexually harassing conduct;
- (f) unwelcome physical assaults of a sexual nature, included but not limited to touching, hugging or kissing, pinching, patting, grabbing, brushing the body, unwelcome sexual intercourse or actual assault. **(Revised 3-07)**

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends to some extent on individual perception and interpretation. The trend in the courts is to assess sexual harassment by a standard of what would offend a "reasonable woman" or a "reasonable man", depending on the gender of the alleged victim.

An example of the most subtle form of sexual harassment is the use of endearments. The use of terms such as "honey", "darling" and "sweetheart" is objectionable to many women who believe that these terms undermine their authority and their ability to deal with men on an equal and professional level.

Another example is the use of a compliment that could potentially be interpreted as sexual in nature. Below are three statements that might be made about the appearance of a woman in the work place:

- "That's an attractive dress you have on."
- "That's an attractive dress. It really looks good on you."
- "That's an attractive dress. You really fill it out well."

The first statement appears to be simply a compliment. The last is the most likely to be perceived as sexual harassment, depending on the individual's perceptions and values. To avoid the possibility of offending an employee, it is best to follow a course of conduct above reproach, or to err on the side of caution. **(Added 2-94)**

Employee Responsibility

Everyone at the Village of Burr Ridge can help assure that our workplace is free from

prohibited discrimination or harassment. Every employee is expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited harassment; no employees, not even the highest-ranking people in the Village of Burr Ridge are exempt from the requirements of this policy. (Added 3-07)

Reporting an Incident

Any incident of perceived harassment should be reported as quickly as possible orally or in writing, in confidence, to the employee's department head so that an immediate investigation may be conducted. If that should prove uncomfortable for some reason, any employees who believe that they have been the subject of harassment may directly contact the Village Administrator or may contact the State of Illinois Department of Human Rights. (Revised 1-18) This policy does not require reporting harassment or discrimination to any individual who is creating the harassment or discrimination. Every effort will be made to promptly investigate any allegation of harassment in as confidential a manner as possible and appropriate action will be taken where warranted. The Village of Burr Ridge may put reasonable interim measures in place, such as a leave of absence or a transfer while the investigation takes place. (As an additional aid to employees who feel that they may have been harassed, it is suggested that the employees may wish to consult a counselor associated with the Employee Assistance Program.) (Revised 3-07)

Discipline

Anyone who is determined, after an investigation, to have engaged in sexual harassment in violation of this policy will be subject to disciplinary action up to and including termination. In addition, because false accusations regarding sexual harassment can have serious effects on the person or persons accused, any false accusation will likewise result in disciplinary action up to and including termination.

The Village of Burr Ridge may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law or even a violation of policy. If the person who engaged in harassment is not employed by the Village of Burr Ridge, then the Village of Burr Ridge will take whatever corrective action is reasonable and appropriate under the circumstances. (Added 3-07)

Policy Against Retaliation

The Village forbids any employee from treating any other employee, former employee or applicant adversely for reporting harassment, assisting another employee or applicant in making a report, cooperating in a harassment investigation, or filing an administrative claim with the EEOC or a state governmental agency. Anyone reporting harassment, assisting another employee or applicant in making a report, cooperating in a harassment investigation, or filing an administrative claim with the EEOC or a state governmental agency is afforded protection under State of Illinois Public Act 100-0554 and under the State of Illinois Whistleblower Act (740 ILCS 174/1 et seq.) (Revised 1-18) All employees who experience or witness any conduct they believe to be retaliatory should immediately follow the reporting procedures stated above.

Questions

Employees are encouraged to raise any questions they may have regarding this policy with the Village Administrator.

Recourse, Investigative and Complaint Process Through Illinois Department of Human Rights and the Illinois Human Rights Commission

It is hoped that most harassment and discrimination complaints and incidents can be resolved through the Village's internal complaint process established above. However, an employee has the right to contact, file a complaint with, request an investigation by, and/or seek recourse through the Illinois Department of Human Rights (the "Department") and the Illinois Human Rights Commission (the "Commission"). Any such complaint must be filed within 180 days of the incident of harassment or of the incident of unlawful retaliation. The time period for filing a claim continues to run during a Village investigation. The exact rules, procedures and other information regarding filing a complaint with, requesting an investigation by and/or securing recourse from, the Department or Commission (including the nature and extent of such recourse) can be obtained by contacting the Department or Commission as follows **(Revised 3-07)**:

If the Department: Illinois Department of Human Rights
 100 West Randolph Street, Suite 10-100
 Chicago, IL 60601
 (312) 814-6200 or (312) 263-1579 - TDD

If the Commission: Illinois Human Rights Commission
 100 West Randolph Street, Suite 5-100
 Chicago, IL 60601
 (312) 814-6269

A copy of this policy shall be provided to each employee and shall also be provided to the Department on its request. **(Added 2-94) (Revised 2-08)**

ARTICLE IX
LIGHT DUTY POLICY
(Added 3-92)

A. **PURPOSE**

The Village of Burr Ridge has developed this policy concerning light duty for several reasons, including:

1. Desire to assist employees recuperating from illness or injury, particularly when light duty is recommended as part of a gradual return to full duty status.
2. Desire to avoid placing a disabled employee in a position that will aggravate the condition or expose the employee or others to damage, as well as determine a disabled employee's fitness for duty.
3. Desire to prevent and discourage abuse of sick leave and/or worker's compensation benefits.
4. Desire to clarify and formalize a past practice in this area.

B. **DEFINITIONS**

1. Light duty Work is work which requires only a minimum of physical exertion and which can be accomplished by an injured or ill employee without risk to the employee's recuperation process and without potential risk of harm to others. An employee assigned to light duty work is expected to work a full work day.

Light duty work is further defined as work necessary to accomplish the mission of the Department as distinguished from a "make work" situation designed solely to accommodate an injured or ill employee on a temporary basis.

2. Part Time Duty is regular duty not restricted in any way to the type or nature of work but restricted by a physician to less than a full work day on a temporary basis.

C. **LIGHT DUTY (Revised 6-10)**

This Light Duty Policy is comprised of the following elements:

1. Light duty assignments are a special benefit by which the employee is placed on full pay status and in return for which the Village expects to receive a fair day's work in a valuable function for the particular department. In recognition of this, the Village has no intention of creating "make work" for any employee regardless of the employee's physical condition, disability or illness.
2. The Village is not obligated to place an employee on light duty unless there is light work available, the performance of which will make a substantial contribution to the mission of the department and the Village.
3. No employee will be moved from the employee's regular job in order to make a light duty situation available to another employee.
4. Some departments may not have light duty work available, and some employees may not be able to perform certain light duty jobs, due to skills required, when such work is available. However, upon request submitted by an employee along

with a physician's report, department heads may, in consultation with the Village Administrator, seek to identify light duty work that can be accomplished by the employee.

5. The Village may initiate the process of requiring an employee to return to work on light duty if, after consultation with the Village's physician, it has reason to believe that an injured employee could be performing light duty work.
6. The Village may require the employee to submit to an examination by another physician at the Village's expense in order to determine the employee's fitness for duty, even light duty. The determination of the Village's physician will govern in the case of a dispute between the Village's physician and the employee's physician. The Village also reserves the right to review an employee's status at any time during the duration of the light duty assignment.
7. The decision of the Village Administrator shall be final with respect to the determination of whether a light duty assignment is available within the limits of the physician's restrictions. No light duty assignments will be made permanent, and requests for light duty may be denied where there is no reasonable expectation of the employee returning to regular duty within 90 days.
8. Employees who suffer an injury at work or off duty are encouraged to return to work responsibilities as soon as feasible, in a capacity consistent with their physical capabilities. All light duty assigned must be consistent with an employee's physical or medical condition. If offered a light duty position or responsibilities by the Village, and employee can perform such responsibilities, the employee must engage in such activities as directed by the Village. Refusal of a limited duty assignment can result in discipline, up to and including termination.
9. The Village is not obligated to create or provide a light duty assignment to any employee, or to continue such duty once begun. There is no individual right in any employee to light duty work. An employee will be assigned light duty only if such work is available, in the Village's sole discretion, and if the employee is capable of performing the work. Further, such work must be meaningful and contribute to the fundamental functions and purpose of the Village.
10. The creation or offer of light duty is an interim or temporary measure and is completely discretionary with the Village. The past offer or provision of light duty shall not require or mandate continuation of such duty, or the provision in any particular instance on the part of the Village.
11. Eligibility for light duty shall require written verification from the employee's physician, verifying employee's fitness for such duty and indicating the precise nature of work that can or cannot be performed by the employee, any continued treatment relevant to the employee's condition, and the prognosis and timelines associated with the employee's condition, as it affects work fitness. This physician's written information must precede any return to a light duty assignment.
12. No light duty assignments are allowed which would create any obligation for overtime compensation, without prior, written permission of the Village Administrator.

D. **Return to Work/Light Duty Program (Added 6-10)**

When starting a return to work program:

- review existing job descriptions to determine what tasks/aspects may be considered “light”
- look at what tasks are performed seasonally, occasionally or on a “wish list”
- seek suggestions from employees

What work to include:

- safety related duties – inspections, manuals, hazard analysis
- productive work, not “make” work
- within restrictions of medical provider
- non-hazardous

What not to include:

- repetitive
- driving with ‘one arm’ or ‘one leg’
- work that requires training or physical skills that employee does not have
- climbing of ladders (depending on restrictions)
- lifting (depending on restrictions)

Examples of possible restricted or “light duty” may include, but is not limited to:

Possible police light duty tasks:

- perform finger printing/maintain files
- attend required training programs
- maintain mug shot files
- write reports and research issues
- conduct in-house trainings
- conduct inventories

Possible public works light duty tasks:

- inventory tools, equipment and parts
- perform custodial duties at the garage/shop
- wash vehicles
- perform routine maintenance on vehicles such as greasing of equipment
- perform daily maintenance checks and document activity on checklists
- inventory street signs
- perform general housekeeping
- run parts
- perform clerical duties
- clean municipal buildings
- facility maintenance (repair, clean, organize, paint, etc.)
- vehicle maintenance (repair, clean, etc.)
- condition surveys
- data entry

Possible other light duty tasks:

- answer the telephone
- mail or supply pick-up
- supply ordering
- filing
- copying
- reception work
- data entry

E. **PART-TIME DUTY**

The Part-time Duty Policy is comprised of the following elements:

1. The Village may, at its discretion, allow an employee who has been injured or otherwise disabled to work part-time at the employee's regular job, with no restrictions on the extent or scope of work that may be performed. A recuperating employee seeking to return to part-time status shall submit a written request accompanied by an acceptable physician's report to the employee's department head for consideration.
2. In most cases, it is anticipated that part-time work requests will be granted only where a physician places the recuperating employee on a systematic course of therapy calling for a return to work within thirty (30) days. Physician recommendations for part-time status must certify that the employee is expected to return to full-time work within the 30 day period.
3. The Village will not ordinarily submit the employee to an examination by a Village physician in the case where part-time status is requested, and extensions of the 30-day maximum period will not be granted except in extreme and unusual cases where the employee has incurred unanticipated complications during recovery. Any such extension will not exceed thirty (30) days in any case.
4. This policy will not be construed to create any new, part-time permanent positions. Employees are expected to only be in this position on a temporary basis.
5. In limited circumstances, part-time, light-duty work, where the employee's job duties are restricted, may be available. Requests for part-time light duty are not encouraged and assignments will ordinarily be made only in the most compelling cases.
6. The Village will apply the same guidelines and restrictions as set forth above for both light duty and part-time duty.

F. **LIGHT DUTY FOR PREGNANCIES**

The Village will treat pregnancy as any other non-job related disability. Any restrictions imposed by a pregnant employee's physician or the Village's physician will be reviewed to determine if light-duty and/or part-time duty assignments are available consistent with the employee's pre-natal and/or post-natal restrictions.

ARTICLE X
AMERICANS WITH DISABILITIES ACT (ADA) POLICY
AND GRIEVANCE PROCEDURE

A. **Notice of Non-discrimination -- Americans with Disabilities Act**

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), as amended, the Village of Burr Ridge will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: The Village of Burr Ridge does not discriminate on the basis of disability in its hiring or employment practices and complies with all applicable regulations promulgated by the U.S. Equal Employment Opportunity Commission pursuant to the ADA, as amended.

