



VILLAGE OF RIVER FOREST VILLAGE BOARD MEETING

Monday, April 14th, 2025 – 7:00 PM
Village Hall – 400 Park Avenue – River Forest, IL 60305
Community Room

AGENDA

You may submit your written public comments via email in advance of the meeting to: ybot@vrf.us. If you would like to speak during public comment, please email imasella@vrf.us by 4:00 PM on Monday, April 14th, 2025. Anyone may listen to the meeting by participating in a Zoom conference call as follows: dial-in number: 312-626-6799 with meeting ID: 820 6367 6956 or by clicking the link here: <https://us02web.zoom.us/j/82063676956>. To watch the livestream and access the meeting materials, please go to the Village website: <https://www.vrf.us/events/event/2823>

1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Citizen Comments
4. Special Presentation
 - a. 2024 Officer of the Year Presentation – Keagan Lenz
 - b. Police Department Commendations
 - i. Officer Mark Catalano and Detective Denisse Zermeno
 - ii. Officer Eddie Coleman
 - iii. Officer Anthony Cortes
 - iv. Officer Paul Mika
5. Public Hearing – Fiscal Year 2026 Village Operating Budget
 - a. Public Hearing – FY 2026 Village Operating Budget
6. Elected Official Comments & Announcement
7. Consent Agenda
 - a. Village Board of Trustees Meeting Minutes – March 24th, 2025
 - b. Village Board of Trustees Executive Meeting Minutes – March 24th, 2025
 - c. Administration Department Report
 - d. Monthly Department Reports
 - e. Accounts Payable – March 2025 – \$1,784,157.89
 - f. March 2025 Financial Report
 - g. Purchase Approval – Bulk Salt – State of Illinois Joint Purchasing Program – \$63,570.00
 - h. Education & Sharing Day – Proclamation
 - i. Earth Day – Proclamation
 - j. Arbor Day – Proclamation
8. Consent Items for Separate Consideration
9. Recommendations of Boards, Commissions, and Committees
10. Unfinished Business
11. New Business
 - a. Adoption of Municipal Grocery Tax – Ordinance
 - b. Introduction of River Forest Park District Priority Park Planned Development Proposal – *No Action*
 - c. Presentation of Employee Handbook Updates – *No Action*
12. Executive Session
13. Adjournment

ADA Compliance: Any individual with a disability requesting a reasonable accommodation in order to participate in a meeting should contact the Village at least 24 hours in advance of the scheduled meeting in person at Village Hall by telephone at public 708.366.8500 or by email: mwalsh@vrf.us. Every effort will be made to allow for meeting participation.

**VILLAGE OF RIVER FOREST
VILLAGE BOARD OF TRUSTEES MINUTES
March 24, 2025**

A regular meeting of the Village of River Forest Board of Trustees was held on March 24, at 7:00 p.m. in the Community Room of Village Hall, 400 Park Avenue – River Forest, IL.

1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 7:02 p.m. Upon roll call, the following persons were:

Present: President Adduci, Trustees Johnson(7:05pm), Gillis, Brennan, Bachner, Vazquez, O'Connell, and Village Clerk Keller

Absent:

Also Present: Village Attorney Lance Malina, Village Administrator Matt Walsh, Assistant Village Administrator Jessica Spencer, Police Chief James O'Shea, Fire Chief Tom Gaertner, Deputy Police Chief James Greenwood, Director of Public Works and Engineering Jack Bielak, Finance Director Rosemary McAdams, Police Commander Michael Swierczynski, and Deputy Fire Chief David Bochenek

MOTION by Trustee Bachner to allow Trustee Vazquez and Trustee O'Connell to participate via Zoom due to travel. Seconded by Trustee Brennan.

Roll call:

Ayes: Trustee Gillis, Bachner, Brennan and Johnson

Absent: None

Nays: None

Motion Passes.

2. PLEDGE OF ALLEGIANCE

President Adduci led the Pledge of Allegiance.

3. CITIZEN COMMENTS

None.

4. SPECIAL PRESENTATION

a. B20 Biodiesel Club Recognition – Presentation

Bailey S. Arnold, Director of Healthy Air Solutions, presented the Village with an award in recognition of its use of biodiesel.

5. ELECTED OFFICIAL COMMENTS & ANNOUNCEMENTS

Trustee Bachner gave a land acknowledgement.

Trustee Gillis reminded everyone to vote in the upcoming election and encouraged participation in the Village's election sign recycling drop-off. She also mentioned the upcoming Memorial Day parade and emphasized the need for volunteers.

Village Clerk Keller had no comments.

Trustee Brennan had no comments.

Trustee Johnson had no comments.

Trustee Vazquez expressed gratitude to Police Chief James O'Shea for his service to the Village and congratulated James Greenwood on his appointment.

Trustee O'Connell highlighted the upcoming Fire Department Blood Drive and praised the quality of the Fire Department's Annual Report included in the packet. He also thanked the Public Works Department for their efforts around town and inquired about the start date for yard waste pickup.

Director Bielak confirmed that yard waste pickup begins on April 1st.

President Adduci reported on a recent event at Village Hall, where she had the opportunity to speak with the Willard School's Brownie Club. She also attended the Oak Park River Forest Historical Society Gala, where a River Forest resident was recognized with an award. President Adduci then extended her gratitude to Tom Dwyer and Associates for hosting Village staff with food on St. Patrick's Day. She concluded by reiterating Trustee Gillis' remarks regarding the Memorial Day parade and encouraged residents to stay informed for additional updates.

6. CONSENT AGENDA

- a. Village Board of Trustees Meeting Minutes – March 10th, 2025
- b. Administration Department Report
- c. Grant Application – ComEd Green Region Openlands Grant – Chicago Avenue Bioswales Restoration Project – Resolution
- d. Award of Contract – 2025 Sewer Lining Project – Innovative Underground, LLC – \$122,429.50
- e. Fire Department 2024 Annual Report

Trustee Brennan requested Consent Agenda Item C be removed for separate consideration.

President Adduci also noted being impressed with the Fire Department's report.

MOTION by Trustee Johnson to approve Consent Agenda Items A, B, D and E. Seconded by Trustee Bachner.

Roll call:

Ayes: Trustee Gillis, Vazquez, O'Connell, Bachner, Brennan and Johnson

Absent: None

Nays: None

Motion Passes.

7. CONSENT AGENDA ITEMS FOR SEPARATE CONSIDERATION

- c. Grant Application – ComEd Green Region Openlands Grant – Chicago Avenue Bioswales Restoration Project – Resolution

MOTION by Trustee Gillis to approve Consent Agenda Item 6.C Grant Application – ComEd Green Region Openlands Grant – Chicago Avenue Bioswales Restoration Project – Resolution. Seconded by Trustee Johnson.

Trustee Brennan asked why the Village needs to replant items in the rain swales.

Director Bielak noted that the Village is undertaking a one-time cleanup and minor construction effort to improve water runoff flow into the swales.

Motion Passes.

Roll call:

Ayes: Trustee Gillis, Bachner, O'Connell, Vazquez, Brennan and Johnson

Absent: None

Nays: None

8. RECCOMENDATIONS OF BOARDS, COMMISSIONS, AND COMMITTEES

a. Boards and Commissions Appointments

- i. Board of Fire and Police Commissioners – Frowene Rodgers – Term Expiring April 30th, 2026 (Jacobs Vacancy)

Trustee Bachner asked that the Board views the proposed appointments background information earlier in the appointment process.

MOTION by Trustee Johnson to approve Frowene Rodgers to the Village's Board of Fire and Police Commissioners. Seconded by Trustee Bachner.

President Adduci highlighted Ms. Rodgers' resume and explained why she believes Ms. Rodgers would be a valuable asset to the Commission.

Roll call:

Ayes: Trustee Gillis, Bachner, O'Connell, Vazquez, Brennan and Johnson

Absent: None

Nays: None

Motion Passes.

- ii. Police Pension Board – Terry Griffin – Term Expiring April 30th, 2027(Bray Vacancy)

MOTION by Trustee Vazquez to approve and accept President Adduci's recommendation to appoint Terry Griffin to the Police Pension Board. Seconded by Trustee O'Connell.

President Adduci emphasized several of Ms. Griffin's qualifications for the position.

Roll call:

Ayes: Trustee Gillis, Bachner, O'Connell, Vazquez, Brennan and Johnson

Absent: None

Nays: None

Motion Passes.

Ms. Griffin provided an overview of her professional background and expressed her enthusiasm about serving on the Commission.

b. Economic Development Commission

i. Consideration of the TIF Small Business Grant Program for Approval

MOTION by Trustee Gillis to approve the creation of a Small Business Improvement Grant Program to assist small business owners or property owners located within the Madison Street or North Avenue TIF districts. Seconded by Trustee Johnson.

Trustee O'Connell asked for clarification on whether parking lot improvements would be included. He expressed that he believed parking lots should not be part of the list of potential improvements.

Assistant Village Administrator Jessica Spencer provided clarification on parking lots and noted that the Economic Development Commission felt that parking lots would help approve curb appeal.

Trustee Bachner expressed their support for keeping parking lot improvements on the list.

Trustee O'Connell reiterated his belief that including parking lots would undermine the purpose of the program.

President Adduci stated her support for including parking lots on the list.

Trustee O'Connell asked Assistant Village Administrator Spencer to monitor the number of parking lot applications received during the first year.

Roll call:

Ayes: Trustee Gillis, Bachner, O'Connell, Vazquez, Brennan and Johnson

Absent: None

Nays: None

Motion Passes

9. UNFINISHED BUSINESS

None.

10. NEW BUSINESS

- a. Appointment of Police Chief James Greenwood effective May 1st, 2025

MOTION by Trustee Brennan to approve President Adduci's Appointment of James Greenwood as Chief of Police effective May 1, 2025 for a term concurrent with the Village President ending in May 2029. Seconded by Trustee Bachner.

President Adduci reminded everyone that Police Chief James O'Shea will remain on the force until his retirement at the end of April. She praised him for fostering strong succession planning within the department, which has made appointments like this possible. Additionally, she provided background on Deputy Chief Greenwood's long career with the Village.

Roll call:

Ayes: Trustee Gillis, Bachner, O'Connell, Vazquez, Brennan and Johnson

Absent: None

Nays: None

Motion Passes.

Deputy Chief Greenwood briefly thanked the Village Board and others for the opportunity to serve as Police Chief.

11. EXECUTIVE SESSION

- a. Executive Session pursuant to 5ILCS 120/2(c)(6) to discuss: The setting of a price for sale or lease of property owned by the public body

MOTION by Trustee Gillis to enter into Executive Session pursuant to 5ILCS 120/2(c)(6) to discuss: the setting of a price for sale or lease of property owned by the public body and the Village Board will adjourn after executive session and will not return to open session. Seconded by Trustee Brennan.

Roll call:

Ayes: Trustee Gillis, Bachner, O'Connell, Vazquez, Brennan and Johnson

Absent: None

Nays: None

12. ADJOURNMENT

MOTION to adjourn by Trustee Bachner. Seconded by Trustee Johnson.

Roll call:

Ayes: Trustees Vazquez, Brennan, Gillis, Johnson, Bachner, and President Adduci

Nays: None

Absent: Trustee O'Connell

Motion Passes.

The Village Board of Trustees Meeting adjourned at 9:40 p.m.

Jonathan Keller, Village Clerk

Date: _____



MEMORANDUM

Date: April 14th, 2025

To: President Adduci & Village
Board of Trustees

From: Matt Walsh, Village Administrator

Subject: Administration Report

Upcoming Public Meetings and Closures

Thursday, April 17 th	7:30pm	Development Review Board
Wednesday, April 23 rd	1-2:00pm	Fire and Police Pension Boards
Thursday, April 24 th	7:00pm	Historic Preservation Commission

Recent Payments of >\$10,000

In accordance with the purchasing policy, the following is a summary of payments between \$10,000 and \$20,000 that have occurred since the last Board meeting:

Vendor	Amount	Description
MOE Funds	\$15,682.00	PW Employee Health Insurance
State Treasurer	\$19,075.57	State Income Tax
Andy Frain Services Inc	\$13,128.30	Crossing Guards – February 2025
Fernandez Tree Service Inc	\$17,525.00	Contracted Tree Trimming
Bestco Hartford	\$10,789.32	Retiree Benefits

March 2025 Highlights	
New Business Licenses	2
Freedom of Information Act Requests	21
Net New Email Subscribers (Past 30 days)	29



MEMORANDUM

DATE: April 14, 2025
TO: Matt Walsh, Village Administrator
FROM: Jack Bielak, Director of Public Works & Engineering
Seth Jansen, Management Analyst
SUBJECT: Public Works Report – March 2025

Executive Summary

In the month of February, the Department of Public Works & Engineering staff transitioned from winter to spring operations, with an emphasis on tree trimming, sewer jetting and televising, catch basin cleaning, and street sweeping. Staff also responded to a total of 1 snow and ice event on March 20th. The response lasted 3.25 hours and resulted in 11.75 labor hours, 19 tons of salt, and 3 vehicles utilized in the responses.

Public Works personnel completed IRMA Work Zone Safety training on March 12th. Staff continued working on the annual budget for the Department, including Department performance measures and overview pages. Staff prepared and submitted applications for the ComEd Openlands Green Region Grant for restoration of the Chicago Avenue Bioswales along with a grant application for the 2025 RTA Community Planning program and CMAP's Technical Assistance program grant. Staff attended the Chicago Water Partners Advisory Council meeting in Bridgeview on March 11th. Staff attended the annual Illinois Association for Floodplain and Stormwater Management conference in Tinley Park March 11th-12th. Staff attended the March board of directors meeting for the GIS consortium. Additionally, staff continued to work on regional sustainability matters, including attending monthly meetings for the Metropolitan Mayors Caucus Environment Committee, Metropolitan Mayors Caucus EV Readiness Cohort, and the Cross Community Climate Collaborative.

Sustainability Commission:

- The Village was recognized at the March 24th Village Board meeting as an Affiliate Member of the B20 Club of Illinois by the American Lung Association and the Illinois Soybean Association for the Village's transition from Diesel fuel to B20 Biodiesel for use in our Fire Trucks, Snow Plows, Trucks, and other diesel-powered vehicles.
- The Commission voted unanimously to recommend the Village Board adopt a tree cutting and tree preservation ordinance based on the recommendations of the UIC Climate Plans.
- The Commission continued discussions of ongoing sustainability related projects and events, including the Village's participation in American In Bloom as part of the CN Railway tree planting grant, the Earth Month Ecoship packaging material collection drop box, the Village's EV Charging Station installation project, and the upcoming Green4Good Community Bike Exchange.

- The Commission continued its communications planning with an emphasis on sharing information and resources with residents on a variety of topics relating to environmental sustainability, specifically those recommended in the UIC Climate Plans.
- Staff completed onboarding for the Recycle Coach Recycling Education Program offered through the IEPA.

Public Works - Engineering

- Conducted monthly Combined Sewer Overflow (CSO) inspection.
- Continued to coordinate Geographic Information System (GIS) improvements and updates through the Village's consultant (MGP).
- Continued administration of the Village's utility-related subsidy programs: Lead Service Line Replacement, Sewer Backflow Prevention and Sewer Lateral Repair.
- Continued engineering permit reviews.
- The 2025 Motor Fuel Tax Resolution and the 2025 Street Improvement Project contract were approved at the 3/10 Village Board Meeting.
- Notified residents and layout limits for the 2025 Street Improvement Project.
- Received bids for the 2025 Sewer Lining Project on 3/7 and the contract was approved at the 3/24 Village Board Meeting.

Public Works – Operations

The following is a summary of work orders (streets, forestry, water, sewer, etc.) that were received and processed during the past month:

Work Orders	Total	Completed w/ 7 working days
Tree Trimming/Inspection Requests	14	14
Street Light Repairs	9	6
Other Requests	10	8

- Delineators were deployed March 31st along Washington Boulevard in the same areas as they were last year. Additionally, Delineators were deployed strategically along Lake street and Thatcher to mirror existing pavement striping but with the hope that they effectuate slower speeds.
- Temporary Patch on the 800 block of Park Avenue completed. Final restoration will be completed this spring/summer.
- Provided support for the closure of Madison Street for the Forest Park St. Patrick's Day Parade.
- Borrowed a slit seeding device from the Park District to slit seed the Madison property.

Streets and Forestry

These are the details of the tasks performed frequently in the month of March:

Description of Work Performed	Quantity
Trees Trimmed	106
Streets Swept (miles)	273
Snow and Ice Responses	1
Street Salting (tons)	19
Catch Basins Cleaned	10
Sewer Televising (feet)	13,793
Sewer Jetting (feet)	13,993

Snow and Ice Responses

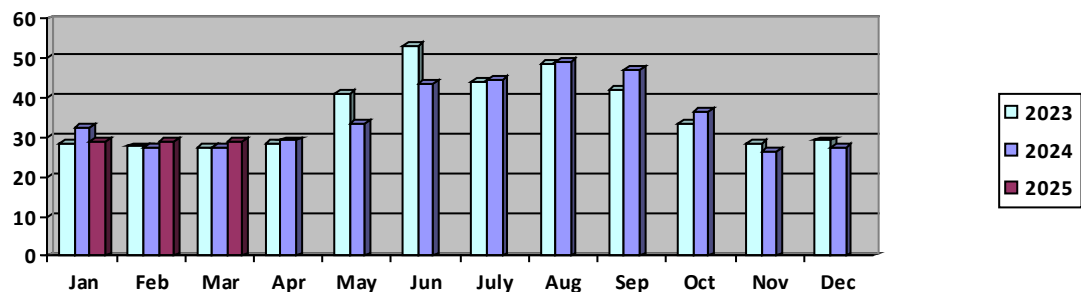
These are the details for snow and ice responses in the month of March:

Date	Response Hours	Labor Hours	Start Time	End Time	# of Vehicles Used	Total Vehicle Miles	Salt (Tons)	Brine (Gallons)
3/20/25	3.25	11.75	5:45 am	9:00 am	3	91	19	0

Water and Sewer

Monthly Pumpage: March's average daily pumpage of 933,161 gallons is higher than March's average of 878,661 in 2024.

Volume of Water Pumped into the Distribution System (Million Gallons):



In March, staff completed monthly maintenance at the pump station, meter route issues, notified residents and businesses of backflow violations, delivered 19 notices for failure to pay the water bill, and assisted in snow and ice response operations. Site restoration was performed between March 11th and 14th following water main break repairs at 825 Park and 1435 Lathrop. On March 28, staff assisted Clearview Plumbing with a water shut off at 102 Keystone Ave.

These are the details of the tasks performed in the month of March:

Description of Work Performed	Quantity
Meters Installed	28
Service Calls	308
Water Main Breaks	0
Service Line Breaks	0
Exercised Valves	2
JULIE Locates	163



Support for St. Patrick's Day Parade



800 Park Avenue Pavement Patch



Village Recognized as an Affiliate Member of the B20 Club of Illinois by the American Lung Association and the Illinois Soybean Association

RIVER FOREST FIRE DEPARTMENT



MONTHLY REPORT

MARCH 2025



MEMORANDUM

TO: Matt Walsh
Village Administrator

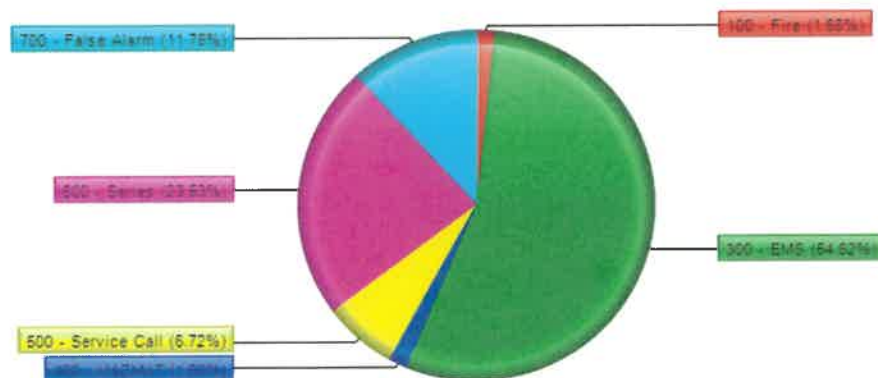
FROM: Thomas Gaertner
Fire Chief

DATE: April 14, 2025

SUBJECT: Monthly Report – March 2025

The Fire Department responded to 245 responses during the month of March. This is higher than our average number of calls in comparison to March 2024, when we had 234 responses. Emergency Medical Service responses represent 54% of our response activity for the month of March.

Incident Type Group	March 2025
100 - Fire	4
300 - EMS	130
400 - Hazardous Conditions	4
500 - Service Call	16
600 - Good Intent	56
700 - False Alarms	28
900 - Special Incident	7
Monthly Total	245

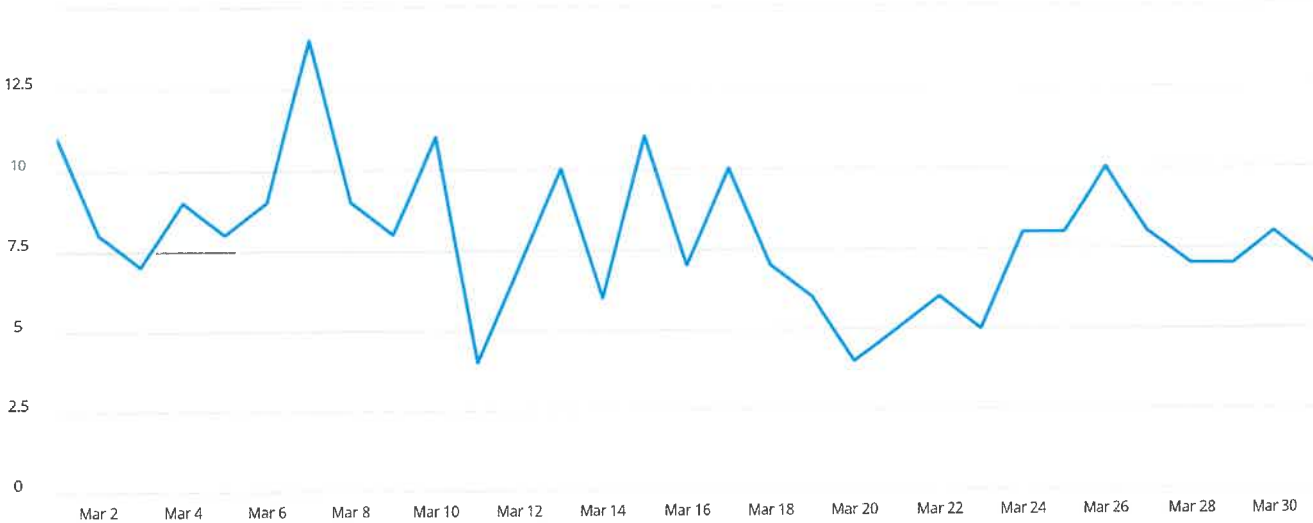


46%
FIRE
Percentage of Total Incidents

54%
EMS
Percentage of Total Incidents

245
INCIDENTS
In Selected Time Frame

31
DAYS
In Selected Time Frame



Counts	% Rows		% Columns		% All									
Week Ending	3/2/25	3/9/25	3/16/25	3/23/25	3/30/25	4/6/25	4/13/25	4/20/25	4/27/25	5/4/25	5/11/25	5/18/25	5/25/25	Total
RIVER FOREST FIRE DEPARTMENT	19	64	56	43	56	7								245
Total	19	64	56	43	56	7								245



Custom ▾

Jan 1, 2025 - Mar 31, 2025 ▾

43%

FIRE

Percentage of Total Incident

57%

EMS

Percentage of Total Incident

751

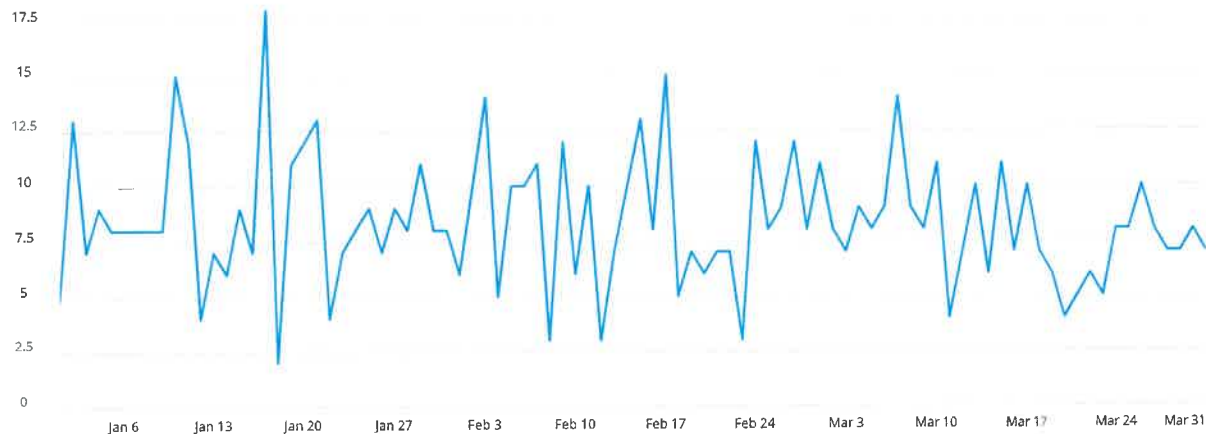
INCIDENTS

In Single and Multiple Calls

90

DAYS

In Single and Multiple Calls



Jan '24

Apr '24

Jul '24

Oct '24

Counts

% Rows

% Columns

% All

Jan '25

Feb '25

Mar '25

Apr '25

May '25

Jun '25

Jul '25

Aug '25

Sep '25

Oct '25

Nov '25

Dec '25

Jan '26

Total

(11) Structure Fire

6

3

4

13

(32) Emergency medical service (EMS) incident

151

145

133

429

(35) Extrication, rescue

4

2

6

(41) Combustible/f.. spills & leaks

4

2

4

10

(42) Chemical release, reaction, or toxic condition

1

1

(44) Electrical wiring/equipm. problem

5

2

7

(51) Person in distress

1

1

(52) Water problem

3

4

1

8

(53) Smoke, odor problem

1

2

1

4

(55) Public service assistance

11

13

13

37

(61) Dispatched and canceled en route

35

24

49

108

(62) Wrong location, no emergency found

6

5

6

17

(65) Steam, other gas mistaken for smoke

1

4

1

6

(66) EMS call where party has been transported

1

1

	Jan '25	Feb '25	Mar '25	Apr '25	May '25	Jun '25	Jul '25	Aug '25	Sep '25	Oct '25	Nov '25	Dec '25	Jan '26	Total
(67) HazMat release investigation w/no HazMat	1													1
(71) Malicious, mischievous false alarm	2	1												3
(73) System or detector malfunction	1		4											5
(74) Unintentional system/detect... operation (no fire)	36	30	25											91
(90) Special type of incident, other		1												1
NULL	1	1												2
Total	269	237	245											751

Fire Chief Gaertner Report

- Attended the Weekly Village Administrators Staff Meetings.
- Attended the Bi-Weekly Village Board Meetings.
- Attended our Monthly Officers' Meeting.
- Attended the Monthly Statewide Terrorism & Intelligence Center (STIC) webinar.
- Attended the Monthly Metro Chiefs Executive Board Meeting.
- Attended numerous Zoom Meetings with First Due (RMS System) for our onboarding process.
- Attended the Metropolitan Fire Chiefs Association Spring Symposium.
- Attended the Monthly MABAS Division 11 Fire Chiefs Meeting.
- Attended meeting with the Inspection Reports On-Line (IROL) about implementation process.
- Attended a meeting with Kevin Hunter of Paramedic Billing Services.
- Attended and donated at the RFFD Blood Drive.
- Attended the StarComm Radio Fire Chiefs Steering Committee meeting.

Deputy Fire Chief Bochenek Report

- Attended the Weekly Village Administrators Staff Meetings.
- Attended the Village Board Meeting.
- Attended multiple meetings on transitioning to a new RMS system, First Due.
- Completed several modules for the creation of the new RMS system.
- Ensured the new monthly policy compliance surveys were rolled out and completed through Lexipol.
- Attended the Monthly Statewide Terrorism & Intelligence Center (STIC) webinar.
- Attended Div 11 Chief Meeting.

Fire Marshal Kevin Wiley**FIRE PREVENTION**

March started off with Daylight Saving where we encouraged all residents to change their clocks as well as change/check their smoke alarms. With the new Smoke Alarm Act that went into effect last January 1, 2023, we ramped up our messages again this year in multiple public education and social media formats to get the word out about replacing older alarms with new, 10-year sealed battery alarms. We also reissued messages that we have a Smoke Alarm Recycle program. NEW for 2025, we will now be accepting Carbon Monoxide (CO) Alarms for recycling as well. Both types of alarms can be deposited in one of two yellow recycle bins. One yellow bin is located on the 2nd floor of Village Hall, and a second bin is located in the firehouse. We ask residents to remove the battery from each of the alarms prior to placing them into the bins. The batteries can also be recycled in the lower level of the Village Hall battery recycling bins. After the new fiscal year, I will call the recycling center and ship out all the units that we have for recycling. There is only one company in the United States (Curie Environmental located in Albuquerque, New Mexico) that performs this type of recycling and will recycle 98% of each alarm.

Coming off a busy month of February where I inspected all buildings at the Dominican University campus, in March I performed all first-round inspections of the 23 buildings at Concordia University. The Bureau and the Shifts performed 26 Inspections and 7 re-inspections in March.

Severe Weather Preparedness Week was observed from March 3-7, 2025. We posted a number of reminders as well as informational flyers on the departments Facebook and Instagram social media formats.

The month closed out with the 48th annual Fire and Life Safety Conference being held over four days in East Peoria, IL. The conference is sponsored by the Illinois Fire Inspectors Association. To start the week, I attended a pre-conference workshop on Youthful Firesetting Intervention (YFSI) where we were brought up to speed on the recent revisions of the YFSI curriculum. The curriculum enhancements are now aligned with the latest National Fire Protection Association (NFPA) standards and reflect operationally tested best practices. The conference is formulated with a combination of general sessions, and breakout sessions on fire and life safety issues as well as code-related topics. Sessions included updates from various departments within the Office of the State Fire Marshal, to a large discussion on how to prepare for the ever-increasing fire risk problem caused by lithium-ion batteries and the charging stations that will be spreading over the country to provide charging for electric vehicles. A class was dedicated to the Code updates for electric vehicles as well.

All in all, an outstanding conference. I was able to attend over 18 hours of public education and code-related training sessions, not to mention the camaraderie of fellow Fire Marshals, Inspectors and friends.

The department is in the middle of some major upgrades to our new Records Management System (RMS). First Due is the name of the new system. The new RMS will upgrade our Fire Reports, Fire Inspection Reports as well as Record Management for nearly all operations in the Fire Department. I was involved in a number of fire prevention training segments for the system during the month.

The last item in my monthly report is a summary of activities that do not fit in any other category such as Code Review issues, the time spent performing LAMA reviews, hydrant flows for sprinkler companies, servicing a Knox Box, public education flyers, picking up and/or dropping off vehicles for service, and general day-to-day office duties among others. These activities may not be difficult, but I do them nearly every month and they do take up time that I like to be able to account for.



**RIVER FOREST FIRE DEPARTMENT
FIRE PREVENTION BUREAU
MONTHLY REPORT
March 2025**

Monthly Activities	Monthly Totals		YTD-Year to Date	
	Mar-24	Mar-25	2024	2025
**FPB Inspections	23	23	50	49
**Company Inspections	29	3	43	25
FPB Re-Inspections	10	6	20	11
Company Re-Inspections	5	7	6	23
Special Inquiry/B/L Site Inspections	3	0	5	0
Construction Inspections (Rough/Finals)	0	3	8	9
Inspections with Building Department	0	10	2	11
Inspections with/for State Fire Marshal	0	0	0	0
Permit Inspections (tent, hot work, UST)	0	0	0	0
TOTAL INSPECTIONS	70	52	134	128
School/Business Emergency Plan/Drills	0	1	0	1
Violation Notices Issued	23	17	51	45
Violations Noted	52	37	125	108
Violations Corrected	33	12	54	33
Permits Issued	0	0	0	0
**Complaints Received & Investigated	0	0	0	1
All Meetings/Consultations	2	3	7	15
Training Activities	11	10	20	19
Fire Suppress/Alarm System Test/Final	0	0	0	4
Fire Suppression Hydro's	0	0	0	1
**Plan Reviews and Revisions	5	12	16	28
**Average turn around (Business Days)	1.8 days	3.8 days	2.8 days	4.6 days
Public Education Programs	1	2	8	12
Public Education Program Contacts	1	16	177	182
Misc Fire Prev Activities (See Narrative)	6	10	20	29

** Performance Measures for the Chief
Fire Marshal Kevin Wiley

Training Division: Lt. Michael Smith

For March 2025, the Department participated in various training activities such as:

- Loyola CE was online on the Moodle LMS. The subject was Toxicology.
- All shifts reviewed the Donald Stallworth III Act. Illinois Legislation on Ambulance Driving.
- Firefighters viewed a driver training webinar: Intro to Emergency Vehicle Driving (1 hour).
- All shifts completed the Check-rides.
- Lt. Boyd attended a two-day Illinois Task Force advanced trauma course at Rush Hospital.
- Gold and Red shifts participated in the Division 11 Large Area Search Drill at the North Riverside Mall (March 18 and 19).
- Lt. Smith was an instructor at the Division 11 Large Area Search Drill on March 18 & 19.
- Fit Testing was completed for all Fire and Police personnel.
- FF Bencik and FF Krall attended Phase 2 of Company Fire Officer at North Palos.
- Lt. Smith attended the Division 11 Fire Investigation Team Drill in Berwyn. The topic was Fire Scene Photography. Investigators practiced using cameras in a vacant two-story home.
- Lt. Smith viewed a one-hour webinar: ISO Training for the Training Officer.
- Lt. Smith attended a one-hour webinar hosted by Sirchie. The topic was: Planning and Coordinating a Search and Rescue Operation.

Individual Shift Reports

Black Shift Report- Lieutenant Q. Boyd

Calls For Service: Black Shift responded to a total of 70 calls. 36 were fire related, 34 were EMS calls

Incidents/Events of note: None

Public Service & Community Outreach:

Girl scouts tour of the station and fire safety talk

Shift Training and Hours:

Fire: 55 hours

EMS: 38.50 hours

Specialty: FF Bencik completed the last portion of his COFO class. Lt. Boyd attended the Advanced Trauma Training Program at Rush University Medical Center through the Illinois Task Force team. Members of the department participated in the Division 11 large area search drill in North Riverside.

Departmental Goals & Benchmarks:

Inspections: 66/84

Hydrants: N/A

Hose Testing: N/A

Red Shift Report- Lieutenant E. Howe

Calls For Service: Red Shift responded to a total of 87 calls. 32 were fire related, 5 were EMS calls, and 5 service calls.

Incidents/Events of note: On March 30 Red Shift responded for a car vs pedestrian at Lake and Lathrop. Ambulance 214 provided care and transported the patient in stable condition to Loyola University Medical center.

Public Service & Community Outreach:

Red shift Completed one station tour in February

Shift Training and Hours:

Fire: 130

EMS: 60

Specialty: 2

Departmental Goals & Benchmarks:

Inspections: 13/77

Hydrants: 0

Hose Testing: 0

Live Training or Evolutions:

Firefighter safety, Line of Duty death case studies, Driver Safety and Safe operations of Fire Apparatus, and Loyola continuing education on Toxicology.

Gold Shift Report – Lieutenant P. Zipperich

Calls for Service: Gold shift responded to a total of 63 calls. 28 were fire-related, 35 were EMS calls, 7 service calls.