Effective Communication: The Village of Burr Ridge will, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities to permit equal access in the Village's programs, services, and activities. Such aids and services may include qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: The Village of Burr Ridge will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in the City of Park Ridge offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Village of Burr Ridge, should contact the office of the Village ADA Coordinator, as set forth below, as soon as possible but no later than 48 hours before the scheduled event.

The ADA, as amended, does not require the Village of Burr Ridge to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of the Village of Burr Ridge is not accessible to persons with disabilities should be directed to the Village's ADA Complaint Coordinator, as set forth below.

The Village of Burr Ridge will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

B. **ADA Coordinator**

The ADA grievance and complaint coordinator in the Village of Burr Ridge is the Village Administrator or his/her designee. The ADA Coordinator is responsible for directing efforts on behalf of the Village to comply with the ADA and for investigating any complaints alleging the Village has violated the ADA. Verbal or written complaints or grievances can be sent to:

Doug Pollock, Village Administrator
ADA Coordinator
Village of Burr Ridge
7660 S. County Line Road
Burr Ridge, IL.
Ph.: (630) 654-8181, ext. 2000
Email: dpollock@burr-ridge.gov

C. **Grievance/Complaint Procedure**

The following procedures are established to attempt to address complaints under the ADA in a fair and prompt manner. Any person who wishes to file a complaint of discrimination by the Village, based on disability, relative to Village services, activities, programs or benefits. The Village personnel policy governs employment-related complaints based on disability. Any complaint should be in writing and set forth the information about the discrimination, including name, address and contact information of complainant, as well as the location, date, time and circumstances related to the problem. Alternative means of "filing" a complaint will be afforded persons with disabilities (such as personal interview or tape-recording) upon request.

The complaint should be filed by the complainant as soon as possible but no later than 60 calendar days after the alleged violation, to the Coordinator listed above. Within 15 calendar days after receipt of the complaint, the ADA Coordinator [or his/her designee] will meet with the complainant to discuss the complaint and possible resolution. Within 15 calendar of that meeting to discuss resolution, the ADA Coordinator [or his/her designee] will provide complainant a written response. The response will explain the position of the Village regarding the complaint, including any options for resolving the issues.

If this written response does not resolve the matter, the complainant can appeal the decision within 15 days to the ADA Coordinator who will assign the appeal to a separate responsible, Village official or entity with appropriate authority. Such official or entity will meet with complainant to address any of the issues in the complaint and address possible resolution. Within 15 calendar days of that meeting, the official/entity will respond in writing to the problem, with and options for resolution included.

All documentation related to such complaints shall be retained for at least 3 years. No person is legally required to first file a complaint with the Village regarding possible discrimination by the Village based on disability, before pursuing any other remedy that may be available through other means or agencies, including the filing of a timely complaint with the U.S. Equal Opportunity Commission, 500 W. Madison Street, Suite 2800, Chicago, Illinois, 60601, or by contacting the Commission at 1-800-669-4000.

SECONDARY EMPLOYMENT	
Employee:	Date:
Secondary Employer:	Address: Telephone No:
Days Per Week (Maximum):	Hours Per Week (Maximum):
Supervisor Name:	Address: Telephone #:
Brief Description of Type of Work To Be Performed:	
Approval of Department Head	Date Expires:
Basis for Denial	
Denial of Department Head	Date:

SECONDARY EMPLOYMENT ADDENDUM

Employee's Name:	I.D. #:
Secondary Employer:	
Secondary Employment Supervisor:	

New Request [] or Annual Request []

If New, Anticipated starting Date _____ Maximum Hours per Week _____

Is the purpose of your prospective secondary employment to utilize specific Village department skills and expertise? **Yes []** **No []**

- A. If yes, I fully understand that pursuant to the departmental and municipality Policies, I will not be granted injury leave with pay if I become injured while on secondary employment. I must advise my prospective secondary employer of this policy and his/her potential responsibility if I receive an incapacitating injury; however, I do understand that I may use any accumulated sick leave I have if I become physically incapable of reporting for work due to secondary injury.
- B. I will not represent myself as a specific Village department employee during the performance of my secondary/self-employment duties. Furthermore, I understand that any liability created through my secondary employment, while engaged in such duties or functions, shall be my responsibility and that I shall fully indemnify, defend and hold harmless the Village of Burr Ridge for all costs associated with any legal action stemming from such secondary employment. In addition, I accept the condition that I am not to use any municipality equipment.

Submitting Employee

Date

Department Head

Date

**VILLAGE OF BURR RIDGE SALARY SCHEDULE FOR FY 2017-2018
EFFECTIVE MAY 1, 2017**

RANGE	TITLE	5/1/17 MINIMUM	5/1/17 MIDPOINT	5/1/17 MAXIMUM
103A	Receptionist Receptionist (PT)	\$36,717 \$14,108	\$43,160 \$16,583	\$49,603 \$19,059
104	Police Data Clerk I Police Data Clerk (PT) General Utility Worker I General Utility Worker I (PT) Meter Reader (PT)	\$38,805 \$14,910 \$41,330 \$16,873 \$16,873	\$45,637 \$17,535 \$48,537 \$19,815 \$19,815	\$52,468 \$20,160 \$55,744 \$22,757 \$22,757
105	Principal Office Clerk Accounting Clerk Administrative Secretary Acct Clerk/Admin Secretary (PT)	\$42,631 \$42,631 \$42,631 \$16,380	\$51,103 \$51,103 \$51,103 \$19,635	\$59,574 \$59,574 \$59,574 \$22,890
105A	Police Data Clerk II Building & Zoning Assistant	\$45,180 \$45,180	\$54,198 \$54,198	\$63,217 \$63,217
106	Executive Secretary Communications/PR Coordinator General Utility Worker II	\$47,731 \$47,731 \$47,715	\$57,297 \$57,297 \$57,283	\$66,861 \$66,861 \$66,851
107	Water Operator	\$52,624	\$64,470	\$76,315
107A	Police Officer	\$63,130	\$77,334	\$91,536
108A	Assistant Finance Director Crew Leader/Supervisors PW Operations Supervisor	\$60,073 \$60,073 \$60,073	\$73,591 \$73,591 \$73,591	\$87,108 \$87,108 \$87,108
108B	Police Corporal	\$68,195	\$83,541	\$99,846
110	Project Engineer Code Inspector (PT)	\$65,950 \$16,105	\$80,798 \$19,556	\$95,645 \$23,007
110A	Police Sergeant Assistant to the Administrator	\$75,591 \$75,591	\$92,614 \$92,614	\$109,631 \$109,631
112	Deputy Chief of Police	\$83,507	\$102,406	\$121,304
114	Finance Director Community Development Director	\$89,814 \$89,814	\$110,998 \$110,998	\$132,182 \$132,182
114A	Police Chief Public Works Director	\$94,305 \$94,305	\$116,548 \$116,548	\$138,795 \$138,795
116	Village Administrator	\$128,344	\$146,672	\$165,000

**TERMS AND DEFINITIONS TO BE USED IN EVALUATING THE OVERALL JOB
PERFORMANCE OF THE VILLAGE OF BURR RIDGE'S EMPLOYEES**

<u>PERFORMANCE</u> <u>E</u>	<u>% OF EMPLOYEE S LIKELY TO FALL IN CATEGORY</u>	<u>DEFINITION</u>
Exceeds Expectations	15% - 20%	Performance that consistently and significantly exceeds a level which should be expected. All assignments are handled in a superior manner. Such employees excel or stand out when their performance is compared with that of others. Performance at this level leaves little, if anything, to be desired. In order to achieve an overall rating of "Exceeds Expectations", the total of the relative importance weights of individual performance measures which exceed expectations must be 60 or greater, and the performance level on all measures must be no less than "Meets Expectations".
Meets Expectations	75% - 80%	Performance that is consistently at levels which should be expected from experienced, well-qualified and properly motivated employees. People who are performing at this level are considered to be meeting and occasionally exceeding the quantity and quality standards for their job and are often referred to as "doing a good job." Performance at this level is typical in well-managed organizations. In order to achieve an overall rating of "Meets Expectations", the total of the relative importance weights of individual performance measures which either meets or exceeds expectations must be 70 or greater.
Average	5% - 10%	Performance that is at or slightly above the minimum requirement for the position. Although employee may exhibit a sufficient skill level to complete assigned tasks, some areas of performance have room for improvement. In order to achieve an overall rating of "Average", the total of the relative importance weights of individual performance measures which "exceeds expectations", "meets expectations" or are "average" must be 70 or greater.
Needs Improvement	0% - 5%	Performance that is below that which is expected for the position. Significant performance improvement opportunities exist and performance improvement efforts are necessary.
Unacceptable	0% - 5%	Performance at this level does not meet minimum requirements. Disciplinary actions are required.

VILLAGE OF BURR RIDGE PERSONNEL ACTION REPORT

☐ Original - Adm Personnel file / white
☐ Dept Head Copy / yellow
☐ Finance Copy / pink
☐ Employee Copy / orange

EMPLOYEE # _____

EMPLOYEE NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE NO: HOME # _____

CELL _____

BIRTH DATE: _____

MARITAL STATUS: _____

DEPARTMENT: _____

POSITION: _____

DEPARTMENT HEAD: _____

DRIVERS LIC. # _____

SOC. SEC. # _____

SEX: MALE ☐ FEMALE ☐

DEPT NO: _____

JOB CODE: _____

G/L ACCOUNT # _____ %

_____ %

_____ %

APPOINTMENT: Hire Date: _____☐

Full-Time Status

☐

Seasonal

☐

Exempt

☐

Part-Time Status

☐

Temporary

☐

Non-exempt

Qualified Pension? ☐ Yes ☐ No

Pay Rate: \$ _____ / Hour

\$ _____ / Annual O/T Rate: \$ _____ / Hour

PERSONNEL STATUS CHANGE:

Effective Date: _____

☐

Transfer To _____

☐

Pay Increase

☐

Suspension

☐

COLA Increase

☐

Police Range Adjustment

☐

Promotion

☐

Reinstatement

☐

Demotion

☐

MERIT Increase

☐

Police Anniversary Step Increase

☐

Pay Change: \$ _____ / Hour

☐

Longevity Pay

☐

Anniv. Vacation Accrual

\$ _____ / Annual O/T Rate: \$ _____ / Hour

Union Dues: \$ _____

Qualified Pension? ☐ Yes ☐ NoSEPARATION: Effective Date: _____☐

Voluntary Termination (Resignation)

☐

Retirement

☐

Leave of Absence with Pay

☐

Involuntary Termination (Dismissal)

☐

Medical/Disability Leave

☐

Leave of Absence without Pay

☐

Workers Compensation Leave

☐

Death

OTHER CHANGES:

Effective Date: _____

☐

Address

☐

Telephone Number

☐

Other _____

☐

Marital Status

☐

Dependent Status

☐

EMAIL _____

INSURANCE:

Effective Date: _____

Hospitalization☐

Single

☐

Family Coverage

☐

No Coverage

Life Insurance☐

Yes

Coverage: \$ _____

☐

No

COMMENTS:

Submitted by: _____

(Employee)

Date: _____

Requested by: _____

(Department Head)

Date: _____

Certified by: _____

(Finance Director)

Date: _____

Approved by: _____

(Village Administrator)

Date: _____

VILLAGE OF BURR RIDGE

Request for Leave

Employee No.: _____ Date: _____

Employee Name: _____

Department: _____

Dates Requested: From _____ to _____

Total Number of Hours Requested: _____

Type of Leave (check box below that applies):

<input type="checkbox"/> Vacation Leave <input type="checkbox"/> <input type="checkbox"/> Personal Leave <input type="checkbox"/> <input type="checkbox"/> Sick Leave <input type="checkbox"/> <input type="checkbox"/> Leave of Absence w/o Pay* <input type="checkbox"/> <input type="checkbox"/> Jury Duty/Court Attendance <input type="checkbox"/>	<input type="checkbox"/> Death in Immediate Family Leave <input type="checkbox"/> <input type="checkbox"/> Personal Necessity Leave w/o Pay* <input type="checkbox"/> <input type="checkbox"/> Medical/Disability Leave* <input type="checkbox"/> <input type="checkbox"/> Other* <input type="checkbox"/>
---	---

* Explanation Required.

EXPLANATION:

Employee Signature: _____

[] APPROVED [] DENIED

Department Head Signature: _____

Supervisor's Signature: _____

Date: _____

COMMENTS (if denied): _____

NOTE: Advance pay for Vacation Leave requires completing the Advance Check Request form and current timesheet authorized by Supervisor/Department Head.