Incidents/Events of note: Ercoli/McKenna; Stroke patient taken to appropriate hospital based on condition/Cincinnati-VAN protocols

Public Service & Community Outreach:

Firehouse Tours 1 4 visitors
CPR Classes 0 0 students
Car Seat Install 1
Smoke Alarm Install 0

Shift Training and Hours:

Fire: 80
EMS: 27.50
Specialty 40 (Krall COFO)

Departmental Goals & Benchmarks:

Inspections: 0/81
Hydrants: 0/
Hose Testing: 0

EMS/Paramedic Activity: FF/PM Luke Finfrock

RFFD responded to a total of 121 patients in the month of March. Of those patients Ambulance 214 treated and transported 103; while 16 patients refused further treatment/transport from the fire department and 2 called the Fire Department for a lift assist. 103 patients were transported to the following hospitals:

Loyola University Medical Center- 20
Rush Oak Park Hospital- 67
Gottlieb Memorial Hospital- 15
West Suburban Hospital- 1
Hines VA- 0
MacNeal- 0

800 N. Harlem- 14 patients
7617 North Ave- 8
Mutual Aid from A214- 15 times
Abdominal Pain- 2
Adult Respiratory Distress- 4
Allergic Reaction- 1
Altered Mental Status- 2
Animal Bite- 0
Assault/Battery- 0
Behavioral/Psych- 12
Burns- 0
Chest Pain- 8
Cardiac Arrest- 3
Choking- 1
CO Poisoning- 0
Diabetic Problems- 0
Electrocution- 0
ETOH- 2
Eye Problems- 0
Fall- 17
General Aches/pain- 2
Hemorrhage/Bleeding- 3
Medical Alarm- 0
No Complaint- 2
Opioid Overdose- 2
Peds Respiratory Distress- 3
Pregnancy- 1
Sick Person- 37
Traffic Accident- 4
Traumatic Arrest- 0
Traumatic Injury- 8
Unconscious/Unresponsive- 4
Unknown Problems- 3
Weakness- 0

Vehicle/Station Maintenance LT. E. Howe & FF/PM Chris Doran

Maintenance:

- 200- PM Completed
- 202- Nothing to report
- 201 PM Completed
- 218- Quarterly PM Completed
- 213- Nothing to report
- 222- Nothing to report, zero issues
- 219- Ladder actuator inop , OOS at FSI
- 214- Nothing to report
- 215 -No Issues

Dear Fire and Paramedics,

I am sad to inform you that Sherri Cozzi
Passed away mid January 2025. I wanted
to thank all of you for your caring support each +
every time to come to assist her up and down
the stairs and whenever you transported her
to the hospital. Your patience was a comfort to
her and she truly appreciated all the assistance.

Thank you,
Diana



Sherri Ann Lee Cozzi
1957 - 2025

We shall always remember
with deep gratitude
your comforting expression
of sympathy.

The family of
Sherri Ann Lee Cozzi

The Family of Sherri Cozzi
1521A Bonnie Brae Place Unit 2N01
River Forest, Illinois 60305
1 MAR 2025 PM 4 L

Village of River Forest
Fire Department
400 Park Avenue
River Forest 60305





MEMORANDUM

Date: April 2, 2025

To: Matt Walsh, Village Administrator

From: Rosey McAdams, Director of Finance

Subject: Expenditures – March 2025

Attached for your review and approval is a list of payments made to vendors by account number for the period from March 1-31, 2025. The total payments made for the period, including payrolls, are as follows:

VILLAGE OF RIVER FOREST EXPENDITURES MONTH ENDED MARCH 31, 2025

FUND	FUND #	VENDORS	PAYROLLS	TOTAL
General Fund	01	\$ 824,885.30	\$ 558,488.66	\$ 1,383,373.96
Water & Sewer Fund	02	262,161.10	54,459.33	316,620.43
Motor Fuel Tax	03	-	-	-
Debt Service	05	-	-	-
Capital Equip Replacement	13	49,037.40	-	49,037.40
Capital Improvement Fund	14	34,601.69	-	34,601.69
TIF-Madison	31	244.41	-	244.41
TIF-North	32	-	-	-
Infrastructure Imp Fund	35	280.00	-	280.00
Total Village Expenditures		\$ 1,171,209.90	\$ 612,947.99	\$ 1,784,157.89

Requested Board Actions:

1. Motion to Approve the March 2025 Accounts Payable and Payroll transactions totaling \$1,784,157.89.

Accounts Payable

Transactions by Account

User: rmcadams
 Printed: 04/02/2025 - 11:00AM
 Batch: 00000.00.0000



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
01-00-00-16-0010	Illinois Fire Chiefs Association	IFCA SYMPOSIUM 05/13-15/2025	03/31/2025	58051	185.00	
		Vendor Subtotal:			185.00	
01-00-00-16-0010	Midwest Operating Eng-Pension Tru	PW RETIREES HEALTH INS MAY 2	03/31/2025	58062	1,194.00	
		Vendor Subtotal:			1,194.00	
01-00-00-16-0010	MOE Funds	PW EMPLOYEE HEALTH INSURAI	03/30/2025	1582	7,850.80	
		Vendor Subtotal:			7,850.80	
01-00-00-16-0010	The Peppered Table	JUNETEENTH	03/31/2025	58070	810.00	
		Vendor Subtotal:			810.00	
01-00-00-17-0010	Al Warren Oil Co Inc	FUEL	03/14/2025	0	9,638.08	
		Vendor Subtotal:			9,638.08	
01-00-00-21-0015	State Treasurer	PR Batch 00015.03.2025 State Income	03/15/2025	100843	15,577.49	
01-00-00-21-0015	State Treasurer	PR Batch 00031.03.2025 State Income	03/30/2025	100851	17,329.70	
		Vendor Subtotal:			32,907.19	
01-00-00-21-0015	United States Treasury	PR Batch 00015.03.2025 FICA Emplo	03/15/2025	100844	5,573.93	
01-00-00-21-0015	United States Treasury	PR Batch 00015.03.2025 Medicare En	03/15/2025	100844	5,100.22	
01-00-00-21-0015	United States Treasury	PR Batch 00015.03.2025 FICA Emplo	03/15/2025	100844	5,573.93	
01-00-00-21-0015	United States Treasury	PR Batch 00015.03.2025 Medicare En	03/15/2025	100844	5,100.22	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
01-00-00-21-0015	United States Treasury	PR Batch 00015.03.2025 Federal Inco	03/15/2025	100844	43,151.30	
01-00-00-21-0015	United States Treasury	PR Batch 00031.03.2025 FICA Emplo	03/30/2025	100852	5,619.03	
01-00-00-21-0015	United States Treasury	PR Batch 00031.03.2025 Medicare En	03/30/2025	100852	5,641.43	
01-00-00-21-0015	United States Treasury	PR Batch 00031.03.2025 FICA Emplo	03/30/2025	100852	5,619.03	
01-00-00-21-0015	United States Treasury	PR Batch 00031.03.2025 Federal Inco	03/30/2025	100852	54,643.86	
01-00-00-21-0015	United States Treasury	PR Batch 00031.03.2025 Medicare En	03/30/2025	100852	5,641.43	
Vendor Subtotal:					141,664.38	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00031.03.2025 IMRF-Volun	03/30/2025	100848	353.76	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00031.03.2025 IMRF Emplc	03/30/2025	100848	2,606.27	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00031.03.2025 IMRF Emplc	03/30/2025	100848	1,448.52	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00031.03.2025 IMRF Emplc	03/30/2025	100848	2,250.41	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00031.03.2025 IMRF Emplc	03/30/2025	100848	3,591.48	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00031.03.2025 IMRF-Volun	03/30/2025	100848	789.38	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.03.2025 IMRF-Volun	03/15/2025	100848	336.18	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.03.2025 IMRF Emplc	03/15/2025	100848	2,230.68	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.03.2025 IMRF Emplc	03/15/2025	100848	3,563.63	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.03.2025 IMRF Emplc	03/15/2025	100848	2,572.82	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.03.2025 IMRF Emplc	03/15/2025	100848	1,431.65	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.03.2025 IMRF-Volun	03/15/2025	100848	805.42	
Vendor Subtotal:					21,980.20	
01-00-00-21-0040	ICMA Retirement Corporation - 302	PR Batch 00015.03.2025 ICMA-W/C	03/15/2025	100842	675.00	
01-00-00-21-0040	ICMA Retirement Corporation - 302	PR Batch 00015.03.2025 ICMA	03/15/2025	100842	4,616.00	
01-00-00-21-0040	ICMA Retirement Corporation - 302	PR Batch 00015.03.2025 ICMA	03/15/2025	100842	1,663.54	
01-00-00-21-0040	ICMA Retirement Corporation - 302	PR Batch 00031.03.2025 ICMA-W/C	03/30/2025	100847	-224.78	
01-00-00-21-0040	ICMA Retirement Corporation - 302	PR Batch 00031.03.2025 ICMA	03/30/2025	100847	1,336.47	
01-00-00-21-0040	ICMA Retirement Corporation - 302	PR Batch 00031.03.2025 ICMA	03/30/2025	100847	5,515.77	
Vendor Subtotal:					13,582.00	
01-00-00-21-0041	AXA Equitable Retirement	PR Batch 00015.03.2025 AXA Roth	03/15/2025	100841	740.00	
01-00-00-21-0041	AXA Equitable Retirement	PR Batch 00015.03.2025 AXA Flat	03/15/2025	100841	1,345.00	
01-00-00-21-0041	AXA Equitable Retirement	PR Batch 00015.03.2025 AXA Roth %	03/15/2025	100841	2,055.17	
01-00-00-21-0041	AXA Equitable Retirement	PR Batch 00015.03.2025 AXA %	03/15/2025	100841	1,408.30	
01-00-00-21-0041	AXA Equitable Retirement	PR Batch 00031.03.2025 AXA Roth %	03/30/2025	100846	2,253.07	
01-00-00-21-0041	AXA Equitable Retirement	PR Batch 00031.03.2025 AXA %	03/30/2025	100846	1,664.07	
01-00-00-21-0041	AXA Equitable Retirement	PR Batch 00031.03.2025 AXA Roth	03/30/2025	100846	740.00	
01-00-00-21-0041	AXA Equitable Retirement	PR Batch 00031.03.2025 AXA Flat	03/30/2025	100846	1,345.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
Vendor Subtotal:					11,550.61	
01-00-00-21-0043	WEX Health, Inc	PR Batch 00015.03.2025 VEBA - W/C	03/15/2025	100845	109.45	
01-00-00-21-0043	WEX Health, Inc	PR Batch 00015.03.2025 VEBA Contr	03/15/2025	100845	3,923.17	
01-00-00-21-0043	WEX Health, Inc	PR Batch 00031.03.2025 VEBA Contr	03/30/2025	100853	3,947.32	
01-00-00-21-0043	WEX Health, Inc	PR Batch 00031.03.2025 VEBA Contr	03/30/2025	100853	36.48	
01-00-00-21-0043	WEX Health, Inc	PR Batch 00031.03.2025 VEBA WC F	03/30/2025	100853	-36.48	
Vendor Subtotal:					7,979.94	
01-00-00-21-0050	Illinois Fraternal Order of Police Lab	PR Batch 00031.03.2025 Police Unior	03/30/2025	6679	1,404.00	
Vendor Subtotal:					1,404.00	
01-00-00-21-0050	IL State Disbursement Unit	PR Batch 00015.03.2025 S Fisher- 18	03/15/2025	6675	375.00	
01-00-00-21-0050	IL State Disbursement Unit	PR Batch 00031.03.2025 S Fisher- 18	03/30/2025	6678	375.00	
Vendor Subtotal:					750.00	
01-00-00-21-0050	Intergovernmental Personnel Benefit	MARCH 2025 IPBC INSURANCE	03/01/2025	1581	1,265.46	
01-00-00-21-0050	Intergovernmental Personnel Benefit	MARCH 2025 IPBC INSURANCE	03/01/2025	1581	5,653.55	
01-00-00-21-0050	Intergovernmental Personnel Benefit	MARCH 2025 IPBC INSURANCE	03/01/2025	1581	15.65	
Vendor Subtotal:					6,934.66	
01-00-00-21-0050	International Union of Operating Eng	PR Batch 00031.03.2025 Public Work:	03/30/2025	100849	297.23	
01-00-00-21-0050	International Union of Operating Eng	PR Batch 00015.03.2025 Public Work:	03/15/2025	100849	301.52	
Vendor Subtotal:					598.75	
01-00-00-21-0050	International Union of Operating Eng	PR Batch 00031.03.2025 Public Work:	03/30/2025	100850	61.34	
01-00-00-21-0050	International Union of Operating Eng	PR Batch 00015.03.2025 Public Work:	03/15/2025	100850	61.92	
Vendor Subtotal:					123.26	
01-00-00-21-0050	NCPERS Group Life Ins.	PR Batch 00031.03.2025 Supplementa	03/30/2025	6680	44.79	
01-00-00-21-0050	NCPERS Group Life Ins.	PR Batch 00015.03.2025 Supplementa	03/15/2025	6680	44.91	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal:			89.70	
01-00-00-23-0060	Illinois Municipal Retirement Fund		03/30/2025	100855	7,330.86	
		Vendor Subtotal:			7,330.86	
01-00-00-23-0060	River Forest Public Library	LIBRARY PPRT APR 2025	03/14/2025	58019	1,223.81	
		Vendor Subtotal:			1,223.81	
01-10-00-52-0350	Intergovernmental Personnel Benefit	MARCH 2025 IPBC INSURANCE	03/01/2025	1581	4.17	
		Vendor Subtotal:			4.17	
01-10-00-52-0400	Intergovernmental Personnel Benefit	MARCH 2025 IPBC INSURANCE	03/01/2025	1581	0.05	
01-10-00-52-0400	Intergovernmental Personnel Benefit	MARCH 2025 IPBC INSURANCE	03/01/2025	1581	7,236.37	
		Vendor Subtotal:			7,236.42	
01-10-00-52-0420	Intergovernmental Personnel Benefit	MARCH 2025 IPBC INSURANCE	03/01/2025	1581	729.11	
01-10-00-52-0420	Intergovernmental Personnel Benefit	MARCH 2025 IPBC INSURANCE	03/01/2025	1581	6.61	
		Vendor Subtotal:			735.72	
01-10-00-52-0425	Intergovernmental Personnel Benefit	MARCH 2025 IPBC INSURANCE	03/01/2025	1581	267.88	
		Vendor Subtotal:			267.88	
01-10-00-53-0200	AT&T	ATT PHONE BILL	03/14/2025	57984	240.05	
		Vendor Subtotal:			240.05	
01-10-00-53-0200	AT&T	ELEVATOR PHONE	03/31/2025	58035	73.29	
		Vendor Subtotal:			73.29	
01-10-00-53-0200	Fifth Third Bank	COMCAST SERVICE	03/31/2025	1583	425.49	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal:			425.49	
01-10-00-53-0200	Peerless Network	MONTHLY PHONE	03/14/2025	0	686.65	
		Vendor Subtotal:			686.65	
01-10-00-53-0200	TPX Communications	MONTHLY CHARGES 02/23/25 TO	03/14/2025	58028	2,074.18	
		Vendor Subtotal:			2,074.18	
01-10-00-53-0200	Verizon Wireless	VERIZON DATA	03/14/2025	0	83.65	
		Vendor Subtotal:			83.65	
01-10-00-53-0380	Intergovernmental Personnel Benefit	MARCH 2025 IPBC INSURANCE	03/01/2025	1581	491.71	
		Vendor Subtotal:			491.71	
01-10-00-53-0380	Vicarious Productions Inc	APRIL 2025-MONTHLY RETAINER	03/31/2025	0	6,000.00	
01-10-00-53-0380	Vicarious Productions Inc	VILLAGE PRESIDENT COMMUNIT	03/31/2025	0	1,000.00	
		Vendor Subtotal:			7,000.00	
01-10-00-53-0410	CDW Government Inc	ADOBE LICENSE	03/14/2025	0	504.64	
		Vendor Subtotal:			504.64	
01-10-00-53-0410	The Davenport Group USA Ltd	LAMA 2025-2026 SERVICES	03/14/2025	58000	23,543.62	
		Vendor Subtotal:			23,543.62	
01-10-00-53-0410	DeKind Computer Consultants	DEKIND APRIL 2025	03/14/2025	0	8,707.50	
01-10-00-53-0410	DeKind Computer Consultants	IT TRIP CHARGES FEB 2025	03/14/2025	0	224.00	
01-10-00-53-0410	DeKind Computer Consultants	DEKIND ANTI-VIRUS PACKAGE	03/14/2025	0	5,309.66	
01-10-00-53-0410	DeKind Computer Consultants	DEKIND HPE ARUBAS	03/31/2025	0	2,273.76	
01-10-00-53-0410	DeKind Computer Consultants	MISCROSOFT WINDOWS SERVER	03/31/2025	0	1,686.33	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
Vendor Subtotal:					18,201.25	
01-10-00-53-0410	Dell Marketing L.P.	DELL COMPUTER HARDWARE	03/14/2025	58001	8,390.99	
Vendor Subtotal:					8,390.99	
01-10-00-53-0410	Fifth Third Bank	AWS SERVICE	03/31/2025	1583	46.47	
Vendor Subtotal:					46.47	
01-10-00-53-0410	Spinutech	WEBSITE HOSTING	03/14/2025	58026	235.00	
01-10-00-53-0410	Spinutech	WEBSITE MANAGEMENT	03/14/2025	58026	321.25	
01-10-00-53-0410	Spinutech	WEBSITE MANAGEMENT	03/31/2025	58075	382.50	
Vendor Subtotal:					938.75	
01-10-00-53-0429	J.P. Cooke Company	MOTORCYCLE TAGS	03/31/2025	0	90.98	
Vendor Subtotal:					90.98	
01-10-00-53-1100	SAFEbuilt LLC Lockbox #88135	FEB 2025 HEALTH INSPECTIONS	03/14/2025	58020	1,255.77	
Vendor Subtotal:					1,255.77	
01-10-00-53-2200	IRMA	UNDERGROUND STORAGE TANK	03/14/2025	58010	3,704.76	
01-10-00-53-2200	IRMA	VOLUNTEER COVERAGE	03/14/2025	58010	850.00	
Vendor Subtotal:					4,554.76	
01-10-00-53-3300	Quadient Inc	POSTAGE METER LEASE 01/17/20	03/31/2025	0	207.51	
Vendor Subtotal:					207.51	
01-10-00-53-3300	Wells Fargo Vendor Financial Servic	PRINTER LEASE	03/31/2025	58079	672.43	
Vendor Subtotal:					672.43	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
01-10-00-53-4300	Fifth Third Bank	VA CRAINS	03/31/2025	1583	20.00	
01-10-00-53-4300	Fifth Third Bank	CONSTANT CONTACT	03/31/2025	1583	113.05	
01-10-00-53-4300	Fifth Third Bank	SSL RENEWAL	03/31/2025	1583	449.99	
Vendor Subtotal:					583.04	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL-18 PAR	03/31/2025	58036	145.00	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL-744 PAI	03/31/2025	58036	145.00	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL-508 WI	03/31/2025	58036	145.00	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL-134 GA	03/31/2025	58036	165.00	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL-1436 N	03/31/2025	58036	165.00	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL/SALT-5	03/31/2025	58036	210.00	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL-610 MC	03/31/2025	58036	175.00	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL-546 CL	03/31/2025	58036	165.00	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL-535 WI	03/31/2025	58036	155.00	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL-7200 QI	03/31/2025	58036	250.00	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL-8237 L/	03/31/2025	58036	145.00	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL-329 ASI	03/31/2025	58036	95.00	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL/SALT-3	03/31/2025	58036	120.00	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL-347 FR	03/31/2025	58036	120.00	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL-338 ASI	03/31/2025	58036	145.00	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL-30 LAT	03/31/2025	58036	145.00	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL-1142 FC	03/31/2025	58036	145.00	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL-514 WI	03/31/2025	58036	95.00	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL/SALT-3	03/31/2025	58036	190.00	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL/SALT-6	03/31/2025	58036	230.00	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL / SALT-	03/31/2025	58036	135.00	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL/SALT-1	03/31/2025	58036	210.00	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL/SALT-5	03/31/2025	58036	130.00	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL/SALT- 7	03/31/2025	58036	285.00	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL/SALT-8	03/31/2025	58036	180.00	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL / SALT-	03/31/2025	58036	190.00	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL/SALT-5	03/31/2025	58036	125.00	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL/SALT-7	03/31/2025	58036	170.00	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL/SALT-1	03/31/2025	58036	180.00	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL/SALT-5	03/31/2025	58036	210.00	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL-930 MC	03/31/2025	58036	145.00	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL/SALT-5	03/31/2025	58036	190.00	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL/SALT- 5	03/31/2025	58036	190.00	
01-10-00-53-5600	Bahena's Landscaping Inc	SENIOR SNOW REMOVAL-30 LAT	03/31/2025	58036	125.00	
Vendor Subtotal:					5,615.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
01-10-00-53-5600	Kelty Lawn Care	SENIOR SNOW REMOVAL/SALT-5	03/31/2025	58054	1,134.00	
Vendor Subtotal:					1,134.00	
01-10-00-53-5600	Dennis Marani	SENIOR SNOW REMOVAL/SALT-8	03/31/2025	58059	242.00	
01-10-00-53-5600	Dennis Marani	SENIOR SNOW REMOVAL/SALT-8	03/31/2025	58059	259.00	
01-10-00-53-5600	Dennis Marani	SENIOR SNOW REMOVAL/SALT-8	03/31/2025	58059	155.00	
01-10-00-53-5600	Dennis Marani	SENIOR SNOW REMOVAL/SALT-8	03/31/2025	58059	155.00	
01-10-00-53-5600	Dennis Marani	SENIOR SNOW REMOVAL/SALT-8	03/31/2025	58059	402.00	
01-10-00-53-5600	Dennis Marani	SENIOR SNOW REMOVAL/SALT-8	03/31/2025	58059	322.00	
01-10-00-53-5600	Dennis Marani	SENIOR SNOW REMOVAL/SALT-8	03/31/2025	58059	172.00	
01-10-00-53-5600	Dennis Marani	SENIOR SNOW REMOVAL/SALT-8	03/31/2025	58059	172.00	
Vendor Subtotal:					1,879.00	
01-10-00-53-5600	Oak Park Township	OPRF YOUTH ENGAGEMENT	03/31/2025	58069	250.00	
01-10-00-53-5600	Oak Park Township	OPRF YOUTH ENGAGEMENT	03/31/2025	58069	250.00	
Vendor Subtotal:					500.00	
01-10-00-53-5600	Jenn Sales Corp	ADMIN CLOTHES	03/14/2025	58025	219.00	
Vendor Subtotal:					219.00	
01-10-00-54-0100	Cintas Corp	LOBBY FLOOR MATS	03/14/2025	57993	67.35	
Vendor Subtotal:					67.35	
01-10-00-54-0100	J.P. Cooke Company	PET TAGS	03/31/2025	0	90.97	
Vendor Subtotal:					90.97	
01-10-00-54-0100	Fifth Third Bank	WIPES	03/31/2025	1583	21.98	
01-10-00-54-0100	Fifth Third Bank	PICTURE FRAMES	03/31/2025	1583	26.37	
01-10-00-54-0100	Fifth Third Bank	COFFEE	03/31/2025	1583	20.98	
01-10-00-54-0100	Fifth Third Bank	COFFEE	03/31/2025	1583	89.95	
01-10-00-54-0100	Fifth Third Bank	WRIST REST	03/31/2025	1583	9.98	
01-10-00-54-0100	Fifth Third Bank	LETTER OPENERS	03/31/2025	1583	6.59	
01-10-00-54-0100	Fifth Third Bank	TAPE	03/31/2025	1583	8.99	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
01-10-00-54-0100	Fifth Third Bank	ADMIN SUPPLIES	03/31/2025	1583	19.86	
		Vendor Subtotal:			204.70	
01-10-00-54-0100	The Printing Store Inc	ADMIN ENVELOPES	03/14/2025	58016	723.00	
		Vendor Subtotal:			723.00	
01-10-00-54-0100	Warehouse Direct Inc	PAPER	03/14/2025	0	341.52	
01-10-00-54-0100	Warehouse Direct Inc	ADMIN PAPAER PRODUCTS	03/14/2025	0	226.36	
		Vendor Subtotal:			567.88	
01-15-00-53-0380	Fifth Third Bank	EARTH MONTH COLLECTION & F	03/31/2025	1583	125.00	
		Vendor Subtotal:			125.00	
01-15-00-53-4250	West Central Municipal Conference	WCMC TABLE	03/14/2025	58030	600.00	
		Vendor Subtotal:			600.00	
01-15-00-53-5300	Growing Community Media NFP	LEGAL NOTICE- CON. PARK	03/14/2025	0	168.00	
01-15-00-53-5300	Growing Community Media NFP	PD LEGAL	03/31/2025	0	161.00	
		Vendor Subtotal:			329.00	
01-15-00-53-5300	Sign Express Inc	HEARING SIGN	03/31/2025	58074	209.00	
		Vendor Subtotal:			209.00	
01-20-00-52-0400	Intergovernmental Personnel Benefit	MARCH 2025 IPBC INSURANCE	03/01/2025	1581	4,889.98	
		Vendor Subtotal:			4,889.98	
01-20-00-52-0425	Intergovernmental Personnel Benefit	MARCH 2025 IPBC INSURANCE	03/01/2025	1581	60.57	
		Vendor Subtotal:			60.57	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
01-20-00-53-0370	Envirosafe	PEST CONTROL	03/31/2025	0	235.00	
01-20-00-53-0370	Envirosafe	PEST CONTROL	03/31/2025	0	235.00	
01-20-00-53-0370	Envirosafe	PEST CONTROL	03/31/2025	0	235.00	
01-20-00-53-0370	Envirosafe	PEST CONTROL	03/31/2025	0	235.00	
Vendor Subtotal:					940.00	
01-20-00-53-0370	George Michael Grimes	7605-7621 LAKE ST AND 423 ASHI	03/31/2025	58048	1,500.00	
Vendor Subtotal:					1,500.00	
01-20-00-53-0370	Verizon Wireless	VERIZON DATA	03/14/2025	0	36.01	
Vendor Subtotal:					36.01	
01-20-00-53-1300	B&F Construction Code Services Inc	JANUARY 2025 INSPECTIONS	03/14/2025	57987	4,655.00	
Vendor Subtotal:					4,655.00	
01-20-00-53-1300	Elevator Inspection Services Co Inc	INSPECTION ON PERMIT 25-0751	03/31/2025	0	80.00	
Vendor Subtotal:					80.00	
01-20-00-54-0600	The Sidwell Company	MAPS	03/14/2025	58022	100.00	
Vendor Subtotal:					100.00	
01-30-00-53-0420	Clark Baird Smith LLP	EMPLOYMENT LAW	03/14/2025	57995	468.75	
Vendor Subtotal:					468.75	
01-40-00-52-0330	Illinois Municipal Retirement Fund		03/30/2025	100854	37.41	
Vendor Subtotal:					37.41	
01-40-00-52-0400	Intergovernmental Personnel Benefit	MARCH 2025 IPBC INSURANCE	03/01/2025	1581	41,035.08	
Vendor Subtotal:					41,035.08	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
01-40-00-52-0420	Bestco HARTFORD	RETIREE HEALTH	03/31/2025	58037	10,013.65	
		Vendor Subtotal:			10,013.65	
01-40-00-52-0420	Intergovernmental Personnel Benefit	MARCH 2025 IPBC INSURANCE	03/01/2025	1581	122.26	
01-40-00-52-0420	Intergovernmental Personnel Benefit	MARCH 2025 IPBC INSURANCE	03/01/2025	1581	11,709.34	
		Vendor Subtotal:			11,831.60	
01-40-00-52-0425	Intergovernmental Personnel Benefit	MARCH 2025 IPBC INSURANCE	03/01/2025	1581	575.60	
		Vendor Subtotal:			575.60	
01-40-00-53-0385	DACRA Adjudication System	DACRA FEB 2025	03/14/2025	0	1,800.00	
		Vendor Subtotal:			1,800.00	
01-40-00-53-0385	Alfred M Swanson Jr	LOCAL ADJUDICATION	03/14/2025	0	600.00	
		Vendor Subtotal:			600.00	
01-40-00-53-3010	Axon Enterprise Inc	BODY WORN CAMERA SERVICE /	03/14/2025	57986	27,614.74	
		Vendor Subtotal:			27,614.74	
01-40-00-53-3200	Gas Plus Corporation	CAR WASH	03/14/2025	57990	263.89	
		Vendor Subtotal:			263.89	
01-40-00-53-3200	Leonard M Bulat	CAMERA TRAILER DECALS	03/14/2025	57991	475.00	
		Vendor Subtotal:			475.00	
01-40-00-53-3200	Keagan Lenz	TRANSPORTATION EXPENSE	03/31/2025	58056	38.51	
		Vendor Subtotal:			38.51	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
01-40-00-53-3200	Pete's Automotive Service Inc	JAN 2025 MONTHLY VEHICLE MA	03/14/2025	0	110.00	
01-40-00-53-3200	Pete's Automotive Service Inc	JAN 2025 MONTHLY VEHICLE MA	03/14/2025	0	865.26	
01-40-00-53-3200	Pete's Automotive Service Inc	JAN 2025 MONTHLY VEHICLE MA	03/14/2025	0	754.50	
01-40-00-53-3200	Pete's Automotive Service Inc	JAN 2025 MONTHLY VEHICLE MA	03/14/2025	0	135.00	
01-40-00-53-3200	Pete's Automotive Service Inc	JAN 2025 MONTHLY VEHICLE MA	03/14/2025	0	742.00	
01-40-00-53-3200	Pete's Automotive Service Inc	JAN 2025 MONTHLY VEHICLE MA	03/14/2025	0	822.00	
01-40-00-53-3200	Pete's Automotive Service Inc	JAN 2025 MONTHLY VEHICLE MA	03/14/2025	0	749.84	
01-40-00-53-3200	Pete's Automotive Service Inc	JAN 2025 MONTHLY VEHICLE MA	03/14/2025	0	126.10	
01-40-00-53-3200	Pete's Automotive Service Inc	FEB 2025 MONTHLY VEHICLE MA	03/31/2025	0	1,633.00	
01-40-00-53-3200	Pete's Automotive Service Inc	FEB 2025 MONTHLY VEHICLE MA	03/31/2025	0	1,553.67	
01-40-00-53-3200	Pete's Automotive Service Inc	FEB 2025 MONTHLY VEHICLE MA	03/31/2025	0	459.79	
Vendor Subtotal:					7,951.16	
01-40-00-53-4100	William Cassidy	TRAINING MEAL EXPENSE	03/31/2025	58041	20.00	
Vendor Subtotal:					20.00	
01-40-00-53-4100	Cook County Sheriff's Police Trainin	RECRUIT TUITION FEE	03/14/2025	57992	7,150.00	
Vendor Subtotal:					7,150.00	
01-40-00-53-4100	Glen Czernik	SUPERVISING PATROL TRAINING	03/14/2025	57997	40.00	
01-40-00-53-4100	Glen Czernik	POLICE STAFF & COMMAND TRA	03/14/2025	57997	84.22	
01-40-00-53-4100	Glen Czernik	POLICE STAFF & COMMAND TRA	03/14/2025	57997	65.85	
Vendor Subtotal:					190.07	
01-40-00-53-4100	Fifth Third Bank	CHILD SEAT RECERT-JC	03/31/2025	1583	95.00	
01-40-00-53-4100	Fifth Third Bank	CHILD SEAT RECERT-SB	03/31/2025	1583	95.00	
01-40-00-53-4100	Fifth Third Bank	TRAINING CONFERENCE	03/31/2025	1583	630.00	
01-40-00-53-4100	Fifth Third Bank	REFUND FOR TRAINING CONFER	03/31/2025	1583	-150.00	
Vendor Subtotal:					670.00	
01-40-00-53-4100	Michael Fries	SUPERVISING PATROL CRITICAL	03/14/2025	58003	29.43	
Vendor Subtotal:					29.43	
01-40-00-53-4100	Alejandra Juarez	ENHANCED TRAFFIC ENFORCEM	03/31/2025	58053	17.52	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal:			17.52	
01-40-00-53-4100	Law Enforcement Records Managers	REGISTRATION FEE 2025 CONFEE	03/14/2025	58011	50.00	
		Vendor Subtotal:			50.00	
01-40-00-53-4100	North East Multi-Regional Training I	HRTS INST.-LN	03/14/2025	58015	80.00	
01-40-00-53-4100	North East Multi-Regional Training I	CGSI-LT	03/14/2025	58015	175.00	
01-40-00-53-4100	North East Multi-Regional Training I	REPORT REVIEW-DH	03/14/2025	58015	300.00	
01-40-00-53-4100	North East Multi-Regional Training I	REPORT WRITING RC	03/14/2025	58015	200.00	
01-40-00-53-4100	North East Multi-Regional Training I	CQHS:LEVEL 1-KL	03/31/2025	58064	300.00	
01-40-00-53-4100	North East Multi-Regional Training I	CQHS:LEVEL 1-BR	03/31/2025	58064	125.00	
01-40-00-53-4100	North East Multi-Regional Training I	CQHS:LEVEL 1-EC	03/31/2025	58064	300.00	
		Vendor Subtotal:			1,480.00	
01-40-00-53-4100	Benjamin Ransom	SUPERVISING PATROL CRITICAL	03/14/2025	58017	30.52	
		Vendor Subtotal:			30.52	
01-40-00-53-4200	Andy Frain Services Inc	FEB 2025 CROSSING GUARDS	03/31/2025	0	13,128.30	
		Vendor Subtotal:			13,128.30	
01-40-00-53-4200	David L Ransom Jr	BIKE COUPONS	03/31/2025	58045	79.00	
		Vendor Subtotal:			79.00	
01-40-00-53-4200	Fifth Third Bank	PARADE	03/31/2025	1583	209.98	
		Vendor Subtotal:			209.98	
01-40-00-53-4300	Law Enforcement Records Managers	ANNUAL MEMBERSHIP DUES	03/14/2025	58011	40.00	
		Vendor Subtotal:			40.00	
01-40-00-53-4300	West Suburban Directed Gang Enfor	WEDGE DUES	03/31/2025	58078	750.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal:			750.00	
01-40-00-53-5400	Fleet Safety Supply	CAR #12 CRASH 24-01511	03/31/2025	0	1,799.11	
		Vendor Subtotal:			1,799.11	
01-40-00-53-5400	Perfection Auto Inc	FORD FUSION REPAIRS	03/14/2025	0	6,142.90	
01-40-00-53-5400	Perfection Auto Inc	CAR #2 CRASH 25-00163 BODY SH	03/31/2025	0	5,867.58	
		Vendor Subtotal:			12,010.48	
01-40-00-54-0100	Datasource Ink	DETECTIVE INK	03/14/2025	57999	990.00	
		Vendor Subtotal:			990.00	
01-40-00-54-0100	Fifth Third Bank	REDACTION MARKER	03/31/2025	1583	9.89	
		Vendor Subtotal:			9.89	
01-40-00-54-0150	Meta-Security Technologies	CAMERA TRAILER AG GRANT	03/31/2025	0	36,070.17	
		Vendor Subtotal:			36,070.17	
01-40-00-54-0300	JG Uniforms Inc	UNIFORMS-RANSOM	03/31/2025	58052	137.00	
01-40-00-54-0300	JG Uniforms Inc	UNIFORMS-BARCENAS	03/31/2025	58052	195.25	
01-40-00-54-0300	JG Uniforms Inc	UNIFORMS-WILLIAMS	03/31/2025	58052	225.00	
		Vendor Subtotal:			557.25	
01-40-00-54-0300	Ray O'Herron Co. Inc	UNIFORMS-SWIERCZYNSKI	03/31/2025	58068	238.49	
01-40-00-54-0300	Ray O'Herron Co. Inc	UNIFORMS-OSHEA	03/31/2025	58068	70.18	
		Vendor Subtotal:			308.67	
01-40-00-54-0400	Huuso	CELL CLEANING	03/31/2025	58050	320.00	
		Vendor Subtotal:			320.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
01-40-00-54-0400	Starship Inc	PRISONER MEALS	03/31/2025	0	88.00	
		Vendor Subtotal:			88.00	
01-40-00-54-0600	Ambees Engraving Inc	OFFICER OF THE YEAR AWARD	03/14/2025	57983	110.00	
		Vendor Subtotal:			110.00	
01-40-00-54-0600	Fifth Third Bank	SUPPLIES	03/31/2025	1583	29.99	
01-40-00-54-0600	Fifth Third Bank	SERGEANT EXAM BOOKS	03/31/2025	1583	244.96	
01-40-00-54-0600	Fifth Third Bank	WELNESS PROGRAM EQUIPMEN'	03/31/2025	1583	1,749.50	
01-40-00-54-0600	Fifth Third Bank	SERGEANT EXAM BOOKS	03/31/2025	1583	304.80	
01-40-00-54-0600	Fifth Third Bank	HUMPHREYS-VEHICLE BOARD R	03/31/2025	1583	9.89	
01-40-00-54-0600	Fifth Third Bank	PATROL PHONE CABLES	03/31/2025	1583	6.99	
01-40-00-54-0600	Fifth Third Bank	SUPPLIES	03/31/2025	1583	43.64	
		Vendor Subtotal:			2,389.77	
01-40-00-54-0600	W.C. Schauer Hardware	OPS SUPPLIES	03/14/2025	58021	14.95	
01-40-00-54-0600	W.C. Schauer Hardware	OPS SUPPLIES	03/14/2025	58021	49.46	
		Vendor Subtotal:			64.41	
01-40-00-54-0602	Brownells Inc	RANGE EQUIPMENT	03/14/2025	57989	473.68	
01-40-00-54-0602	Brownells Inc	RANGE SUPPLIES	03/31/2025	58039	65.67	
		Vendor Subtotal:			539.35	
01-40-00-54-0602	Fifth Third Bank	RANGE EQUIPMENT	03/31/2025	1583	28.67	
01-40-00-54-0602	Fifth Third Bank	DEPT FIRE ARMS ACC	03/31/2025	1583	12.99	
01-40-00-54-0602	Fifth Third Bank	DEPT FIRE ARMS ACC	03/31/2025	1583	361.98	
01-40-00-54-0602	Fifth Third Bank	DEPT FIRE ARMS ACC	03/31/2025	1583	93.90	
01-40-00-54-0602	Fifth Third Bank	FIREARMS ACCT	03/31/2025	1583	13.99	
		Vendor Subtotal:			511.53	
01-40-00-54-0602	Galls LLC	EQUIPMENT	03/14/2025	58005	220.05	
		Vendor Subtotal:			220.05	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
01-40-00-54-0602	Ray O'Herron Co. Inc	RANGE AMMUNITION	03/31/2025	58068	250.95	
01-40-00-54-0602	Ray O'Herron Co. Inc	RANGE AMMUNITION	03/31/2025	58068	3,638.86	
		Vendor Subtotal:			3,889.81	
01-40-00-54-0602	Range Systems Inc	RANGE SUPPLIES	03/31/2025	58072	735.49	
		Vendor Subtotal:			735.49	
01-40-00-54-0603	Fifth Third Bank	EVIDENCE TUBES	03/31/2025	1583	19.99	
01-40-00-54-0603	Fifth Third Bank	EVIDENCE SUPPLIES	03/31/2025	1583	22.99	
		Vendor Subtotal:			42.98	
01-40-00-54-0620	Fifth Third Bank	WELNESS PROGRAM EQUIPMEN	03/31/2025	1583	1,749.50	
		Vendor Subtotal:			1,749.50	
01-50-00-52-0400	Intergovernmental Personnel Benefit	MARCH 2025 IPBC INSURANCE	03/01/2025	1581	36,750.39	
		Vendor Subtotal:			36,750.39	
01-50-00-52-0420	Intergovernmental Personnel Benefit	MARCH 2025 IPBC INSURANCE	03/01/2025	1581	90.15	
01-50-00-52-0420	Intergovernmental Personnel Benefit	MARCH 2025 IPBC INSURANCE	03/01/2025	1581	7,578.65	
		Vendor Subtotal:			7,668.80	
01-50-00-52-0425	Intergovernmental Personnel Benefit	MARCH 2025 IPBC INSURANCE	03/01/2025	1581	478.21	
		Vendor Subtotal:			478.21	
01-50-00-53-0410	CDS Office Technologies Inc	MDT KEYBOARDS	03/31/2025	0	1,800.00	
		Vendor Subtotal:			1,800.00	
01-50-00-53-0410	Fifth Third Bank	ELECTRICAL BOX	03/31/2025	1583	58.89	
01-50-00-53-0410	Fifth Third Bank	IPAD CASE	03/31/2025	1583	64.98	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal:			123.87	
01-50-00-53-3100	Air One Equipment Inc	PREVENTIVE MAINT. SCBA COM	03/14/2025	0	899.00	
		Vendor Subtotal:			899.00	
01-50-00-53-3200	Fire Service, Inc.	ANNUAL PMS ENGINE 213	03/14/2025	0	1,400.00	
01-50-00-53-3200	Fire Service, Inc.	213 REPAIRS	03/14/2025	0	4,946.74	
01-50-00-53-3200	Fire Service, Inc.	EMERGENCY REPAIR ENGINE 213	03/14/2025	0	997.50	
01-50-00-53-3200	Fire Service, Inc.	EMERGENCY REPAIRS TO TRUCK	03/31/2025	0	6,595.85	
		Vendor Subtotal:			13,940.09	
01-50-00-53-3200	Pete's Automotive Service Inc	201 OIL CHANGE & REPAIRS	03/14/2025	0	943.91	
01-50-00-53-3200	Pete's Automotive Service Inc	215 OIL CHANGE & REPAIRS	03/14/2025	0	922.50	
01-50-00-53-3200	Pete's Automotive Service Inc	202 OIL CHANGE-TIRE MOUNT A	03/14/2025	0	261.98	
01-50-00-53-3200	Pete's Automotive Service Inc	OIL CHANGE/ TIRE ROTATION CA	03/31/2025	0	115.00	
		Vendor Subtotal:			2,243.39	
01-50-00-53-3600	Hastings Air-Energy Control Inc	ANNUAL MAINT OF PLYMOVENT	03/31/2025	58049	1,706.35	
		Vendor Subtotal:			1,706.35	
01-50-00-53-4100	IFSAP	2025 SPRING CONFERENCE	03/14/2025	58008	575.00	
		Vendor Subtotal:			575.00	
01-50-00-53-4100	Michael Smith	TRAINING PROGRAM MANAGER	03/14/2025	58024	156.10	
		Vendor Subtotal:			156.10	
01-50-00-53-4200	LithoPrint, Inc	2024 ANNUAL REPORT-PRINT	03/31/2025	58057	715.44	
		Vendor Subtotal:			715.44	
01-50-00-53-4250	Fifth Third Bank	METRO CHIEF MTG	03/31/2025	1583	120.00	
01-50-00-53-4250	Fifth Third Bank	ADMIN PROF LUNCHEON	03/31/2025	1583	135.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal:			255.00	
01-50-00-53-4300	IFSAP Membership	2025 IFSAP MEMBERSHIP DUES	03/14/2025	58007	50.00	
		Vendor Subtotal:			50.00	
01-50-00-54-0150	Dive Right In Scuba-Plainfield	WATER RESCUE GEAR	03/31/2025	58046	9,023.98	
		Vendor Subtotal:			9,023.98	
01-50-00-54-0150	Fifth Third Bank	IPAD	03/31/2025	1583	429.00	
		Vendor Subtotal:			429.00	
01-50-00-54-0600	Air One Equipment Inc	HELMET FRONT PIECE-ZIPPERIC	03/31/2025	0	166.00	
		Vendor Subtotal:			166.00	
01-50-00-54-0600	Bound Tree Medical LLC	EMS SUPPLIES	03/14/2025	57988	319.90	
01-50-00-54-0600	Bound Tree Medical LLC	EMS SUPPLIES	03/31/2025	58038	346.99	
		Vendor Subtotal:			666.89	
01-50-00-54-0600	Fifth Third Bank	FD CLEANER	03/31/2025	1583	75.94	
01-50-00-54-0600	Fifth Third Bank	FD FLOOR CLEANER	03/31/2025	1583	75.94	
		Vendor Subtotal:			151.88	
01-50-00-54-0600	Sigtronics Corporation	RIG HEADSET CUSHIONS	03/14/2025	58023	47.25	
		Vendor Subtotal:			47.25	
01-50-00-54-0600	Warehouse Direct Inc	SOAP DISPENSER RETURN	03/14/2025	0	-38.04	
		Vendor Subtotal:			-38.04	
01-60-01-52-0400	Intergovernmental Personnel Benefit	MARCH 2025 IPBC INSURANCE	03/01/2025	1581	4,034.51	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
Vendor Subtotal:					4,034.51	
01-60-01-52-0420	Bestco HARTFORD	RETIREE HEALTH	03/31/2025	58037	775.67	
Vendor Subtotal:					775.67	
01-60-01-52-0420	Intergovernmental Personnel Benefit	MARCH 2025 IPBC INSURANCE	03/01/2025	1581	2.85	
01-60-01-52-0420	Intergovernmental Personnel Benefit	MARCH 2025 IPBC INSURANCE	03/01/2025	1581	110.27	
Vendor Subtotal:					113.12	
01-60-01-52-0425	Intergovernmental Personnel Benefit	MARCH 2025 IPBC INSURANCE	03/01/2025	1581	102.20	
Vendor Subtotal:					102.20	
01-60-01-53-0200	Comcast Cable	PW INTERNET	03/31/2025	58042	201.35	
Vendor Subtotal:					201.35	
01-60-01-53-0200	Peerless Network	PUMP STATION PHONE	03/14/2025	0	221.12	
Vendor Subtotal:					221.12	
01-60-01-53-0200	Verizon Wireless	VERIZON DATA	03/14/2025	0	23.82	
Vendor Subtotal:					23.82	
01-60-01-53-0410	Illinois Alarm Service, Inc	PW DOOR SECURITY	03/14/2025	58009	213.00	
Vendor Subtotal:					213.00	
01-60-01-53-0410	Municipal GIS Partners, Inc	GIS CONSORTIUM SERVICES	03/14/2025	0	2,005.73	
Vendor Subtotal:					2,005.73	
01-60-01-53-3100	Bristol Hose & Fitting Inc	POWER WASHER HOSE REPAIR	03/31/2025	0	28.64	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal:			28.64	
01-60-01-53-3200	Commercial Tire Service Inc	TRUCK TIRE REPAIR	03/14/2025	0	66.00	
		Vendor Subtotal:			66.00	
01-60-01-53-3200	Irene G. Grilli	VEHICLE SAFETY INSPECTIONS	03/14/2025	57998	319.00	
		Vendor Subtotal:			319.00	
01-60-01-53-3200	Environmental Services, LLC	OIL DISPOSAL	03/14/2025	58002	100.00	
01-60-01-53-3200	Environmental Services, LLC	USED FILTER PICK UP	03/14/2025	58002	90.00	
		Vendor Subtotal:			190.00	
01-60-01-53-3200	Genuine Parts Co Inc	VEHICLE FILTERS	03/31/2025	58063	1,227.25	
		Vendor Subtotal:			1,227.25	
01-60-01-53-3200	O'Hare Towing Service Inc	VEHICLE TOW/REPAIR	03/31/2025	58067	849.41	
		Vendor Subtotal:			849.41	
01-60-01-53-3200	Wigit's Truck Center	BLOWN PRESSURE HOSE REPAIR	03/31/2025	58080	831.16	
		Vendor Subtotal:			831.16	
01-60-01-53-3400	W.W. Grainger Inc	STREET LIGHTING SUPPLIES	03/31/2025	0	137.03	
		Vendor Subtotal:			137.03	
01-60-01-53-3400	Lyons & Pinner Electric Companies	STREET LIGHT REPAIR	03/14/2025	0	1,224.20	
		Vendor Subtotal:			1,224.20	
01-60-01-53-3400	State Treasurer	IDOT TRAFFIC SIGNAL IGA	03/14/2025	58027	3,859.26	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal:			3,859.26	
01-60-01-53-3400	Traffic Control Corporation	PED & LIGHT	03/31/2025	58076	318.00	
		Vendor Subtotal:			318.00	
01-60-01-53-3550	Fernandez Tree Service, Inc	CONTRACT TREE REMOVALS	03/14/2025	0	8,435.00	
01-60-01-53-3550	Fernandez Tree Service, Inc	CONTRACT TREE REMOVALS	03/14/2025	0	7,225.00	
01-60-01-53-3550	Fernandez Tree Service, Inc	CONTRACT TREE REMOVALS	03/14/2025	0	3,815.00	
01-60-01-53-3550	Fernandez Tree Service, Inc	CONTRACT TREE TRIMMING	03/31/2025	0	7,640.00	
01-60-01-53-3550	Fernandez Tree Service, Inc	CONTRACT TREE TRIMMING	03/31/2025	0	9,885.00	
		Vendor Subtotal:			37,000.00	
01-60-01-53-3600	Fifth Third Bank	CLEANING SUPPLIES	03/31/2025	1583	22.49	
01-60-01-53-3600	Fifth Third Bank	TOILET FLUSH VALVES	03/31/2025	1583	-293.60	
01-60-01-53-3600	Fifth Third Bank	URINAL PARTS	03/31/2025	1583	30.86	
		Vendor Subtotal:			-240.25	
01-60-01-53-3600	Lee Mechanical, Inc	HVAC SHOOTING RANGE REPAIR	03/31/2025	0	1,402.48	
		Vendor Subtotal:			1,402.48	
01-60-01-53-4250	Luke Palm	PESTICIDE COST REIMBURSEME	03/31/2025	0	95.00	
		Vendor Subtotal:			95.00	
01-60-01-53-5300	Growing Community Media NFP	LEGAL AD	03/31/2025	0	245.00	
		Vendor Subtotal:			245.00	
01-60-01-53-5350	LRS, LLC	SWEEPER DEBRIS, BRIUSH DEBR	03/31/2025	58058	696.37	
		Vendor Subtotal:			696.37	
01-60-01-53-5400	Lyons & Pinner Electric Companies	STREET LIGHT REPAIR (INSURAN	03/14/2025	0	18,298.02	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal:			18,298.02	
01-60-01-53-5450	ComEd	ALLEY LIGHTS	03/31/2025	58043	893.95	
		Vendor Subtotal:			893.95	
01-60-01-53-5450	ComEd	AGGREGATION FEE CONTRACT F	03/31/2025	58044	127.00	
01-60-01-53-5450	ComEd	STREET LIGHTS	03/31/2025	58044	4,423.78	
		Vendor Subtotal:			4,550.78	
01-60-01-54-0100	Fifth Third Bank	SALT SPREADER	03/31/2025	1583	156.55	
		Vendor Subtotal:			156.55	
01-60-01-54-0310	FulLife, LLC	UNIFORMS	03/14/2025	58004	767.15	
		Vendor Subtotal:			767.15	
01-60-01-54-0310	Juan Gonzalez	UNIFORM ALLOWANCE	03/31/2025	58047	225.58	
		Vendor Subtotal:			225.58	
01-60-01-54-0310	Luke Palm	WORK BOOTS	03/14/2025	0	85.98	
		Vendor Subtotal:			85.98	
01-60-01-54-0310	Nick Petrillo	TSHIRT- UNIFORM ALLOWANCE	03/31/2025	58071	3.30	
01-60-01-54-0310	Nick Petrillo	BOOTS- UNIFORM ALLOWANCE	03/31/2025	58071	401.49	
		Vendor Subtotal:			404.79	
01-60-01-54-0310	Josh Schwarz	UNIFORM	03/14/2025	0	26.57	
		Vendor Subtotal:			26.57	
01-60-01-54-0500	Bristol Hose & Fitting Inc	RETURN OF HOSE	03/31/2025	0	-61.37	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal:			-61.37	
01-60-01-54-0600	Fifth Third Bank	AUTODESK SUB	03/31/2025	1583	566.50	
		Vendor Subtotal:			566.50	
01-60-01-54-0600	W.W. Grainger Inc	MIOUSE TRAPS	03/14/2025	0	24.20	
		Vendor Subtotal:			24.20	
01-60-01-54-0600	W.C. Schauer Hardware	PEST CONTROL	03/14/2025	58021	8.07	
01-60-01-54-0600	W.C. Schauer Hardware	LOCK KEYS	03/14/2025	58021	11.96	
		Vendor Subtotal:			20.03	
01-60-01-54-0600	Unique Products & Service Corp	JANITORIAL SUPPLIES	03/14/2025	0	1,440.27	
		Vendor Subtotal:			1,440.27	
01-60-05-53-5500	LRS Holdings LLC	REFUSE REMOVAL PER CONTRA	03/14/2025	0	104,149.84	
		Vendor Subtotal:			104,149.84	
		Subtotal for Fund: 01			824,885.30	
02-00-00-16-0010	Midwest Operating Eng-Pension Tru	PW RETIREES HEALTH INS MAY 2	03/31/2025	58062	546.00	
		Vendor Subtotal:			546.00	
02-00-00-16-0010	MOE Funds	PW EMPLOYEE HEALTH INSURAN	03/30/2025	1582	7,831.20	
		Vendor Subtotal:			7,831.20	
02-00-00-21-0000	DJW PROPERTY MANAGEMENT	Refund Check 009315-000, 7355 NO	03/21/2025	58077	9.56	
		Vendor Subtotal:			9.56	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
02-00-00-21-0015	State Treasurer	PR Batch 00015.03.2025 State Income	03/15/2025	100843	1,899.97	
02-00-00-21-0015	State Treasurer	PR Batch 00031.03.2025 State Income	03/30/2025	100851	1,745.87	
Vendor Subtotal:					3,645.84	
02-00-00-21-0015	United States Treasury	PR Batch 00015.03.2025 Medicare En	03/15/2025	100844	599.04	
02-00-00-21-0015	United States Treasury	PR Batch 00015.03.2025 FICA Emplo	03/15/2025	100844	2,561.51	
02-00-00-21-0015	United States Treasury	PR Batch 00015.03.2025 FICA Emplo	03/15/2025	100844	2,561.51	
02-00-00-21-0015	United States Treasury	PR Batch 00015.03.2025 Federal Inco	03/15/2025	100844	4,648.27	
02-00-00-21-0015	United States Treasury	PR Batch 00015.03.2025 Medicare En	03/15/2025	100844	599.04	
02-00-00-21-0015	United States Treasury	PR Batch 00031.03.2025 FICA Emplo	03/30/2025	100852	2,361.14	
02-00-00-21-0015	United States Treasury	PR Batch 00031.03.2025 Federal Inco	03/30/2025	100852	4,123.50	
02-00-00-21-0015	United States Treasury	PR Batch 00031.03.2025 FICA Emplo	03/30/2025	100852	2,361.14	
02-00-00-21-0015	United States Treasury	PR Batch 00031.03.2025 Medicare En	03/30/2025	100852	552.21	
02-00-00-21-0015	United States Treasury	PR Batch 00031.03.2025 Medicare En	03/30/2025	100852	552.21	
Vendor Subtotal:					20,919.57	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00031.03.2025 IMRF-Volun	03/30/2025	100848	235.34	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00031.03.2025 IMRF Emplc	03/30/2025	100848	919.03	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00031.03.2025 IMRF-Volun	03/30/2025	100848	605.03	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00031.03.2025 IMRF Emplc	03/30/2025	100848	1,579.90	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00031.03.2025 IMRF Emplc	03/30/2025	100848	1,232.64	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00031.03.2025 IMRF Emplc	03/30/2025	100848	759.56	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.03.2025 IMRF-Volun	03/15/2025	100848	231.40	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.03.2025 IMRF Emplc	03/15/2025	100848	860.02	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.03.2025 IMRF Emplc	03/15/2025	100848	964.45	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.03.2025 IMRF-Volun	03/15/2025	100848	588.99	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.03.2025 IMRF Emplc	03/15/2025	100848	1,655.98	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.03.2025 IMRF Emplc	03/15/2025	100848	1,400.96	
Vendor Subtotal:					11,033.30	
02-00-00-21-0040	ICMA Retirement Corporation - 302	PR Batch 00015.03.2025 ICMA	03/15/2025	100842	57.90	
02-00-00-21-0040	ICMA Retirement Corporation - 302	PR Batch 00015.03.2025 ICMA	03/15/2025	100842	419.00	
02-00-00-21-0040	ICMA Retirement Corporation - 302	PR Batch 00031.03.2025 ICMA	03/30/2025	100847	419.01	
02-00-00-21-0040	ICMA Retirement Corporation - 302	PR Batch 00031.03.2025 ICMA	03/30/2025	100847	55.40	
Vendor Subtotal:					951.31	
02-00-00-21-0041	AXA Equitable Retirement	PR Batch 00015.03.2025 AXA Roth	03/15/2025	100841	10.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
02-00-00-21-0041	AXA Equitable Retirement	PR Batch 00031.03.2025 AXA Roth	03/30/2025	100846	10.00	
		Vendor Subtotal:			20.00	
02-00-00-21-0050	International Union of Operating Eng	PR Batch 00031.03.2025 Public Work:	03/30/2025	100849	308.75	
02-00-00-21-0050	International Union of Operating Eng	PR Batch 00015.03.2025 Public Work:	03/15/2025	100849	304.46	
		Vendor Subtotal:			613.21	
02-00-00-21-0050	International Union of Operating Eng	PR Batch 00031.03.2025 Public Work:	03/30/2025	100850	57.91	
02-00-00-21-0050	International Union of Operating Eng	PR Batch 00015.03.2025 Public Work:	03/15/2025	100850	57.33	
		Vendor Subtotal:			115.24	
02-00-00-21-0050	NCPERS Group Life Ins.	PR Batch 00031.03.2025 Supplementa	03/30/2025	6680	19.21	
02-00-00-21-0050	NCPERS Group Life Ins.	PR Batch 00015.03.2025 Supplementa	03/15/2025	6680	19.09	
		Vendor Subtotal:			38.30	
02-00-00-46-6580	Ryan Kunkel	METER SWAP OUT REFUND	03/31/2025	58055	326.00	
		Vendor Subtotal:			326.00	
02-60-06-52-0400	Intergovernmental Personnel Benefit	MARCH 2025 IPBC INSURANCE	03/01/2025	1581	7,753.58	
		Vendor Subtotal:			7,753.58	
02-60-06-52-0425	Intergovernmental Personnel Benefit	MARCH 2025 IPBC INSURANCE	03/01/2025	1581	311.12	
		Vendor Subtotal:			311.12	
02-60-06-53-0100	ComEd	PUMP STATION ELECTRICITY	03/14/2025	57996	3,299.66	
		Vendor Subtotal:			3,299.66	
02-60-06-53-0200	Comcast Cable	PUMP STATION INTERNET	03/31/2025	58042	106.34	
		Vendor Subtotal:			106.34	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
02-60-06-53-0200	Peerless Network	MONTHLY PHONE	03/14/2025	0	171.66	
02-60-06-53-0200	Peerless Network	PUMP STATION PHONE	03/14/2025	0	55.28	
Vendor Subtotal:					226.94	
02-60-06-53-0200	Verizon Wireless	VERIZON DATA	03/14/2025	0	23.82	
Vendor Subtotal:					23.82	
02-60-06-53-0380	Intergovernmental Personnel Benefit	MARCH 2025 IPBC INSURANCE	03/01/2025	1581	37.01	
Vendor Subtotal:					37.01	
02-60-06-53-0410	The Davenport Group USA Ltd	LAMA 2025-2026 SERVICES	03/14/2025	58000	7,847.88	
Vendor Subtotal:					7,847.88	
02-60-06-53-0410	DeKind Computer Consultants	DEKIND APRIL 2025	03/14/2025	0	2,902.50	
02-60-06-53-0410	DeKind Computer Consultants	DEKIND ANTI-VIRUS PACKAGE	03/14/2025	0	1,769.89	
02-60-06-53-0410	DeKind Computer Consultants	DEKIND HPE ARUBAS	03/31/2025	0	757.92	
02-60-06-53-0410	DeKind Computer Consultants	MISCROSOFT WINDOWS SERVER	03/31/2025	0	562.11	
Vendor Subtotal:					5,992.42	
02-60-06-53-0410	Dell Marketing L.P.	DELL COMPUTER HARDWARE	03/14/2025	58001	2,797.00	
Vendor Subtotal:					2,797.00	
02-60-06-53-0410	Municipal GIS Partners, Inc	GIS CONSORTIUM SERVICES	03/14/2025	0	2,005.73	
Vendor Subtotal:					2,005.73	
02-60-06-53-0410	SBRK Finance Holdings Inc	UB WEB PAYMENTS FEB 2025	03/14/2025	0	643.00	
Vendor Subtotal:					643.00	
02-60-06-53-3050	Core & Main LP	MAIN BREAK REPAIR PARTS	03/14/2025	0	2,334.99	
02-60-06-53-3050	Core & Main LP	WATER MAIN REPAIR PARTS	03/14/2025	0	236.96	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
Vendor Subtotal:					2,571.95	
02-60-06-53-3050	LRS, LLC	STREET SWEEPING WATER REPAI	03/14/2025	58013	3,333.50	
02-60-06-53-3050	LRS, LLC	SWEEPER DEBRIS, BRIUSH DEBR	03/31/2025	58058	1,475.00	
02-60-06-53-3050	LRS, LLC	MAIN REPAIR SPOILS, STREET SV	03/31/2025	58058	1,848.50	
Vendor Subtotal:					6,657.00	
02-60-06-53-3050	Menards	FOR MAIN REPAIR	03/31/2025	58060	4.79	
Vendor Subtotal:					4.79	
02-60-06-53-3050	M.E. Simpson Co Inc	EMERGENCY LOCATING FOR MA	03/31/2025	58061	645.00	
Vendor Subtotal:					645.00	
02-60-06-53-3050	NG Plumbing Inc	WATER MAIN REPAIR	03/31/2025	58065	4,500.00	
Vendor Subtotal:					4,500.00	
02-60-06-53-3050	Ozinga Ready Mix Concrete Inc	ROAD REPAIR FROM MAIN BREA	03/31/2025	0	1,403.50	
02-60-06-53-3050	Ozinga Ready Mix Concrete Inc	ROAD REPAIR FROM MAIN BREA	03/31/2025	0	1,029.00	
Vendor Subtotal:					2,432.50	
02-60-06-53-3050	Russo Power Equipment Inc	BAGGED SALT	03/31/2025	0	437.50	
Vendor Subtotal:					437.50	
02-60-06-53-3050	Suburban General Construction Inc	WATER MAIN BREAK REPAIR 143	03/14/2025	0	7,120.00	
02-60-06-53-3050	Suburban General Construction Inc	WATER MAIN BREAK REPAIR 551	03/14/2025	0	6,000.00	
02-60-06-53-3050	Suburban General Construction Inc	WATER MAIN BREAK REPAIR 825	03/14/2025	0	14,685.00	
Vendor Subtotal:					27,805.00	
02-60-06-53-3050	Vulcan Construction Materials LLC	STONE BACK FILL FOR BREAKS	03/14/2025	58029	902.31	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal:			902.31	
02-60-06-53-3200	Genuine Parts Co Inc	VEHICLE FILTERS	03/31/2025	58063	333.19	
		Vendor Subtotal:			333.19	
02-60-06-53-3300	Wells Fargo Vendor Financial Servic	PRINTER LEASE	03/31/2025	58079	224.14	
		Vendor Subtotal:			224.14	
02-60-06-53-3600	Nicor Gas Company	PUMP STATION GAS	03/31/2025	58066	385.63	
		Vendor Subtotal:			385.63	
02-60-06-53-3631	Christopher B. Burke Engineering Ltc	LEAD SERVICE LINE REPLACEMI	03/14/2025	0	1,020.00	
		Vendor Subtotal:			1,020.00	
02-60-06-53-3631	Parris Caffey	LEAD SERVICE REPLACEMENT R	03/31/2025	58040	7,500.00	
		Vendor Subtotal:			7,500.00	
02-60-06-53-3631	Joe Glower	LEAD SERVICE REPLACEMENT	03/14/2025	58006	2,500.00	
		Vendor Subtotal:			2,500.00	
02-60-06-53-4350	Sebis Direct (Printing)	UB PRINTING FEBRUARY 2025	03/31/2025	0	440.40	
		Vendor Subtotal:			440.40	
02-60-06-53-4480	Suburban Laboratories Inc	WATER TESTING	03/14/2025	0	185.00	
02-60-06-53-4480	Suburban Laboratories Inc	WATER TESTING	03/14/2025	0	185.00	
02-60-06-53-4480	Suburban Laboratories Inc	WATER TESTING	03/14/2025	0	120.00	
02-60-06-53-4480	Suburban Laboratories Inc	WATER TESTING	03/14/2025	0	150.00	
02-60-06-53-4480	Suburban Laboratories Inc	WATER TESTING	03/14/2025	0	220.00	
02-60-06-53-4480	Suburban Laboratories Inc	WATER TESTING	03/14/2025	0	110.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
Vendor Subtotal:					970.00	
02-60-06-53-5350	LRS, LLC	STREET SWEEPING WATER REPAI	03/14/2025	58013	276.50	
02-60-06-53-5350	LRS, LLC	SWEEPER DEBRIS, BRIUSH DEBR	03/31/2025	58058	120.50	
02-60-06-53-5350	LRS, LLC	MAIN REPAIR SPOILS, STREET SV	03/31/2025	58058	59.00	
Vendor Subtotal:					456.00	
02-60-06-54-0310	FulLife, LLC	UNIFORMS	03/14/2025	58004	301.95	
Vendor Subtotal:					301.95	
02-60-06-54-0500	Bristol Hose & Fitting Inc	SWEEPER GREASE GUN	03/31/2025	0	60.43	
Vendor Subtotal:					60.43	
02-60-06-54-0600	Core & Main LP	METER REPLACEMENT	03/31/2025	0	237.11	
02-60-06-54-0600	Core & Main LP	STOCK PARTS	03/31/2025	0	1,148.00	
Vendor Subtotal:					1,385.11	
02-60-06-54-0600	Fifth Third Bank	BATTERY FOR PUMP STATION US	03/31/2025	1583	25.99	
Vendor Subtotal:					25.99	
02-60-06-54-0600	W.W. Grainger Inc	BOOT COVERS	03/31/2025	0	35.98	
02-60-06-54-0600	W.W. Grainger Inc	CABLE TIES FOR WATER DEPT	03/31/2025	0	56.21	
Vendor Subtotal:					92.19	
02-60-06-54-0600	W.C. Schauer Hardware	TAPE	03/14/2025	58021	7.64	
Vendor Subtotal:					7.64	
02-60-06-54-0600	HD Supply Inc	SAMPLE BOTTLE FOR PHOSPHAT	03/14/2025	0	87.06	
Vendor Subtotal:					87.06	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
02-60-06-54-1300	Sebis Direct (Postage)	UB POSTAGE MARCH 2025	03/14/2025	0	843.19	
		Vendor Subtotal:			843.19	
02-60-06-54-2200	City of Chicago	PURCHASE OF WATER	03/14/2025	57994	51,667.20	
02-60-06-54-2200	City of Chicago	PURCHASE OF WATER	03/14/2025	57994	66,303.90	
		Vendor Subtotal:			117,971.10	
02-60-06-55-1150	Growing Community Media NFP	LEGAL AD 2025 SEWER LINE IMP	03/14/2025	0	140.00	
		Vendor Subtotal:			140.00	
02-60-06-55-1150	Michela Wilde	SEWER LATERAL REPAIR REIMBI	03/14/2025	58031	4,250.00	
		Vendor Subtotal:			4,250.00	
02-60-06-55-1400	Core & Main LP	METER REPLACEMENT PARTS	03/14/2025	0	885.30	
02-60-06-55-1400	Core & Main LP	METER REPLACEMENT PARTS RE	03/14/2025	0	-768.30	
		Vendor Subtotal:			117.00	
		Subtotal for Fund: 02			262,161.10	
13-00-00-55-8720	Applied Concepts Inc	RADAR MESSAGE TRAILER FY 25	03/31/2025	58034	20,355.00	
		Vendor Subtotal:			20,355.00	
13-00-00-55-8910	Fifth Third Bank	LIGHT INSTALLATION PARTS	03/31/2025	1583	12.99	
13-00-00-55-8910	Fifth Third Bank	PW PICK UP TRUCK #48 RACK PA	03/31/2025	1583	-1.00	
13-00-00-55-8910	Fifth Third Bank	TRUCK 67 LIGHTING	03/31/2025	1583	546.99	
13-00-00-55-8910	Fifth Third Bank	67 LIGHTING & INSTALL MATERI	03/31/2025	1583	54.47	
		Vendor Subtotal:			613.45	
13-00-00-55-8910	Menards	NEW TRUCK HITCHES	03/14/2025	58014	90.95	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
Vendor Subtotal:					90.95	
13-00-00-55-8910	Regional Truck Equipment Co	PLOW INSTALLATION TRUCK 67	03/14/2025	58018	7,364.00	
13-00-00-55-8910	Regional Truck Equipment Co	NEW 42 PLOW & DUMP BODY INS	03/31/2025	58073	20,614.00	
Vendor Subtotal:					27,978.00	
Subtotal for Fund: 13					49,037.40	
14-00-00-44-4240	Alltech Tracking LLC	FEES ON COLLECTIONS	03/31/2025	58033	46.01	
Vendor Subtotal:					46.01	
14-00-00-53-0370	All Traffic Solutions Inc	MONTHLY CHARGE FOR AUTOM.	03/14/2025	57985	8,558.00	
Vendor Subtotal:					8,558.00	
14-00-00-53-0380	Christopher B. Burke Engineering Ltd	EV CHARGING STATION PROJECT	03/14/2025	0	4,007.50	
Vendor Subtotal:					4,007.50	
14-00-00-55-0500	22 VETS LLC c/o US Bank N.A.	SMART BOARD	03/31/2025	58032	7,464.58	
Vendor Subtotal:					7,464.58	
14-00-00-55-1205	H.W. Lochner Inc	HARLEM AVE PHASE 1 PAYMENT	03/14/2025	58012	9,445.60	
Vendor Subtotal:					9,445.60	
14-00-00-55-8620	SBRK Finance Holdings Inc	SPRINGBROOK IT SERVICES	03/31/2025	0	5,080.00	
Vendor Subtotal:					5,080.00	
Subtotal for Fund: 14					34,601.69	
31-00-00-53-0100	ComEd	MADISON ELECTRICITY	03/14/2025	57996	244.41	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
Vendor Subtotal:					244.41	
Subtotal for Fund: 31					244.41	
35-00-00-55-9100	Growing Community Media NFP	LEGAL AD 2025 SIP	03/14/2025	0	140.00	
35-00-00-55-9100	Growing Community Media NFP	LEGAL AD 2025 SIP	03/14/2025	0	140.00	
Vendor Subtotal:					280.00	
Subtotal for Fund: 35					280.00	
Report Total:					1,171,209.90	



Village of River Forest

MONTHLY FINANCE REPORT Fiscal Year 2025 through March 31, 2025

This report includes financial information for Fiscal Year 2025 through March 31, 2025, which represents 91.67% of the fiscal year. A revenue and expenditure report by fund and account and an investment report for March 2025 are attached.