DISTRIBUTION: Payroll: White Copy; Department Head: Yellow Copy; Employee: Pink Copy.

**VILLAGE OF BURR RIDGE
EDUCATIONAL ASSISTANCE PROGRAM APPLICATION**

Name _____ Department _____

Date Employed _____ Application Date _____

Course Description	Hours	Term Dates

Estimated Cost of Course(s) \$ _____

CERTIFICATE

I certify that I am not eligible for or will not receive any other funds for the above course(s) from any other source(s) (G.I. Bill, scholarship, vocational rehabilitation, LEAA, etc.). I further certify that the above course(s) is/are required or pertinent to my degree program or is/are directly related to my present job, future responsibilities or to a promotional position. I further understand that as an employee who received educational assistance, I must continue employment with the Village of Burr Ridge for a period of two years following the last award of money that I have received towards a degree or be required to pay back all or part of the amount received according to the requirements of the Educational Assistance Program guidelines.

My degree program is _____

Date _____ Signature _____

Department Head: Application Approval _____

Village Administrator: Application Approval _____

NOTE: Reimbursement for tuition shall be in accordance with the Village of Burr Ridge Personnel Manual.

TUITION REIMBURSEMENT AGREEMENT

THIS AGREEMENT is entered into this ____ day of _____, 1995, by and between the **VILLAGE OF BURR RIDGE**, Cook and DuPage Counties, Illinois ("Village") and _____ ("Employee").

In consideration of Village approval of Employee's Educational Assistance Program Application and the grant of tuition reimbursement to Employee, Employee agrees as follows:

1. I understand that if I receive tuition reimbursement toward a degree that I must continue employment with the Village for a period of two years following the last award of money towards the degree or I will be required to pay back the amount received during the two previous years (provided however no reimbursement shall be due in the event of my death or total disability) on the following basis:

(a) Less than one year worked after last award of money towards a degree - full amount paid by the Village during the previous two years preceding the last award of money;

(b) Between one and two years worked after last award of money towards a degree - one-half the amount paid by the Village during the previous two years preceding the last award of money.

2. If my employment with the Village terminates, through my voluntarily decision or due to my participation or involvement in any wrongdoing or criminal misconduct which is punishable as a felony, on or before the end of two years following the last award of educational assistance monies toward my degree, I will pay the Village that full amount owed hereunder. **I hereby authorize the deduction of all of said sums from my final paycheck** and, should my final paycheck be less than the amount I owe to the Village, I promise to pay the balance within a six-month period (no interest to be assessed on the amount owed during said six-month period), said six-month period to consist of 180 days commencing with my last full day of work with the Village.

3. In case legal action is instituted by the Village to collect money due because of my failure to repay, I agree to pay the reasonable attorney's fees incurred by the Village to enforce this Agreement or collect such money.

VILLAGE OF BURR RIDGE, Cook and
DuPage Counties, Illinois

By: _____
Its _____

Date: _____

EMPLOYEE

RESOLUTION NO. R-____-18

**A RESOLUTION PROCLAIMING JANUARY 21- 27, 2018 AS
SCHOOL CHOICE WEEK IN THE VILLAGE OF BURR RIDGE**

WHEREAS, all children in Burr Ridge should have access to the highest-quality education possible; and,

WHEREAS, the Village of Burr Ridge recognizes the important role that an effective education plays in preparing all students in Burr Ridge to be successful adults; and,

WHEREAS, quality education is critically important to the economic vitality of the Village of Burr Ridge; and,

WHEREAS, the Village of Burr Ridge and its surrounding communities is home to a multitude of high quality public and nonpublic schools from which parents can choose for their children, in addition to families who educate their children in the home; and

WHEREAS, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and,

WHEREAS, the Village of Burr Ridge and its surrounding communities have many high-quality teaching professionals in all types of school settings who are committed to educating our children; and,

WHEREAS, School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options;

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Burr Ridge, Cook and DuPage Counties, Illinois, as follows:

Section 1: That the Village of Burr Ridge does hereby recognize January 21-27, 2018 as Village of Burr Ridge School Choice Week, and calls this observance to the attention of all of the citizens of Burr Ridge.

Section 2: That this Resolution shall be in full force and effect from and after its adoption and approval as required by law.

ADOPTED this 8th day of January, 2018, by the Corporate Authorities of the Village of Burr Ridge on a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED this 8th day of January, 2018, by the Mayor of the Village of Burr Ridge.

Mayor

ATTEST:

Village Clerk

RESOLUTION NO. R-____-18

**A RESOLUTION AUTHORIZING CERTIFICATION TO
GROUP HEALTH PLAN, HMO OR HEALTH INSURANCE ISSUER
(EXCHANGE OF PROTECTED HEALTH INFORMATION UNDER THE
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996)**

WHEREAS, the Village of Burr Ridge (hereinafter referred to as "Plan Sponsor") is the sponsor of an employee welfare benefit plan for its employees and their dependents; and

WHEREAS, the Plan Sponsor's employee welfare benefit plan is a "group health plan" within the meaning of the Health Insurance Portability and Accountability Act of 1996 (HIPAA); and

WHEREAS, the Intergovernmental Personnel Benefit Cooperative (IPBC) (hereinafter referred to as "Health Plan") provides health benefit coverage to the participants and beneficiaries in the Plan Sponsor's group health plan; and

WHEREAS, the Health Plan and Plan Sponsor desire to exchange health information protected under HIPAA ("protected health information or PHI") for purposes related to administration of the group health plan;

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Burr Ridge, Cook and DuPage Counties, Illinois, as follows:

Section 1: That the Village of Burr Ridge as Plan Sponsor hereby certifies to the IPBC as Health Plan the following, as required by Section 45 CFR 164.504(f) of HIPAA:

The plan documents that govern Plan Sponsor's group health plan have been amended to incorporate the following provisions and Plan Sponsor agrees to:

- Not use or further disclose PHI other than as permitted or required by the plan documents or as required by law;
- Ensure that any agents, including subcontractors, to whom it provides PHI received from Health Plan agree to the same

restrictions and conditions that apply to Plan Sponsor with respect to such information;

- Not use or disclose PHI for employment-related actions and decisions;
- Not use or disclose PHI in connection with any other benefit or employee benefit plan of Plan Sponsor;
- Report to Health Plan's designee any PHI use or disclosure that it becomes aware of which is inconsistent with the uses or disclosures provided for;
- Make PHI available to an individual based on HIPAA's access requirements;
- Make PHI available for amendment and incorporate any PHI amendments based on HIPAA's amendment requirements;
- Make available the information required to provide an accounting of disclosures;
- Make its internal practices, books and records relating to the use and disclosure of PHI received from the Health Plan available to the Secretary of the U. S. Department of Health and Human Services to determine the health plan's compliance with HIPAA;
- Ensure that adequate separation between the group health plan and the Plan Sponsor is established as required by HIPAA (45 CFR 164.504(f)(2)(iii)); and
- If feasible, return or destroy all PHI received from the Health Plan that Plan Sponsor still maintains in any form and retain no copies of such PHI when no longer needed for the specified disclosure purpose. If return or destruction is not feasible, Plan Sponsor will limit further uses and disclosures to those purposes that make the return or destruction infeasible.

Section 2: That the following individuals are identified and authorized by the above named Plan Sponsor to

1/3/18 BP

exchange, use or disclose protected health information of participants of this Plan Sponsor with IPBC:

<u>J. Douglas Pollock</u>	<u>Village Administrator</u>
Name	Title
<u>Barbara Popp</u>	<u>Executive Secretary</u>
Name	Title
<u>Sandra Carman</u>	<u>Accounting Clerk</u>
Name	Title
<u>Jerry Sapp</u>	<u>Finance Director</u>
Name	Title

The Plan Sponsor will notify the Plan of any changes in the authorized persons named above.

Section 3: That this Resolution shall be in full force and effect from and after its adoption and approval as required by law.

ADOPTED this 8th day of January, 2018, by the Corporate Authorities of the Village of Burr Ridge on a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED this 8th day of January, 2018, by the Mayor of the Village of Burr Ridge.

Mayor

ATTEST:

Village Clerk



CAPITAL PROGRAMS

2017 - 2018

January 8, 2018

David Preissig, P.E.

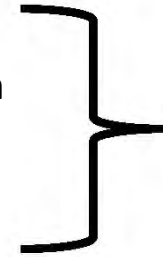
Director of Public Works/Village Engineer



2017 Capital Program Completed

79th Street Resurfacing

- Accelerated in 2016 for Summer 2017 construction
- 75% construction costs paid by STP grant
- 25% Village local match (\$99,170 Final)



\$450,334

Total All Construction &
Engineering Inspection
5.0% under budget of \$473,900

2017 Road Program

- Resurfacing & Asphalt Patching
 - 61st Place & Park Avenue
 - 62nd Street & Cove Creek Court
 - Steepleside Drive
 - Greystone Court
 - Babson Park subdivision
 - 83rd Street ***patching added***
- Crack Sealing
- Pavement Marking
- Material Testing



\$585,871

0.9% *over* budget of \$580,430

TOTAL 2017 Capital Program

\$1,036,205

1.7% under budget of \$1,054,330



Developing a Road Program

Pavement Condition Rating (PCR)

- Visually inspect roadways on a bi-annual basis with consistent evaluation of distress types and severity *(completed Summer 2017)*
- Identify pavements for preventative maintenance and preservation: Proper treatment at the proper time, to maximize benefits and minimize costs.
- Coordinate projects by neighborhood, and schedule around other improvements.

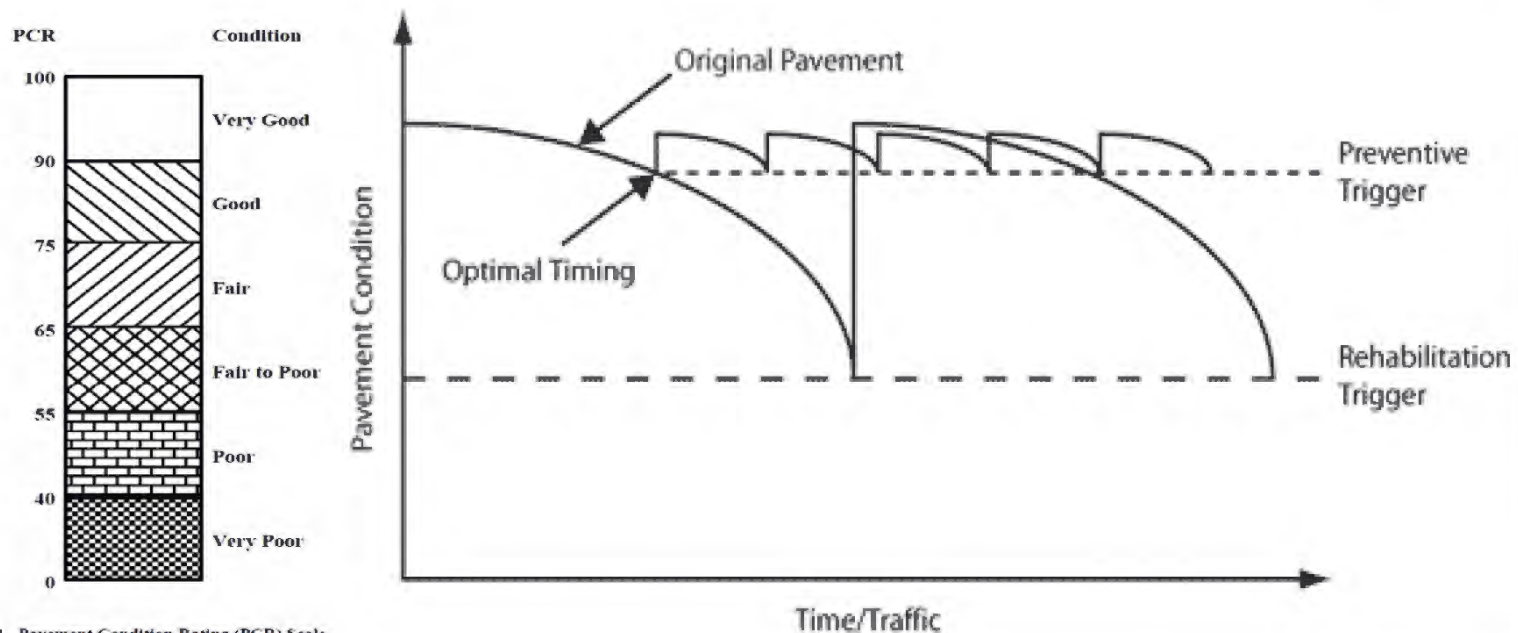


Figure 1. Pavement Condition Rating (PCR) Scale

Bi-Annual Street Rating Survey

Detailed Field Evaluation and Rating Form

Section: _____

Log mile: _____ to _____

Sta: _____ to _____

LOCAL

Date: _____

Rated by: _____

of Utility Cuts _____

PAVEMENT CONDITION RATING FORM

DISTRESS	DISTRESS WEIGHT	SEVERITY WT.*			EXTENT WT.**			DEDUCT POINTS***
		L	M	H	F	E		
RAVELING	10	0.3	0.6	1	0.8	1		
BLEEDING	5	0.3	0.6	1	0.9	1		
PATCHING	5	0.3	0.6	1	0.6	0.8	1	
SURFACE DISINTEGRATION or DEBONDING	5	0.3	0.6	1	0.6	0.8	1	
RUTTING	10	0.3	0.7	1	0.6	0.8	1 + +	
MAP CRACKING	5	0.2	0.6	1	0.4	0.8	1	
BASE FAILURE	10	0.6	0.8	1	0.7	0.9	1 + +	
SETTLEMENTS	5	0.4	0.7	1	0.6	0.8	1	
TRANSVERSE CRACKS	10	0.4	0.7	1	0.5	0.7	1 + +	
WHEEL TRACK CRACKING	15	0.4	0.7	1	0.5	0.7	1 + +	
LONGITUDINAL CRACKING	5	0.2	0.6	1	0.4	0.8	1 + +	
EDGE CRACKING	5	0.4	0.7	1	0.5	0.7	1 + +	
PRESSURE DAMAGE/UPHEAVAL	5	0.4	0.6	1	0.5	0.8	1	
CRACK SEALING DEFICIENCY	5	1	1	1	0.5	0.8	1	
TOTAL DEDUCT =								
SUM OF STRUCTURAL DEDUCT (+) =								
100 - TOTAL DEDUCT = PCR =								

*L = LOW

**O = OCCASIONAL

M = MEDIUM

F = FREQUENT

H = HIGH

E = EXTENSIVE

*** DEDUCT POINTS = DISTRESS WEIGHT X SEVERITY WT. X EXTENT WT.

REMARKS:

ATTACHMENT B



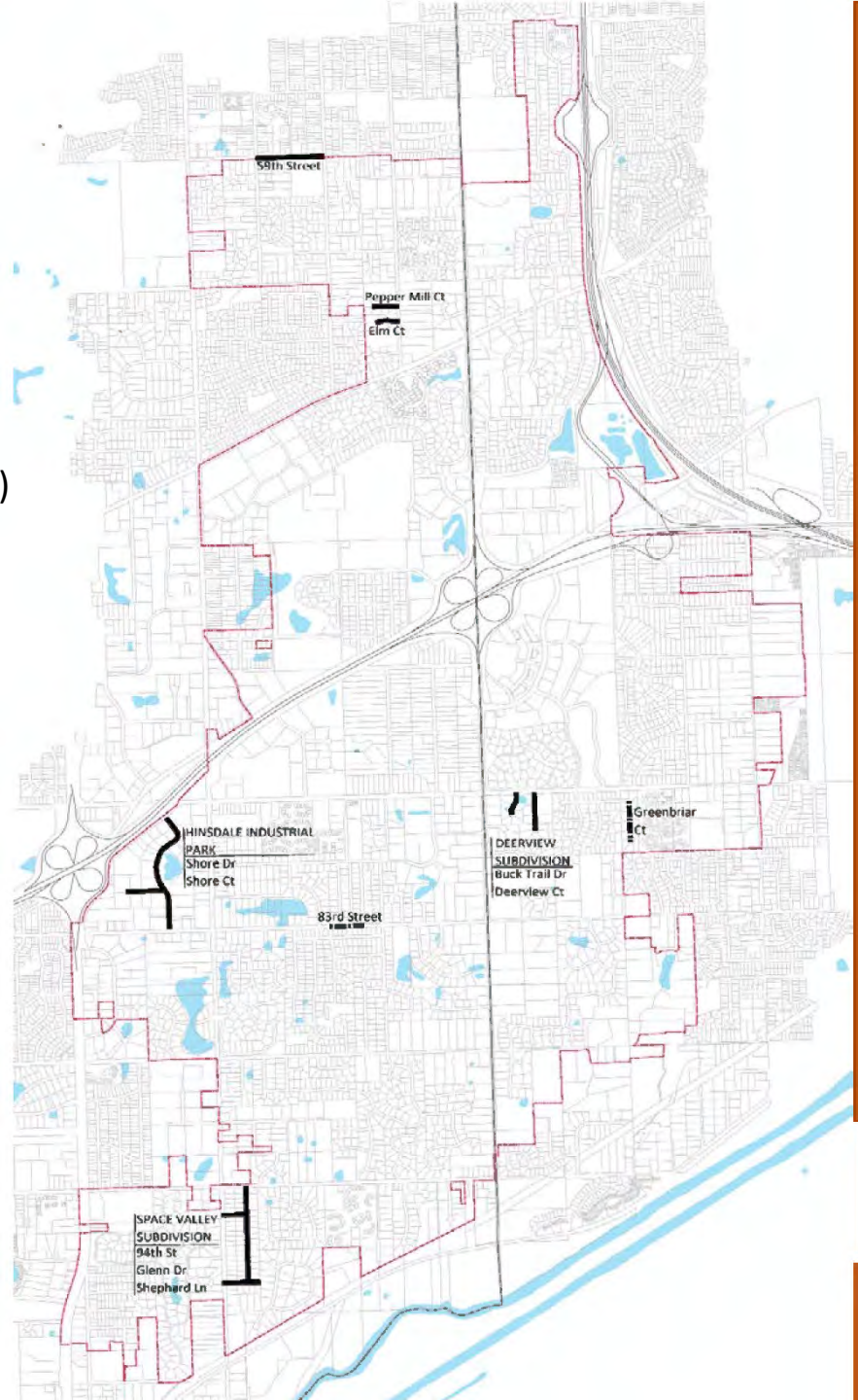
Proposed 2018 Capital Program

■ 2018 Road Program

- Resurfacing:
 - Shore Drive, Shore Court (Hinsdale Ind. Park)
 - Peppermill Court
 - Elm Court
 - 94th Street, Glenn Drive, Shephard Lane
 - Deerview Court & Bucktrail Drive
 - 59th Street (participate w/ Hinsdale)
- Misc. Patching:
 - 83rd Street
 - Greenbriar Court
- Crack Sealing
- Pavement Marking
- Material Testing/Quality Assurance

■ Burr Ridge Parkway

- STP grant for 70% construction
- 2019 construction
- 2018 design engineering



Proposed 2018 Capital Program

Project	Total Cost	Village Cost
<u>Road Program</u>		
Resurfacing & Patching	\$ 630,900	
Other Contracts	\$ 65,000	
<i>MFT Funds: \$271,900</i>		
Total Road Program	\$ 695,900	\$ 424,000
<u>Burr Ridge Parkway Resurfacing</u>		
Engineering	\$ 85,000	\$ 85,000
Total 2018 Capital Program	\$ 780,900	\$ 509,000