GENERAL FUND

Revenues, Expenditures and Changes in Fund Balance Fiscal Year 2025 through March 31, 2025

	2025		Percent
	Budget	Actual	Rec/ Exp
REVENUES			
Taxes			
Property Taxes	\$7,627,767	\$7,594,373	99.56%
General Sales Taxes	2,348,762	2,359,013	100.44%
Non Home Rule Sales Tax	1,052,477	1,074,578	102.10%
Utility Taxes	628,267	583,084	92.81%
Restaurant Tax	184,459	162,904	88.31%
Telecommunications Tax	183,313	178,672	97.47%
Real Estate Transfer Tax	138,851	108,876	78.41%
Local Gasoline Tax	89,307	74,519	83.44%
Cannabis State Excise Tax	18,278	16,951	92.74%
Intergovernmental Revenue			
Personal Property Replacement Tax	376,410	203,370	54.03%
Use Tax	494,223	386,242	78.15%
State Income Taxes	2,003,607	1,830,952	91.38%
Licenses and Permits			
	1,391,819	1,194,867	85.85%
Charges for Services			
Garbage Collections	1,243,079	1,114,295	89.64%
Ambulance Fees	1,000,000	723,674	72.37%
Other Charges for Services	348,155	460,012	132.13%
Fines			
	353,627	202,759	57.34%
Investment Income			
	376,444	415,444	110.36%
Grants and Contributions			
	166,931	275,388	164.97%
Miscellaneous Revenues			
	480,008	307,589	64.08%
TOTAL REVENUES	\$20,505,784	\$19,267,562	93.96%
EXPENDITURES			
Administration	\$ 2,062,763	\$ 2,052,570	99.51%
E911	380,084	360,012	94.72%
Boards & Commissions	100,473	30,415	30.27%
Building and Development	634,814	513,308	80.86%
Legal Services	193,000	144,785	75.02%
Police Department	8,007,989	7,123,885	88.96%
Fire Department	6,333,200	5,744,616	90.71%
Public Works	3,352,236	2,972,528	88.67%
TOTAL EXPENDITURES	\$21,064,559	\$18,942,119	89.92%
NET CHANGE IN FUND BALANCE	(\$558,775)	\$325,443	

Revenues

Fiscal year-to-date revenue collections are at 93.96%. Property Tax Revenue is at 99.56%. The 2nd installment tax bills for the 2023 levy were due August 1, 2024. The 1st installment tax bills for the 2024 tax levy were due March 4, 2025. Sales tax and non-home rule sales tax revenues are for February 2024 through December 2024 and are above projections. Inflation rates in recent months have continued to slow. Staff continues to monitor this and will make adjustments as needed as economic conditions change.

Use tax is below projections and is expected to continue to decrease. It is also for February 2024 through December 2024. Real Estate Transfer Tax revenues are based on the timing of real estate sales and the housing market. Utility tax payments are typically elevated during the warmer summer (electric) and cooler winter (gas) months and vary based on weather conditions. The Cannabis State Excise taxes are as expected. These revenues are to be used for public safety initiatives.

Income tax receipts continue to be steady and in line with projections. This has been fueled by the rebounding labor market and extraordinary corporate income tax collections. The payment received in March is for February 2025 collections. We continue to see higher revenue collections each month. The FY 2025 State budget has no changes to the LGDF local share of 6.47%. The state FY 2025 budget does include the elimination of the 1% grocery tax effective January 1, 2026. The local gasoline tax is below what has been projected. License and permit revenue includes spring building permit activity. Vehicle licenses renewals were mailed out in late May and were due July 14. Reminder letters were sent out in August to any residents with vehicles registered to the Village who have still not purchased the FY 2024 sticker. Revenue from Ambulance billings is included in charges for services. Increases in this revenue source is due to the Ground Emergency Medical Transportation (GEMT) reimbursement program that the Village now participates in.

Expenditures

Expenditures are at 89.92% of the budgeted amount. Salaries and benefits, except for overtime, include payment for services rendered through the end of the month. All expenditures except for Administration and E911 are closely in line with projections or below projections because there is about a month's lag between the time that goods are received or services are performed, and when the vendor payment is made for the goods or services. Administration expenses include expenses for information technology and E911 expenditures include payments to West Suburban Consolidated Dispatch Center for the Village's contributions through March 2025. Payments made after April 30th for goods received and services performed prior to May 1st were posted to the prior fiscal year.

WATER AND SEWER FUND

Revenues, Expenditures and Changes in Net Position

Fiscal Year 2025 through March 31, 2025

	2025		Percent Rec/Exp
	Budget	Actual	
Operating Revenues			
Permit Fees	\$ 32,210	\$ 18,550	57.59%
Water Sales	3,465,601	3,280,728	94.67%
Sewer Sales	2,181,390	1,980,627	90.80%
Water Penalties	33,000	29,853	90.46%
Miscellaneous	121,179	160,630	132.56%
Grants	750,000	0	0.00%
Total Operating Revenues	\$ 6,583,380	\$ 5,470,388	83.09%
Operating Expenses			
Salaries and Benefits	\$ 1,288,401	\$ 1,171,172	90.90%
Contractual Services	618,463	583,105	94.28%
Water From Chicago	1,868,410	1,596,770	85.46%
Materials and Supplies	57,969	62,626	108.03%
Depreciation/Debt Service	1,410,495	1,019,735	72.30%
Transfer to CERF	102,713	93,956	91.47%
Operating Expenses including Depreciation	\$ 5,346,451	\$ 4,527,364	84.68%
Operating Revenues over Operating Exp	\$ 1,236,929	\$ 943,024	
Capital Improvements	\$ (3,087,000)	\$ (407,229)	13.19%
Total Revenues over Expenses	\$ (1,850,071)	\$ 535,795	

Water and Sewer revenues are in line with projections. This is due to water consumption and weather conditions. Overall expenses are below projections due in part to the debt service payments and offset by the delay in receiving and paying invoices for commodities and contractual services. There is a one-month lag in payments to the City of Chicago for FY 2025 water usage. Debt Service expenses include the May and November payments on all debt service.

REVENUES AND EXPENDITURES VS. BUDGET – OTHER FUNDS

Fund #	Fund	Revenues			Expenditures		
		2025 Budget	2025 YTD Actual	% Rec	2025 Budget	2025 YTD Actual	% Exp
03	Motor Fuel Tax	\$ 561,726	\$ 523,254	93.15%	\$ 1,251,657	\$ 1,192,593	95.28%
05	Debt Service Fund	\$ 607,117	\$ 600,373	98.89%	\$ 611,312	\$ 609,503	99.70%
13	Cap Equipmnt Replcmnt	\$ 1,088,584	\$ 1,046,361	96.12%	\$ 1,818,590	\$ 1,089,318	59.90%
14	Capital Improvement	\$ 1,614,792	\$ 1,058,980	65.58%	\$ 1,784,832	\$ 979,661	54.89%
31	TIF-Madison	\$ 668,524	\$ 1,226,437	183.45%	\$ 246,070	\$ 34,934	14.20%
32	TIF-North	\$ 226,402	\$ 1,015,745	448.65%	\$ 188,433	\$ 47,562	25.24%
35	Infrastructure Imp Bond	\$ 2,800	\$ 25,976	927.71%	\$ 300,000	\$ 238,893	79.63%

CASH AND INVESTMENTS

Fund #	Fund	Cash and Money Markets	IMET Convenience Fund	Investments	Total
1	General	\$ 4,118,976	\$ 61,490	\$ 4,499,351	\$ 8,679,817
3	Motor Fuel Tax	\$ 542,441	\$ -	\$ 232,750	\$ 775,191
5	Debt Service Fund	\$ 265,883	\$ -	\$ -	\$ 265,883
13	Capital Equip Replacemen	\$ 1,511,258	\$ 268,153	\$ 3,769,979	\$ 5,549,390
14	Capital Improvement	\$ 233,521	\$ -	\$ 736,902	\$ 970,423
31	TIF-Madison Street	\$ 2,830,871	\$ -	\$ -	\$ 2,830,871
32	TIF- North Avenue	\$ 1,670,284	\$ -	\$ -	\$ 1,670,284
35	Infrastructure Imp Bond	\$ 425,340	\$ -	\$ -	\$ 425,340
2	Water & Sewer	\$ 2,976,744	\$ 200,280	\$ 733,946	\$ 3,910,970
Total		\$ 14,575,318	\$ 529,923	\$ 9,972,928	\$ 25,078,169

MARCH 2025 FINANCE ACTIVITIES

1. The proposed FY 2026 budget was prepared.
2. Staff began preparing for the 2025 Vehicle Sticker season.
3. The Finance Director and the Assistant Finance Director met with the auditing team from Sikich to prepare for the upcoming FY 2025 audit.
4. Staff began working with Springbrook to prepare for the implementation of the new online system for the payment of water bills.

General Ledger

Village of River Forest

User: rmcadams
 Printed: 4/4/2025 10:54:18 AM
 Period 11 - 11
 Fiscal Year 2025



Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
01	General Fund							
00								
01-00-00-41-1000	Property Tax-Prior Years	3,729,975.00	3,838,044.64	0.00	0.00	3,838,044.64	-108,069.64	102.90
01-00-00-41-1021	Property Tax-Current Year	3,897,792.00	1,144,349.01	0.00	2,611,979.51	3,756,328.52	141,463.48	96.37
	Property Taxes	7,627,767.00	4,982,393.65	0.00	2,611,979.51	7,594,373.16	33,393.84	99.56
01-00-00-41-1150	Replacement Tax	376,410.00	190,734.29	0.00	12,635.85	203,370.14	173,039.86	54.03
01-00-00-41-1190	Restaurant Tax	184,459.00	146,449.83	0.00	16,454.30	162,904.13	21,554.87	88.31
01-00-00-41-1200	Sales Tax	2,348,762.00	2,108,326.70	0.00	250,686.05	2,359,012.75	-10,250.75	100.44
01-00-00-41-1205	State Use Tax	494,223.00	338,764.23	0.00	47,477.47	386,241.70	107,981.30	78.15
01-00-00-41-1210	Non-Home Rule Sales Tax	1,052,477.00	949,943.57	0.00	124,634.75	1,074,578.32	-22,101.32	102.10
01-00-00-41-1250	Income Tax	2,003,607.00	1,718,718.95	0.00	112,232.87	1,830,951.82	172,655.18	91.38
01-00-00-41-1450	Transfer Tax	138,851.00	98,044.00	0.00	10,832.00	108,876.00	29,975.00	78.41
01-00-00-41-1460	Communication Tax	183,313.00	164,328.66	0.00	14,343.32	178,671.98	4,641.02	97.47
01-00-00-41-1475	Utility Tax Elec	439,694.00	364,988.47	0.00	24,154.79	389,143.26	50,550.74	88.50
01-00-00-41-1480	Utility Tax Gas	188,573.00	151,049.79	0.00	42,890.77	193,940.56	-5,367.56	102.85
01-00-00-41-1490	Local Gasoline Tax	89,307.00	68,804.85	0.00	5,714.01	74,518.86	14,788.14	83.44
01-00-00-41-1600	Cannabis State Excise Tax	18,278.00	15,370.86	0.00	1,580.72	16,951.58	1,326.42	92.74
	Other Taxes	7,517,954.00	6,315,524.20	0.00	663,636.90	6,979,161.10	538,792.90	92.83
01-00-00-42-2115	Pet Licenses	2,000.00	880.00	0.00	10.00	890.00	1,110.00	44.50
01-00-00-42-2120	Vehicle Licenses	290,000.00	274,645.85	0.00	691.50	275,337.35	14,662.65	94.94
01-00-00-42-2345	Contractor's License Fees	100,000.00	90,500.00	0.00	12,000.00	102,500.00	-2,500.00	102.50
01-00-00-42-2350	Business Licenses	25,364.00	10,200.00	0.00	8,685.00	18,885.00	6,479.00	74.46
01-00-00-42-2355	Tent Licenses	300.00	90.00	0.00	0.00	90.00	210.00	30.00
01-00-00-42-2360	Building Permits	675,000.00	414,002.66	0.00	125,443.86	539,446.52	135,553.48	79.92
01-00-00-42-2361	Plumbing Permits	28,185.00	17,265.00	0.00	2,500.00	19,765.00	8,420.00	70.13
01-00-00-42-2362	Electrical Permits	30,000.00	19,772.00	0.00	2,521.50	22,293.50	7,706.50	74.31
01-00-00-42-2364	Reinspection Fees	10,000.00	2,925.00	0.00	150.00	3,075.00	6,925.00	30.75
01-00-00-42-2365	Bonfire Permits	60.00	0.00	0.00	30.00	30.00	30.00	50.00
01-00-00-42-2366	Beekeeping Permit	150.00	0.00	0.00	0.00	0.00	150.00	0.00
01-00-00-42-2368	Solicitors Permits	1,200.00	400.00	0.00	0.00	400.00	800.00	33.33
01-00-00-42-2369	Zoning Variation Fee	3,000.00	4,750.00	0.00	0.00	4,750.00	-1,750.00	158.33

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
01-00-00-42-2370	Film Crew License	5,560.00	16,700.00	0.00	0.00	16,700.00	-11,140.00	300.36
01-00-00-42-2520	Liquor Licenses	27,000.00	24,200.00	0.00	100.00	24,300.00	2,700.00	90.00
01-00-00-42-2570	CableVideo Svc Provider Fees	194,000.00	166,404.23	0.00	0.00	166,404.23	27,595.77	85.78
	Licenses & Permits	1,391,819.00	1,042,734.74	0.00	152,131.86	1,194,866.60	196,952.40	85.85
01-00-00-43-3065	Police Reports	2,200.00	2,365.00	0.00	190.00	2,555.00	-355.00	116.14
01-00-00-43-3070	Fire Reports	500.00	280.00	0.00	0.00	280.00	220.00	56.00
01-00-00-43-3180	Garbage Collection	1,243,079.00	1,033,036.01	15.45	81,274.22	1,114,294.78	128,784.22	89.64
01-00-00-43-3185	Penalties on Garbage Fees	8,314.00	6,693.00	41.67	526.22	7,177.55	1,136.45	86.33
01-00-00-43-3200	Metra Daily Parking	22,000.00	29,920.51	0.00	3,251.74	33,172.25	-11,172.25	150.78
01-00-00-43-3220	Parking Lot Permit Fees	107,254.00	121,441.81	0.00	7,147.76	128,589.57	-21,335.57	119.89
01-00-00-43-3225	Administrative Towing Fees	107,000.00	117,000.00	0.00	16,500.00	133,500.00	-26,500.00	124.77
01-00-00-43-3230	Animal Release Fees	50.00	1,515.00	0.00	500.00	2,015.00	-1,965.00	4,030.00
01-00-00-43-3515	NSF Fees	200.00	0.00	0.00	0.00	0.00	200.00	0.00
01-00-00-43-3530	5050 Sidewalk Program	10,000.00	162.50	0.00	0.00	162.50	9,837.50	1.63
01-00-00-43-3536	Elevator Inspection Fees	4,450.00	0.00	0.00	3,550.00	3,550.00	900.00	79.78
01-00-00-43-3537	Elevator Reinspection Fees	400.00	1,150.00	0.00	50.00	1,200.00	-800.00	300.00
01-00-00-43-3540	ROW Encroachment Fees	1,000.00	200.00	0.00	0.00	200.00	800.00	20.00
01-00-00-43-3550	Ambulance Fees	1,000,000.00	611,072.73	112,601.77	225,203.54	723,674.50	276,325.50	72.37
01-00-00-43-3551	Cell Tower Fees	2,400.00	2,400.00	0.00	0.00	2,400.00	0.00	100.00
01-00-00-43-3552	Public Safety Impact Fees	0.00	87,500.00	0.00	0.00	87,500.00	-87,500.00	0.00
01-00-00-43-3554	CPR Fees	7,500.00	1,790.00	0.00	130.00	1,920.00	5,580.00	25.60
01-00-00-43-3557	Car Fire & Extrication Fee	500.00	0.00	0.00	0.00	0.00	500.00	0.00
01-00-00-43-3560	State Highway Maintenance	74,387.00	55,790.25	0.00	0.00	55,790.25	18,596.75	75.00
	Charges for Services	2,591,234.00	2,072,316.81	112,658.89	338,323.48	2,297,981.40	293,252.60	88.68
01-00-00-44-4230	Police Tickets	266,823.00	152,789.23	0.00	9,824.40	162,613.63	104,209.37	60.94
01-00-00-44-4240	Automated Traffic Enf Fines	14,730.00	0.00	0.00	0.00	0.00	14,730.00	0.00
01-00-00-44-4245	EV Charging Station Overstay	0.00	2,868.92	0.00	313.79	3,182.71	-3,182.71	0.00
01-00-00-44-4300	Local Ordinance Tickets	5,739.00	3,258.02	0.00	235.00	3,493.02	2,245.98	60.86
01-00-00-44-4430	Court Fines	55,960.00	22,997.43	0.00	4,595.00	27,592.43	28,367.57	49.31
01-00-00-44-4435	DUI Fines	1,439.00	2,850.00	0.00	367.19	3,217.19	-1,778.19	223.57
01-00-00-44-4436	Drug Forfeiture Revenue	2,881.00	0.00	0.00	0.00	0.00	2,881.00	0.00
01-00-00-44-4439	Article 36 Forfeited Funds	1,055.00	2,660.13	0.00	0.00	2,660.13	-1,605.13	252.15
01-00-00-44-4440	Building Construction Citation	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
	Fines & Forfeits	353,627.00	187,423.73	0.00	15,335.38	202,759.11	150,867.89	57.34
01-00-00-45-5100	Interest	376,444.00	344,592.22	0.00	18,557.73	363,149.95	13,294.05	96.47
01-00-00-45-5200	Net Change in Fair Value	0.00	45,427.20	0.00	6,866.52	52,293.72	-52,293.72	0.00
	Interest	376,444.00	390,019.42	0.00	25,424.25	415,443.67	-38,999.67	110.36

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
01-00-00-46-6410	Miscellaneous	10,000.00	79,486.62	0.40	1,000.22	80,486.44	-70,486.44	804.86
01-00-00-46-6411	Miscellaneous Public Safety	5,000.00	4,168.41	0.00	0.00	4,168.41	831.59	83.37
01-00-00-46-6412	Reimbursements-Crossing Guards	107,779.00	0.00	0.00	0.00	0.00	107,779.00	0.00
01-00-00-46-6415	Reimbursement of Expenses	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
01-00-00-46-6417	IRMA Reimbursements	50,000.00	83,138.35	0.00	38,986.88	122,125.23	-72,125.23	244.25
01-00-00-46-6510	T-Mobile Lease	39,960.00	33,742.94	0.00	3,330.00	37,072.94	2,887.06	92.78
01-00-00-46-6511	WSCDC Rental Income	63,769.00	57,961.29	0.00	5,379.47	63,340.76	428.24	99.33
01-00-00-46-8001	IRMA Excess	200,000.00	0.00	0.00	0.00	0.00	200,000.00	0.00
	Miscellaneous	479,008.00	258,497.61	0.40	48,696.57	307,193.78	171,814.22	64.13
01-00-00-46-6521	Law Enforcement Training Reimb	5,800.00	3,250.00	0.00	0.00	3,250.00	2,550.00	56.03
01-00-00-46-6524	ISEARCH Grant	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00	100.00
01-00-00-46-6525	Bullet Proof Vest Reimb-DOJ	2,881.00	2,833.00	710.50	0.00	2,122.50	758.50	73.67
01-00-00-46-6528	IDOT Traffic Safety Grant	28,000.00	2,563.19	567.08	0.00	1,996.11	26,003.89	7.13
01-00-00-46-6532	Grants	108,000.00	176,627.83	0.00	70,675.00	247,302.83	-139,302.83	228.98
01-00-00-46-6536	IRMA Fire Equipment Grant	2,250.00	9,950.00	4,450.00	0.00	5,500.00	-3,250.00	244.44
01-00-00-46-6615	MABAS Grant	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
01-00-00-46-6620	State Fire Marshal Training	8,000.00	6,216.39	0.00	0.00	6,216.39	1,783.61	77.70
	Grants & Contributions	166,931.00	210,440.41	5,727.58	70,675.00	275,387.83	-108,456.83	164.97
01-00-00-48-8000	Sale of Property	1,000.00	395.00	0.00	0.00	395.00	605.00	39.50
	Other Financing Sources	1,000.00	395.00	0.00	0.00	395.00	605.00	39.50
00		<u>20,505,784.00</u>	<u>15,459,745.57</u>	<u>118,386.87</u>	<u>3,926,202.95</u>	<u>19,267,561.65</u>	<u>1,238,222.35</u>	<u>93.96</u>
	Revenue	20,505,784.00	15,459,745.57	118,386.87	3,926,202.95	19,267,561.65	1,238,222.35	93.96
10	Administration							
01-10-00-51-0200	Salaries Regular	764,992.00	633,237.85	63,391.40	0.00	696,629.25	68,362.75	91.06
01-10-00-51-1700	Overtime	500.00	0.00	0.00	0.00	0.00	500.00	0.00
	Personal Services	765,492.00	633,237.85	63,391.40	0.00	696,629.25	68,862.75	91.00
01-10-00-52-0320	FICA	44,464.00	36,593.58	3,857.49	0.00	40,451.07	4,012.93	90.97
01-10-00-52-0325	Medicare	11,100.00	9,246.03	902.16	0.00	10,148.19	951.81	91.43
01-10-00-52-0330	IMRF	49,317.00	40,127.12	4,654.15	0.15	44,781.12	4,535.88	90.80
01-10-00-52-0350	Employee Assistance	2,180.00	4.17	4.17	0.00	8.34	2,171.66	0.38

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
	Program							
01-10-00-52-0375	Fringe Benefits	8,760.00	7,516.00	730.00	0.00	8,246.00	514.00	94.13
01-10-00-52-0400	Health Insurance	75,611.00	63,032.49	7,236.42	935.54	69,333.37	6,277.63	91.70
01-10-00-52-0420	Health Insurance - Retirees	0.00	1.80	735.72	736.62	0.90	-0.90	0.00
01-10-00-52-0425	Life Insurance	615.00	400.33	267.88	227.29	440.92	174.08	71.69
01-10-00-52-0430	VEBA Contributions	15,376.00	14,909.71	0.00	0.00	14,909.71	466.29	96.97
01-10-00-52-0500	Wellness Program	2,000.00	7,444.25	0.00	0.00	7,444.25	-5,444.25	372.21
	Benefits	209,423.00	179,275.48	18,387.99	1,899.60	195,763.87	13,659.13	93.48
01-10-00-53-0200	Communications	41,302.00	32,134.21	3,583.31	0.00	35,717.52	5,584.48	86.48
01-10-00-53-0300	Audit Services	24,948.00	22,085.43	0.00	0.00	22,085.43	2,862.57	88.53
01-10-00-53-0350	Actuarial Services	5,500.00	3,000.00	0.00	0.00	3,000.00	2,500.00	54.55
01-10-00-53-0380	Consulting Services	112,500.00	105,181.75	7,491.71	0.00	112,673.46	-173.46	100.15
01-10-00-53-0410	IT Support	172,037.00	271,642.24	51,625.72	0.00	323,267.96	-151,230.96	187.91
01-10-00-53-0429	Vehicle Sticker Program	23,082.00	21,680.60	90.98	0.00	21,771.58	1,310.42	94.32
01-10-00-53-1100	Health Inspection Services	15,000.00	14,738.15	1,255.77	0.00	15,993.92	-993.92	106.63
01-10-00-53-1250	Unemployment Claims	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
01-10-00-53-2100	Bank Fees	23,471.00	16,748.63	1,102.10	0.00	17,850.73	5,620.27	76.05
01-10-00-53-2200	Liability Insurance	477,828.00	379,871.56	44,258.58	0.00	424,130.14	53,697.86	88.76
01-10-00-53-2250	IRMA Liability Deductible	10,000.00	38,875.68	0.00	0.00	38,875.68	-28,875.68	388.76
01-10-00-53-3300	Maint of Office Equipment	9,829.00	8,132.03	879.94	0.00	9,011.97	817.03	91.69
01-10-00-53-4100	Training	10,000.00	854.12	0.00	0.00	854.12	9,145.88	8.54
01-10-00-53-4150	Tuition Reimbursement	10,000.00	24,030.00	0.00	0.00	24,030.00	-14,030.00	240.30
01-10-00-53-4250	Travel & Meeting	13,075.00	4,892.37	0.00	0.00	4,892.37	8,182.63	37.42
01-10-00-53-4300	Dues & Subscriptions	27,813.00	23,779.13	583.04	0.00	24,362.17	3,450.83	87.59
01-10-00-53-4350	Printing	720.00	10,220.62	0.00	0.00	10,220.62	-9,500.62	1,419.53
01-10-00-53-4400	Medical & Screening	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
01-10-00-53-5300	AdvertisingLegal Notice	5,750.00	5,262.50	0.00	0.00	5,262.50	487.50	91.52
01-10-00-53-5600	Community and Emp Programs	59,730.00	28,121.20	9,347.00	0.00	37,468.20	22,261.80	62.73
	Contractual Services	1,049,085.00	1,011,250.22	120,218.15	0.00	1,131,468.37	-82,383.37	107.85
01-10-00-54-0100	Office Supplies	23,125.00	19,017.11	1,653.90	0.00	20,671.01	2,453.99	89.39
01-10-00-54-0150	Office Equipment	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
01-10-00-54-0600	Operating Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-00-54-1300	Postage	12,638.00	7,037.57	1,000.00	0.00	8,037.57	4,600.43	63.60
	Materials & Supplies	38,763.00	26,054.68	2,653.90	0.00	28,708.58	10,054.42	74.06
10	Administration	2,062,763.00	1,849,818.23	204,651.44	1,899.60	2,052,570.07	10,192.93	99.51
14	E911							
01-14-00-53-0410	IT Support	7,500.00	6,878.34	0.00	0.00	6,878.34	621.66	91.71
01-14-00-53-4275	WSCDC Contribution	372,584.00	353,133.63	0.00	0.00	353,133.63	19,450.37	94.78

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
	Contractual Services	380,084.00	360,011.97	0.00	0.00	360,011.97	20,072.03	94.72
14	E911	380,084.00	360,011.97	0.00	0.00	360,011.97	20,072.03	94.72
15	Boards and Commissions							
01-15-00-52-0320	FICA	620.00	85.30	32.87	0.00	118.17	501.83	19.06
01-15-00-52-0325	Medicare	145.00	19.96	7.69	0.00	27.65	117.35	19.07
01-15-00-52-0330	IMRF	723.00	100.32	39.99	0.00	140.31	582.69	19.41
01-15-00-52-0375	Fringe Benefits	720.00	600.00	60.00	0.00	660.00	60.00	91.67
	Benefits	2,208.00	805.58	140.55	0.00	946.13	1,261.87	42.85
01-15-00-53-0380	Consulting Services	32,500.00	0.00	125.00	0.00	125.00	32,375.00	0.38
01-15-00-53-0400	Secretarial Services	10,000.00	1,375.96	530.30	0.00	1,906.26	8,093.74	19.06
01-15-00-53-0420	Legal Services	14,000.00	4,235.50	0.00	0.00	4,235.50	9,764.50	30.25
01-15-00-53-4100	Training	500.00	0.00	0.00	0.00	0.00	500.00	0.00
01-15-00-53-4250	Travel & Meeting	9,090.00	2,458.71	600.00	0.00	3,058.71	6,031.29	33.65
01-15-00-53-4300	Dues & Subscriptions	9,950.00	5,595.00	0.00	0.00	5,595.00	4,355.00	56.23
01-15-00-53-4400	Medical & Screening	2,000.00	3,400.00	0.00	0.00	3,400.00	-1,400.00	170.00
01-15-00-53-4450	Testing	10,000.00	3,391.77	0.00	0.00	3,391.77	6,608.23	33.92
01-15-00-53-5300	AdvertisingLegal Notice	10,000.00	6,933.00	538.00	0.00	7,471.00	2,529.00	74.71
	Contractual Services	98,040.00	27,389.94	1,793.30	0.00	29,183.24	68,856.76	29.77
01-15-00-54-0100	Office Supplies	200.00	233.20	0.00	0.00	233.20	-33.20	116.60
01-15-00-54-1300	Postage	25.00	51.97	0.00	0.00	51.97	-26.97	207.88
	Materials & Supplies	225.00	285.17	0.00	0.00	285.17	-60.17	126.74
15	Boards and Commissions	100,473.00	28,480.69	1,933.85	0.00	30,414.54	70,058.46	30.27
20	Building and Development							
01-20-00-51-0200	Full-Time Salaries	321,005.00	268,136.11	26,868.56	0.00	295,004.67	26,000.33	91.90
01-20-00-51-1700	Overtime	500.00	0.00	0.00	0.00	0.00	500.00	0.00
01-20-00-51-1950	Insurance Refusal	1,200.00	1,000.00	100.00	0.00	1,100.00	100.00	91.67
	Reimbursemnt							
01-20-00-51-3000	Part-Time Salaries	0.00	67.55	0.00	0.00	67.55	-67.55	0.00
	Personal Services	322,705.00	269,203.66	26,968.56	0.00	296,172.22	26,532.78	91.78
01-20-00-52-0320	FICA	19,933.00	16,193.16	1,624.32	0.00	17,817.48	2,115.52	89.39
01-20-00-52-0325	Medicare	4,662.00	3,787.24	379.86	0.00	4,167.10	494.90	89.38
01-20-00-52-0330	IMRF	22,451.00	18,353.98	1,961.84	0.00	20,315.82	2,135.18	90.49
01-20-00-52-0375	Fringe Benefits	1,968.00	1,640.00	164.00	0.00	1,804.00	164.00	91.67
01-20-00-52-0400	Health Insurance	48,533.00	42,981.10	4,889.98	601.50	47,269.58	1,263.42	97.40
01-20-00-52-0425	Life Insurance	144.00	70.63	60.57	53.76	77.44	66.56	53.78

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
01-20-00-52-0430	VEBA Contributions	7,976.00	7,472.78	0.00	0.00	7,472.78	503.22	93.69
	Benefits	105,667.00	90,498.89	9,080.57	655.26	98,924.20	6,742.80	93.62
01-20-00-53-0370	Professional Services	36,102.00	10,590.72	2,476.01	0.00	13,066.73	23,035.27	36.19
01-20-00-53-0371	Recorder's Office Fees	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
01-20-00-53-1300	Inspection Services	76,500.00	36,602.66	4,735.00	0.00	41,337.66	35,162.34	54.04
01-20-00-53-1305	Plan Review Services	82,000.00	60,440.56	0.00	0.00	60,440.56	21,559.44	73.71
01-20-00-53-3200	Vehicle Maintenance	500.00	0.00	0.00	0.00	0.00	500.00	0.00
01-20-00-53-4100	Training	4,750.00	260.00	0.00	0.00	260.00	4,490.00	5.47
01-20-00-53-4300	Dues & Subscriptions	60.00	0.00	0.00	0.00	0.00	60.00	0.00
	Contractual Services	201,912.00	107,893.94	7,211.01	0.00	115,104.95	86,807.05	57.01
01-20-00-54-0100	Office Supplies	500.00	0.00	0.00	0.00	0.00	500.00	0.00
01-20-00-54-0150	Office Equipment	150.00	0.00	0.00	0.00	0.00	150.00	0.00
01-20-00-54-0200	Gas & Oil	100.00	0.00	0.00	0.00	0.00	100.00	0.00
01-20-00-54-0600	Operating Supplies	500.00	0.00	100.00	0.00	100.00	400.00	20.00
	Materials & Supplies	1,250.00	0.00	100.00	0.00	100.00	1,150.00	8.00
01-20-00-57-5013	Transfer to CERF	3,280.00	2,733.30	273.33	0.00	3,006.63	273.37	91.67
	Other Financing Uses	3,280.00	2,733.30	273.33	0.00	3,006.63	273.37	91.67
20	Building and Development	634,814.00	470,329.79	43,633.47	655.26	513,308.00	121,506.00	80.86
30	Legal Services							
01-30-00-53-0420	Labor and Employment Legal Svc	25,000.00	6,108.75	468.75	0.00	6,577.50	18,422.50	26.31
01-30-00-53-0425	Village Attorney	150,000.00	130,502.80	0.00	0.00	130,502.80	19,497.20	87.00
01-30-00-53-0426	Village Prosecutor	18,000.00	7,704.39	0.00	0.00	7,704.39	10,295.61	42.80
	Contractual Services	193,000.00	144,315.94	468.75	0.00	144,784.69	48,215.31	75.02
30	Legal Services	193,000.00	144,315.94	468.75	0.00	144,784.69	48,215.31	75.02
40	Police Department							
01-40-00-51-0100	Salaries Sworn	3,315,941.00	2,678,868.42	281,360.84	7,086.06	2,953,143.20	362,797.80	89.06
01-40-00-51-0200	Salaries Regular	127,493.00	108,888.02	10,638.52	0.00	119,526.54	7,966.46	93.75
01-40-00-51-1500	Specialist Pay	39,060.00	32,674.69	3,742.59	0.00	36,417.28	2,642.72	93.23
01-40-00-51-1600	Holiday Pay	145,384.00	72,115.00	0.00	0.00	72,115.00	73,269.00	49.60
01-40-00-51-1700	Overtime	287,737.00	283,682.37	25,981.95	0.00	309,664.32	-21,927.32	107.62
01-40-00-51-1727	IDOT STEP Overtime	28,000.00	1,613.43	0.00	0.00	1,613.43	26,386.57	5.76
01-40-00-51-1800	Educational Incentives	41,250.00	4,750.00	0.00	0.00	4,750.00	36,500.00	11.52
01-40-00-51-1950	Insurance Refusal Reim	1,800.00	1,275.00	75.00	0.00	1,350.00	450.00	75.00
01-40-00-51-3000	Part-Time Salaries	58,741.00	35,625.33	3,722.65	0.00	39,347.98	19,393.02	66.99
	Personal Services	4,045,406.00	3,219,492.26	325,521.55	7,086.06	3,537,927.75	507,478.25	87.46

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
01-40-00-52-0320	FICA	11,547.00	8,858.88	876.07	0.00	9,734.95	1,812.05	84.31
01-40-00-52-0325	Medicare	58,226.00	44,790.46	4,494.43	0.00	49,284.89	8,941.11	84.64
01-40-00-52-0330	IMRF	11,866.00	10,308.26	1,049.87	0.00	11,358.13	507.87	95.72
01-40-00-52-0375	Fringe Benefits	2,640.00	2,200.00	220.00	0.00	2,420.00	220.00	91.67
01-40-00-52-0400	Health Insurance	463,135.00	359,580.17	41,035.08	5,952.28	394,662.97	68,472.03	85.22
01-40-00-52-0420	Health Insurance - Retirees	94,800.00	90,659.19	21,845.25	13,925.29	98,579.15	-3,779.15	103.99
01-40-00-52-0425	Life Insurance	2,206.00	1,070.96	575.60	467.08	1,179.48	1,026.52	53.47
01-40-00-52-0430	VEBA Contributions	74,356.00	57,450.70	0.00	0.00	57,450.70	16,905.30	77.26
01-40-00-53-0009	Contribution to Police Pension	2,045,958.00	1,225,331.05	648,551.28	0.00	1,873,882.33	172,075.67	91.59
	Benefits	2,764,734.00	1,800,249.67	718,647.58	20,344.65	2,498,552.60	266,181.40	90.37
01-40-00-53-0200	Communications	5,500.00	9,419.50	0.00	0.00	9,419.50	-3,919.50	171.26
01-40-00-53-0380	Consulting Services	40,471.00	40,470.30	0.00	0.00	40,470.30	0.70	100.00
01-40-00-53-0385	Administrative Adjudication	28,800.00	22,462.77	2,400.00	0.00	24,862.77	3,937.23	86.33
01-40-00-53-0410	IT Support	51,464.00	42,782.39	0.00	0.00	42,782.39	8,681.61	83.13
01-40-00-53-0430	Animal Control	3,860.00	2,250.00	0.00	0.00	2,250.00	1,610.00	58.29
01-40-00-53-3010	Equipment Lease	32,487.00	0.00	27,614.74	0.00	27,614.74	4,872.26	85.00
01-40-00-53-3100	Maint of Equipment	25,100.00	3,208.61	0.00	0.00	3,208.61	21,891.39	12.78
01-40-00-53-3200	Maintenance of Vehicles	65,000.00	41,445.24	8,728.56	0.00	50,173.80	14,826.20	77.19
01-40-00-53-3600	Maintenance of Buildings	1,000.00	141.83	0.00	0.00	141.83	858.17	14.18
01-40-00-53-4100	Training	48,575.00	32,807.24	9,787.54	150.00	42,444.78	6,130.22	87.38
01-40-00-53-4200	Community Support Services	223,968.00	160,642.94	13,417.28	0.00	174,060.22	49,907.78	77.72
01-40-00-53-4250	Travel & Meeting	11,460.00	8,740.25	0.00	0.00	8,740.25	2,719.75	76.27
01-40-00-53-4300	Dues & Subscriptions	13,600.00	11,041.00	790.00	0.00	11,831.00	1,769.00	86.99
01-40-00-53-4350	Printing	6,400.00	7,427.78	0.00	0.00	7,427.78	-1,027.78	116.06
01-40-00-53-4400	Medical & Screening	12,540.00	8,693.00	0.00	0.00	8,693.00	3,847.00	69.32
01-40-00-53-5400	Damage Claims	5,000.00	47,605.95	13,809.59	0.00	61,415.54	-56,415.54	1,228.31
	Contractual Services	575,225.00	439,138.80	76,547.71	150.00	515,536.51	59,688.49	89.62
01-40-00-54-0100	Office Supplies	9,500.00	7,382.69	999.89	0.00	8,382.58	1,117.42	88.24
01-40-00-54-0150	Equipment	45,270.00	50,051.72	36,070.17	0.00	86,121.89	-40,851.89	190.24
01-40-00-54-0200	Gas & Oil	65,431.00	50,109.70	3,978.80	0.00	54,088.50	11,342.50	82.66
01-40-00-54-0300	Uniforms Sworn Personnel	57,750.00	41,612.62	865.92	0.00	42,478.54	15,271.46	73.56
01-40-00-54-0310	Uniforms Other Personnel	1,500.00	2,467.24	0.00	0.00	2,467.24	-967.24	164.48
01-40-00-54-0400	Prisoner Care	3,600.00	2,823.90	408.00	0.00	3,231.90	368.10	89.78
01-40-00-54-0600	Operating Supplies	11,380.00	6,251.78	2,564.18	0.00	8,815.96	2,564.04	77.47
01-40-00-54-0601	Radios	6,650.00	384.99	0.00	0.00	384.99	6,265.01	5.79
01-40-00-54-0602	Firearms and Range Supplies	26,500.00	14,241.90	5,896.23	0.00	20,138.13	6,361.87	75.99
01-40-00-54-0603	Evidence Supplies	7,600.00	1,716.18	42.98	0.00	1,759.16	5,840.84	23.15
01-40-00-54-0605	DUI Expenditures	5,500.00	5,082.40	0.00	0.00	5,082.40	417.60	92.41
01-40-00-54-0610	Drug Forfeiture Expenditures	800.00	62.99	0.00	0.00	62.99	737.01	7.87
01-40-00-54-0615	Article 36 Exp	3,200.00	0.00	0.00	0.00	0.00	3,200.00	0.00

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
01-40-00-54-0620	Cannabis Tax Act Expenditures	13,100.00	2,664.72	1,749.50	0.00	4,414.22	8,685.78	33.70
	Materials & Supplies	257,781.00	184,852.83	52,575.67	0.00	237,428.50	20,352.50	92.10
01-40-00-57-5013	Transfer to CERF	364,843.00	304,035.80	30,403.58	0.00	334,439.38	30,403.62	91.67
	Other Financing Uses	364,843.00	304,035.80	30,403.58	0.00	334,439.38	30,403.62	91.67
40	Police Department	8,007,989.00	5,947,769.36	1,203,696.09	27,580.71	7,123,884.74	884,104.26	88.96
50	Fire Department							
01-50-00-51-0100	Salaries Sworn	2,421,724.00	2,047,477.91	244,642.83	0.00	2,292,120.74	129,603.26	94.65
01-50-00-51-0200	Salaries Regular	97,221.00	79,849.23	8,101.76	0.00	87,950.99	9,270.01	90.47
01-50-00-51-1500	Specialist Pay	148,737.00	131,702.40	13,363.24	0.00	145,065.64	3,671.36	97.53
01-50-00-51-1600	Holiday Pay	96,044.00	49,227.28	2,616.73	0.00	51,844.01	44,199.99	53.98
01-50-00-51-1700	Overtime	140,000.00	321,904.81	28,244.76	0.00	350,149.57	-210,149.57	250.11
01-50-00-51-1800	Educational Incentives	17,500.00	17,500.00	0.00	0.00	17,500.00	0.00	100.00
01-50-00-51-3000	Part-Time Salaries	39,971.00	35,449.40	3,733.72	0.00	39,183.12	787.88	98.03
	Personal Services	2,961,197.00	2,683,111.03	300,703.04	0.00	2,983,814.07	-22,617.07	100.76
01-50-00-52-0320	FICA	19,048.00	15,612.35	1,572.22	0.00	17,184.57	1,863.43	90.22
01-50-00-52-0325	Medicare	42,948.00	37,312.33	4,202.06	0.00	41,514.39	1,433.61	96.66
01-50-00-52-0330	IMRF	9,919.00	8,047.56	858.36	0.00	8,905.92	1,013.08	89.79
01-50-00-52-0375	Fringe Benefits	2,880.00	1,800.00	180.00	0.00	1,980.00	900.00	68.75
01-50-00-52-0400	Health Insurance	363,823.00	308,333.85	36,750.39	5,363.34	339,720.90	24,102.10	93.38
01-50-00-52-0420	Health Insurance - Retirees	23,980.00	19,582.48	7,668.80	5,695.87	21,555.41	2,424.59	89.89
01-50-00-52-0425	Life Insurance	1,529.00	752.50	478.21	402.96	827.75	701.25	54.14
01-50-00-52-0430	VEBA Contributions	66,354.00	54,567.06	0.00	0.00	54,567.06	11,786.94	82.24
01-50-00-53-0010	Contribution to Fire Pension	1,757,300.00	1,121,111.71	588,929.23	0.00	1,710,040.94	47,259.06	97.31
	Benefits	2,287,781.00	1,567,119.84	640,639.27	11,462.17	2,196,296.94	91,484.06	96.00
01-50-00-53-0200	Communications	15,440.00	7,443.94	0.00	0.00	7,443.94	7,996.06	48.21
01-50-00-53-0410	IT Support	28,507.00	18,682.19	1,923.87	0.00	20,606.06	7,900.94	72.28
01-50-00-53-3010	Equipment Lease	19,940.00	19,939.29	0.00	0.00	19,939.29	0.71	100.00
01-50-00-53-3100	Maintenance of Equipment	8,900.00	7,176.82	899.00	0.00	8,075.82	824.18	90.74
01-50-00-53-3200	Maintenance of Vehicles	72,740.00	70,281.49	16,183.48	589.25	85,875.72	-13,135.72	118.06
01-50-00-53-3300	Maint of Office Equipment	500.00	0.00	0.00	0.00	0.00	500.00	0.00
01-50-00-53-3600	Maintenance of Buildings	4,300.00	3,697.00	1,706.35	0.00	5,403.35	-1,103.35	125.66
01-50-00-53-4100	Training	28,300.00	16,214.04	731.10	0.00	16,945.14	11,354.86	59.88
01-50-00-53-4200	Community Support Services	15,750.00	3,647.93	715.44	0.00	4,363.37	11,386.63	27.70
01-50-00-53-4250	Travel & Meeting	16,550.00	9,830.23	255.00	0.00	10,085.23	6,464.77	60.94
01-50-00-53-4300	Dues & Subscriptions	17,530.00	15,710.50	50.00	0.00	15,760.50	1,769.50	89.91
01-50-00-53-4400	Medical & Screening	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0.00

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
01-50-00-53-5700	GEMT Expenses	450,000.00	23,435.77	0.00	0.00	23,435.77	426,564.23	5.21
	Contractual Services	693,457.00	196,059.20	22,464.24	589.25	217,934.19	475,522.81	31.43
01-50-00-54-0100	Office Supplies	2,000.00	2,719.28	0.00	0.00	2,719.28	-719.28	135.96
01-50-00-54-0150	Equipment	16,900.00	15,430.26	22,512.48	14,522.55	23,420.19	-6,520.19	138.58
01-50-00-54-0200	Gas & Oil	25,959.00	17,891.49	1,570.22	0.00	19,461.71	6,497.29	74.97
01-50-00-54-0300	Uniforms Sworn Personnel	34,450.00	27,432.39	0.00	0.00	27,432.39	7,017.61	79.63
01-50-00-54-0600	Operating Supplies	51,750.00	34,479.32	1,032.02	38.04	35,473.30	16,276.70	68.55
	Materials & Supplies	131,059.00	97,952.74	25,114.72	14,560.59	108,506.87	22,552.13	82.79
01-50-00-57-5013	Transfer to CERF	259,706.00	216,421.70	21,642.17	0.00	238,063.87	21,642.13	91.67
	Other Financing Uses	259,706.00	216,421.70	21,642.17	0.00	238,063.87	21,642.13	91.67
50	Fire Department	6,333,200.00	4,760,664.51	1,010,563.44	26,612.01	5,744,615.94	588,584.06	90.71
60	Public Works							
01-60-01-51-0200	Salaries Regular	603,055.00	494,366.80	48,972.08	0.00	543,338.88	59,716.12	90.10
01-60-01-51-1500	Certification Pay	6,200.00	5,600.00	0.00	0.00	5,600.00	600.00	90.32
01-60-01-51-1700	Overtime	50,000.00	35,892.18	2,438.05	0.00	38,330.23	11,669.77	76.66
01-60-01-51-3000	Part-Time Salaries	10,800.00	16,082.75	1,245.00	0.00	17,327.75	-6,527.75	160.44
	Personal Services	670,055.00	551,941.73	52,655.13	0.00	604,596.86	65,458.14	90.23
01-60-01-52-0320	FICA	40,104.00	33,618.08	3,229.99	0.00	36,848.07	3,255.93	91.88
01-60-01-52-0325	Medicare	9,671.00	7,862.28	755.45	0.00	8,617.73	1,053.27	89.11
01-60-01-52-0330	IMRF	48,224.00	36,697.92	3,807.40	0.00	40,505.32	7,718.68	83.99
01-60-01-52-0375	Fringe Benefits	4,584.00	3,436.50	382.00	0.00	3,818.50	765.50	83.30
01-60-01-52-0400	Health Insurance	125,460.00	129,509.82	4,034.51	637.80	132,906.53	-7,446.53	105.94
01-60-01-52-0420	Health Insurance - Retirees	12,750.00	9,157.26	888.79	1,479.56	8,566.49	4,183.51	67.19
01-60-01-52-0425	Life Insurance	292.00	91.96	102.20	89.55	104.61	187.39	35.83
01-60-01-52-0430	VEBA Contributions	8,502.00	6,020.33	0.00	0.00	6,020.33	2,481.67	70.81
	Benefits	249,587.00	226,394.15	13,200.34	2,206.91	237,387.58	12,199.42	95.11
01-60-01-53-0200	Communications	5,513.00	4,875.51	446.29	0.00	5,321.80	191.20	96.53
01-60-01-53-0380	Consulting Services	5,000.00	4,999.84	0.00	0.00	4,999.84	0.16	100.00
01-60-01-53-0410	IT Support	24,045.00	21,447.10	2,218.73	0.00	23,665.83	379.17	98.42
01-60-01-53-1310	Julie Notifications	670.00	522.33	0.00	0.00	522.33	147.67	77.96
01-60-01-53-3100	Maintenance of Equipment	3,500.00	2,774.98	28.64	0.00	2,803.62	696.38	80.10
01-60-01-53-3200	Maintenance of Vehicles	21,250.00	17,420.78	3,482.82	0.00	20,903.60	346.40	98.37
01-60-01-53-3400	Maintenance TrafficSt Lights	74,500.00	42,862.92	5,538.49	0.00	48,401.41	26,098.59	64.97
01-60-01-53-3550	Tree Maintenance	112,000.00	70,475.63	37,000.00	0.00	107,475.63	4,524.37	95.96
01-60-01-53-3600	Maintenance of Bldgs & Grounds	124,670.00	91,880.72	1,455.83	293.60	93,042.95	31,627.05	74.63
01-60-01-53-3610	Maintenance Sidewalks	205,000.00	206,114.05	0.00	0.00	206,114.05	-1,114.05	100.54

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
01-60-01-53-3620	Maintenance Streets	12,500.00	12,500.00	0.00	0.00	12,500.00	0.00	100.00
01-60-01-53-4100	Training	2,500.00	6,710.88	0.00	0.00	6,710.88	-4,210.88	268.44
01-60-01-53-4250	Travel & Meeting	8,810.00	3,810.69	170.00	0.00	3,980.69	4,829.31	45.18
01-60-01-53-4300	Dues & Subscriptions	7,560.00	8,438.00	0.00	0.00	8,438.00	-878.00	111.61
01-60-01-53-4400	Medical & Screening	1,300.00	1,847.00	0.00	0.00	1,847.00	-547.00	142.08
01-60-01-53-5300	AdvertisingLegal Notice	2,000.00	0.00	245.00	0.00	245.00	1,755.00	12.25
01-60-01-53-5350	Dumping Fees	13,000.00	6,989.73	696.37	0.00	7,686.10	5,313.90	59.12
01-60-01-53-5400	Damage Claims	25,000.00	32,826.34	18,298.02	0.00	51,124.36	-26,124.36	204.50
01-60-01-53-5450	St Light Electricity	41,500.00	31,378.15	5,444.73	0.00	36,822.88	4,677.12	88.73
01-60-05-53-5500	Collection & Disposal	1,243,079.00	938,222.84	104,149.84	0.00	1,042,372.68	200,706.32	83.85
01-60-05-53-5510	Leaf Disposal	60,798.00	57,804.06	0.00	0.00	57,804.06	2,993.94	95.08
	Contractual Services	1,994,195.00	1,563,901.55	179,174.76	293.60	1,742,782.71	251,412.29	87.39
01-60-01-54-0100	Office Supplies	1,000.00	148.56	156.55	0.00	305.11	694.89	30.51
01-60-01-54-0200	Gas & Oil	19,950.00	17,259.40	2,098.97	0.00	19,358.37	591.63	97.03
01-60-01-54-0310	Uniforms	6,100.00	2,317.56	1,510.07	0.00	3,827.63	2,272.37	62.75
01-60-01-54-0500	Vehicle Parts	8,000.00	6,355.00	0.00	61.37	6,293.63	1,706.37	78.67
01-60-01-54-0600	Operating Supplies & Equipment	39,770.00	37,812.15	2,051.00	0.00	39,863.15	-93.15	100.23
01-60-01-54-0800	Trees	41,000.00	11,042.00	0.00	0.00	11,042.00	29,958.00	26.93
01-60-05-54-0600	Operating Supplies	1,000.00	467.16	0.00	0.00	467.16	532.84	46.72
	Materials & Supplies	116,820.00	75,401.83	5,816.59	61.37	81,157.05	35,662.95	69.47
01-60-01-55-1205	Streetscape Improvements	154,000.00	152,989.60	0.00	0.00	152,989.60	1,010.40	99.34
	Capital Outlay	154,000.00	152,989.60	0.00	0.00	152,989.60	1,010.40	99.34
01-60-01-57-5013	Transfer to CERF	167,579.00	139,649.20	13,964.92	0.00	153,614.12	13,964.88	91.67
	Other Financing Uses	167,579.00	139,649.20	13,964.92	0.00	153,614.12	13,964.88	91.67
60	Public Works	3,352,236.00	2,710,278.06	264,811.74	2,561.88	2,972,527.92	379,708.08	88.67
	Expense	21,064,559.00	16,271,668.55	2,729,758.78	59,309.46	18,942,117.87	2,122,441.13	89.92
01	General Fund	558,775.00	811,922.98	2,848,145.65	3,985,512.41	-325,443.78	884,218.78	-58.24

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
02	Water & Sewer Fund							
00								
02-00-00-42-2360	Permit Fees	32,210.00	17,250.00	0.00	1,300.00	18,550.00	13,660.00	57.59
	Licenses & Permits	32,210.00	17,250.00	0.00	1,300.00	18,550.00	13,660.00	57.59
02-00-00-43-3100	Water Sales	3,465,601.00	3,096,003.24	0.00	184,725.17	3,280,728.41	184,872.59	94.67
02-00-00-43-3150	Sewer Sales	2,181,390.00	1,868,265.05	0.00	112,361.91	1,980,626.96	200,763.04	90.80
02-00-00-43-3160	Water Penalties	33,000.00	28,444.91	2,689.50	4,097.40	29,852.81	3,147.19	90.46
02-00-00-43-3515	NSF Fees	200.00	475.00	0.00	75.00	550.00	-350.00	275.00
	Charges for Services	5,680,191.00	4,993,188.20	2,689.50	301,259.48	5,291,758.18	388,432.82	93.16
02-00-00-45-5100	Interest	103,979.00	139,849.89	0.00	12,508.77	152,358.66	-48,379.66	146.53
02-00-00-45-5200	Net Change in Fair Value	0.00	-4,481.84	0.00	1,516.41	-2,965.43	2,965.43	0.00
	Interest	103,979.00	135,368.05	0.00	14,025.18	149,393.23	-45,414.23	143.68
02-00-00-46-6410	Miscellaneous	5,000.00	400.00	0.00	0.00	400.00	4,600.00	8.00
02-00-00-46-6417	IRMA	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
	Reimbursements							
02-00-00-46-6580	Sale of Meters	10,000.00	8,997.00	326.00	1,616.00	10,287.00	-287.00	102.87
	Miscellaneous	17,000.00	9,397.00	326.00	1,616.00	10,687.00	6,313.00	62.86
02-00-00-46-6532	Grants	750,000.00	0.00	0.00	0.00	0.00	750,000.00	0.00
	Grants & Contributions	750,000.00	0.00	0.00	0.00	0.00	750,000.00	0.00
00		6,583,380.00	5,155,203.25	3,015.50	318,200.66	5,470,388.41	1,112,991.59	83.09
	Revenue	6,583,380.00	5,155,203.25	3,015.50	318,200.66	5,470,388.41	1,112,991.59	83.09
60	Public Works							
02-60-06-51-0200	Salaries Regular	919,997.00	757,295.12	77,429.11	0.00	834,724.23	85,272.77	90.73
02-60-06-51-1500	Specialists Pay	1,400.00	2,000.00	0.00	0.00	2,000.00	-600.00	142.86
02-60-06-51-1700	Overtime	12,000.00	1,573.81	2,006.27	0.00	3,580.08	8,419.92	29.83
02-60-06-51-1950	Insurance Refusal	300.00	250.00	25.00	0.00	275.00	25.00	91.67
	Reimb							
02-60-06-51-3000	Part-Time Salaries	10,800.00	16,082.75	1,245.00	0.00	17,327.75	-6,527.75	160.44
	Personal Services	944,497.00	777,201.68	80,705.38	0.00	857,907.06	86,589.94	90.83
02-60-06-52-0320	FICA	57,217.00	46,490.23	4,922.65	0.00	51,412.88	5,804.12	89.86
02-60-06-52-0325	Medicare	13,735.00	10,997.00	1,151.25	0.00	12,148.25	1,586.75	88.45
02-60-06-52-0330	IMRF	67,729.00	52,750.39	5,869.48	0.00	58,619.87	9,109.13	86.55
02-60-06-52-0375	Fringe Benefits	5,808.00	4,260.00	484.00	0.00	4,744.00	1,064.00	81.68
02-60-06-52-0400	Health Insurance	177,277.00	160,260.64	7,753.58	1,048.84	166,965.38	10,311.62	94.18
02-60-06-52-0420	Health Insurance - Retirees	3,380.00	3,865.30	0.00	270.67	3,594.63	-214.63	106.35

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
02-60-06-52-0425	Life Insurance	441.00	267.10	311.12	287.82	290.40	150.60	65.85
02-60-06-52-0430	VEBA Contributions	18,317.00	15,489.86	0.00	0.00	15,489.86	2,827.14	84.57
	Benefits	343,904.00	294,380.52	20,492.08	1,607.33	313,265.27	30,638.73	91.09
02-60-06-53-0100	Electricity	44,796.00	40,804.25	3,299.66	0.00	44,103.91	692.09	98.46
02-60-06-53-0200	Communications	5,630.00	4,309.27	357.10	0.00	4,666.37	963.63	82.88
02-60-06-53-0300	Auditing	10,407.00	10,395.77	0.00	0.00	10,395.77	11.23	99.89
02-60-06-53-0380	Consulting Services	1,540.00	385.49	37.01	0.00	422.50	1,117.50	27.44
02-60-06-53-0410	IT Support	117,251.00	134,568.01	19,286.03	0.00	153,854.04	-36,603.04	131.22
02-60-06-53-1300	Inspections	1,300.00	0.00	0.00	0.00	0.00	1,300.00	0.00
02-60-06-53-1310	JULIE Participation	1,560.00	1,218.77	0.00	0.00	1,218.77	341.23	78.13
02-60-06-53-2100	Bank Fees	53,347.00	43,684.44	2,681.94	0.00	46,366.38	6,980.62	86.91
02-60-06-53-2200	Liability Insurance	72,320.00	56,678.44	5,373.18	0.00	62,051.62	10,268.38	85.80
02-60-06-53-2250	IRMA Deductible	9,500.00	30,323.99	0.00	0.00	30,323.99	-20,823.99	319.20
02-60-06-53-3050	Water System	128,000.00	72,088.38	45,956.05	0.00	118,044.43	9,955.57	92.22
	Maintenance							
02-60-06-53-3055	Hydrant Maintenance	10,000.00	13,683.50	0.00	0.00	13,683.50	-3,683.50	136.84
02-60-06-53-3200	Maintenance of	12,000.00	3,072.14	333.19	0.00	3,405.33	8,594.67	28.38
	Vehicles							
02-60-06-53-3300	Maint of Office	1,102.00	1,905.99	224.14	0.00	2,130.13	-1,028.13	193.30
	Equipment							
02-60-06-53-3600	Maintenance of	16,750.00	13,042.20	385.63	0.00	13,427.83	3,322.17	80.17
	Buildings							
02-60-06-53-3620	Maintenance of	55,000.00	47,489.56	0.00	0.00	47,489.56	7,510.44	86.34
	Streets							
02-60-06-53-3640	SewerCatch Basin	45,000.00	5,482.25	0.00	0.00	5,482.25	39,517.75	12.18
	Repair							
02-60-06-53-4100	Training	1,150.00	0.00	0.00	0.00	0.00	1,150.00	0.00
02-60-06-53-4250	Travel & Meeting	3,920.00	1,714.48	0.00	0.00	1,714.48	2,205.52	43.74
02-60-06-53-4300	Dues & Subscriptions	1,400.00	394.00	0.00	0.00	394.00	1,006.00	28.14
02-60-06-53-4350	Printing	2,200.00	2,028.94	440.40	0.00	2,469.34	-269.34	112.24
02-60-06-53-4400	Medical & Screening	700.00	0.00	0.00	0.00	0.00	700.00	0.00
02-60-06-53-4480	Water Testing	3,590.00	1,850.00	970.00	0.00	2,820.00	770.00	78.55
02-60-06-53-5350	Dumping Fees	20,000.00	9,936.02	456.00	0.00	10,392.02	9,607.98	51.96
02-60-06-53-5400	Damage Claims	0.00	8,248.50	0.00	0.00	8,248.50	-8,248.50	0.00
	Contractual	618,463.00	503,304.39	79,800.33	0.00	583,104.72	35,358.28	94.28
	Services							
02-60-06-54-0200	Gas & Oil	12,635.00	12,503.30	1,058.33	0.00	13,561.63	-926.63	107.33
02-60-06-54-0310	Uniforms	1,525.00	1,051.68	301.95	0.00	1,353.63	171.37	88.76
02-60-06-54-0500	Vehicle Parts	10,000.00	5,161.01	60.43	0.00	5,221.44	4,778.56	52.21
02-60-06-54-0600	Operating Supplies	25,200.00	31,609.37	1,597.99	0.00	33,207.36	-8,007.36	131.78
02-60-06-54-1300	Postage	8,609.00	8,438.00	843.19	0.00	9,281.19	-672.19	107.81
02-60-06-54-2200	Water from Chicago	1,868,410.00	1,478,799.41	117,971.10	0.00	1,596,770.51	271,639.49	85.46
	Materials & Supplies	1,926,379.00	1,537,562.77	121,832.99	0.00	1,659,395.76	266,983.24	86.14
02-60-06-53-3630	Overhead Sewer	59,000.00	8,000.00	0.00	0.00	8,000.00	51,000.00	13.56
	Program							
02-60-06-53-3631	Lead Service Line	2,150,000.00	143,041.89	11,020.00	0.00	154,061.89	1,995,938.11	7.17

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
02-60-06-55-0500	Program Building	35,000.00	0.00	0.00	0.00	0.00	35,000.00	0.00
02-60-06-55-1150	Improvements Sewer System	275,000.00	148,316.50	4,390.00	0.00	152,706.50	122,293.50	55.53
02-60-06-55-1300	Improvements Water System	475,000.00	126.00	0.00	0.00	126.00	474,874.00	0.03
02-60-06-55-1400	Improvements Meter Replacement	23,000.00	22,217.24	885.30	768.30	22,334.24	665.76	97.11
02-60-06-55-9100	Program Street Improvements	70,000.00	70,000.00	0.00	0.00	70,000.00	0.00	100.00
	Capital Outlay	3,087,000.00	391,701.63	16,295.30	768.30	407,228.63	2,679,771.37	13.19
02-60-06-55-0010	Depreciation Expense	390,760.00	0.00	0.00	0.00	0.00	390,760.00	0.00
	Depreciation	390,760.00	0.00	0.00	0.00	0.00	390,760.00	0.00
02-60-06-56-0104	IEPA Loan Principal	708,416.00	708,415.49	0.00	0.00	708,415.49	0.51	100.00
02-60-06-56-0105	IEPA Loan Interest	208,730.00	208,730.31	0.00	0.00	208,730.31	-0.31	100.00
02-60-06-56-0106	Series 2022 Principal	53,148.00	53,148.15	0.00	0.00	53,148.15	-0.15	100.00
02-60-06-56-0107	Series 2022 Interest	49,441.00	49,440.74	0.00	0.00	49,440.74	0.26	100.00
	Debt Service	1,019,735.00	1,019,734.69	0.00	0.00	1,019,734.69	0.31	100.00
02-60-06-57-5013	Transfer to CERF	102,713.00	85,415.00	8,541.50	0.00	93,956.50	8,756.50	91.47
	Other Financing Uses	<u>102,713.00</u>	<u>85,415.00</u>	<u>8,541.50</u>	<u>0.00</u>	<u>93,956.50</u>	<u>8,756.50</u>	<u>91.47</u>
60	Public Works	<u>8,433,451.00</u>	<u>4,609,300.68</u>	<u>327,667.58</u>	<u>2,375.63</u>	<u>4,934,592.63</u>	<u>3,498,858.37</u>	<u>58.51</u>
	Expense	<u>8,433,451.00</u>	<u>4,609,300.68</u>	<u>327,667.58</u>	<u>2,375.63</u>	<u>4,934,592.63</u>	<u>3,498,858.37</u>	<u>58.51</u>
02	Water & Sewer Fund	1,850,071.00	-545,902.57	330,683.08	320,576.29	-535,795.78	2,385,866.78	-28.96

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
03	Motor Fuel Tax Fund							
00								
03-00-00-45-5100	Interest	50,865.00	32,044.57	0.00	1,996.99	34,041.56	16,823.44	66.93
	Interest	50,865.00	32,044.57	0.00	1,996.99	34,041.56	16,823.44	66.93
03-00-00-47-7100	State Allotment	263,984.00	221,569.44	0.00	21,768.78	243,338.22	20,645.78	92.18
03-00-00-47-7200	State Renewal Allotment	246,877.00	223,157.94	0.00	22,716.23	245,874.17	1,002.83	99.59
	Intergovernmental	510,861.00	444,727.38	0.00	44,485.01	489,212.39	21,648.61	95.76
00		561,726.00	476,771.95	0.00	46,482.00	523,253.95	38,472.05	93.15
	Revenue	561,726.00	476,771.95	0.00	46,482.00	523,253.95	38,472.05	93.15
00								
03-00-00-53-2100	Bank Fees	60.00	0.00	0.00	0.00	0.00	60.00	0.00
03-00-00-53-3620	Street Maintenance	140,000.00	126,170.70	0.00	0.00	126,170.70	13,829.30	90.12
	Contractual Services	140,060.00	126,170.70	0.00	0.00	126,170.70	13,889.30	90.08
03-00-00-54-2100	Snow & Ice Control	65,318.00	23,395.16	0.00	0.00	23,395.16	41,922.84	35.82
	Materials & Supplies	65,318.00	23,395.16	0.00	0.00	23,395.16	41,922.84	35.82
03-00-00-55-9100	Street Improvement	1,046,279.00	1,043,027.24	0.00	0.00	1,043,027.24	3,251.76	99.69
	Capital Outlay	1,046,279.00	1,043,027.24	0.00	0.00	1,043,027.24	3,251.76	99.69
00		1,251,657.00	1,192,593.10	0.00	0.00	1,192,593.10	59,063.90	95.28
	Expense	1,251,657.00	1,192,593.10	0.00	0.00	1,192,593.10	59,063.90	95.28
03	Motor Fuel Tax Fund	689,931.00	715,821.15	0.00	46,482.00	669,339.15	20,591.85	97.02

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
05	Debt Service Fund							
00								
05-00-00-41-1000	Prior Yrs Taxes	151,984.00	157,672.21	0.00	0.00	157,672.21	-5,688.21	103.74
05-00-00-41-1021	Property Taxes	154,020.00	41,336.72	0.00	97,042.26	138,378.98	15,641.02	89.84
	Current							
	Property Taxes	306,004.00	199,008.93	0.00	97,042.26	296,051.19	9,952.81	96.75
05-00-00-45-5100	Interest	8,002.00	10,350.76	0.00	860.26	11,211.02	-3,209.02	140.10
	Interest	8,002.00	10,350.76	0.00	860.26	11,211.02	-3,209.02	140.10
05-00-00-47-7018	Transfer from CIF	293,111.00	293,111.00	0.00	0.00	293,111.00	0.00	100.00
	Other Financing Sources	293,111.00	293,111.00	0.00	0.00	293,111.00	0.00	100.00
00		607,117.00	502,470.69	0.00	97,902.52	600,373.21	6,743.79	98.89
	Revenue	607,117.00	502,470.69	0.00	97,902.52	600,373.21	6,743.79	98.89
00								
05-00-00-53-2100	Bank Fees	450.00	0.00	0.00	0.00	0.00	450.00	0.00
	Contractual Services	450.00	0.00	0.00	0.00	0.00	450.00	0.00
05-00-00-56-0037	DSEB Bond Principal	300,000.00	300,000.00	0.00	0.00	300,000.00	0.00	100.00
05-00-00-56-0106	2022 Series Bond	151,852.00	151,851.85	0.00	0.00	151,851.85	0.15	100.00
	Principal							
05-00-00-56-0107	2022 Series Bond	141,260.00	141,259.26	0.00	0.00	141,259.26	0.74	100.00
	Interest							
	Debt Service	593,112.00	593,111.11	0.00	0.00	593,111.11	0.89	100.00
05-00-00-56-0038	DSEB Bond Interest	17,750.00	16,391.67	0.00	0.00	16,391.67	1,358.33	92.35
	Interest on Debt	17,750.00	16,391.67	0.00	0.00	16,391.67	1,358.33	92.35
00		611,312.00	609,502.78	0.00	0.00	609,502.78	1,809.22	99.70
	Expense	611,312.00	609,502.78	0.00	0.00	609,502.78	1,809.22	99.70
05	Debt Service Fund	4,195.00	107,032.09	0.00	97,902.52	9,129.57	-4,934.57	217.63

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
09	Police Pension Fund							
00								
09-00-00-45-5100	Interest	350,000.00	143,509.67	0.00	0.00	143,509.67	206,490.33	41.00
09-00-00-45-5200	Net Change in Fair Value	1,944,758.00	2,892,697.55	0.00	0.00	2,892,697.55	-947,939.55	148.74
	Interest	2,294,758.00	3,036,207.22	0.00	0.00	3,036,207.22	-741,449.22	132.31
09-00-00-41-1100	Employer Contribution	1,969,131.00	1,225,331.05	0.00	648,551.28	1,873,882.33	95,248.67	95.16
09-00-00-46-7350	Employee Contribution	345,786.00	272,859.57	0.00	26,725.47	299,585.04	46,200.96	86.64
	Grants & Contributions	2,314,917.00	1,498,190.62	0.00	675,276.75	2,173,467.37	141,449.63	93.89
00		4,609,675.00	4,534,397.84	0.00	675,276.75	5,209,674.59	-599,999.59	113.02
	Revenue	4,609,675.00	4,534,397.84	0.00	675,276.75	5,209,674.59	-599,999.59	113.02
00								
09-00-00-52-6100	Pensions	2,876,557.00	2,293,283.32	0.00	0.00	2,293,283.32	583,273.68	79.72
09-00-00-52-6150	Pension Refund	50,000.00	18,632.84	0.00	0.00	18,632.84	31,367.16	37.27
	Benefits	2,926,557.00	2,311,916.16	0.00	0.00	2,311,916.16	614,640.84	79.00
09-00-00-53-0300	Audit Services	2,340.00	2,339.40	0.00	0.00	2,339.40	0.60	99.97
09-00-00-53-0350	Actuarial Services	4,520.00	4,520.00	0.00	0.00	4,520.00	0.00	100.00
09-00-00-53-0360	Payroll Services	32,320.00	20,360.00	0.00	0.00	20,360.00	11,960.00	63.00
09-00-00-53-0380	Consulting Services	15,000.00	16,729.33	0.00	0.00	16,729.33	-1,729.33	111.53
09-00-00-53-0420	Legal Services	4,200.00	3,275.00	0.00	0.00	3,275.00	925.00	77.98
09-00-00-53-2100	Bank Fees	200.00	214.31	0.00	0.00	214.31	-14.31	107.16
09-00-00-53-4100	Training	500.00	295.00	0.00	0.00	295.00	205.00	59.00
09-00-00-53-4250	Travel & Meeting	500.00	0.00	0.00	0.00	0.00	500.00	0.00
09-00-00-53-4300	Dues & Subscriptions	795.00	825.00	0.00	0.00	825.00	-30.00	103.77
09-00-00-53-4400	Medical & Screening	1,800.00	0.00	0.00	0.00	0.00	1,800.00	0.00
09-00-00-54-3100	Misc Expenditures	14,140.00	20,144.00	0.00	0.00	20,144.00	-6,004.00	142.46
	Contractual Services	76,315.00	68,702.04	0.00	0.00	68,702.04	7,612.96	90.02
00		3,002,872.00	2,380,618.20	0.00	0.00	2,380,618.20	622,253.80	79.28
	Expense	3,002,872.00	2,380,618.20	0.00	0.00	2,380,618.20	622,253.80	79.28
09	Police Pension Fund	-1,606,803.00	-2,153,779.64	0.00	675,276.75	-2,829,056.39	1,222,253.39	176.07