Motor Fuel Tax Funds

Source, Distribution & Uses for Municipality 2017

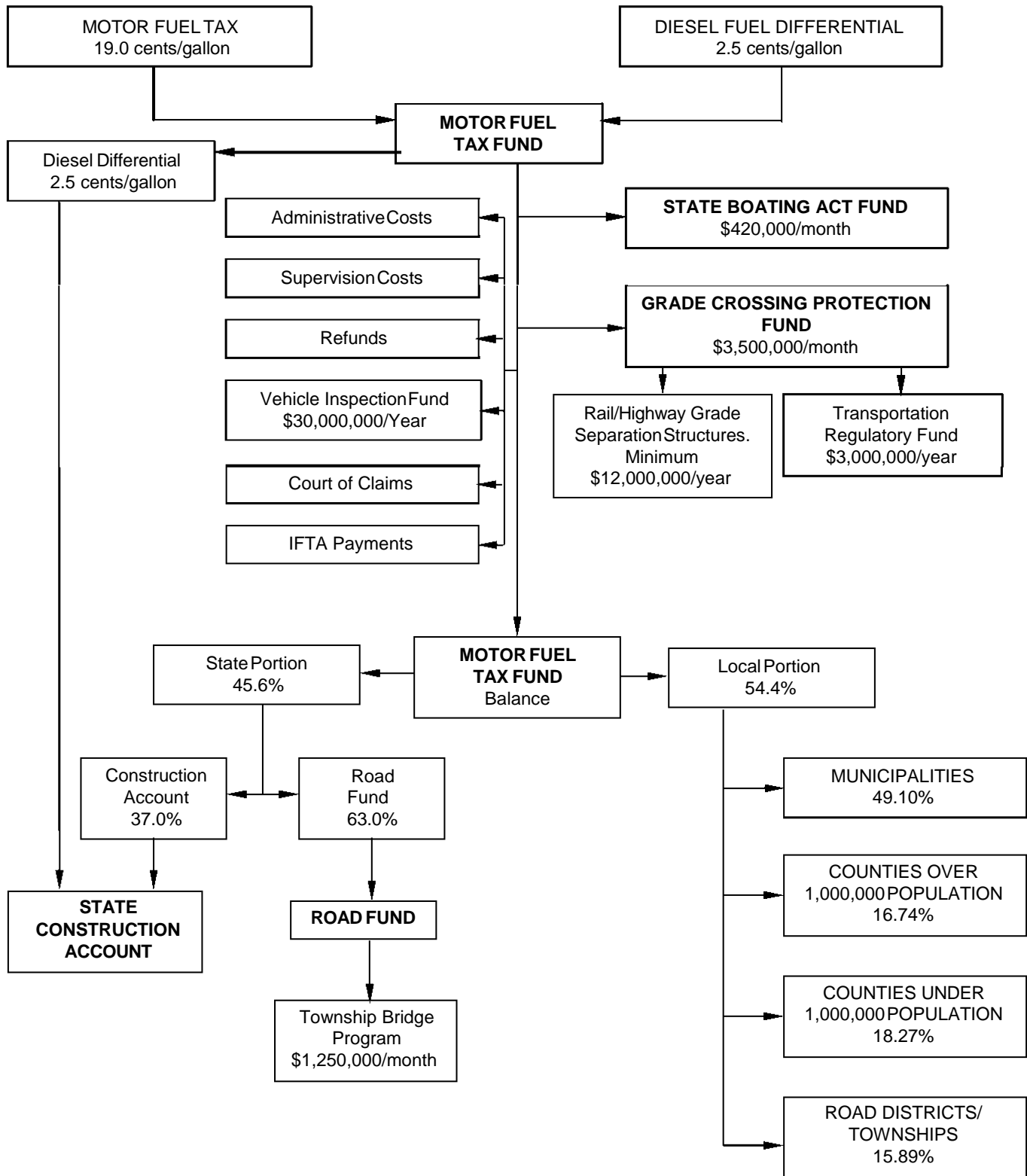


ILLINOIS TECHNOLOGY
TRANSFER CENTER

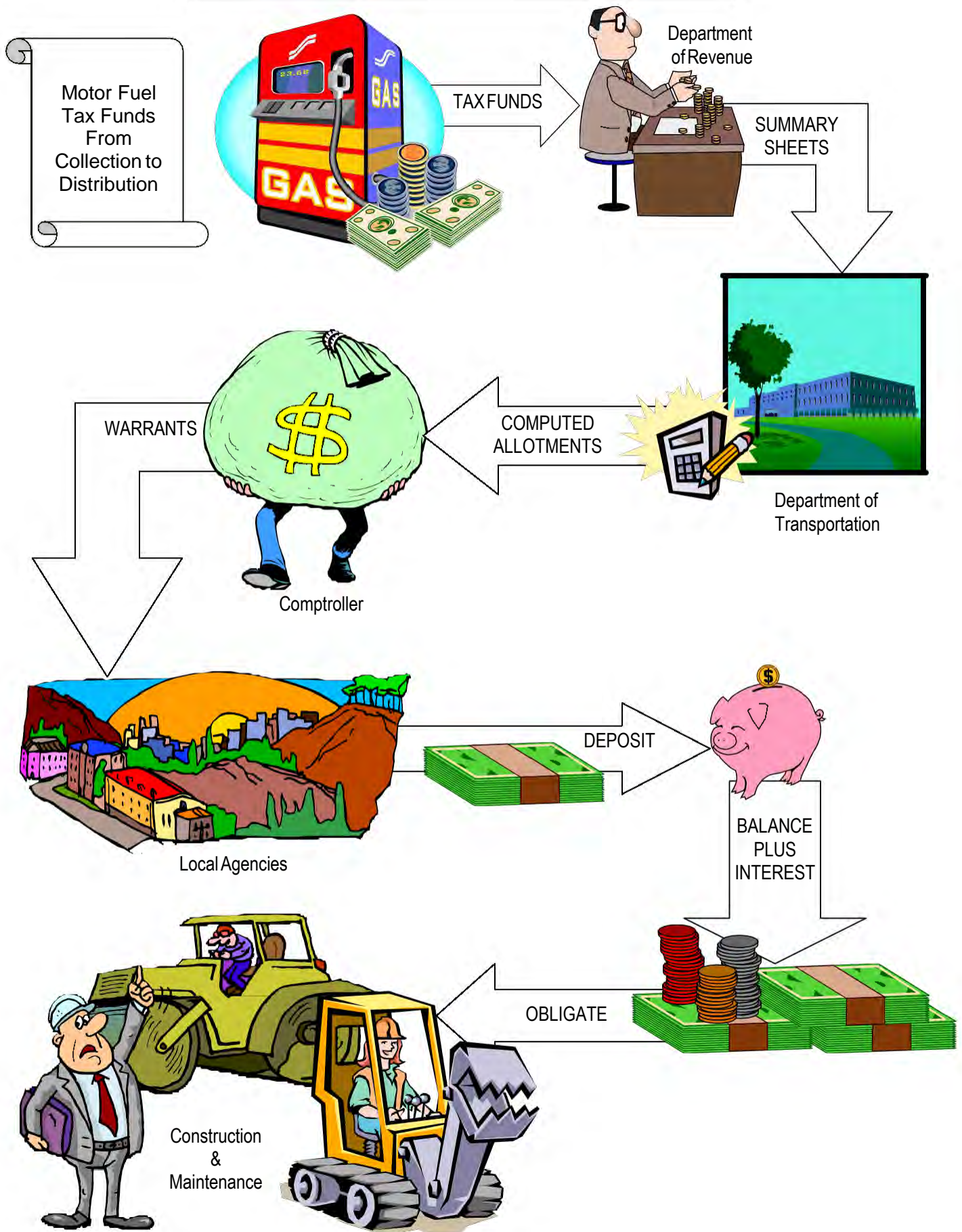


Illinois Department
of Transportation

DISTRIBUTION OF THE ILLINOIS MOTOR FUEL TAX FUND



DISTRIBUTION OF THE ILLINOIS MOTOR FUEL TAX FUND



Budgeting for the Capital Program

Motor Fuel Tax (MFT) Fund

- General Assembly places a tax (e.g., 0.19 cents/gallon and an additional 2.5 cents/gallon on diesel fuel) based on consumption of motor fuel
- IDOT allocates MFT funds to the Village in accordance with 35 ILCS 505/8

Village General Fund

- The balance of the Capital Improvements funding
- In FY17-18, likely to require the one-time transfer of funds out of the IRMA (Intergovernmental Risk Management Agency) Excess/Surplus Account.

Uncertainties in FY 18-19

- Pathway Fund to be exhausted by County Line Road sidewalk project
- Collaboration with the Cook County and Tollway for connection of 71st Street to Wolf Road as part of I-294 reconstruction. Grant funds will be sought.



Area 7 tabulated by Subdivision

Oak Hill Estates
168 trees totaling 1473 inches
Space Valley
28 trees totaling 259 inches
Devon Ridge
240 trees totaling 2260 inches
Turnberry
115 trees totaling 894 inches
S. Garfield
16 trees totaling 117 inches
Forest Edge
91 trees totaling 479 inches
The Enclave
143 trees totaling 856 inches
Aston Woods
239 trees totaling 2158 inches
Devon & Devon Woods
303 trees totaling 4395 inches
Tudor Manor
57 trees totaling 491 inches
Polo Ridge
24 trees totaling 148 inches
87th, 91st, & Madison
230 trees totaling 3930 inches





VILLAGE OF BURR RIDGE
7660 County Line Road
Burr Ridge, IL 60527
(630) 654-8181

APPLICATION FOR RAFFLE LICENSE

1. Name of Organization: WILLOW BROOK BURR RIDGE CHAMBER OF COMMERCE

& INDUSTRY

2. Address: 8300 S. MADISON, BURR RIDGE, IL 60527

3. Mailing Address if Different From Above: _____

4. Type of Organization (please attach documentary evidence):

____ Religious

____ Charitable

____ Business

____ Labor

____ Fraternal

____ Educational

____ Veterans

CHAMBER OF COMMERCE

5. Length of Time Organization Has Been in Existence: 1982

6. Place and Date of Incorporation: 1984 Illinois

7. Number of Members in Good Standing: 224

8. President/Chairperson: DOBBIE JACKSON

Same as Above
 Address

630 654-0909
 Telephone

9. Raffle Manager: CHARLE K. COLLINS EXEC. DIRECTOR

Same as Above
 Address

Telephone

10. Designated Organization Member(s) Who Will Be Responsible for Conduct and Operation of Raffles (attach additional sheet if necessary):

CHAMBER MEMBER
 Name

Address

Telephone

11. Date(s) For Raffle Ticket Sales: VARIOUS POSSIBLE

12. Location of Raffle Ticket Sales (license will be limited to sales in the specified areas within the Village of Burr Ridge): CHICAGO SW MARRIOTT AT BURR RIDGE, CROWNE PLAZA, BULL RIDGE PARK DISTRICT (ATTACHED LOTEL)

13. Date(s) and Time for Determining Raffle Winners: DAY OF LUNCHES ATTACHED OR CRUISE IN AUGUST

14. Location for Determining Raffle Winners (if location is a rented premises, the organization from which the premises is rented must also be licensed pursuant to the Burr Ridge Municipal Code and State Law (230 ILCS 15/4(a)(4):

SOME

Location

Address:

Telephone

15. Total Retail Value of ALL Prizes Awarded in Raffle: \$ VARIOUS

16. Maximum Retail Value of EACH Prize Awarded in Raffle: \$ 500.00

17. Maximum Price Charged for Each Chance Sold: \$ 1.50, 3.00, 7.50

18. ATTESTATION:

"The undersigned attests, under penalty of perjury, that the above-named organization is a not-for-profit organization under the laws of the State of Illinois and has been continuously in existence for a period of 5 years preceding the date of this application, and that during the entire 5 year period preceding the date of this application it has maintained a bona fide membership actively engaged in carrying out its objectives. The undersigned further states, under penalty of perjury, that all statements in the foregoing application are true and correct, and that the officers, operators and workers of the raffle are all bona fide members of the sponsoring organization, are of good moral character, have not been convicted of a felony, and are otherwise eligible to receive a license pursuant to the Burr Ridge Municipal Code and the laws of the State of Illinois. If a license is granted hereunder, the undersigned will be responsible for the conduct of the games in accordance with the provisions of the laws of the State of Illinois, including the Raffles Act (230 ILCS 15/0.01 et seq.) and this jurisdiction governing the conduct of such games."

WILLOWBROOK/BURR RIDGE CHAMBER OF COMMERCE & INDUSTRY

Name of Organization

DERBIE JACKSON, PRESIDENT - DERBIE JACKSON

Presiding Officer

JIM FOX

Secretary

- Jim Fox



**2017 OFFICERS
AND BOARD
OF DIRECTORS**

PRESIDENT
Debbie Jackson
Sterling Engineering

VICE PRESIDENT
Brad Kmetz
Kmetz Financial Group

SECRETARY
Jim Fox
Fox Financial
Group, Ltd.

TREASURER
Joseph J. Stastny
Mulcahy, Pauritsch,
Salvador & Co., Ltd.

BOARD MEMBERS:
John Adolf
Adolf Funeral Home &
Cremation Services, Ltd.

Joe Chlada
Legacy Professionals
LLP

Michelle D'Andrea
Holiday Inn-Countryside

Debra Hamilton
Rock Valley
Publishing

Diane Konicek
Unique Balloon
Decorating

Denise Marchetti
Mutual of Omaha

Michael Quinn
Republic Bank

Mike Schultz
Turtle Wax, Inc.

Michael Simmons
Bullseye Cleaning
Service, Inc.

Cathie Stuart
Events by Cathie

LEGAL COUNSEL
Emmitt George
O'Flaherty Law

**WILLOWBROOK/BURR RIDGE
CHAMBER OF COMMERCE AND INDUSTRY**
8300 South Madison Street, Burr Ridge, Illinois 60527
Tel 630.654.0909 Fax 630.654.0922
www.wbbrchamber.org

December 6, 2017

Mr. Doug Pollock, Village Administrator
Village of Burr Ridge
7660 So. County Line Road
Burr Ridge, IL 60527

Dear Doug:

The Willowbrook Burr Ridge Chamber of Commerce and Industry occasionally holds raffles, i.e. split the pot, at our business meeting luncheons and at different events throughout the year. In that we often have our meetings and different events within the Village of Burr Ridge, we would like to request consideration of a Village of Burr Ridge raffle license that would encompass the entire 2018 calendar year. Please let us know what forms and information we would need to provide you in order to obtain this raffle license.

Thank you for your consideration of our request. As usual we are grateful for the continuing cooperation between the local businesses and the Village of Burr Ridge. Please do not hesitate to call us with any questions.

Respectfully submitted,

Debbie Jackson, President

mp



**2017 OFFICERS
AND BOARD
OF DIRECTORS**

PRESIDENT
Debbie Jackson
Sterling Engineering

VICE PRESIDENT
Brad Kmetz
Kmetz Financial Group

SECRETARY
Jim Fox
Fox Financial
Group, Ltd.

TREASURER
Joseph J. Stasny
Mulcahy, Pauritsch,
Salvador & Co., Ltd.

BOARD MEMBERS:
John Adolf
Adolf Funeral Home &
Cremation Services, Ltd.

Joe Chlada
Legacy Professionals
LLP

Michelle D'Andrea
Holiday Inn-Countryside

Debra Hamilton
Rock Valley
Publishing

Diane Konicek
Unique Balloon
Decorating

Denise Marchetti
Mutual of Omaha

Michael Quinn
Republic Bank

Mike Schultz
Turtle Wax, Inc.

Michael Simmons
Bullseye Cleaning
Service, Inc.

Cathie Stuart
Events by Cathie

LEGAL COUNSEL
Emmitt George
O'Flaherty Law

**WILLOWBROOK/BURR RIDGE
CHAMBER OF COMMERCE AND INDUSTRY**
8300 South Madison Street, Burr Ridge, Illinois 60527
Tel 630.654.0909 Fax 630.654.0922
www.wbbrchamber.org

December 7, 2017

Attention: Village Clerk
Village of Burr Ridge
7660 So. County Line Road
Burr Ridge, IL 60527

Dear Karen:

The Willowbrook Burr Ridge Chamber of Commerce and Industry would like to officially request the Village of Burr Ridge waive the Fidelity Bond requirement as outlined in Section 48.09 of the Village's Code as it applies to the Application for License to Conduct Raffle.

Thank you for your consideration of our request. As usual we are grateful for the continuing cooperation between the local businesses and the Village of Burr Ridge.

Respectfully submitted,

Debbie Jackson, President
Willowbrook Burr Ridge Chamber of
Commerce and Industry

**2017 OFFICERS
AND BOARD
OF DIRECTORS**



**WILLOWBROOK/BURR RIDGE
CHAMBER OF COMMERCE AND INDUSTRY
8300 South Madison Street, Burr Ridge, Illinois 60527
Tel 630.654.0909 Fax 630.654.0922
www.wbbbrchamber.org**

PRESIDENT
Debbie Jackson
Sterling Engineering

VICE PRESIDENT
Brad Kmetz
Kmetz Financial Group

SECRETARY
Jim Fox
Fox Financial
Group, LLC.