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
10	Fire Pension Fund							
00								
10-00-00-45-5100	InterestDividends	350,000.00	331,835.42	0.00	0.00	331,835.42	18,164.58	94.81
10-00-00-45-5200	Net Change in Fair Value	1,256,741.00	1,867,005.57	0.00	0.00	1,867,005.57	-610,264.57	148.56
	Interest	1,606,741.00	2,198,840.99	0.00	0.00	2,198,840.99	-592,099.99	136.85
10-00-00-41-1100	Employer Contribution	1,786,476.00	1,121,111.71	0.00	588,929.23	1,710,040.94	76,435.06	95.72
10-00-00-46-7350	Employee Contribution	236,563.00	199,986.53	0.00	19,455.15	219,441.68	17,121.32	92.76
	Grants & Contributions	2,023,039.00	1,321,098.24	0.00	608,384.38	1,929,482.62	93,556.38	95.38
00		3,629,780.00	3,519,939.23	0.00	608,384.38	4,128,323.61	-498,543.61	113.73
	Revenue	3,629,780.00	3,519,939.23	0.00	608,384.38	4,128,323.61	-498,543.61	113.73
00								
10-00-00-52-6100	Pensions Benefits	2,248,000.00	1,826,180.54	0.00	0.00	1,826,180.54	421,819.46	81.24
		2,248,000.00	1,826,180.54	0.00	0.00	1,826,180.54	421,819.46	81.24
10-00-00-53-0300	Audit Services	2,340.00	2,339.40	0.00	0.00	2,339.40	0.60	99.97
10-00-00-53-0350	Actuarial Services	4,303.00	4,370.00	0.00	0.00	4,370.00	-67.00	101.56
10-00-00-53-0360	Payroll Services	16,050.00	18,702.02	0.00	0.00	18,702.02	-2,652.02	116.52
10-00-00-53-0380	Consulting Services	15,000.00	19,178.48	0.00	0.00	19,178.48	-4,178.48	127.86
10-00-00-53-0420	Legal Services	3,500.00	7,013.44	0.00	0.00	7,013.44	-3,513.44	200.38
10-00-00-53-2100	Bank Fees	200.00	292.08	0.00	0.00	292.08	-92.08	146.04
10-00-00-53-4100	Training	500.00	0.00	0.00	0.00	0.00	500.00	0.00
10-00-00-53-4250	Travel & Meeting	500.00	0.00	0.00	0.00	0.00	500.00	0.00
10-00-00-53-4300	Dues & Subscriptions	795.00	825.00	0.00	0.00	825.00	-30.00	103.77
10-00-00-53-4400	Medical & Screening	1,000.00	10,170.00	0.00	0.00	10,170.00	-9,170.00	1,017.00
10-00-00-54-1300	Postage	50.00	0.00	0.00	0.00	0.00	50.00	0.00
10-00-00-54-3100	Misc Expenditures	15,615.00	16,481.00	0.00	0.00	16,481.00	-866.00	105.55
	Contractual Services	59,853.00	79,371.42	0.00	0.00	79,371.42	-19,518.42	132.61
00		2,307,853.00	1,905,551.96	0.00	0.00	1,905,551.96	402,301.04	82.57
	Expense	2,307,853.00	1,905,551.96	0.00	0.00	1,905,551.96	402,301.04	82.57
10	Fire Pension Fund	-1,321,927.00	-1,614,387.27	0.00	608,384.38	-2,222,771.65	900,844.65	168.15

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
13	Capital Equip Replacement Fund							
00								
13-00-00-45-5100	Interest	165,463.00	137,055.79	0.00	8,351.83	145,407.62	20,055.38	87.88
13-00-00-45-5200	Net Change in Fair Value	0.00	35,852.49	0.00	4,888.08	40,740.57	-40,740.57	0.00
	Interest	165,463.00	172,908.28	0.00	13,239.91	186,148.19	-20,685.19	112.50
13-00-00-47-7001	From General Fund	795,408.00	662,840.00	0.00	66,284.00	729,124.00	66,284.00	91.67
13-00-00-47-7002	Transfer from Water and Sewer	102,713.00	85,415.00	0.00	8,541.50	93,956.50	8,756.50	91.47
13-00-00-48-8000	Sale of Property	25,000.00	27,606.00	0.00	9,526.00	37,132.00	-12,132.00	148.53
	Other Financing Sources	923,121.00	775,861.00	0.00	84,351.50	860,212.50	62,908.50	93.19
00		1,088,584.00	948,769.28	0.00	97,591.41	1,046,360.69	42,223.31	96.12
	Revenue	1,088,584.00	948,769.28	0.00	97,591.41	1,046,360.69	42,223.31	96.12
00								
13-00-00-53-2100	Bank Fees	100.00	0.00	0.00	0.00	0.00	100.00	0.00
	Contractual Services	100.00	0.00	0.00	0.00	0.00	100.00	0.00
13-00-00-55-0500	Building Improvements	317,000.00	0.00	0.00	0.00	0.00	317,000.00	0.00
13-00-00-55-8700	Police Vehicles	65,407.00	0.00	0.00	0.00	0.00	65,407.00	0.00
13-00-00-55-8720	Police Equipment	148,666.00	56,301.00	20,355.00	0.00	76,656.00	72,010.00	51.56
13-00-00-55-8800	Fire Dept Vehicle	235,417.00	239,246.00	0.00	0.00	239,246.00	-3,829.00	101.63
13-00-00-55-8850	Fire Dept Equipment	26,000.00	26,760.00	0.00	0.00	26,760.00	-760.00	102.92
13-00-00-55-8910	PW Vehicles	1,000,000.00	717,973.82	28,683.40	1.00	746,656.22	253,343.78	74.67
13-00-00-55-8925	PW Equipment	26,000.00	0.00	0.00	0.00	0.00	26,000.00	0.00
	Capital Outlay	1,818,490.00	1,040,280.82	49,038.40	1.00	1,089,318.22	729,171.78	59.90
00		1,818,590.00	1,040,280.82	49,038.40	1.00	1,089,318.22	729,271.78	59.90
	Expense	1,818,590.00	1,040,280.82	49,038.40	1.00	1,089,318.22	729,271.78	59.90
13	Capital Equip Replacement Fund	730,006.00	91,511.54	49,038.40	97,592.41	42,957.53	687,048.47	5.88

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
14	Capital Improvement Fund							
00								
14-00-00-43-3200	Metra Daily Parking Fees	7,500.00	0.00	0.00	0.00	0.00	7,500.00	0.00
14-00-00-43-3220	Parking Lot Permit Fees	35,751.00	0.00	0.00	0.00	0.00	35,751.00	0.00
14-00-00-43-3550	Ambulance Fees	1,000,000.00	611,072.77	0.00	112,601.77	723,674.54	276,325.46	72.37
	Charges for Services	1,043,251.00	611,072.77	0.00	112,601.77	723,674.54	319,576.46	69.37
14-00-00-44-4240	Automated Traffic Enf Fines	276,252.00	225,186.52	46.01	26,488.46	251,628.97	24,623.03	91.09
	Fines & Forfeits	276,252.00	225,186.52	46.01	26,488.46	251,628.97	24,623.03	91.09
14-00-00-45-5100	Interest	45,289.00	29,857.72	0.00	1,306.12	31,163.84	14,125.16	68.81
14-00-00-45-5200	Net Change in Fair Value	0.00	3,999.21	0.00	513.70	4,512.91	-4,512.91	0.00
	Interest	45,289.00	33,856.93	0.00	1,819.82	35,676.75	9,612.25	78.78
14-00-00-46-6410	Miscellaneous	0.00	48,000.00	0.00	0.00	48,000.00	-48,000.00	0.00
	Miscellaneous	0.00	48,000.00	0.00	0.00	48,000.00	-48,000.00	0.00
14-00-00-46-6527	IDOC Grant	250,000.00	0.00	0.00	0.00	0.00	250,000.00	0.00
	Grants & Contributions	<u>250,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>250,000.00</u>	<u>0.00</u>
00		<u>1,614,792.00</u>	<u>918,116.22</u>	<u>46.01</u>	<u>140,910.05</u>	<u>1,058,980.26</u>	<u>555,811.74</u>	<u>65.58</u>
	Revenue	1,614,792.00	918,116.22	46.01	140,910.05	1,058,980.26	555,811.74	65.58
00								
14-00-00-53-0370	Professional Services	93,000.00	83,783.50	8,558.00	0.00	92,341.50	658.50	99.29
14-00-00-53-0380	Consulting Services	50,000.00	1,633.75	4,007.50	0.00	5,641.25	44,358.75	11.28
14-00-00-53-4290	License Fees	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00	100.00
14-00-00-53-5700	GEMT Expenses	450,000.00	23,435.77	0.00	0.00	23,435.77	426,564.23	5.21
	Contractual Services	605,000.00	120,853.02	12,565.50	0.00	133,418.52	471,581.48	22.05
14-00-00-55-0500	Building Improvements	338,650.00	259,495.48	7,464.58	191.22	266,768.84	71,881.16	78.77
14-00-00-55-1205	Streetscape Improvements	306,171.00	16,536.00	9,445.60	0.00	25,981.60	280,189.40	8.49
14-00-00-55-8610	Furniture & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14-00-00-55-8620	Information Technology Equipme	241,900.00	255,301.44	5,080.00	0.00	260,381.44	-18,481.44	107.64
	Capital Outlay	886,721.00	531,332.92	21,990.18	191.22	553,131.88	333,589.12	62.38

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Beg Bal</u>	<u>Debits</u>	<u>Credits</u>	<u>End Bal</u>	<u>Remaining</u>	<u>% Exp/Col</u>
14-00-00-57-5005	Transfer To Debt Service	293,111.00	293,111.00	0.00	0.00	293,111.00	0.00	100.00
	Other Financing Uses	<u>293,111.00</u>	<u>293,111.00</u>	<u>0.00</u>	<u>0.00</u>	<u>293,111.00</u>	<u>0.00</u>	<u>100.00</u>
00		<u>1,784,832.00</u>	<u>945,296.94</u>	<u>34,555.68</u>	<u>191.22</u>	<u>979,661.40</u>	<u>805,170.60</u>	<u>54.89</u>
	Expense	<u>1,784,832.00</u>	<u>945,296.94</u>	<u>34,555.68</u>	<u>191.22</u>	<u>979,661.40</u>	<u>805,170.60</u>	<u>54.89</u>
14	Capital Improvement Fund	170,040.00	27,180.72	34,601.69	141,101.27	-79,318.86	249,358.86	-46.65

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
31	TIF-Madison Street							
00								
31-00-00-41-1000	Property Taxes-Prior Years	303,230.00	523,538.44	0.00	0.00	523,538.44	-220,308.44	172.65
31-00-00-41-1021	Property Taxes-Current Year	309,294.00	91,909.95	0.00	311,134.98	403,044.93	-93,750.93	130.31
	Property Taxes	612,524.00	615,448.39	0.00	311,134.98	926,583.37	-314,059.37	151.27
31-00-00-45-5100	Interest	56,000.00	76,188.99	0.00	8,664.49	84,853.48	-28,853.48	151.52
	Interest	56,000.00	76,188.99	0.00	8,664.49	84,853.48	-28,853.48	151.52
31-00-00-46-6532	Grants	0.00	215,000.00	0.00	0.00	215,000.00	-215,000.00	0.00
	Grants & Contributions	0.00	215,000.00	0.00	0.00	215,000.00	-215,000.00	0.00
00		668,524.00	906,637.38	0.00	319,799.47	1,226,436.85	-557,912.85	183.45
	Revenue	668,524.00	906,637.38	0.00	319,799.47	1,226,436.85	-557,912.85	183.45
00								
31-00-00-53-0100	Electricity & Natural Gas	1,850.00	1,418.50	244.41	0.00	1,662.91	187.09	89.89
31-00-00-53-0300	Audit Services	530.00	530.00	0.00	0.00	530.00	0.00	100.00
31-00-00-53-0380	Consulting Services	76,000.00	13,108.75	0.00	0.00	13,108.75	62,891.25	17.25
31-00-00-53-0425	Village Attorney	10,000.00	705.00	0.00	0.00	705.00	9,295.00	7.05
31-00-00-53-3600	Maintenance of Bldgs & Grounds	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
31-00-00-53-5300	AdvertisingLegal Notice	500.00	9,316.00	0.00	0.00	9,316.00	-8,816.00	1,863.20
	Contractual Services	89,880.00	25,078.25	244.41	0.00	25,322.66	64,557.34	28.17
31-00-00-55-4300	Other Improvements	100,000.00	9,611.63	0.00	0.00	9,611.63	90,388.37	9.61
	Capital Outlay	100,000.00	9,611.63	0.00	0.00	9,611.63	90,388.37	9.61
31-00-00-56-0081	Interest on Interfund Loan	56,190.00	0.00	0.00	0.00	0.00	56,190.00	0.00
	Debt Service	56,190.00	0.00	0.00	0.00	0.00	56,190.00	0.00
00		246,070.00	34,689.88	244.41	0.00	34,934.29	211,135.71	14.20
	Expense	246,070.00	34,689.88	244.41	0.00	34,934.29	211,135.71	14.20

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
31	TIF-Madison Street	-422,454.00	-871,947.50	244.41	319,799.47	-1,191,502.56	769,048.56	282.04

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
32	Tif - North Avenue							
00								
32-00-00-41-1000	Property Taxes-Prior Years	99,209.00	600,694.07	0.00	0.00	600,694.07	-501,485.07	605.48
32-00-00-41-1021	Property Taxes-Current Year	101,193.00	176,096.86	0.00	195,582.95	371,679.81	-270,486.81	367.30
	Property Taxes	200,402.00	776,790.93	0.00	195,582.95	972,373.88	-771,971.88	485.21
32-00-00-45-5100	Interest	26,000.00	38,759.76	0.00	4,611.26	43,371.02	-17,371.02	166.81
	Interest	26,000.00	38,759.76	0.00	4,611.26	43,371.02	-17,371.02	166.81
00		226,402.00	815,550.69	0.00	200,194.21	1,015,744.90	-789,342.90	448.65
	Revenue	226,402.00	815,550.69	0.00	200,194.21	1,015,744.90	-789,342.90	448.65
00								
32-00-00-53-0300	Audit Services	530.00	530.00	0.00	0.00	530.00	0.00	100.00
32-00-00-53-0380	Consulting Services	134,903.00	1,015.00	0.00	0.00	1,015.00	133,888.00	0.75
32-00-00-53-0425	Village Attorney	2,500.00	117.50	0.00	0.00	117.50	2,382.50	4.70
32-00-00-53-5300	AdvertisingLegal	500.00	325.00	0.00	0.00	325.00	175.00	65.00
	Contractual Services	138,433.00	1,987.50	0.00	0.00	1,987.50	136,445.50	1.44
32-00-00-55-4300	Other Improvements	50,000.00	45,574.20	0.00	0.00	45,574.20	4,425.80	91.15
	Capital Outlay	50,000.00	45,574.20	0.00	0.00	45,574.20	4,425.80	91.15
00		188,433.00	47,561.70	0.00	0.00	47,561.70	140,871.30	25.24
	Expense	188,433.00	47,561.70	0.00	0.00	47,561.70	140,871.30	25.24
32	Tif - North Avenue	-37,969.00	-767,988.99	0.00	200,194.21	-968,183.20	930,214.20	2,549.93

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
35	Infrastructure Imp							
00	Bond Fund							
35-00-00-45-5100	Interest	2,800.00	23,829.47	0.00	2,146.18	25,975.65	-23,175.65	927.70
	Interest	<u>2,800.00</u>	<u>23,829.47</u>	<u>0.00</u>	<u>2,146.18</u>	<u>25,975.65</u>	<u>-23,175.65</u>	<u>927.70</u>
00		<u>2,800.00</u>	<u>23,829.47</u>	<u>0.00</u>	<u>2,146.18</u>	<u>25,975.65</u>	<u>-23,175.65</u>	<u>927.70</u>
	Revenue	2,800.00	23,829.47	0.00	2,146.18	25,975.65	-23,175.65	927.70
00								
35-00-00-53-3610	Maintenance	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00	100.00
	Sidewalks							
	Contractual	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00	100.00
	Services							
35-00-00-55-9100	Street Improvements	265,000.00	203,613.41	280.00	0.00	203,893.41	61,106.59	76.94
	Capital Outlay	<u>265,000.00</u>	<u>203,613.41</u>	<u>280.00</u>	<u>0.00</u>	<u>203,893.41</u>	<u>61,106.59</u>	<u>76.94</u>
00		<u>300,000.00</u>	<u>238,613.41</u>	<u>280.00</u>	<u>0.00</u>	<u>238,893.41</u>	<u>61,106.59</u>	<u>79.63</u>
	Expense	<u>300,000.00</u>	<u>238,613.41</u>	<u>280.00</u>	<u>0.00</u>	<u>238,893.41</u>	<u>61,106.59</u>	<u>79.63</u>
35	Infrastructure Imp	297,200.00	214,783.94	280.00	2,146.18	212,917.76	84,282.24	71.64
	Bond Fund							

Village of River Forest Investments				Fiscal Year 2025 Through 03/31/2025				
Fun	ID	Bank	Interest Rate	Purchase Date	Maturity Date	Cost	Par Value	Market Value
01	2021-09	FHLB	00.750%	3/20/2021	4/22/2025	\$250,000.00	\$250,000.00	\$249,475.00
01	2024-04	Bank of America	04.855%	2/29/2024	8/29/2025	\$243,000.00	\$243,502.59	\$243,685.07
01	2024-14	Third Coast Bank	04.224%	9/27/2024	9/26/2025	\$239,800.00	\$239,800.00	\$239,800.00
01	2024-21	First Guaranty Bank	04.143%	10/21/2024	10/21/2025	\$240,000.00	\$240,000.00	\$240,000.00
01	2021-14	FHLB	01.040%	10/28/2021	10/28/2025	\$250,000.00	\$250,000.00	\$245,047.50
01	2024-15	First Internet Bank of Indiana	04.107%	9/27/2024	12/19/2025	\$237,900.00	\$237,900.00	\$237,900.00
01	2024-31	Live Oak Banking	04.100%	12/31/2024	4/6/2026	\$249,000.00	\$249,000.00	\$249,047.31
01	2021-11	US Treasury	00.770%	4/29/2021	4/30/2026	\$500,000.00	\$499,511.72	\$482,664.06
01	2025-01	First Priority Bank	04.248%	1/9/2025	10/5/2026	\$232,500.00	\$232,500.00	\$232,500.00
01	2024-30	John Marshall Bank	04.100%	12/27/2024	1/27/2027	\$249,000.00	\$249,000.00	\$249,059.76
01	2024-02	JP Morgan Chase	04.400%	1/31/2024	1/29/2027	\$244,000.00	\$244,000.00	\$244,156.16
01	2025-04	Wells Fargo	04.250%	3/5/2025	3/5/2027	\$249,000.00	\$249,000.00	\$249,754.47
01	2024-20	One Community Bank	03.800%	10/17/2024	5/17/2027	\$249,000.00	\$249,000.00	\$247,525.92
01	2025-02	1St Financial Bank	04.100%	1/28/2025	7/28/2027	\$249,000.00	\$249,000.00	\$249,009.96
01	2024-16	FFCB	03.670%	10/7/2024	10/7/2027	\$350,000.00	\$350,000.00	\$345,996.00
01	2024-09	FHLB	05.000%	4/8/2024	10/8/2027	\$250,000.00	\$250,000.00	\$249,930.00
01	2024-25	Morgan Stanley Private Bank	03.900%	10/30/2024	11/1/2027	\$245,000.00	\$245,000.00	\$243,799.50
								\$4,499,350.71
02	2024-22	Gbank	04.174%	10/21/2024	10/21/2025	\$239,900.00	\$239,900.00	\$239,900.00

Village of River Forest Investments				Fiscal Year 2025 Through 03/31/2025				
Fun	ID	Bank	Interest Rate	Purchase Date	Maturity Date	Cost	Par Value	Market Value
02	2024-23	Evergreen Bank Group	03.900%	10/25/2024	1/23/2026	\$249,000.00	\$249,000.00	\$248,502.00
02	2024-17	Texas Exchange	03.700%	10/11/2024	10/11/2028	\$249,000.00	\$249,000.00	\$245,543.88
								\$733,945.88
03	2024-06	EagleBank	04.924%	3/11/2024	9/4/2025	\$232,750.00	\$232,750.00	\$232,750.00
								\$232,750.00
13	2023-11	Western Alliance Bank	05.400%	10/16/2023	4/16/2025	\$243,000.00	\$243,000.00	\$243,038.88
13	2023-17	ServisFirst Bank	05.447%	12/18/2023	6/10/2025	\$231,250.00	\$231,250.00	\$231,250.00
13	2021-15	FHLB	01.040%	10/28/2021	10/28/2025	\$250,000.00	\$250,000.00	\$245,047.50
13	2023-16	Cornerstone Bank	05.112%	12/15/2023	12/16/2025	\$226,200.00	\$226,200.00	\$226,200.00
13	2024-01	Schertz Bank & Trust	04.644%	1/22/2024	1/21/2026	\$226,500.00	\$226,500.00	\$226,500.00
13	2021-07	FHLB	00.750%	2/18/2021	3/16/2026	\$100,000.00	\$100,000.00	\$96,782.00
13	2024-29	Optum Bank	04.200%	12/11/2024	6/11/2026	\$244,000.00	\$244,000.00	\$244,270.84
13	2024-24	ESSA Bank	03.850%	10/29/2024	7/29/2026	\$245,000.00	\$245,000.00	\$244,267.45
13	2024-18	First Keystone	03.700%	10/8/2024	10/8/2026	\$249,000.00	\$249,000.00	\$247,580.70
13	2024-26	BMW Bank	04.050%	11/15/2024	11/16/2026	\$245,000.00	\$245,000.00	\$244,951.00
13	2024-28	Bank Hapoalim BM	04.250%	11/25/2024	11/25/2026	\$230,300.00	\$230,300.00	\$230,300.00
13	2024-27	Morgan Stanley	04.150%	11/27/2024	11/27/2026	\$244,000.00	\$244,000.00	\$244,231.80
13	2024-10	FHLB	05.500%	4/30/2024	4/30/2027	\$250,000.00	\$250,000.00	\$249,710.00
13	2024-08	FHLB	05.000%	4/8/2024	10/8/2027	\$250,000.00	\$250,000.00	\$249,930.00

Village of River Forest Investments

Fiscal Year 2025
Through 03/31/2025

Fun	ID	Bank	Interest Rate	Purchase Date	Maturity Date	Cost	Par Value	Market Value
13	2024-19	Merrick Bank	03.550%	10/10/2024	4/10/2028	\$249,000.00	\$249,000.00	\$244,941.30
13	2025-03	FHLB	04.550%	2/12/2025	2/12/2029	\$300,000.00	\$300,000.00	\$300,978.00
								\$3,769,979.47
14	2022-09	Discover Bank Greenwood	02.800%	4/27/2022	4/28/2025	\$246,000.00	\$246,000.00	\$245,712.18
14	2024-12	FHLB	04.500%	8/28/2024	8/20/2026	\$250,000.00	\$250,000.00	\$249,785.00
14	2024-13	First St Bank DeQueen	04.200%	9/30/2024	9/30/2026	\$242,000.00	\$242,000.00	\$241,404.68
								\$736,901.86
								\$9,972,927.92



MEMORANDUM

DATE: April 14, 2025

TO: Matt Walsh, Village Administrator

FROM: Jack Bielak, Director of Public Works & Engineering
Brian Skoczek, Superintendent of Operations

SUBJECT: Authorization of the Purchase of Bulk Salt for Roadway De-Icing through the State of Illinois Joint Purchasing Program

Issue: Staff is seeking approval to purchase bulk roadway salt through the State of Illinois Joint Purchasing Program

Analysis: The Village of River Forest uses rock salt to de-ice roadways during the winter months. On average, the Village purchases approximately 800 tons of rock salt each year. As in prior years, the Village has elected to participate in the State of Illinois' joint purchasing program for rock salt, managed by the Illinois Department of Central Management Services (CMS). Such cooperative purchasing agreements competitively bid items and typically offer better pricing than the Village could individually obtain due to economies of scale. Participating communities must purchase at least 80% of their base bid quantity from the vendor and the vendor is obligated to supply up to 120% of the base bid quantity at the same price. Based on the surplus salt in storage from last season and the anticipated use of rock salt in an average winter, the Village established a base bid quantity of 600 tons.

The draft FY26 budget allocates \$63,570 for the purchase of bulk rock salt in the Motor Fuel Tax Fund. The Illinois Highway Code that authorizes expending MFT funds for the purchase of bulk rock salt. At the March 10, 2025 Village Board meeting, the Village board approved a resolution appropriating \$613,570.00 of Motor Fuel Tax funds for the 2025 Maintenance Agreement of which \$63,570 was allocated for the purchase of Rock Salt. Funds will be drawn from this account as necessary for these purchases.

Recommendation: Staff recommends approval of the purchase of bulk rock salt with the following motion: Motion to authorize the Director of Public Works & Engineering to purchase bulk roadway salt through the State of Illinois Joint Purchasing Program at a total cost not to exceed \$63,570.



Proclamation Recognizing April 9th as Education & Sharing Day

WHEREAS, a quality education is key to the success of our community, and we are committed to providing every child and adolescent with the knowledge and skills they need to succeed; and,

WHEREAS, education prepares our students for the responsibilities and opportunities of the future by developing their intellect through lessons in literacy, mathematics, and science; and,

WHEREAS, the Rebbe, Rabbi Menachem Schneerson, dedicated his life to the advancement of mankind and worked tirelessly to advocate for a better education system for all Americans; and,

WHEREAS, the Rebbe taught that education should not be limited to the acquisition of knowledge and preparation for a career, but also on character building, with emphasis on the universal moral and ethical values that are the basis of any peaceful civilized society; and,

WHEREAS, this event has been a significant national observance since its inception by President Carter in 1978; and,

WHEREAS, the United State Congress has established “Education & Sharing Day, USA” as an annual national day to commemorate the Rebbe’s achievement’s; and the lessons and the vision he set forth are relevant to us all today; and,

WHEREAS, in 1994, Rabbi Menachem Schneerson was posthumously awarded the Congressional Gold Medal in recognition of his outstanding and lasting contributions to the advancement of world education, morality, and acts of charity.

NOW, THEREFORE, I, CATHERINE ADDUCI, President of the Village of River Forest, do hereby proclaim April 9th, 2025, as Education & Sharing Day and call upon educators, volunteers, and citizens to engage with young people and work together to create a better, brighter, and more hopeful future for all.

IN WITNESS, THEREOF, I have hereto set my hand officially and caused to be affixed the seal of the Village of River Forest, this 14th day of April 2025.

Catherine Adduci, Village President



Proclamation Recognizing April 22nd as Earth Day

WHEREAS, Earth Day, April 22nd, is a global celebration of environmental awareness and action, inspiring individuals and communities to protect our planet; and

WHEREAS, this year is the 55th anniversary of the first Earth Day, when millions of Americans came together for a call to action to become better stewards of our planet; and

WHEREAS, today, over 1 billion people across the planet observe Earth Day; and

WHEREAS, every Earth Day has a designated theme, and, for 2025, the theme is Our Power, Our Planet, which is committed to supporting the tripling of renewable energy by 2030 by championing solar, wind, hydroelectric, geothermal, and tidal generated energy; and

WHEREAS, River Forest is committed to fostering a sustainable and resilient environment for current and future generations; and

WHEREAS, the Village of River Forest recognizes the importance of reducing our carbon footprint, conserving resources, and promoting environmental stewardship within our community.

NOW, THEREFORE, I, CATHERINE ADDUCI, President of the Village of River Forest, do hereby proclaim April 22nd, 2025, as Earth Day in the Village of River Forest, and I urge all citizens to celebrate Earth Day, and encourages all residents, businesses, and organizations to participate in activities that promote environmental awareness and action.

IN WITNESS, THEREOF, I have hereto set my hand officially and caused to be affixed the seal of the Village of River Forest, this 14th day of April 2025.

Catherine Adduci, Village President



Proclamation Recognizing April 25th as Arbor Day

WHEREAS, in 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW, THEREFORE, I, CATHERINE ADDUCI, President of the Village of River Forest, do hereby proclaim April 25, 2025, as Arbor Day in the Village of River Forest, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

IN WITNESS, THEREOF, I have hereto set my hand officially and caused to be affixed the seal of the Village of River Forest, this 14th day of April 2025.

Catherine Adduci, Village President



Village of River Forest

Village Administrator's Office

400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: April 14, 2025

To: Catherine Adduci, Village President
Village Board of Trustees

From: Matt Walsh, Village Administrator
Rosey McAdams, Finance Director

Subj: Adoption of Municipal Grocery Tax Ordinance

Issue: In August 2024, the State of Illinois adopted Public Act 103-078, an act eliminating the State's imposing of the existing 1% grocery sales tax, effective January 1, 2026. However, the legislation allows municipalities to adopt a local ordinance to maintain the grocery tax. The proposed ordinance maintains the grocery tax for River Forest.

Analysis: River Forest is home to several grocery retailers, and the grocery tax is a significant source of revenue for Village operations. Grocery tax is included in the state sales tax line item. Over the past twelve months, River Forest has received approximately \$1,283,404 in grocery tax revenue. This figure represents approximately 6.1% of the Village's general fund revenues that fund daily Village operations and services.

Forgoing the grocery tax would have a significant negative impact on the general fund and its future projections. There are no sources of revenue available to replace the loss of grocery tax income other than significant increases to our property tax levy which is not recommended. Staff recommends adoption of the proposed Ordinance.

Board Action:

The following motion would be appropriate:

- *Motion to Adopt an Ordinance Implementing a Municipal Grocery Retailers' Occupation Tax and a Municipal Grocery Service Occupation Tax.*

Attachments

- Ordinance

ORDINANCE NO. _____

**AN ORDINANCE IMPLEMENTING A MUNICIPAL GROCERY
RETAILERS' OCCUPATION TAX AND A MUNICIPAL GROCERY
SERVICE OCCUPATION TAX**

WHEREAS, the Village of River Forest ("Village"), is a non-home rule unit of local government as provided by Article VII, Section 7 of the Illinois Constitution of 1970, as amended; and,

WHEREAS, Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24) provides that, beginning on January 1, 2026, all Illinois municipalities may impose a tax "upon all persons engaged in the business of selling groceries at retail in the municipality" (the "Municipal Grocery Tax") (65 ILCS 5/8-11-24); and,

WHEREAS, the Municipal Grocery Retailers' Occupation Tax may be imposed "at the rate of 1% of the gross receipts from these sales" (65 ILCS 5/8-11-24); and,

WHEREAS, any Municipal Grocery Retailers' Occupation Tax shall be administered, collected and enforced by the Illinois Department of Revenue; and,

WHEREAS, Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24) requires any municipality imposing a Municipal Grocery Retailers' Occupation Tax under Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24) to also impose a Service Occupation Tax at the same rate, "upon all persons engaged, in the municipality, in the business of making sales of service, who, as an incident to making those sales of service, transfer groceries" as "an incident to a sale of service" (the "Municipal Grocery Service Occupation Tax") (65 ILCS 5/8-11-24); and,

WHEREAS, any Municipal Grocery Service Occupation Tax shall be administered, collected and enforced by the Illinois Department of Revenue; and,

WHEREAS, the President and Board of Trustees of the Village of River Forest believe that it is appropriate, necessary and in the best interests of the Village and its residents, that the Village levy a Municipal Grocery Retailers' Occupation Tax as permitted by Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24); and,

WHEREAS, the President and Board of Trustees of the Village of River Forest believe that it is appropriate, necessary and in the best interests of the Village and its residents, that the Village levy a Municipal Grocery Service Occupation Tax as permitted by Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24).

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of River Forest, Cook County, Illinois, as follows:

Section 1. Incorporation of Recitals. The foregoing recitals shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

Section 2. Municipal Grocery Retailers' Occupation Tax Imposed. A tax is hereby imposed upon all persons engaged in the business of selling groceries at retail within the Village of River Forest at the rate of 1% of the gross receipts from such sales made in the course of such business while this Ordinance is in effect. The imposition of this tax is in accordance with and subject to the provisions of Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24).

Section 3. Municipal Grocery Service Occupation Tax. A tax is hereby imposed upon all persons engaged, within the Village of River Forest, in the business of making sales of service, who, as an incident to making those sales of service, transfer groceries as an incident to a sale of service. The rate of this tax shall be 1% of the gross receipts from such sales made in the course of such business while this Ordinance is in effect. The imposition of this tax is in accordance with and subject to the provisions of Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24).

Section 4. Illinois Department of Revenue to Administer Both Taxes. The taxes hereby imposed, and all civil penalties that may be assessed as an incident thereto, shall be collected and enforced by the Department of Revenue of the State of Illinois. The Illinois Department of Revenue shall have full power to administer and enforce the provisions of this Ordinance.

Section 5. Clerk to file Ordinance with Illinois Department of Revenue. As required under Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24), the Clerk of the Village of River Forest is hereby directed to file a certified copy of this Ordinance with the Illinois Department of Revenue on or before October 1, 2025.

Section 6. Effective Date. The taxes imposed by this Ordinance shall take effect on January 1, 2026.

Section 7. Repeal of Conflicting Provisions. All ordinances, resolutions and policies or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of the conflict, expressly repealed on the effective date of this Ordinance.

Section 8. Severability. If any provision of this Ordinance or application thereof to any person or circumstances is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this Ordinance is severable.

Section 9. Headings/Captions. The headings/captions identifying the various sections and subsections of this Ordinance are for reference only and do not define, modify, expand or limit any of the terms or provisions of the Ordinance.

Section 10. Publication. The Clerk of the Village of River Forest is directed by the corporate authorities to publish this Ordinance in pamphlet form. This Ordinance shall be in full force and effect after its passage and publication in accordance with 65 ILCS 5/1-2-4.

PASSED this April 14th, 2025 by the Village President and Board of Trustees pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by me this 14th of April 2025.

Catherine Adduci, Village President

ATTEST:

Jonathan Keller, Village Clerk



Village of River Forest

Village Administrator's Office

400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: April 14, 2025

To: Catherine Adduci, Village President
Village Board of Trustees

From: Matt Walsh, Village Administrator

Subj: Introduction of Planned Development – River Forest Park District – Priory Park

Issue: The River Forest Park District intends to redevelop Priory Park by constructing a splash pad, expanding the existing Priory Center and adding a picnic shelter. Under the Zoning Ordinance, no new construction, expansion of any building or the addition of any parcel(s) or change of use shall be permitted in a Public, Recreational, Institutional (PRI) district, except as approved as a planned development. Further, section 10-19-8(A) requires that changes that constitute a major change require separate review and approval. Staff has determined the proposed changes constitute a major planned development amendment.

Background: The property is currently zoned PRI and consists of playing fields, a playground and a programming building. The proposed project includes a new splash pad and expansion of the existing building.

Request for Board Action: The Village Board is not voting to approve or deny the petition but is instead asked to instruct staff on whether to continue with the Planned Development process. If the Board instructs staff to continue with the process, the applicant will proceed to the next step in the process, which is to conduct a pre-filing conference with the Development Review Board on a future date.

Documents Attached:

- Park District Introduction Letter
- Planned Development Process Flowchart



River Forest Park District

April 14, 2025

Village of River Forest
400 Park Avenue
River Forest, Illinois, 60305

Introduction to the Proposed Development

To Whom It May Concern,

The Applicant, River Forest Park District, is requesting approval to permit redevelopment a portion of Priory Park. The proposed project includes:

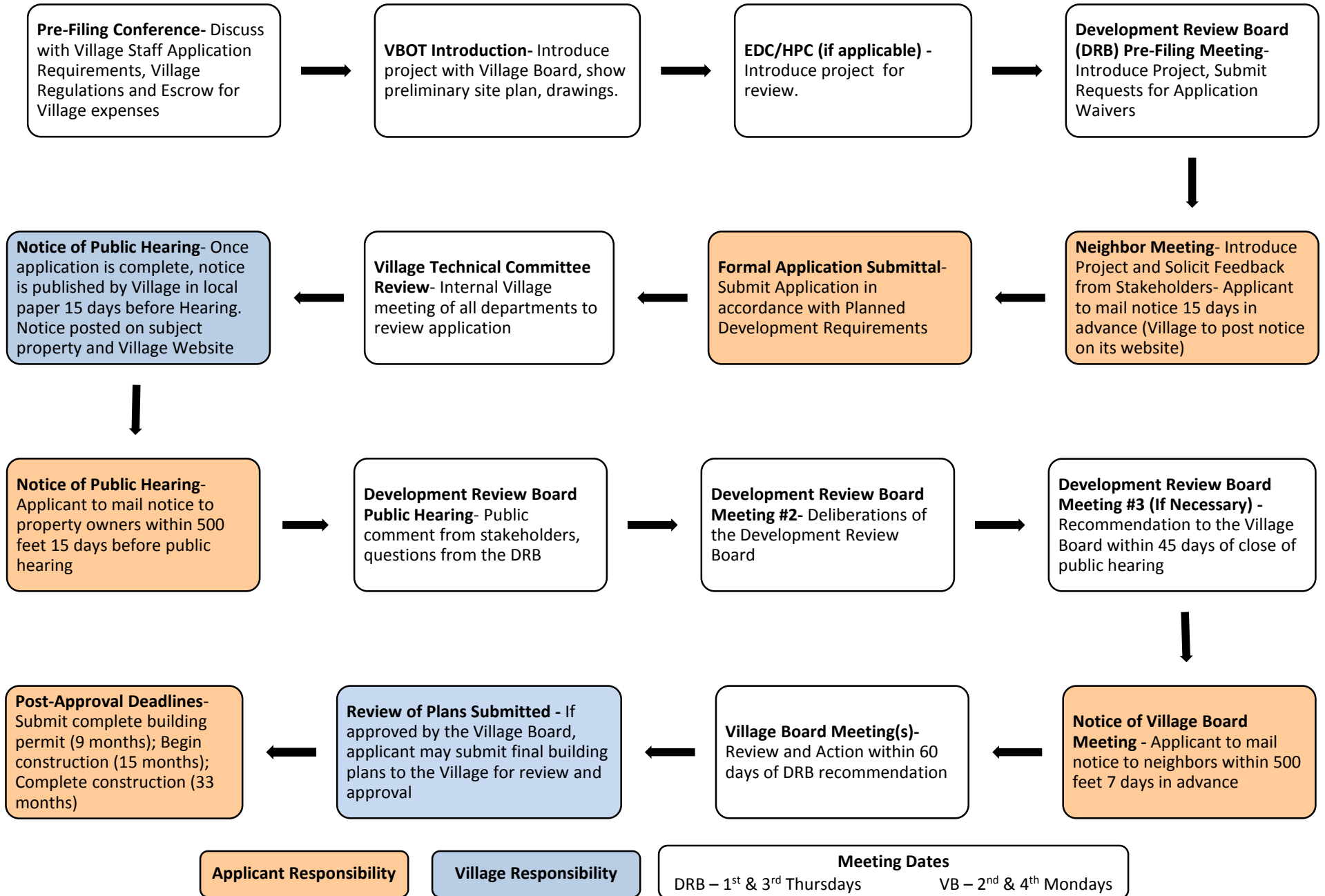
- Construct an approximately 1,700 SF Splash Pad.
- Expand the south end of the Priory Center by 700 SF of the purpose of creating a 1,000 SF program room.
- Construct a 10'x10' Picnic Shelter.

The estimated cost of the project is \$800,000, and the Park District has allocated Capital Improvement funds for this project. The Priory Park Project is scheduled to begin on August 11th, 2025.

Sincerely,

Mike Grant
President

Village of River Forest Planned Development Process





Village of River Forest
Village Administrator's Office
400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: April 14, 2025

To: Matt Walsh, Village Administrator

From: Trish Ivansek, HR Manager

Subj: Presentation of Employee Handbook Amendments

Issue

The Village's Personnel Manual was last updated in November 2018. Following a thorough review of the current manual, the staff has proposed a shift in its overall tone and style. Therefore, it is recommended to rename the Personnel Manual to the Employee Handbook. This new nomenclature signifies a valuable resource for employees rather than a mere rulebook. Recent policy reviews conducted by the Village's Diversity, Equity, and Inclusion consultant, The Nova Collective (NOVA), and insurance carrier, IRMA (Intergovernmental Risk Management Agency) have revealed certain gaps in the existing manual. Consequently, additional policies have been incorporated or revised. The Village is also directing its attention towards future recruitment and retention strategies, particularly considering the impending retirements of several department heads. Staff is evaluating benefits to effectively attract, mentor, and retain top talent and may present additional changes in the coming months.

Analysis

Please find attached the current Personnel Manual dated November 2018, along with the updated new Employee Handbook for your consideration. Due to the significant formatting changes, no redlined version is provided. Below, you will find a list of the major changes proposed for the manual. The Village's labor attorney has reviewed all proposed changes.

Nova Collective Recommendations: During a recent policy audit conducted by consultant NOVA, several recommendations were made regarding updates to the Village current Personnel Manual and employee benefits. In response to these suggestions, the staff evaluated the benefits to identify areas for enhancing inclusivity.

The decision to officially recognize Juneteenth as Village holiday reflects a commitment to fostering an inclusive environment for employees. Adding Juneteenth as a Village holiday will

be a benefit to the non-bargaining unit employees. Juneteenth will also be added as a holiday to the police department due to prior negotiations. In addition to adding this holiday to the employee handbook, staff also revised the language and certain policies to promote inclusivity and reduce punitive measures, in line with NOVA's recommendations.

For example, the staff have replaced the previous discipline policy with an open-door policy. While the progressive discipline policy remains in the handbook, we are optimistic that introducing the open-door policy will lead to a decrease in the number of employees subject to progressive discipline.

IRMA Policy Audit: In June 2024, the Village's insurance carrier, the Intergovernmental Risk Management Agency (IRMA), conducted a comprehensive policy audit and subsequently recommended additional policies to minimize risk to the organization. The newly added or revised policies encompass the following areas:

- Transitional Duty Policy
- Policy Against Pregnancy Discrimination
- Code of Conduct
- Communication Policy
- Generative Artificial Intelligence (AI) Usage Policy
- Fitness for Duty Policy
- Romantic and/or Sexual Relationships
- Updated the Dress Code Policy

These policies are vital to ensuring a professional, safe and compliant organizational environment.

Board Action

Staff is seeking feedback on the proposed employee handbook, but there is no request for formal Village Board action at this time.

Attachments

- Village of River Forest Employee Personnel Manual approved November 2018
- Proposed Village of River Forest Employee Handbook Draft

Village of River Forest

Employee Personnel Manual

11/15/2018

CHAPTER 1. GENERAL INFORMATION

SECTION 1.1. PURPOSE

The purpose of this manual is to familiarize the employee with the policies and benefits of the Village of River Forest. This manual does not, and is not intended to, cover every aspect of Village operations. 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, Board of Trustees, and even then only if that agreement is in writing and is signed by the Village Administrator 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.

In the event any of the provisions of this manual conflict with the laws of the State of Illinois or the Federal Government, the latter shall take precedence.

This Manual replaces all prior Manuals, policies, and procedures regarding employment with the Village. Any questions regarding policies or benefits should be discussed with the Supervisor, Department Head or Assistant Village Administrator.

SECTION 1.2. POSITIONS COVERED BY THESE RULES AND REGULATIONS

These personnel rules and regulations shall apply to all positions in the Village employment now existing or hereafter created.

SECTION 1.3. EMPLOYMENT CLASSIFICATIONS

Classified Service Employee: Employees who are under the jurisdiction of the Board of Fire and Police Commissioners and who are governed by their policies and procedures.

At-Will Employee: An employee who does not have either an individual contract of employment and is not covered by a collective bargaining agreement.

Full-time Employee: An at will employee who, regardless of designation, has satisfactorily completed his/her probationary period and is regularly scheduled to work at least 2,080 hours per year.

Semi Full-time Employee:	An at will employee who, regardless of designation, has satisfactorily completed his/her probationary period and is regularly scheduled to work more than 1,560 hours per year but less than 2,080 hours per year.
Non-Exempt Employee:	An at will employee who is paid on an hourly basis for the actual number of hours spent on duty during a specific pay period and who is not exempt from the provisions of the Fair Labor Standards Act.
Part-time Employee:	An at will employee, whether or not regularly scheduled, who has satisfactorily completed his/her probationary period and who works less than 1,560 hours per year.
Probationary Employee:	An at will employee, regardless of designation, who is newly hired on a contingent basis depending on satisfactory performance for a stated period of time.
Exempt Employee:	An at-will employee who is paid on a salaried basis, on a fixed basis at regular intervals, and is exempt from the provisions of the Fair Labor Standards Act as determined by the Village.
Temporary Employee:	An at will employee who will be employed and scheduled to work for a limited and defined period or project, generally, but not always less than two consecutive calendar quarters and who is not likely to be rehired in subsequent periods. Not qualified for benefits other than Social Security and Worker's Compensation. This term includes individuals commonly referred to as <i>seasonal employees</i> .

If department operations permit as determined by the Department Head and Village Administrator, a full-time employee may, upon request, or as directed by the Village, work semi full-time or part-time hours instead of full-time hours in the same position. While on semi full-time or part-time employment status, the following conditions shall apply:

- A. The actual length of time on semi full-time or part-time employment status will be determined by the Department Head and Village Administrator. Regardless of the time permitted, semi full-time or part-time employment status will be continuously monitored and may at any time be revoked by the Department Head and Village Administrator.
- B. The employee will be treated the same as any other semi full-time or part-time employee. That is, the employee will earn the same benefits as other semi full-time or part-time employees, as outlined in this Manual.

SECTION 1.4 ORGANIZATION OF VILLAGE GOVERNMENT

The Village of River Forest was incorporated in 1880 under the general Illinois Statutes governing cities and villages.

The Village legislative and governing body is comprised of a President, six (6) Trustees and a Village Clerk. All elected Village officers serve four-year staggered terms.

The Village Administrator is the Chief Administrative Officer of the Village and is responsible for the management of all Village operations, under the direction of the Village President and the Board of Trustees.

The Department Heads are appointed by the Village President, by and with the consent of the Village Board, with the recommendation of the Village Administrator, to administer the various Village Operating Departments under the direction of the Village Administrator for the service needs and responsibilities assigned to their particular department.

SECTION 1.5. ADMINISTRATION OF MANUAL

The Village Administrator shall be responsible for administration of these personnel rules and regulations within the Village organization, and may, at any time, develop and promulgate procedural rules, interpretations, and administrative and/or technical changes or modifications. In addition, he/she may recommend amendments to the personnel rules and regulations for consideration by the Village Board, and may review, approve and amend actions taken pursuant to these personnel rules and regulations. Changes to these personnel rules and regulations may be made with or without prior notice.

In the event of a substantive conflict between the terms of this Manual and those of an applicable collective bargaining agreement, the collective bargaining agreement shall control. If any of the policies adopted herein conflict with State or Federal laws, or the rules and regulations of the Board of Fire and Police Commissioners, those laws and rules shall take precedence. In the event of a substantive conflict between the terms of this Manual and either the Police Department General Orders or the Standard Operating Guidelines of the Fire Department or other Departmental rules and regulations, the terms of this Manual shall control.

CHAPTER 2. EMPLOYMENT & ADMINISTRATIVE POLICIES

SECTION 2.1. EQUAL EMPLOYMENT OPPORTUNITY

The Village is committed to providing equal employment opportunity and to the belief that equal employment is necessary for the optimum utilization of human resources. In keeping with this goal, it is the express policy of the Village to consider all applicants for Village employment without regard to race, age, sex, sexual orientation (which includes actual or perceived heterosexuality, homosexuality, bisexuality or gender-related identity whether or not associated with that person's designated sex at birth), genetic information, color, religious affiliation, political preference, national origin, disability, ancestry, marital status, status as a party to a civil union as defined under the Illinois Religious Freedom Protection and Civil Union Act (hereinafter referred to as "Civil Partner"), unfavorable discharge from the military (except dishonorable), or other protected status under applicable law (except where a bona fide occupational qualification exists).

SECTION 2.2. CITIZENSHIP AND RESIDENCY

Except those positions where Federal or State law requires that an employee be a citizen of the United States or the State of Illinois, citizenship is not a requirement for initial or continued employment, however, in compliance with Federal law, employees are required to show eligibility for employment in the United States.

Although residency within the Village or any specific distance from the Village is not a prerequisite for initial or continued employment, employees are expected to be able to report to the Village Hall in a timely manner in the event of an emergency.

SECTION 2.3. EMPLOYMENT APPLICATION FORM

Applications for employment shall be submitted on the Village employment application form. The application form shall be completed in its entirety and any evidence of falsification or fraud on the form may be grounds for dismissal or disqualification from consideration for employment.

SECTION 2.4. PHYSICAL EXAMINATION AND DRUG SCREEN

Each applicant given an offer of employment will be required to submit to and pass a drug screening to help assure a drug free workplace for Village employees. Applicants who fail the drug screen will be notified of the result and the offer of employment will be rescinded. In addition, applicants who receive a conditional offer of employment may, at the employer's expense, be required to take a post-offer medical examination which may include a psychological, polygraph and/or physical examination by a licensed physician designated by the Village.

Employees may be required to undergo a medical examination at the discretion of the Village, and at the expense of the Village, by a physician designated by the Village when an employee's ability to perform essential job functions or to safely perform job duties is in question. A medical examination may also be required when an injured employee returns to work from an

injury or illness, regardless of whether the injury or illness occurred as part of the individual's employment with the Village.

SECTION 2.5 BACKGROUND CHECKS

The Illinois statutes (20 ILCS 2630/3) provides units of local government the ability to obtain from the Department of State Police criminal conviction information for the purposes of evaluating the qualifications and character of employees, prospective employees, volunteers and prospective volunteers.

Upon applying for any position within the Village, each employee, prospective employee, volunteer or prospective volunteer will be required to execute such applications and releases as are necessary for the Village to conduct such criminal background investigation. The conviction information obtained shall not automatically disqualify an applicant from consideration for the position; rather, the conviction information will be considered in relationship to the specific job.

Upon reasonable suspicion of a recent criminal conviction that would affect the qualifications or character of a current employee or volunteer, the Village may conduct a random background check on any such employee or volunteer.

SECTION 2.6. PROBATIONARY PERIOD

261. Purpose. The probationary period shall be an integral part of the evaluation process and shall be utilized as an opportunity to observe an employee's work, to train the employee, and/or to reject any employee whose work performance fails to meet required work standards. A probationary employee may be dismissed at any time for any reason during the probationary period. Successful completion of the probationary period does not grant a property right to the position, nor does completion of the probationary period create a contract or right to future employment
262. Appointments Subject to Probation. The following appointments are subject to a probationary period of nine (9) months.
 - A. Initial employment
 - B. Transfer (as may be recommended by the Department Head), and approved by the Village Administrator.
 - C. Re-employment (after thirty (30) days separation).
 - D. Promotional (six (6) month probationary period)
263. Supervision of Performance. Supervisors shall observe the employee's work performance and may counsel a probationary employee whose work performance is marginal or inadequate. Supervisors are encouraged to conduct an informal review of the employee's performance after six (6) months.

264. Performance Review. Prior to the completion of the employee's probationary period, the supervisor shall complete a performance review of the probationary employee.

2.6.5 Completion of Probationary Period. Prior to the completion of the employee's probationary period, the supervisor, with the approval of the Department Head, shall submit the employee's performance review and may recommend one of the following actions to the Village Administrator.

A. Recommend that the employee be removed from probationary status.

B. Recommend that the employee's probationary period be extended for a period not to exceed three (3) months, at which time the employee may not receive a pay increase until performance is deemed satisfactory. The pay increase is not retroactive and shall commence on the day the probationary period ends.

C. Recommend that the employee be dismissed.

D. Recommend that the employee be demoted or returned to a former position if a vacancy exists.

Any of the foregoing actions shall not, however, be subject to review or appeal by the employee.

2.6.6. Classified Service Employees. In the event of an unfavorable review of a classified service employee, he/she shall be subject to action in accordance with the applicable collective bargaining agreement, provisions of state statute and the Rules and Regulations of the Board of Fire and Police Commissioners.

SECTION 2.7 PROMOTIONS AND TRANSFERS

Promotion to positions in a higher pay range shall be based upon merit, qualifications, experience and the ability to fulfill the essential functions of the position, as determined by the Village Administrator.

1. All promotions are made by the Department Head upon recommendation to and approval by the Village Administrator (except for positions under the jurisdiction of the Board of Fire and Police Commissioners). Employees who are being considered for promotion may be competing for the position with qualified individuals from outside the organization.
2. When an individual is promoted or transferred, the Village Administrator will set the individual's salary in accordance with Chapter 4 of this Manual.
3. A probationary period for any promotion or transfer is required per Section 2.6 of this Manual.

SECTION 2.8. EMPLOYMENT OF ELECTED OFFICIALS AND RELATIVES

281. No person elected to the Office of Village President, Village Trustee, Village Clerk, or appointed to the office of Village Administrator shall be employed in any other capacity with the Village during the term that they hold appointed or elected office.
282. Immediate family (i.e., spouses, Civil Partners, children [birth, step, adopted], brother, sister, brother-in-law, sister-in-law, grandchildren) of the Village President, Village Trustees, Village Administrator, Assistant Village Administrator and Department Heads, shall not be hired in any capacity, during their tenure in office.
283. Applicants related to employees, other than specified above, shall be considered only on the basis of their qualifications, experience, training, physical fitness for the job, and their personal character and integrity.
284. An employee may not be assigned to a position where that employee would directly supervise a relative.

CHAPTER 3. ATTENDANCE AND WORK PERIOD

SECTION 3.1. WORK SCHEDULE

Department Heads shall be responsible for establishing their department's work schedules.

SECTION 3.2. BREAK PERIODS

State law provides that employees who work for 7½ c continuous hours or longer are permitted to take a 20-minute unpaid meal period by the start of the fifth hour. For example, an employee that begins work at 8:00 a.m. and who works until 4:30 p.m. may take a 20-minute unpaid break at 1:00 p.m.

In general, employees working at least an 8-hour day will receive one unpaid lunch period (30 minutes) and two paid 15 minute break periods. Department Heads are authorized to establish the time and length of lunch and break periods during each day. If an employee does not elect to take a scheduled paid break period during the workday, it shall be forfeited.

SECTION 3.3. REPORTING TO WORK AND TARDINESS

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, his/her supervisor shall be notified by telephone (email and text message are not acceptable) at least sixty (60) minutes before his/her 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 and/or disciplinary action up to and including dismissal.

Employees must notify the Department Head or immediate supervisor as soon as possible if the employee expects to be late for work. Tardiness may result in disciplinary action up to and including dismissal.

SECTION 3.4. WORK PERIODS

In general, the work period for employment is defined as a consecutive seven (7) day period commencing at 12:00 a.m. Sunday and ending at 11:59 p.m. Saturday, the seventh day.

SECTION 3.5. PAY PERIODS

Employees are paid semi-monthly for a total of twenty-four (24) pay periods per year.

SECTION 3.6. OVERTIME

The appropriate Department Head or Supervisor must approve in advance all overtime worked. Sick time hours shall not be included in hours of work for the purpose of calculating overtime. The rate of compensation shall be at the rate of one-and-one-half (1 ½) times the hourly rate.

Employees scheduled for 40 hours weekly shall be entitled to overtime pay for any hours worked in excess of 40 hours in one work period. Hours worked includes use of compensatory time, vacation, and personal days.

All employees subject to collective bargaining agreements or memoranda of understanding are entitled to overtime pay in accordance with their respective agreements. Employees performing law enforcement or firefighting duties are subject to the Section 7(k) period set forth in the collective bargaining agreement and under the Fair Labor Standards Act, overtime will be paid on that basis.

This policy shall not apply to Exempt Employees.

SECTION 3.7 COMPENSATORY TIME

Any employee who is eligible for overtime may request compensatory time off at a rate of 1 ½ hours for each overtime hour worked.

Compensatory time shall be earned at one and one-half times the hours worked and time off shall be subject to the approval of the Department Head or their designee. Under no circumstances shall compensatory time off be granted where such granting would create a hardship, as determined by the Department Head, in the operation of the respective department. Earned compensatory time shall, if practical, be used within the fiscal year in which it was earned. Where such time may not be used it will be paid out. An employee shall not be permitted to accrue more than eighty.

(80) hours of compensatory time (53.33 hours of actual time worked). Time accumulated more than 80 hours shall be paid out at the appropriate overtime rate.

CHAPTER 4. COMPENSATION PLAN

Prior to the preparation of each annual budget, as well as at other times, the Village Administrator may make, or cause to have made, such comparative studies, as may be necessary to evaluate current salary levels. On the basis of information derived from such studies, the Village Administrator may recommend to the Village Board, changes in the assignment of salaries.

SECTION 4.1. DEVELOPMENT AND MAINTENANCE OF SALARIES

Employee's salaries shall be determined with due regard to the following:

- a. Salaries for other Village positions.
- b. Relative difficulty and responsibility of positions.
- c. Availability of employees in particular occupational categories.
- d. Rates of pay in other comparable jurisdictions.
- e. The financial policies of the Village.
- f. Such other considerations which may be appropriate.

SECTION 4.2. SALARY INCREASES

Salary increases shall be made, upon the recommendation of the Village Administrator, based upon the factors listed in Section 4.1 except as otherwise provided. No salary adjustment shall be considered to be automatic.

SECTION 4.3. PAYROLL DEDUCTIONS

1. Mandatory Deductions- Automatic payroll deductions are made for federal and state income tax, employee's pension contributions, social security, Medicare (where applicable), union dues (as authorized by a collective bargaining agreement) and any other deductions as may be required by law.
2. Voluntary Deductions- Employees may authorize the following voluntary payroll deduction(s): Health and Dental insurance, IRS section 457 deferred compensation plan, savings bonds, IMRF supplemental life insurance and deductions made in accordance with the IRS Section 125 Flexible Benefit Plan.

CHAPTER 5. EMPLOYEE BENEFITS

Employee benefits are established and amended from time to time by the Village Board and/or Village Administrator.

SECTION 5.1. HEALTH, DENTAL AND LIFE INSURANCE

All semi full-time and full-time employees as described in Section 1.3 are eligible to participate in the Village group health, dental and life insurance programs as they may from time-to-time be changed. Insurance coverage(s) shall commence on the first day of employment and shall cease on the last day of the month in which the employment was terminated. A brochure describing the provisions of each insurance plan shall be furnished to every new employee and is available from the Village Administrator's office.

Employees that opt out of the Village's health insurance plan may be entitled to an Insurance Refusal Reimbursement at the discretion of the Village Administrator and per budgetary constraints.

SECTION 5.2 COBRA INSURANCE CONTINUATION

Employees, their spouses, children, Civil Partners and children of their Civil Partners who receive health or dental insurance may elect to continue to receive health or dental provisions in situations where coverage is otherwise terminated, according to federal law referred to as COBRA (Consolidated Omnibus Budget Reconciliation Act). Coverage shall be at the Covered Individual's expense.

1. Employees who are dismissed for reasons other than "gross misconduct," and full-time and semi full-time employees who are converted to part-time status or leave the Village service voluntarily, are eligible to continue their health and dental insurance for 18 months by paying the applicable COBRA premium.
2. In addition, Covered Individuals may elect to continue their health and dental insurance for 36 months in the event of any of the following:
 - the death of the covered employee
 - a divorce or legal separation from the covered employee
 - the covered employee becomes eligible for Medicare
 - a dependent ceases to meet the health plan definition of an eligible dependent
3. If a Covered Individual is considered to have been disabled at any time during the first 60 days of the COBRA continuation coverage period, the disabled person may elect to extend his or her 18-month COBRA period for up to 29 months from the date of the qualifying event. Non-disabled family members of the disabled individual who are entitled to COBRA continuation coverage are also entitled to the disability extension. Employees must still notify the Village of the SSA disability determination within 60 days after the date of the determination and before the end of the 18-month COBRA continuation coverage period.

4. The Village shall notify the Covered Individual of his or her right to continue coverage. The Covered Individual has 60 days from the time they receive written notification from the Village to decide whether to continue coverage. If the Covered Individual does not advise the Village of their intent to continue coverage within 60 days from receipt of written notification, the coverage will terminate.

5. The monthly cost to the Covered Individual for continuing health and dental insurance under COBRA shall be determined by the Village on an annual basis. Covered Individuals participating in the program shall make monthly payments to the Village upon receipt of a bill from the Village.

6. Military Leave – Village employees shall be entitled to such continuation of benefits pursuant to the Military Leave section of this Manual.

The following table illustrates the qualifying events that can trigger COBRA coverage and the length of coverage.

Event	Length of Continuation
Termination of employment for any reason other than gross misconduct	18 months
A reduction in hours	18 months
Employee is disabled at the time of reduction in hours or termination	29 months
Divorce or death of the employed/retired spouse	36 months

SECTION 5.3 RETIREE COVERAGE

Retirees eligible to receive pension benefits may participate in the Village health and dental insurance plan in accordance with State law. Retirees that opt out of the Village's health or dental insurance plans may not rejoin the plan at a later date.

For any employee hired prior to January 1, 2005 who retires after having been employed by the Village a minimum of twenty (20) consecutive years immediately prior to retirement and is at least 55 years of age, the Village will pay \$200 per month toward the cost of retiree health insurance coverage. Employees under the auspices of the Fire or Police Pension Funds shall adhere to those fund's respective requirements or the requirements of their department's collective bargaining agreements.

Upon eligibility for Medicare, retirees participating in the Village's plans may elect single or single-plus-one supplementary coverage through the Village's plan. The Village does not provide a subsidy to retirees eligible for Medicare, regardless of date of hire. Only employees who retired prior to January 1, 2014 may receive a subsidy for 1/3 of the monthly premium for single coverage if they are enrolled in the Village's fully-insured Medicare supplement. Once an employee opts out of the Village's fully-insured Medicare supplement he/she is no longer

eligible to receive the subsidy and may not return to the plan. (REV. 2-14)

Employees hired on or after January 1, 2005 are required to pay 100% of the cost for retiree health insurance.

Retirees may also purchase up to \$1,000.00 of life insurance under the Village's life insurance plan provided the retiree pays 100% of the monthly premium cost.

SECTION 5.4. EMPLOYEE ASSISTANCE PROGRAM

The Village recognizes that a wide range of illnesses and problems can have an effect on an employee's health, well-being, and job performance. These illnesses and problems may include alcoholism, drug dependence, emotional or psychiatric illnesses, marital and/or family discord, stress disorders, legal difficulties and/or financial problems.

The Village believes that it is in the best interest of the employee, the employee's family, and the Village to provide an Employee Assistance Program (EAP) to help with such illnesses and problems by providing confidential and professional assessment, short-term counseling, and/or referral services. Information on how to contact the EAP is available on employee bulletin boards or by contacting the Assistant Village Administrator. Employees should be assured that use of the EAP Program is confidential.

The Village's EAP provider is Perspectives and can be contacted at 800-456-6327 or www.perspectivesltd.com.

SECTION 5.5. RETIREMENT/DISABILITY/PENSION FUNDS

Employees are generally included in one of three (3) separate pension funds: Illinois Municipal Retirement Fund (IMRF) for non-classified service employees who are employed at least one thousand (1000) hours per year; Fire Pension Fund for firefighters; and Police Pension Fund for police officers. Eligibility, participation, payroll deductions and benefits are as mandated by State and Federal laws. Village employees who participate in IMRF are also required to participate in Social Security. Police Officers and Firefighters appointed after March 1, 1986 are required to participate in the Medicare portion of Social Security.

SECTION 5.6. DEFERRED COMPENSATION

Employees may participate in the deferred compensation plan offered by the Village. Deferred compensation is a tax-deferred retirement plan, which involves deducting a portion of the employee's salary, with the money transferred to an investment fund selected by the employee. 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 distributed to the employee (upon retirement, termination of Village employment or in the event of an emergency). The Finance Department or Assistant Village Administrator can provide further information on this program.

SECTION 5.7. TUITION REIMBURSEMENT

5.7.1 Tuition reimbursement is available when a full-time employee is enrolled in an accredited university, college or adult education program and the course and/or degree

program being undertaken is directly related to the employee's duties with the Village. The following tuition reimbursement plan shall apply when prior written approval for such reimbursement has been received from the Village Administrator. The Village may exercise its discretion under this Section to approve graduate-level courses for reimbursement, although such reimbursement (if granted at all) will normally be conditioned on obtaining the graduate degree and remaining with the Department for a period of time after obtaining the degree. The Village, upon receiving a payment receipt and after completion of the course shall reimburse the employee at the rate of one hundred percent (100%). No payment shall be provided for a grade of "C" or lower.

5.7.2. Basis of Reimbursement

Tuition reimbursement for college credit may be based upon the following priorities:

- A. The amount of budgeted training funds available.
- B. The direct and immediate benefit derived by the Village as a result of this particular employee completing the course.
- C. The length of time which the employee has been employed by the Village and the length of time the employee is expected to remain in the employ of the Village.
- D. The specific job related nature of the course.
- E. The overall performance of the employee.
- F. The length of time which the employee has served the Village.
- G. The employee's technical or supervisory responsibility.
- H. The compatibility of the course schedule and the employee's work schedule.
- I. Other factors which may be relevant

Books, fees, mileage, lodging and other incidental expenses will not be reimbursed; only tuition is subject to reimbursement. The Village will not provide reimbursement if other sources (such as scholarships, grants, etc.) have or will provide for reimbursement, after an employee has applied for such assistance. The Village reserves the right to deny or reduce some requests for tuition reimbursement if it is felt that the tuition is out of line with other area schools where similar courses can be taken at a more reasonable tuition cost.

5.7.3 Obligation Period

If an employee voluntarily leaves the Village within three years of completing a reimbursed course, a percentage amount of reimbursed expenses will be due the Village according to the following table:

0 – 12 months	100%
12 – 18 months	75%
19 – 24 months	50%
25 – 36 months	25%

Such payments may be deducted from final paychecks or other monies owed to the employee by the Village.

5.7.4. Depletion of Funds

When requests for training and reimbursement exceed funds specifically budgeted for that purpose, the Village Administrator may provide partial reimbursement of expenses in order to extend training opportunities to as many employees as possible.

5.7.5. Qualifications

To qualify for tuition reimbursement an employee shall:

- A. Complete the Request for Tuition Reimbursement form, and submit it to the employee's Department Head before enrolling in the course and prior to January 1.
- B. Obtain tuition reimbursement approval from the employee's Department Head and the Village Administrator.
- C. Successfully complete the course with a grade of "B" or better.
- D. Submit to the Finance Department proof of satisfactory course completion and proof of amount spent for tuition.
- E. Have been classified as a full-time employee with the Village for a period of at least one (1) year.
- F. Sign an agreement or promissory note agreeing to reimburse to the Village the amount of the tuition reimbursed if the employee does not remain in the employ of the Village for a period of three (3) years after completion of a course.

5.7.6. Approval of Reimbursement

Request for Tuition Reimbursement forms must be submitted to the employee's Department Head no later than January 1. Final approval of a tuition reimbursement request will not be given until May 1. Actual reimbursement will not be made until after May 1 and successful completion of the course.

SECTION 5.8 FLEXIBLE BENEFIT PLAN

1. The Village administers an IRS Section 125 Flexible Benefit Plan. The rules governing the plan are contained in the Plan Document. Employees may voluntarily authorize additional pre-tax amounts to be deducted from their paychecks and placed in their medical reimbursement and/or dependent care reimbursement accounts.
2. Per federal law and applicable Plan Documents, changes in the allocation may only be made during the open enrollment period prior to the beginning of the plan year, unless the employee experiences a qualifying event under federal law, which may include marriage, Civil Union, legal separation, divorce, death of a spouse or child, pregnancy, birth or adoption of a child, a change in employment status for the employee's spouse, or the termination of insurance coverage provided by a spouse's own employer.
3. Employees who have questions regarding qualifying expenses should contact the Assistant Village Administrator for procedures and documentation needed for reimbursement.

SECTION 5.9 NOTIFICATION OF MAJOR LIFE CHANGES

1. In order to ensure continuation of health insurance and other benefits, employees are required to promptly notify their supervisor of any major life change. Examples of major life changes are marriage, Civil Unions, divorce or legal separation, change in dependent status, loss of insurance coverage by a spouse, birth or adoption of a child, and change of address.
2. When a supervisor is notified of a major life change, the Department shall document the change on the Personnel Status Form and forward this to the Assistant Village Administrator.

CHAPTER 6. LEAVE BENEFITS

SECTION 6.1. VACATION POLICY

Vacation leave is important and essential to an employee's health, morale, job satisfaction and successful job performance. Vacation leave shall be scheduled by and approved by the Department Head, taking into consideration the departmental workload and the needs and demands of the Village. The use of vacation leave is limited to that which is earned at the time of said leave, unless specifically approved by the Department Head and the Village Administrator.

- 61.1. Except as otherwise provided in this section, eligible employees shall earn vacation leave for any month in which they receive compensation for more than eighty (80) hours of work. For purposes of this Section only, vacations, sick leave, holidays, workers compensation leave and compensatory time shall be considered hours worked. Employees shall earn and accumulate vacation leave on a monthly basis according to the following schedule effective May 1, 2012:

Years of Completed Service	Days of Vacation Earned Per Month	Total Days of Vacation Per Year
After initial 6 months of employment	.8333	10
After 5 years	1.2500	15
After 10 years	1.6667	20
After 15 years	2.0833	25

61.2 Semi Full-Time and Part-Time Employees

Semi Full-time and Part-time employees per Section 1.3 of this manual shall be entitled to vacation leave on a pro-rata basis.

61.3 Other Requirements/Regulations

A. Accumulation During Leave

Credit for vacation leave shall not accumulate during any leave of absence without pay or during any lay-off or disciplinary suspension. Vacation leave shall continue to accumulate during a leave of absence with pay, during lost time due to an on-the-job injury or during an authorized vacation leave or sick leave.

B. Holidays During Vacation Leave

Whenever a paid holiday falls during an authorized vacation leave, the employee's leave on the date of the paid holiday shall be considered a holiday for payroll purposes, and shall not be charged to the employee's accumulated vacation leave.

C. Maximum Carryover

A maximum of 10 days of an employee's vacation leave may be carried over from anniversary year to anniversary year.

D. Forfeited Vacation Leave

Except as provided in Section 6.1.3.C, any earned vacation leave which is not used before the end of an employee's anniversary year will be forfeited by that employee except as approved by the Department Head and the Village Administrator.

E. Minimum Use of Vacation Leave

Every employee is strongly encouraged to use a minimum block of five (5) days of earned vacation leave at least once during every anniversary year.

F. Payment of Vacation Leave Upon Termination of Employment

Any employee leaving the Village shall be compensated vacation leave earned and unused at the date of termination of employment, at the employee's current pay rate.

G. Waiver of Vacation Leave

As vacation leave is granted to employees for a period of recreation, no employee shall be permitted to waive such leave for the purpose of receiving additional pay.

H. Minimum Leave

Vacation leave shall be taken in units of not less than two (2) hours at the discretion of the Department Head.

I. An employee may use earned vacation after their probationary period is satisfactorily completed.

SECTION 6.2. HOLIDAYS

The following provisions shall govern paid holidays by the Village. Holiday benefits for employees covered by any collective bargaining agreement shall be as set forth in such agreement.