TREASURER
Joseph J. Stastny
Mulcahy, Pauritsch,
Salvador & Co., LTD

BOARD MEMBERS:
Joe Chlada
Legacy Professionals
LLP

Cathie Stuart
Events by Cathie

Debra Hamilton
Rock Valley
Publishing

Mike Kahne
First Merchants
Bank

Mike Quinn
Republic Bank

Diane Konicek
Unique Balloon
Decorating

Denise Marchetti
Mutual of Omaha

Michelle D'Andrea
Holiday Inn- Countryside

John Adolf
Adolf Funeral Home &
Cremation Services

Mike Schultz
Turtle Wax, Inc.

Michael Simmons
Bullseye Cleaning
Services, Inc.

July 27, 2017

We are establishing contracts for the **2018** Regular General luncheon meetings of the Willowbrook/Burr Ridge Chamber of Commerce and Industry. We meet for our luncheon meetings usually the first Wednesday of each month unless it falls on or near a holiday. We would like to hold our meeting at your facility in the months of:

Marriott Burr Ridge	January 10 & Dec 5
Carriage Greens	February 7
Crowne Plaza	March 7 & November 7
Ruffled Feathers	April 4
Chuck's	May 2 & August 1
Ashton Place	June 6
TBA	July 11
Countryside Holiday Inn	September 5
Five Seasons	October 3

The meetings begin at 11:30 a.m. and end at 1:30 p.m. The office staff arrives to set up about 10:30 a.m. There are usually around 75- 85 people in attendance. We require a podium, American flag, microphone and rounds of tables for 8 or 10. We also need 2 registration tables, 1 display table and 6 business spotlight tables (all will be aprox. 8' tables). Total of 9 tables.

In addition, we would like to request that you have the salads and desserts preset when possible. We would also request that the wait staff not clear off the tables during the business and program portions of the meeting.

The inclusive price is \$17.00 per person. Please send us your contract for signatures. The contract is contingent on your re-joining the Willowbrook/Burr Ridge Chamber of Commerce and Industry for 2018. Otherwise, the contract will become null and void.

We look forward to working with you in 2018.

Sincerely,

Cheryl Collins,
Executive Director

FIVE SEASONS

FAMILY SPORTS CLUB

August 4, 2017

Cheryl,

It is agreed that the Willowbrook/Burr Ridge Chamber of Commerce and Industry will host a luncheon on October 3rd of 2018 at Five Seasons Family Sports Club. The lunch will be held from 11:30 a.m. – 1:30 p.m. and the luncheon will include food and beverages for the price of \$17.00 per person (including tax and tip). The room will be set up to seat 75 individuals.



Barb Potter
CCO
Five Seasons Family Sports Club

Cheryl Collins
Executive Director
WB/BR Chamber of Commerce



300 S. Frontage Road Burr Ridge, IL 60527

Tel: (630) 325-2900 Fax: (630) 601-7546

Hotel Website: www.cpchicagosw.com

December 4, 2017

Village of Burr Ridge
7660 S. County Line Road
Burr Ridge, IL 60572-4721

To Whom It May Concern:

This letter is to certify that Willowbrook/Burr Ridge Chamber of Commerce will be hosting their monthly luncheons on March 7 and November 7, 2018 at the Crowne Plaza Chicago SW Burr Ridge. This certification is issued for whatever purpose it may serve upon the request of the client.

Feel free to call or email me if you have any question about the event. We will be delighted to assist you with your inquiry.

Sincerely yours,

Susan Sta Cruz

Director of Sales & Marketing
Crowne Plaza Chicago SW Burr Ridge
Direct Line: (630) 601-7548 ext 153
Mobile: (703) 447-5770
Email: scruz@cpchicagosw.com



Chicago Marriott Willowbrook
1100 Burr Ridge Parkway
Burr Ridge, IL 60521
630-568-2100 / 630-568-7834

November 27, 2017

The Willowbrook/Burr Ridge Chamber of Commerce will be hosting two luncheons at the Chicago Marriott Southwest at Burr Ridge. The events are scheduled to take place on January 10, 2018 and December 5, 2018.

A handwritten signature in black ink, appearing to read "Bill Rinozzi".

Bill Rinozzi
Director of Sales & Marketing
Direct Phone: 630-568-7834

BURR RIDGE PARK DISTRICT

Promoting quality living thru quality leisure



To: Whom It Concerns

From: Lavonne Campbell
Superintendent of Recreation
Burr Ridge Park District

Re: Cruisin'66 Car Show

Date: December 7, 2017

The Willowbrook/Burr Ridge Chamber of Commerce holds their car show Cruisin'66 every year in August at Harvester Park, 15w-400 Harvester Drive, Burr Ridge, IL. If you have any questions please do not hesitate to call me at 630-920-1969



VILLAGE OF BURR RIDGE
7660 County Line Road
Burr Ridge, IL 60527
(630) 654-8181

APPLICATION FOR RAFFLE LICENSE

1. Name of Organization: St. Isaac Jogues School
 2. Address: 421 S Clay Street, Hinsdale, IL 60521
 3. Mailing Address if Different From Above: _____
 4. Type of Organization (please attach documentary evidence):

<input checked="" type="checkbox"/> Religious	<input type="checkbox"/> Charitable	<input type="checkbox"/> Business	<input type="checkbox"/> Labor
<input type="checkbox"/> Fraternal	<input checked="" type="checkbox"/> Educational	<input type="checkbox"/> Veterans	
 5. Length of Time Organization Has Been in Existence: 1930
 6. Place and Date of Incorporation: Same as above
 7. Number of Members in Good Standing: _____
 8. President/Chairperson: Kerry Johnson - PSA President
- | | |
|---------|-----------|
| Address | Telephone |
|---------|-----------|
9. Raffle Manager: Christine McCarty and Jeannie Stachowiak
- | | |
|---------|-----------|
| Address | Telephone |
|---------|-----------|
10. Designated Organization Member(s) Who Will Be Responsible for Conduct and Operation of Raffles (attach additional sheet if necessary):
same as above
- | | |
|---------|-----------|
| Name | |
| Address | Telephone |
11. Date(s) For Raffle Ticket Sales: Feb 10, 2018

12. Location of Raffle Ticket Sales (license will be limited to sales in the specified areas within the Village of Burr Ridge):

Marriott Burr Ridge

13. Date(s) and Time for Determining Raffle Winners: Feb 10, 2018 (7-9)

14. Location for Determining Raffle Winners (if location is a rented premises, the organization from which the premises is rented must also be licensed pursuant to the Burr Ridge Municipal Code and State Law (230 ILCS 15/4(a)(4):

Marriott Burr Ridge

Location

Address:

Telephone

15. Total Retail Value of ALL Prizes Awarded in Raffle: \$ 15,000

16. Maximum Retail Value of EACH Prize Awarded in Raffle: \$ 4,500

17. Maximum Price Charged for Each Chance Sold: \$ 100

18. ATTESTATION:

"The undersigned attests, under penalty of perjury, that the above-named organization is a not-for-profit organization under the laws of the State of Illinois and has been continuously in existence for a period of 5 years preceding the date of this application, and that during the entire 5 year period preceding the date of this application it has maintained a bona fide membership actively engaged in carrying out its objectives. The undersigned further states, under penalty of perjury, that all statements in the foregoing application are true and correct, and that the officers, operators and workers of the raffle are all bona fide members of the sponsoring organization, are of good moral character, have not been convicted of a felony, and are otherwise eligible to receive a license pursuant to the Burr Ridge Municipal Code and the laws of the State of Illinois. If a license is granted hereunder, the undersigned will be responsible for the conduct of the games in accordance with the provisions of the laws of the State of Illinois, including the Raffles Act (230 ILCS 15/0.01 et seq.) and this jurisdiction governing the conduct of such games."

St. Isaac Jogues School

Name of Organization

Kerry Johnson - PSA President

Presiding Officer

Secretary

December 1, 2017

St. Isaac Church is hosting a fundraiser at Chicago Marriott Southwest at Burr Ridge. The event is to take place on February 10, 2018.

Jill Rinozzi
Director of Sales & Marketing
Direct Phone: 630.568.7834



December 18, 2017

Village of Burr Ridge
Attn: Karen Thomas
7560 County Line Road
Burr Ridge, IL 60527

Dear Karen,

The St. Isaac Jogues School PTA is requesting a waiver of the fidelity bond for our upcoming 2018 Auction which is scheduled for Saturday, February 10, 2018.

Please contact me with any questions you might have.

Thank you for your help.

Christine McCarty
Co-Chair Auction 2018

From: Vasanthi Seeras
Sent: Friday, December 8, 2017 12:28 PM
To: Jerry Sapp <jsapp@BURR-RIDGE.gov>
Subject: Pension Board Village of Burr Ridge

Dear Jerry,

I am involved in some projects right now that make my schedule unpredictable.

I feel it is not right for me and the board to be missing a lot of the meetings.

In light of the above I feel it is best for everyone if you find a suitable replacement for me on the board.

I have greatly enjoyed my time on the board and wish the police pension board every success.

Thanks,

Vasanthi Seeras

Certified Public Accountant
ADVANCED ACCOUNTING SERVICES
3114 S Oak Park Avenue
Berwyn, IL 60402
708-788-2038 - Office
Cell



Evan Walter

Assistant to the Village Administrator | Community Development Dept. Manager

Village of Burr Ridge | 7660 County Line Road | Burr Ridge IL 60527

630.654.8181 x2010 | 630.601.0042

From: Cheryl Smith

Sent: Friday, December 8, 2017 11:24 AM

To: Evan Walter <EWalter@burr-ridge.gov>

Subject: FW: Subject: Resignation – Cheryl Smith

Dear Mr. [Walter](#),

Please accept this as my formal notice of resignation from The Village of Burr Ridge. My last day will be December 22, 2017, two weeks from today.

I appreciate the opportunity many have given me during my tenure here and take with me the valuable experiences I have gained over the last six and a half years. It has been a pleasure working with all the professionals that worked with me at the Village, as well as all the friends I have made in and around the Village. I will miss all the wonderful people that were supportive of me, and their love for the Village.

Please let me know how I can help during this transition. I wish the Village all the best as it continues to make its “[special](#)” place within the greater Chicago area.

Best regards,

Cheryl N. Smith

VILLAGE OF BURR RIDGE

ACCOUNTS PAYABLE APPROVAL REPORT

BOARD DATE: 01/08/18

PAYMENT DATE: 01/09/18

FISCAL 17-18

FUND	FUND NAME	PRE-PAID	PAYABLE	TOTAL AMOUNT
10	General Fund		252,950.46	252,950.46
23	Hotel/Motel Tax Fund		10,990.74	10,990.74
31	Capital Improvements Fund		111,401.40	111,401.40
32	Sidewalk/Pathway Fund		12,201.25	12,201.25
33	Equipment Replacement Fund		141,436.00	141,436.00
41	Debt Service Fund	22,956.35		22,956.35
51	Water Fund		77,518.71	77,518.71
52	Sewer Fund		1,116.89	1,116.89
61	Information Technology Fund		1,775.00	1,775.00
TOTAL ALL FUNDS		\$ 22,956.35	\$ 609,390.45	\$ 632,346.80

PAYROLL

PAY PERIOD ENDING DECEMBER 16, 2017

PAY PERIOD ENDING DECEMBER 30, 2017

	TOTAL PAYROLL
Board & Commissions	3,307.60
Administration	34,739.82
Community Development	15,855.21
Finance	19,715.82
Police	259,725.09
Public Works	69,067.82
Water	69,706.76
Sewer	17,220.55
IT Fund	846.12
TOTAL	\$ 490,184.79
GRAND TOTAL	\$ 1,122,531.59

01/04/2018 10:08 AM
User: lzurawski
DB: Burr Ridge

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BURR RIDGE
EXP CHECK RUN DATES 12/25/2017 - 01/08/2018
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 1/6

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 10 General Fund					
Dept 1010 Boards & Commissions					
10-1010-40-4040	2018 Annual Subscription	Suburban Life Media	01/02/18	2116 Annual 2018	42.00
10-1010-50-5010	BR Labor General Teamsters-Nov17	Clark Baird Smith LLP	11/30/17	9287	2,512.50
10-1010-50-5010	General legal service-Nov'17	Klein, Thorpe & Jenkins, I	12/13/17	121317	1,617.80
10-1010-50-5010	10S681 Oak Hill Ct. -Nov'17	Klein, Thorpe & Jenkins, I	12/13/17	121317	437.00
10-1010-50-5010	Pump Center Sale-Nov'17	Klein, Thorpe & Jenkins, I	12/13/17	121317	947.70
10-1010-50-5020	ALTA/NSPS Survey-11650 German Ch	Morris Engineering, Inc	12/05/17	17-06627	3,200.00
10-1010-50-5030	Telephone-Dec'17	Call One	12/15/17	1213106-1136126-12-1	58.39
10-1010-80-8010	Employee Holiday Lunch supplies	Barbara Popp	12/21/17	122117	61.99
10-1010-80-8010	Reimb 3rd Shift X-mas party PD	Luke J. Vulpo	12/18/17	121817	92.49
10-1010-80-8025	Applicant credit reports/4-Dec'1	Metro-Western Cook	12/15/17	73662	180.00
10-1010-80-8025	Pre-employment Watson & Payne	Personnel Strategies, LLC	12/18/17	121817	1,000.00
10-1010-80-8025	Polygraph Murray,Rodriguez, Kamm	Theodore Polygraph Service	12/08/17	5923	450.00
10-1010-80-8025	Polygraph Watson & Payne	Theodore Polygraph Service	12/10/17	5924	300.00
10-1010-80-8030	Video Tape Board mtg-12/11/17	Fernando Garron	12/14/17	121117	450.00
Total For Dept 1010 Boards & Commissions					11,349.87
Dept 2010 Administration					
10-2010-40-4030	Dental Insurance-Jan18	Delta Dental of Illinois-F	01/01/18	10373_1055163	454.24
10-2010-40-4042	Pollock & Kowal 01/10/18 Chamber	Willowbrook/Burr Ridge	12/18/17	121817 Luncheon	40.00
10-2010-50-5030	Telephone-Dec'17	Call One	12/15/17	1213106-1136126-12-1	379.54
Total For Dept 2010 Administration					873.78
Dept 3010 Community Development					
10-3010-40-4030	Dental Insurance-Jan18	Delta Dental of Illinois-F	01/01/18	10373_1055163	248.90
10-3010-50-5020	CrownePlaza reimb services-Nov17	Urban Forest Management Ir	12/13/17	171108	362.50
10-3010-50-5020	HighlandFields reimb services-No	Urban Forest Management Ir	12/13/17	171107	145.00
10-3010-50-5025	Urban Forest Mgmt-Reimb	FedEx	12/27/17	6-038-63454	34.14
10-3010-50-5025	US Postal Service	FedEx	12/27/17	6-038-63454	35.55
10-3010-50-5030	Telephone-Dec'17	Call One	12/15/17	1213106-1136126-12-1	583.91
10-3010-50-5075	November Inspections	B & F Construction Code Se	12/20/17	48317	485.00
10-3010-60-6020	Gasoline/37.90-Aug/Nov'17	DuPage County Public Works	11/20/17	2017-23F	76.41
Total For Dept 3010 Community Development					1,971.41
Dept 4010 Finance					
10-4010-40-4030	Dental Insurance-Jan18	Delta Dental of Illinois-F	01/01/18	10373_1055163	140.56
10-4010-50-5030	Telephone-Dec'17	Call One	12/15/17	1213106-1136126-12-1	291.95
Total For Dept 4010 Finance					432.51
Dept 4020 Central Services					
10-4020-50-5081	2018 annual IRMA Contribution-Ja	I.R.M.A.	12/13/17	201809	189,019.00
10-4020-60-6000	QUA-44562 Redi-Strip env 9 x 12	Runco Office Supply	12/11/17	701804-0	29.98
10-4020-60-6000	QUA-44762 Redi-Strip env 10 x 13	Runco Office Supply	12/11/17	701804-0	35.98
10-4020-60-6000	Invisible Tape 12/pack	Runco Office Supply	12/11/17	701804-0	7.92
10-4020-60-6000	AAG-E717-50 Desk Calendar 2018 r	Runco Office Supply	12/11/17	701804-0	11.83
10-4020-60-6000	AAG-SK24-00 Desk Pad 2018 Calend	Runco Office Supply	12/11/17	701804-0	41.86
10-4020-60-6000	UNV-11140 Small Binder Clips 40/	Runco Office Supply	12/11/17	701804-0	2.38
10-4020-60-6000	UNV-11060 Mini Binder Clips 60/p	Runco Office Supply	12/11/17	701804-0	0.99
10-4020-60-6000	SWI-2001712 Leather-look Black G	Runco Office Supply	12/11/17	701804-0	21.99
10-4020-60-6000	Returned Desk Calendar Base C701	Runco Office Supply	12/11/17	701804-0	(8.99)
10-4020-60-6000	E1700 Desk Calendar Base	Runco Office Supply	12/11/17	701804-0	8.99
10-4020-60-6000	AAG-E17-00 Desk Calendar Base	Runco Office Supply	12/12/17	701909-0	8.99
10-4020-60-6010	2 cs coffee & Supplies/PW-Dec'17	Commercial Coffee Service,	12/13/17	201237	145.35

01/04/2018 10:08 AM
User: lzurawski
DB: Burr Ridge

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BURR RIDGE
EXP CHECK RUN DATES 12/25/2017 - 01/08/2018
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 2/6

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 10 General Fund					
Dept 4020 Central Services					
Total For Dept 4020 Central Services					189,326.27
Dept 5010 Police					
10-5010-40-4030	Dental Insurance-Jan18	Delta Dental of Illinois-F	01/01/18	10373_1055163	2,090.10
10-5010-40-4040	2018 Dues - Madden & Loftus	DuPage County Chiefs of P	12/18/17	121817	550.00
10-5010-40-4041	Pre-Emplymt-PD Lichty, Payne, Wa	Concentra Medical Centers	12/14/17	1010457119	1,297.00
10-5010-50-5020	County Notary Filing Fee-Jarolim	Cook County Clerk David Or	12/14/17	121417	10.00
10-5010-50-5020	Sept 2017 Minimum Commitment Bal	LexisNexis Risk Solutions	09/30/17	1267894-20170930	50.00
10-5010-50-5020	LexisNexis report-Nov'17	LexisNexis Risk Solutions	11/30/17	1267894-20171130	108.35
10-5010-50-5030	Telephone-Dec'17	Call One	12/15/17	1213106-1136126-12-1	1,605.74
10-5010-50-5030	Telephone-Dec'17	Call One	12/15/17	1213106-1136126-12-1	44.37
10-5010-50-5050	Radio Equip main-Jan'18	J&L Electronic Service, Ir	01/01/18	1001252	37.90
10-5010-50-5050	LCD Monitor replacement & repair	Orbis Solutions	12/18/17	5567487	703.98
10-5010-50-5050	Mobile Service Tech-Unit 1707	Public Safety Direct, Inc	12/12/17	91361	100.00
10-5010-50-5050	Mobile Service Tech Unit 9	Public Safety Direct, Inc	12/15/17	91392	100.00
10-5010-50-5051	Recall Work Squad 1706	Willowbrook Ford	12/12/17	6259637	45.80
10-5010-60-6010	6" Ruler - 191 (100 pack)	Creative Product Sourcing,	12/18/17	110140	54.00
10-5010-60-6020	Gasoline/5520.67-Aug/Nov'17	DuPage County Public Works	11/20/17	2017-23F	11,140.47
Total For Dept 5010 Police					17,937.71
Dept 6010 Public Works					
10-6010-40-4030	Dental Insurance-Jan18	Delta Dental of Illinois-F	01/01/18	10373_1055163	691.10
10-6010-40-4032	Uniform rental/cleaning-01/02/18	Breens Inc.	01/02/18	370771	72.14
10-6010-40-4032	Uniform rental/cleaning-12/26/17	Breens Inc.	12/26/17	370595	70.14
10-6010-40-4032	Uniform rental/cleaning-12/19/17	Breens Inc.	12/19/17	370412	72.14
10-6010-40-4032	Safety Shoes/Boots	George Macha	12/20/17	122017	106.25
10-6010-40-4032	Safety Shoes/Boot Allowance	Ronald J. Herdzina	12/19/17	121917	150.00
10-6010-40-4041	Pre-Empl physical/W,Just-Dec'17	Concentra Medical Centers	12/26/17	1010466969	110.50
10-6010-40-4042	Certified Arborist Exam & Admin	Nicholas F. Just	12/13/17	121317	295.00
10-6010-50-5030	Telephone-Dec'17	Call One	12/15/17	1213106-1136126-12-1	44.39
10-6010-50-5030	Telephone-Dec'17	Call One	12/15/17	1213106-1136126-12-1	156.74
10-6010-50-5030	Telephone-Dec'17	Call One	12/15/17	1213106-1136126-12-1	44.37
10-6010-50-5030	Telephone-Dec'17	Call One	12/15/17	1213106-1136126-12-1	486.59
10-6010-50-5051	Safety Inspection Unit 29	Courtney's Safety Lane, Ir	12/20/17	3749	35.00
10-6010-50-5051	Safety Inspection Unit 27 & 30	Courtney's Safety Lane, Ir	12/21/17	3758	70.00
10-6010-50-5051	Reset Oil Light 2016 Ford F150	Willowbrook Ford	12/18/18	6260144	47.95
10-6010-50-5054	Street light maintenance	Rag's Electric	12/12/17	21500	454.25
10-6010-50-5054	Street light maintenance	Rag's Electric	12/12/17	21489	676.62
10-6010-50-5066	Street sweepings (Operations spo	Tameling Grading	12/12/17	3133_11-17-17	3,500.00
10-6010-50-5085	Shop towel rental-01/02/18	Breens Inc.	01/02/18	370771	4.50
10-6010-50-5085	Shop towel rental-12/26/17	Breens Inc.	12/26/17	370595	6.50
10-6010-50-5085	Shop towel rental-12/19/17	Breens Inc.	12/19/17	370412	4.50
10-6010-60-6010	operating supplies	RelaDyne, LLC	12/15/17	1089069-IN	14.30
10-6010-60-6020	Gasoline/2766.55-Aug/Nov'17	DuPage County Public Works	11/20/17	2017-23F	5,279.96
10-6010-60-6020	Fleet fluids	RelaDyne, LLC	12/15/17	1089382-IN	88.55
10-6010-60-6020	Fleet fluids	RelaDyne, LLC	12/15/17	1089069-IN	997.62
10-6010-60-6040	Plow Equipment: Hydraulic Motors	Monroe Truck Equipment, Ir	12/05/17	318639	604.31
10-6010-60-6041	Brake parts for PW Admin Unit #1	Westown Auto Supply Co. Ir	12/19/17	76470	350.10
10-6010-60-6041	Brake parts for PW Admin Unit #1	Westown Auto Supply Co. Ir	12/20/17	76506	29.58
10-6010-60-6041	Misc Supplies	Westown Auto Supply Co. Ir	12/08/17	76352	174.35
10-6010-60-6060	Rock Salt/85.18 ton Dec'17	Detroit Salt Company, LLC	12/12/17	67812	4,385.91
Total For Dept 6010 Public Works					19,023.36

01/04/2018 10:08 AM
User: lzurawski
DB: Burr Ridge

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BURR RIDGE
EXP CHECK RUN DATES 12/25/2017 - 01/08/2018
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 3/6

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 10 General Fund					
Dept 6020 Buildings & Grounds					
10-6020-50-5052	Qtrly alarm monitor/RA-Jan/Mar	Alarm Detection Systems, Inc	112/03/17	600807-1049	142.92
10-6020-50-5058	Mat rental/PD-01/02/18	Breens Inc.	01/02/18	370766	36.00
10-6020-50-5058	Mat rental/PW & VH-01/02/18	Breens Inc.	01/02/18	370766	30.00
10-6020-50-5058	Mat rental/PD-12/26/17	Breens Inc.	12/26/17	370590	36.00
10-6020-50-5058	Mat rental/PW & VH-12/26/17	Breens Inc.	12/26/17	370590	30.00
10-6020-50-5058	Mat rental/PD-12/19/17	Breens Inc.	12/19/17	370407	36.00
10-6020-50-5058	Mat rental/PW & VH-12/19/17	Breens Inc.	12/19/17	370407	30.00
10-6020-50-5058	Janitorial service/PD-Dec'17	Eco-Clean Maintenance, Inc	12/28/17	6654	810.00
10-6020-50-5058	Janitorial service/VH-Dec'17	Eco-Clean Maintenance, Inc	12/28/17	6654	638.00
10-6020-50-5058	Janitorial service/PW-Dec'17	Eco-Clean Maintenance, Inc	12/28/17	6654	380.00
10-6020-50-5080	PW Sewer Charge-Dec'17	Flagg Creek Water Reclamation	12/26/17	008917-000/Dec17	28.98
10-6020-50-5080	Nicor heating/VH-Dec-'17	NICOR Gas	12/14/17	47025700007Dec'17	561.85
10-6020-50-5080	Nicor heating/VH garage-Dec'17	NICOR Gas	12/14/17	57961400009Dec17	140.71
10-6020-50-5080	Nicor heating/RA-Dec17	NICOR Gas	12/14/17	81110732419Dec17	61.82
10-6020-50-5080	Nicor heating/PD-Dec17	NICOR Gas	12/15/17	66468914693Dec17	565.40
10-6020-50-5080	Nicor heating/PW-Dec17	NICOR Gas	12/08/17	22944400005Dec17	557.87
10-6020-70-7010	Replace PD windows; warranty/lab	Your American Windows, LLC	12/19/17	1258	7,950.00
Total For Dept 6020 Buildings & Grounds					12,035.55
Total For Fund 10 General Fund					252,950.46
Fund 23 Hotel/Motel Tax Fund					
Dept 7030 Special Revenue Hotel/Motel					
23-7030-50-5075	Installation of Ornamental Signs	Meade Electric Company, Inc	12/19/18	679743	4,365.74
23-7030-80-8050	2018 Chamber Directory Contribution	Willowbrook/Burr Ridge	12/18/17	121817 Contribution	3,000.00
23-7030-80-8055	H/M social media, videos, ads	Boost Creative Marketing Inc	12/31/17	1171	2,975.00
23-7030-80-8055	H/M Advertising-Dec'17	Boost Creative Marketing Inc	12/31/17	1172	200.00
23-7030-80-8055	BR Restaurant Website Annual Ren	Boost Creative Marketing Inc	12/31/17	21064	450.00
Total For Dept 7030 Special Revenue Hotel/Motel					10,990.74
Total For Fund 23 Hotel/Motel Tax Fund					10,990.74
Fund 31 Capital Improvements Fund					
Dept 8010 Capital Improvement					
31-8010-70-7077	2017 Road Program - Curb & Gutte	Schroeder Asphalt Services	12/01/17	2017-307	111,401.40
Total For Dept 8010 Capital Improvement					111,401.40
Total For Fund 31 Capital Improvements Fund					111,401.40
Fund 32 Sidewalks/Pathway Fund					
Dept 8020 Sidewalks/Pathway					
32-8020-70-7052	PCC Sidewalk 5" Remove & Replace	Davis Concrete Construction	11/30/17	9987	12,201.25
Total For Dept 8020 Sidewalks/Pathway					12,201.25
Total For Fund 32 Sidewalks/Pathway Fund					12,201.25
Fund 33 Equipment Replacement Fund					
Dept 8030 Equipment Replacement					
33-8030-70-7020	2018 Cat 926M Wheel Loader w/NJP	Patten Industries	12/13/17	S8540901	141,436.00
Total For Dept 8030 Equipment Replacement					141,436.00
Total For Fund 33 Equipment Replacement Fund					141,436.00
Fund 41 Debt Service Fund					

01/04/2018 10:08 AM
User: lzurawski
DB: Burr Ridge

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BURR RIDGE
EXP CHECK RUN DATES 12/25/2017 - 01/08/2018
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 4/6

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 41 Debt Service Fund					
Dept 4030 Debt Service					
41-4030-80-8110	Principal-Hotel/Motel Install-De	BUSEY BANK	11/30/17	10000729 00010 Dec17	21,675.69
41-4030-80-8111	Interest-Hotel/Motel Install-Dec	BUSEY BANK	11/30/17	10000729 00010 Dec17	1,280.66
Total For Dept 4030 Debt Service					22,956.35
Total For Fund 41 Debt Service Fund					22,956.35
Fund 51 Water Fund					
Dept 6030 Water Operations					
51-6030-40-4030	Dental Insurance-Jan18	Delta Dental of Illinois-F	01/01/18	10373 1055163	510.84
51-6030-40-4032	Uniform rental/cleaning-01/02/18	Breens Inc.	01/02/18	370771	79.18
51-6030-40-4032	Uniform rental/cleaning-12/26/17	Breens Inc.	12/26/17	370595	79.18
51-6030-40-4032	Uniform rental/cleaning-12/19/17	Breens Inc.	12/19/17	370412	79.18
51-6030-50-5030	Telephone-Dec'17	Call One	12/15/17	1213106-1136126-12-1	437.93
51-6030-50-5067	Curb Remove/Replace	Davis Concrete Constructio	11/30/17	9987	1,239.00
51-6030-50-5067	Mobilization	Davis Concrete Constructio	11/30/17	9987	995.00
51-6030-50-5067	Readymix Small Yardage	Davis Concrete Constructio	11/30/17	9987	200.00
51-6030-50-5067	Emergency tree removal - waterma	Desiderio Landscaping LLC	01/02/18	9218	1,875.00
51-6030-50-5067	Sod Restoration - Grade, Topsoil	Desiderio Landscaping LLC	12/11/17	9201	825.00
51-6030-50-5067	2017 Road Program - Curb & Gutte	Schroeder Asphalt Services	12/01/17	2017-307	11,000.00
51-6030-50-5067	Water Div. watermain break spoil	Tameling Grading	12/12/17	3133 11-16-17	3,500.00
51-6030-50-5080	Electric/well#4-Dec'17	COMED	12/14/17	0029127044/Dec17	670.57
51-6030-50-5080	Electric/Bedford Park sump pump-	COMED	12/06/17	9179647001/Dec17	72.96
51-6030-50-5080	Nicor heating/PC-Dec'17	NICOR Gas	12/08/17	47915700000/Dec17	128.07
51-6030-50-5081	2018 annual IRMA Contribution-Ja	I.R.M.A.	12/13/17	201809	47,255.00
51-6030-50-5095	Metered Postage & Past Due Notic	Third Millennium Assoc. Ir	12/14/17	21503	944.01
51-6030-60-6010	Nitrile Coated Gloves-Qty 10	Core & Main LP	12/06/17	I118934	50.00
51-6030-60-6010	Gloves-Knit Qty 6	Gempler's, Inc.	12/14/17	S103925430	69.90
51-6030-60-6010	Gloves-H20 Pigsking Qty 6	Gempler's, Inc.	12/14/17	S103925430	105.30
51-6030-60-6010	Freight	Gempler's, Inc.	12/14/17	S103925430	4.99
51-6030-60-6010	1/2"-13 x2.25" HexBolt (18-8,304	Grainger	12/20/17	9649425619	45.58
51-6030-60-6010	1/2"-13 x4" HexBolt (18-8,304SS)	Grainger	12/20/17	9649425619	51.38
51-6030-60-6010	3/4"-10 x 4" HexBolt (18-8,304SS	Grainger	12/20/17	9649425619	191.48
51-6030-60-6010	7/8"-9 x 3" Hex Bolt (18-8,304 S	Grainger	12/20/17	9649425619	80.88
51-6030-60-6010	4EY30 Low Voltage T-Stat Qty 1	Grainger	12/12/17	9640738218	53.98
51-6030-60-6010	36RH57 HHCS 5/8 11x2-1/2 SS Qty	Grainger	12/12/17	9640738218	78.40
51-6030-60-6010	1WB44 Hex Nut, 5/8 11, GR Qty 1	Grainger	12/12/17	9640738218	15.11
51-6030-60-6010	Disposable Gloves, Impact Socket	Grainger	12/13/17	9643097216	129.09
51-6030-60-6010	CA-6 Grade 8	Ozinga Materials, Inc.	11/30/17	64802	340.73
51-6030-60-6010	CA-6 Grade 8	Ozinga Materials, Inc.	11/30/17	64802	346.92
51-6030-60-6010	CA-6 Grade 8	Ozinga Materials, Inc.	11/30/17	64802	351.35
51-6030-60-6010	CA-6 Grade 8	Ozinga Materials, Inc.	12/02/17	64898	343.53
51-6030-60-6010	CA-7 Bed /Backfill	Ozinga Materials, Inc.	12/02/17	64898	450.66
51-6030-60-6010	CA-7 Bed / Backfill	Ozinga Materials, Inc.	12/02/17	64898	459.37
51-6030-60-6010	CA7 stone	Ozinga Materials, Inc.	12/29/17	65558	409.84
51-6030-60-6010	CA6 stone	Ozinga Materials, Inc.	12/29/17	65558	326.71
51-6030-60-6010	CA6 stone	Ozinga Materials, Inc.	12/29/17	65558	319.49
51-6030-60-6010	CA7, 3/4" bedding stone	Ozinga Materials, Inc.	12/29/17	65558	419.31
51-6030-60-6010	Washer, Shim	Russo's Power Equipment	12/08/17	4601933	11.82
51-6030-60-6010	Gasket, Fr Cover	Russo's Power Equipment	12/08/17	4601933	6.83
51-6030-60-6010	Topsoil 2 yds	Tameling Industries	11/23/17	0120558	60.00
51-6030-60-6020	Gasoline/514.45-Aug/Nov'17	DuPage County Public Works	11/20/17	2017-23F	1,828.40
51-6030-60-6040	12" x 25" All SS Repair Clamp,Sm	Core & Main LP	12/20/17	1257933	680.00
51-6030-60-6040	Freight	Core & Main LP	12/20/17	1257933	32.44

01/04/2018 10:08 AM
User: lzurawski
DB: Burr Ridge

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BURR RIDGE
EXP CHECK RUN DATES 12/25/2017 - 01/08/2018
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 5/6

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 51 Water Fund					
Dept 6030 Water Operations					
51-6030-60-6040	JCM 10"x15" SS Repair Clamp	EJ USA, Inc	12/06/17	110170110145	215.25
51-6030-60-6040	Air Filter & Wipers for Unit 21	Westown Auto Supply Co. Ir	12/19/17	76486	33.34
51-6030-60-6041	Oil & Air Filters Unit18 '00 For	Westown Auto Supply Co. Ir	12/18/17	76452	79.02
51-6030-60-6070	Final Bill 208 W59th St	Village of Hinsdale	12/11/17	3101236 Final	36.69
Total For Dept 6030 Water Operations					77,518.71
Total For Fund 51 Water Fund					77,518.71
Fund 52 Sewer Fund					
Dept 6040 Sewer Operations					
52-6040-40-4030	Dental Insurance-Jan18	Delta Dental of Illinois-F	01/01/18	10373_1055163	155.66
52-6040-40-4032	Uniform rental/cleaning-01/02/18	Breens Inc.	01/02/18	370771	24.63
52-6040-40-4032	Uniform rental/cleaning-12/26/17	Breens Inc.	12/26/17	370595	24.63
52-6040-40-4032	Uniform rental/cleaning-12/19/17	Breens Inc.	12/19/17	370412	24.63
52-6040-50-5030	Telephone-Dec'17	Call One	12/15/17	1213106-1136126-12-1	48.66
52-6040-50-5068	Maintenance - three lift station	Metropolitan Industries, I	12/21/17	0000330010	765.00
52-6040-60-6010	7/8"-9 x 2.5" Hex Bolt (18-8,304	Grainger	12/20/17	9649425619	73.68
Total For Dept 6040 Sewer Operations					1,116.89
Total For Fund 52 Sewer Fund					1,116.89
Fund 61 Information Technology Fund					
Dept 4040 Information Technology					
61-4040-50-5020	IT support-Dec17	Orbis Solutions	12/08/17	5567462	1,050.00
61-4040-50-5020	IT support-Dec17	Orbis Solutions	12/15/17	5567480	575.00
61-4040-60-6010	CF410A Toner Qty2	Runco Office Supply	12/21/17	702734-0	150.00
Total For Dept 4040 Information Technology					1,775.00
Total For Fund 61 Information Technology Fund					1,775.00

01/04/2018 10:08 AM
User: lzurawski
DB: Burr Ridge

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BURR RIDGE
EXP CHECK RUN DATES 12/25/2017 - 01/08/2018
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund Totals:					
			Fund 10 General Fund		252,950.46
			Fund 23 Hotel/Motel Tax Fund		10,990.74
			Fund 31 Capital Improvements Fund		111,401.40
			Fund 32 Sidewalks/Pathway Fund		12,201.25
			Fund 33 Equipment Replacement Fund		141,436.00
			Fund 41 Debt Service Fund		22,956.35
			Fund 51 Water Fund		77,518.71
			Fund 52 Sewer Fund		1,116.89
			Fund 61 Information Technology Fund		1,775.00
Total For All Funds:					632,346.80