New Year's Day	Labor Day
Martin Luther King Jr. Day	Thanksgiving Day
President's Day	Friday After Thanksgiving Day
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Floating Day	

- A. Where a holiday falls on a normally scheduled workday, a full-time or semi full-time employee will receive the day off with pay at his/her straight time hourly pay (pro-rated for semi full-time employees). If an employee is called into work on a holiday, the employee will be paid as follows:

- Regular straight time compensation for the holiday (8 hours), plus;
- Time and one-half for all unscheduled hours worked

Only hours actually worked will be used in computing the workweek.

- B. Where a holiday occurs during an employee's scheduled vacation, the employee shall be paid for the holiday and that day shall not be charged against the employee's vacation balance.
- C. If an employee has an unscheduled absence the day before or after a holiday, the employee will not receive holiday pay until proof of illness or other excusable absence is established in a manner suitable to the employee's Department Head.
- D. As noted above, employees receive one (1) floating holiday per year. The floating holiday does not accumulate from year to year. The floating holiday is accrued at the beginning of the calendar year and may be used immediately. A new employee that works less than 3 months in the calendar year is not eligible for a floating holiday in that year.

SECTION 6.3. PERSONAL DAYS

Full-time employees are entitled to use two (2) personal days, per twelve month period based on anniversary date, and provided the employee has satisfactorily completed their probationary period. Semi Full-time and Part-time employees who work 1,040 or more hours per year are entitled to a pro-rated use of personal days based on the annual number of hours worked. The use of the personal day is subject to the scheduling approval of the Department Head. Personal days are non-cumulative and must be taken within the employee's anniversary year. Personal days shall be taken in units of not less than two (2) hours.

SECTION 6.4. NIGHT MEETINGS & OTHER AFTER HOURS ACTIVITY LEAVE

The Village recognizes that certain non-unionized executive, managerial, supervisory and professional personnel are required to attend night meetings and perform work outside of normal working hours, which is not otherwise compensated. As a means to recognize this additional service, these employees may be eligible for additional leave time.

The decision to grant additional leave, the amount to be taken, and when it may be taken is at the discretion of the Village Administrator. Additional Leave shall not exceed 40 hours, unless otherwise approved by the Village Administrator and reviewed by the Finance Director or Assistant Village Administrator and documented accordingly, for an eligible employee in a calendar year, and is not considered accumulating paid leave.

SECTION 6.5. SICK LEAVE

6.5.1. Sick Leave Program

Sick Leave is accumulated at a rate of one day of sick leave credit each month. Sick leave shall be earned by an employee for any month in which the employee is compensated for more than eighty (80) hours of work. Sick leave may reach a maximum accumulation of two hundred forty (240) working days. Semi Full-time and Part-time employees working a minimum of one thousand forty (1,040) hours annually (twenty (20) hours per week) shall be entitled to sick leave on a pro-rata basis.

Sick Leave is a privilege, not a right, extended to regularly scheduled full time employees and qualified part-time employees. Sick leave shall be allowed only when the employee is actually sick or disabled, when there is an illness in the employee's immediate family (i.e., spouse, child (birth, adopted, step), or parent), or for medical appointments which cannot be scheduled outside of working hours. A maximum of five (5) earned sick days per year may be used, when there is an illness in the employee's family.

6.5.2. Authorization of Sick Leave

Each Department Head will have primary discretion for granting sick leave to employees in his/her department. Sick leave may not be used before it is earned.

6.5.3. Minimum Leave

Sick Leave shall be taken in units of not less than one (1) hour.

6.5.4. Accumulation During Leave

Credit for sick leave shall not accumulate during any leave of absence without pay or during any lay-off or disciplinary suspension. Sick leave shall continue to accumulate during a leave of absence with pay due to an on-the-job injury, or during an authorized vacation or sick leave.

6.5.5. Reporting of Absence

The employee shall give notice of absence due to illness or injury to the immediate supervisor as far as possible in advance of the starting time for the scheduled workday. In any event, the supervisor should be advised not less than sixty (60) minutes before the starting time on the day of the absence. The employee must detail the reasons for the absence and the anticipated duration of such absence.

The notice shall be in the form of a phone call or voice message. Email or text message shall not be used to report the need for sick leave.

6.5.6. Medical Certificate Required

A statement or other viable documentation shall be provided by a licensed physician for any use of sick leave of three (3) or more consecutive days unless specifically excused by the Village Administrator or designee. If the Department Head suspects abuse or a pattern of improper or unnecessary sick leave use or if the employee does not supply such statement/documentation or said statement is not deemed satisfactory, the request for sick leave shall be denied and the time off shall be without pay. Failure to report absence because of illness will result in time off without pay and/or disciplinary action up to and including dismissal. Any costs associated with providing a doctor's statement are the responsibility of the employee. The Village may require a second opinion by a physician designated by the Village at the Village's expense. Prior to an employee returning from sick leave, the Village may require a fitness for duty report from a licensed physician of the Village's choosing certifying that the employee is capable of returning to work and performing, either with or without reasonable accommodations, the essential functions of that employee's position.

The Village neither requests nor requires genetic information of an individual or family member of the individual and the employee need not provide any genetic information when submitting the physician's note.

6.5.7. Other Conditions

- A. Sick leave will be paid at the straight time rate and only for regularly scheduled weekly hours up to a maximum of forty (40) hours.
- B. Sick leave hours will not be included as hours worked in computing the workweek for the purposes of calculating overtime.
- C. Violations of the regulations for use of sick leave or requests for use for an improper purpose is an act of dishonesty and can result in disciplinary action up to and including dismissal in accordance with the Village's disciplinary procedures.

SECTION 6.6. BEREAVEMENT LEAVE

In the event of a death in the family, an employee may take the following consecutive calendar days off and receive regular straight-time pay for any regularly scheduled work shifts that fall during such consecutive calendar day period. Such calendar day period ordinarily shall start either the day of or the day after the employee learns of the death. Further, in cases where extensive travel to the funeral is required or for other good and sufficient reasons, the department head or their designee may allow the employee to commence the funeral leave on a later date.

Five (5) consecutive calendar days for: wife, husband, Civil Partner, son or daughter.

Three (3) consecutive calendar days for: father, mother, brother, sister, father-in-law, or mother-in-law.

One (1) day for: grandparent, grandchild, brother-in-law, sister-in-law, daughter-in-law, son-in-law, aunt or uncle.

Any additional time needed shall be taken as personal days, compensatory time or vacation leave and shall be subject to the approval of the department head. The Village Administrator or Department Head reserves the right to request documentation of the absence.

SECTION 6.7. JURY DUTY OR WITNESS DUTY

A full-time or a part-time employee working at least an average of twenty (20) hours per week shall receive full pay or pro-rated pay at his/her straight-time hourly rate for time not worked while serving on jury duty or testifying as a witness at the request of the Village, or testifying under subpoena to matters related to their employment with the Village, provided such employees shall endorse to the Village any payment received for such jury or witness duty.

Employees are expected to return to work whenever possible during jury time and carry out as many of their job responsibilities as time permits during regularly scheduled working hours. In accordance with applicable laws, jury duty shall not adversely impact employment status.

SECTION 6.8. WORKER'S COMPENSATION

681. Any employee injured during the course of employment with the Village shall be eligible for Worker's Compensation benefits in accordance with State Statutes. Any employee who suffers an on-the-job injury or illness, or is involved in an accident while operating Village equipment, a Village-owned vehicle, or a personal vehicle on Village business, shall complete a report of the accident and submit the report to the immediate supervisor within twenty-four hours of the accident, injury or illness, to the extent practicable.
682. An employee temporarily injured and unable to return to work shall be eligible to use earned sick or other paid leave for the first three (3) days following the injury until coverage under the Act begins. If the disability lasts for fourteen (14) calendar days or more from the date of injury, the initial three (3) days of paid leave will be credited to the employee.

- 683. Once benefits under the Act begin, the Village will continue to pay the injured full-time employee's salary and benefits for thirty (30) working days from the date of the job-related injury. Any Worker's Compensation benefits or insurance payments received by the employee shall revert to the Village during the time for which continuing compensation is paid.
- 684. Classified Service Employees in the Police and Fire Departments are provided additional benefits under Illinois State Statutes.

SECTION 6.9. GENERAL LEAVE OF ABSENCE

Employees may submit a written request for a general unpaid leave of absence for personal matters. The decision to grant such leave shall be at the sole discretion of the Village Administrator. Such leave may be requested for:

- 6.9.1. The continuation of or completion of a pursuit of a degree for the purpose of training in subjects related to the work of the employee and which will benefit the Village.
- 6.9.2. To recover their own health or attend to family illness. (See Family Leave Appendix B)
- 6.9.3. Personal business which will require an employee's attention for an extended period, such as a settlement of an estate, liquidating a business, attending court as a witness on non-Village related cases, and for purposes other than the above that are deemed beneficial to the Village service.
- 6.9.4. General Leave of Absence - Procedure
 - A. Employees may submit a written request to their Department Head asking for a leave of absence without pay. The request shall be in writing, stating the reasons for the request, the date desired for the start of the leave and probable date of return. The request along with the written recommendation of the Department Head shall be forwarded to the Village Administrator for authorization.
 - B. Authorization for such leave shall be within the sole discretion of the Village Administrator whose decision will be based upon the operational needs of the department, the work record of the individual and the reason for the request.
 - C. An employee is required to exhaust available paid vacation and personal leave before unpaid general leave of absence is commenced.
- 6.9.5. General Leave of Absence - Benefits
 - A. For the remainder of the month during which a general leave begins, the Village will continue to provide group health insurance coverage under the same conditions as it did before the leave began. Subsequently, such insurance

coverage, if desired by the employee and otherwise available through the Village, shall be fully paid by the employee through the duration of the leave.

- B. With the exception of group health coverage, an employee is not entitled to accrue any other employment benefit while on a general leave (except as indicated in the Family Leave provisions of Appendix B).

6.9.6. General Leave of Absence - Duration

A general leave of absence may be granted for up to twelve (12) workweeks. Extensions may be granted for additional periods of up to twelve (12) additional workweeks, not to exceed a total of twenty-four (24) workweeks.

6.9.7. General Leave of Absence - Return to Duty

- A. A return date shall be agreed to by the employee and the Village Administrator at the time the general leave is granted. Generally, this will be the probable return date specified in the employee's application.
- B. An employee may request an extension of the general leave by making application to the Village in the same manner as on original application. Provided, such extension may not be granted in excess of the limit set forth in Section 6.2.6.
- C. An employee returning from a general leave on the agreed upon return date 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 may be returned to the most equivalent and available employment position with the Village for which the employee is qualified. The employee may transfer to his or her former employment position if and when it becomes available if he or she remains qualified.
- D. Prior to reinstatement after a general leave of absence for an illness, an employee must present to the Department Head or Village Administrator a physician's written statement certifying that the employee is capable of returning to work and performing, either with or without reasonable accommodations, the essential functions of the employment position involved. The Village may also require a fitness for duty report from a licensed physician of the Village's choosing.

6.9.8. General Leave of Absence - Resignation

An employee who fails to return from a general leave on the designated return date, either as originally agreed or as extended, shall be considered as having abandoned and resigned their employment position with the Village.

CHAPTER 7. ADMINISTRATIVE POLICIES

SECTION 7.1. ANTI-HARASSMENT POLICY

7.1.1 Purpose

The Village 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 harassment by any employee, supervisor, elected official, vendor, client, customer or other person, against any employee or third party.

7.1.2 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, genetic information, sex, sexual orientation, color, religious affiliation, political preference, national origin, disability, ancestry, marital status, status as a Civil Partner, unfavorable discharge from the military (except dishonorable), or other protected status under applicable law. The Village will not tolerate harassing conduct that results in tangible employment action 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:

- Bullying, causing mental distress, epithets, slurs, negative stereotyping, threatening or intimidating acts that are based on a person's protected status; and
- Written or graphic material circulated, available on the Village's computer system, or posted or distributed within the workplace that is obscene, hostile or derogatory 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 discourages any such conduct in the workplace and such conduct may serve as the basis for disciplinary action under the Village's policies.

7.1.3 Sexual Harassment

This policy forbids harassment based on gender regardless of whether the offensive conduct is sexual in nature and regardless of whether the individual being harassed is of the same or different gender.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term of employment, (2) submission to or rejection of the conduct is used as a basis for an employment decision affecting an individual (tangible employment action), or (3) conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

This policy forbids any unwelcome or harassing conduct based on gender regardless of whether it rises to the level of a legal violation.

The Village considers the following conduct to represent, but are not limited to, some of the types of acts that violate this policy:

- Physical assaults of a sexual nature included but not limited to rape, sexual battery or molestation, intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, etc.
- Unwanted sexual advances, propositions or other sexual comments including, but not limited to sexually oriented gestures, noises, remarks, and jokes, sexual innuendo or suggestive comments, or verbal abuse of a sexual nature. Also included are preferential treatment and promises of a preferential treatment to an employee for submitting to sexual conduct.
- Sexual or discriminatory displays or publications anywhere in the Village's work place by Village employees including but not limited to pictures, posters, calendars, graffiti, objects, reading materials, or other materials that are sexually suggestive, demeaning or pornographic.

7.1.4 Employee Responsibility

Everyone at the Village can help assure that our workplace is free from prohibited discrimination or harassment. Every employee is expected to refrain from any behavior or conduct that could reasonably be interpreted as prohibited harassment.

7.1.5 Reporting Complaints of Harassment

In the event an employee believes he or she has been confronted by or has witnessed an act of harassment, it is the employee's responsibility to immediately report such action to the employee's Supervisor, Department Head, Assistant Village Administrator, Village Administrator or Village Attorney. These are the individuals who are authorized by this policy to receive and act upon complaints of harassment or discrimination on behalf of the Village. This policy does not require reporting harassment or discrimination to any individual who is the source of the harassing or discriminatory conduct.

7.1.6 Village Response

Once the Supervisor, Department Head, Assistant Village Administrator, or Village Attorney receives a complaint, it shall be their responsibility to notify the Village Administrator on the date of the alleged occurrence if reasonably possible, or on the next business day. All complaints will be taken seriously and given a high priority. The Village Administrator will direct that an investigation be conducted and the nature of such investigation will depend on the circumstances of the complaint. The Village may put reasonable interim measures in place, such as a leave of absence or a transfer, to diminish the potential for further harassment while the investigation takes place. The Village will take further appropriate action once the complaints have been thoroughly investigated. That action may be a conclusion that a violation occurred, as explained immediately below. The Village might also conclude, depending on the circumstances, either that no violation of policy occurred or that the Village cannot conclude whether or not a violation occurred.

If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred then the Village will take corrective action, including discipline up to and including dismissal, as is appropriate under the circumstances, regardless of the job positions of the parties involved. The Village 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. If the person who engaged in harassment is not employed by the Village, then the Village will take whatever corrective action is reasonable and appropriate under the circumstances.

7.1.7 Federal and State Remedies

The Village prefers to resolve any complaints regarding unlawful harassment or discrimination in violation of this policy internally, but also recognizes the employee's right to file administrative claims with the following Federal and State Agencies:

1. United States Equal Employment Opportunity Commission
500 W. Madison Street, Suite 2800
Chicago, IL 60661
312-353-2713
Charges must be filed within 300 days of the incident.
2. State of Illinois Department of Human Rights (IDHR)
100 W. Randolph, 10th Floor
Chicago, IL 60601
312-814-6200
Charges must be filed within 300 days of the incident.

7.1.8 Policy Against Retaliation

The Village forbids that any employee treat any other employee or former employee or applicant adversely for reporting harassment, for assisting another employee or applicant in making a complaint, for cooperating in a harassment investigation, or for filing an administrative claim with the EEOC or a state governmental agency. All employees who experience or witness any conduct they believe to be retaliatory should immediately follow the complaint procedures stated above.

7.1.9 Confidentiality

In investigating and in imposing any discipline, the Village will attempt to preserve confidentiality to the extent that the needs of the situation permit.

SECTION 7.2. BLOODBORNE PATHOGEN

To comply with the OSHA Bloodborne Pathogens Standards, the Village has implemented an Exposure Control Plan as summarized in the Safety Manual. The purpose of the Bloodborne Pathogens Standards is to reduce occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV) and other Bloodborne Pathogens that employees may encounter within the workplace.

The objective of the Exposure Control Plan is to: (1) protect employees from the health hazards associated with bloodborne pathogens; and (2) provide appropriate treatment and counseling should an employee be exposed to bloodborne pathogens. Details of the plan are contained in a separate document.

SECTION 7.3 COMMUNICATION POLICY

The Village herein sets forth procedures regarding the use of the Village's phone, computer and electronic communications systems. These systems include, but are not limited to, telephone, cellular telephones, e-mail, voice mail, FAX communications, computers and the Internet. These systems are to be used in a generally accepted, appropriate, professional, business-like manner.

7.3.1 Ownership & Privacy

The Village's communications systems and all information stored on them are the Village's property. All information and messages that are created, sent, received, accessed or stored through these systems constitute Village records. These records, including e-mail and voice mail, while they may be considered private and confidential, may in fact be subject to disclosure pursuant to the Freedom of Information Act and may also be subpoenaed the same as paper records. There should be no expectation of privacy regarding any electronic communication created on the Village's systems. Employees should not construe the use of passwords as creating an expectation of privacy. The Village reserves the right to monitor its communications systems and all information stored on them at any time, with or without notice and to the extent permitted by applicable state and federal law, to ensure that such systems are being used in a manner consistent with the Village's business interests.

In particular, highly confidential or sensitive information should not be sent through e-mail. The Village reserves the right to keep an employee's e-mail address and associated messages active for a reasonable period of time following an employee's departure from the Village to ensure that important business communications reach the Village.

7.3.2 Prohibited Activities

1. The Village prohibits the use of its electronic communications systems to communicate defamatory, offensive, harassing, disruptive or derogatory material or comments.
2. Employees may not access the operating system or program files of any Village owned computer terminal or network without authorization by the Assistant Village Administrator.
3. Employees may not upload, download, copy, receive or otherwise transmit any illegal information or materials.
4. Employees shall not provide access or use of the Village's electronic communication systems to any unauthorized party.

5. Unless specifically authorized, no phone s, computers, monitors, printers or accessories will be removed from any Village facility.
6. No non-Village media (diskettes, tapes, CD's etc.) will be introduced to the network or to a personal computer without prior testing and approval by the Assistant Village Administrator.
7. No software will be installed on a ny computer without first obtaining the proper licenses and authorization of the Assistant Village Administrator. The department must maintain documentation for all software licenses.

7.3.3 E-Mail and Internet Use

The Village provides e-mail and Internet access to its employees to assist and facilitate business communication and to improve customer service. When an employee is using e-mail or conducting business on t he Internet, the employee is representing the Village. Because of the ability of an Internet site to gather information about its contacts and because of the potential for viruses to spread throughout the network, it is imperative that all actions and communications be conducted in a safe, courteous and ethical manner.

1. With respect to e-mail and Internet confidentiality, the Village reserves the right to monitor all messages and sites visited, with or without notice to employees. The use of a system log-on or password should not convey an expectation of privacy.
2. Official records communicated via e-mail must be retained as long as needed for ongoing operations, audit, legal proceedings, research, or other known purpose. Generally records transmitted through e-mail systems will have the same retention period as those in other formats as required by applicable law. Transitory message and reference copies not requiring long-term retention must be deleted in a timely manner.
3. Reading, altering, or deleting another person's e-mail or computer files without specific authorization of the Department Head is prohibited.
4. The use of e-mail or the Internet for any illegal or unethical activities, or for any activity that could adversely affect the Village or its employees is prohibited. With regard to viruses, it is strongly suggested that an employee not open any attachments to any e-mail, unless he/she is sure he/she knows the sender. Caution should also be taken in downloading files from Internet sites. The Village has taken precautions to alleviate the threat of viruses; the server and each PC have anti-virus software. The software is periodically updated. Under no c ircumstances is this software to be disconnected.

If a virus from any source is detected, notify the Assistant Village Administrator immediately.

5. Employees transmitting obscene or harassing messages or using derogatory language in an e-mail message will be subject to the same disciplinary measures as if the

remarks were made in any other manner. Further, the Internet shall not be used for any illegal, improper, unprofessional or illicit purpose, *e.g. intentionally accessing sites that deal with pornographic or offensive material, gambling, etc.* Intentional misuse may subject the user to disciplinary action up to and including dismissal. *(Police criminal investigations that require access to special Internet services are exempt from this section.)*

Incidental personal and non-business related use of the Internet and e-mail may be permitted within reasonable limits, so long as it does not interfere with the employee's job performance as determined by the Department Head.

6. Resources of any kind for which there is a fee must not be accessed or downloaded with prior approval of a supervisor.
7. During non-work hours, employees that are not exempt from the Wage and Hour provisions of the Fair Labor Standards Act (FLSA) are prohibited from using Village email.

SECTION 7.4 . DRIVER'S LICENSE VERIFICATION

All employees occupying positions which require the operation of a Village vehicle or personal vehicle for Village business, shall be required to supply their driver's license number to their Department Head for verification on an annual basis. If an employee uses his/her personal vehicle for Village business, proof of insurance may be required.

Employees required to have a Commercial Driver's License (CDL) may be randomly required to verify the status of their CDL between annual verifications.

Any employee who drives a Village vehicle or whose job duties require the use of a vehicle and a valid driver's license must notify his or her Department Head immediately if their driver's license becomes invalid for whatever reason; failure to do so may result in discipline up to and including dismissal.

SECTION 7.5. DRUG FREE WORKPLACE POLICY

The Village is committed to maintaining a work place that is free from the effects of drug and alcohol use. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

In accordance with the Federal Drug-Free Work Place Act of 1988, Village employees shall not manufacture, distribute, dispense, possess or use illicit drugs, unauthorized prescription drugs, alcohol or controlled substances on the premises of any Village building or facility (unless authorized), in Village-owned vehicles, or during work hours. Likewise, employees also are prohibited from being under the influence of illegal drugs, controlled substances, unauthorized prescription drugs or alcohol on the premises of any Village building or facility (unless authorized), in Village-owned vehicles, or during work hours. Compliance with this policy is a condition of employment. Sanctions for violation of this policy extend to and include dismissal and referral for prosecution consistent with applicable local, state and federal law.

This policy does not apply to the lawful use of prescription drugs under the supervision of a licensed healthcare professional and within the limits of a valid prescription. An employee who has been prescribed drugs or who is taking over-the-counter medications that come in containers with warnings about drowsiness or interference with the ability to operate machinery or drive safely, is required, however, to consult with his or her doctor or pharmacist about the medication's effect on the employee's ability to perform his or her job safely, and to immediately disclose to his or her supervisor any medication-related work restrictions. Employees should not, however, disclose the type of drugs they have been prescribed or the underlying medical conditions, impairments or disabilities unless specifically directed to do so by their doctors or asked to do so by the Village.

It is the policy of the Village to conduct drug/alcohol testing where it has reason to believe that an employee may be under the influence of alcohol, illegal drugs or other controlled substances. In addition, any employee who is reasonably believed to have caused or contributed to an accident which resulted in personal injury requiring medical treatment away from the scene of the accident, which disabled a piece of equipment or at the discretion of the Supervisor following an accident shall be tested for alcohol, illegal drugs or other controlled substances. Further, employees employed in safety sensitive positions are subject to periodic or random testing. Employees subject to D.O.T. testing shall be tested in accordance with D.O.T. regulations in addition to the testing and discipline provisions of this policy. Refusal to submit to testing will result in disciplinary action, up to and including dismissal.

As a condition of initial or continued employment, employees shall abide by the terms of this policy and shall notify the Village Administrator of any criminal drug statute conviction, guilty or nolo contendere plea for a violation no later than five days after such conviction or plea.

For purposes of this policy, the term "controlled substance" means a controlled substance listed in the Illinois Controlled Substances Act (720 ILCS 570) or Cannabis Control Act (720 ILCS 550) and substances listed in Schedules I through V of the Federal Controlled Substances Act (21 U.S.C. ' 812), as further defined by regulation at 21 CFR ' ' 1308.11 through 1308.15. Among other substances, it includes such illegal drugs as marijuana, cocaine, crack, PCP, heroin, morphine and LSD listed in schedules I through V of Section 202 of the Controlled Substances Act (21 USC ' 812.) For the purpose of determining whether the employee is under the influence of alcohol in violation of this policy, test results showing an alcohol concentration of .02 or more based upon the grams of alcohol per 100 millimeters of blood will be considered positive, and results showing an alcohol concentration of .0199 or less shall be considered negative.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with the Village Administrator without fear of reprisal.

SECTION 7.6 . GIFTS & GRATUITIES

Employees of the Village must fully comply with provisions set forth in the Illinois State Gift Ban Act. A ny employee found to be in violation of the Illinois State Gift Ban Act shall be subject to disciplinary action up to and including dismissal.

7.6.1 Employees shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, hospitality, loan, or other tangible or intangible item of monetary value from any person, corporation or other organization who:

A. Has, or is seeking to obtain, contractual or other business or financial relations with the Village.

B. Conducts operation or activities that are regulated by the Village.

C. Has outside interests that may be substantially affected by the individual's performance or non-performance as a Village official.

D. Exceptions to the above would include:

1. Acceptance of gifts or other items with monetary value where it is clear that there is an obvious family or personal relationship.

2. Acceptance of any items from any one source during a calendar year having a cumulative total value of less than \$100 (cash may not be accepted at anytime).

3. Acceptance of loans from banks or other financial institutions on customary terms to finance proper and usual activities of employees.

4. Acceptance of unsolicited advertising or promotional materials, such as pens, calendars, or other items of nominal intrinsic value.

E. The gift ban provisions of the Illinois Officials and Employees Ethics Act to the extent they are more restrictive than above, shall control. The restrictions in this section 7.6.1 do not apply to gifts from persons or firms serving in the capacity as appointed or elected officers of the Village.

7.6.2. Gifts to Superiors

An employee shall not give a gift, nor 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 than the supervisor. Exception would include a voluntary gift in a nominal amount made on a special occasion such as a holiday, marriage, birthdays, illness, or retirement.

7.6.3. Reporting Gifts and Gratuities

All gifts, gratuities, or other items of monetary value, except as excluded above, should be reported immediately upon receipt thereof to the employee's immediate supervisor.

SECTION 7.7 . JOB DESCRIPTIONS

The Village Administrator has the authority to revise job descriptions as necessary and at any time. All aspects of the job description may be modified, revised, or deleted at any time.

SECTION 7.8 MEDIA CONTACT

The Village Administrator, Assistant Village Administrator and Department Heads shall be responsible for all official contacts with the news media during working hours, including answering of questions from the media. The Village Administrator and Department Heads may designate specific employees to give out procedural, factual or historical information on particular subjects or issues.

SECTION 7.9. NO SOLICITATION

Solicitation will not be permitted during working time or during non-working time in areas where it will disturb other employees who are working. Distribution or circulation of printed material by employees will not be permitted in work areas at any time. "Working time" refers to that portion of any work day during which an employee is supposed to be performing any actual job duties; it does not include other duty-free periods of time. Solicitation and distribution by non-employees in non-public areas of Village property is strictly prohibited.

SECTION 7.10. OUTSIDE EMPLOYMENT

Employees may engage in other employment outside of official duty hours providing that annual approval is secured from their Department Head after an annual written request is made by the employee. The Village reserves the right to prohibit outside employment, where the outside employment:

- A. Is conducted on Village time.
- B. Interferes with working hours or overtime requirements of the employee's position.
- C. Involves the use of Village uniforms, facilities, equipment or supplies of any kind.
- D. Involves the use of official information not available to the public.
- E. May reasonably be construed by the public to be an official act of the Village, or that a conflict of interest exists.
- F. Reflects adversely upon the employee or the Village.
- G. Is in conflict with the employee's position with the Village. This shall include work which an employee would be expected to do as part of his/her normal duties; work requiring approval or review of the Village, or work which would tend to influence the exercise of improper judgment on any matter coming before the employee in the course of his/her Village employment.

SECTION 7.11. PECUNIARY INTERESTS

It is the intention of the Village to avoid any and all business and financial transactions where there may be a possible conflict of interest. Therefore, it is the policy of the Village that no employee shall have a financial interest, direct or indirect, in any contract with the Village, or be financially interested, directly or indirectly, in the sale to or by the Village of land, materials, supplies, or services, except on behalf of the Village as an employee.

SECTION 7.12 PERFORMANCE EVALUATION

All employees will have their performance evaluated no less frequently than on an annual basis in accordance with the Village's Performance Evaluation Plan for the purpose of providing positive and constructive feedback on the employee's performance over the past year.

1. In addition to the annual formal evaluation, the supervisor or Department Head is encouraged to conduct informal evaluations and observations of an employee's job performance at any time and by any means deemed appropriate.
2. The Supervisor may require the employee to complete a self-evaluation and submit this to the supervisor prior to the supervisor drafting the written evaluation.
3. Once the formal written evaluation has been completed by the employee's supervisor, it must be submitted to the Department Head who may add any written comments or adjust the evaluation as necessary.
4. The supervisor and/or Department Head shall then meet with the employee in private, at which time the employee is encouraged to freely discuss the evaluation.
5. Once the evaluation has been discussed with the employee, the employee shall acknowledge by written signature that the report has been discussed, and may add written comments if so desired. A copy of the evaluation will be given to the employee.
6. After the employee signs the evaluation, it shall be submitted to the Assistant Village Administrator for placement in the employee's personnel file. If the employee refuses to sign the evaluation, the document will be noted as such and placed in the employee's personnel file.

Performance evaluations are tied to a performance pay system as determined by the Village, except as provided for in existing collective bargaining agreements or memorandums of understanding.

SECTION 7.13. PERSONAL VEHICLE USE & MILEAGE REIMBURSEMENT

When an employee uses his/her personal vehicle in the course of conducting Village related business, the employee shall purchase and maintain a vehicle insurance policy as necessary to

comply with the minimum insurance levels required by Section 7-601 of the Illinois Vehicle Code and all other applicable state and federal laws.

Any employee utilizing his/her private vehicle for Village business as approved by the respective Department Head, shall be entitled to reimbursement in accordance with the Internal Revenue Service's established rate.

SECTION 7.14 PERSONNEL FILES

An employee's personnel and medical files shall be maintained and made available to the employee in accordance with applicable State and Federal laws.

1. An employee may inspect his or her personnel record relating to the employee's qualifications for employment, promotion, transfer, additional compensation, discharge or other disciplinary action upon written request to the Assistant Village Administrator. An employee may designate another representative to inspect his or her personnel documents provided such request is made in writing and is approved by the Assistant Village Administrator.
2. The Assistant Village Administrator will determine an acceptable place and time when access to the employee's personnel record will be facilitated, and will provide the employee with the inspection opportunity within seven (7) working days from the time the employee makes the written request.
3. In the event the employee does not agree with information contained in the personnel records, the employee may submit a written statement to the Assistant Village Administrator to be attached to the disputed record or document in the personnel file.
4. Upon written request, the Village will copy personnel documents requested by the employee. Such request must specifically designate which documents are to be copied.
5. The right of inspection does not apply to various types of documents maintained by the Village as set forth by statute, including but not limited to:
 - a. Letters of reference
 - b. Tests (except cumulative test score)
 - c. Personal information about any other person where disclosure is an unwarranted invasion of privacy
 - d. Records concerning any other pending claim by the employee which may be discovered in a judicial proceeding
 - e. Investigatory or security records (unless and until adverse personnel action is taken based on such information)
 - f. Materials relating to "staff planning" such as documents relating (or

potentially relating) to more than one employee concerning the development, expansion, goals or plans of the Village or any of its departments. However, if such materials are used to determine an employee's qualifications for employment, promotion, additional compensation, transfer, discipline or discharge, they will be produced.

The Village will only release the following information from the employee's personnel file: position title, salary confirmation and dates of employment except under the following circumstances:

1. When the employee has specifically authorized in writing the release of information;
2. When the Village is legally obligated to provide the information;
3. When information is needed to provide information to agencies which are or may be providing health benefits to employees when disclosure is authorized under the Village's HIPAA policy.

SECTION 7.15. POLITICAL ACTIVITY

All employees are urged to exercise their individual right to vote as citizens. No employee may use his or her official position to coerce, influence or inhibit others in the free exercise of their political rights. No employee shall engage in political activities during working hours, or on duty, or while wearing or utilizing any equipment, wearing apparel or supplies owned or provided by the Village.

SECTION 7.16. SAFETY

Each employee is required, as a condition of employment and continued employment, to develop and exercise safe work habits in the course of their employment, to prevent injuries to themselves, their fellow employees and to conserve Village property and equipment. In addition, all employees are required to bring any unsafe working conditions to the attention of the Village. Failure to maintain an appropriately safe working environment may be grounds for discipline up to and including dismissal.

All employees are required to review and become familiar with the policies and procedures outlined in the Village Safety Manual.

SECTION 7.17. SMOKE FREE ENVIRONMENT POLICY

The Village has designated the Village Hall, the Police Department, the Public Works Garage, the Water Pumping Station, the Fire Station, within 15 feet of all public building entrances, and all Village owned vehicles as smoke free areas.

SECTION 7.18. TOXIC SUBSTANCES INFORMATION

- 7.18.1. In accordance with the Toxic Substance Disclosure to Employees Act, 820 ILCS 255/1, et. seq. the Village will require all suppliers to identify whether any substances, mixtures, or compounds purchased and used by the Village are considered a "toxic substance" as determined by the Illinois Department of Labor.
- 7.18.2. In accordance with the Toxic Substances Disclosure Act, the Village will attempt to insure that all employees receive the necessary information concerning the nature of any toxic substances with which the employee must work, and full information concerning the known and suspected health hazards of such toxic substances. Annual training will be provided for effected employees.
- 7.18.3. Employees will be given personal instruction with respect to methods of material handling for each toxic substance to which the employee will be exposed in the normal course of his/her employment. T he Village will require that every supplier provide a "Material Safety Data Sheet (MSDS)" on each toxic substance, which the Village may purchase and use. Employees will receive education and training information with respect to all toxic substances to which the employee is routinely exposed including methods in material handling, MSDS information, and a summary of employee rights under the Toxic Substances Disclosure to Employees Act.
- 7.18.4. Any employee (or the employee's doctor or representative) may obtain a copy of an MSDS by written request to the employee's immediate supervisor, who will then forward the request to the Department Head. The Village will provide the employee with a copy of the MSDS, and if the Village does not possess the requested MSDS, the employee will be so notified and a written request from the respective department will be submitted to the seller of the toxic substance within ten (10) days. If the seller fails to provide the Village with an MSDS within thirty (30) days, the Village Administrator's Office will file a complaint with the Illinois Department of Labor, and a copy of the complaint will be provided to the employee originally requesting the MSDS. T he Village Administrator's Office shall forward the MSDS to the requesting employee within ten (10) days of receiving it from the seller of the substance.
- 7.18.5. In accordance with the Act, the employee may not refuse to work with a toxic substance if the Village makes a good faith effort to provide a Material Safety Data Sheet to the employee within the time limits and process as specified in the Act.

SECTION 7.19. TRANSITIONAL DUTY

Employees who suffer an illness or injury on or off duty and who cannot perform all the required and normal tasks of their position may be placed on transitional duty.

The Village may require an employee who is on sick leave or Worker's Compensation leave to return to work in an available transitional duty assignment.

- 7.19.1. The determination as to whether an employee will be assigned transitional duty shall be made by the Department Head upon consultation with the Assistant Village Administrator. A Personnel Status Form documenting the transitional duty assignment must be completed and forwarded to the Assistant Village Administrator for placement in the employee's personnel file.
- 7.19.2. Under no circumstances will an employee perform transitional duty without a written medical opinion from a physician stating that the employee is able to perform transitional duty without significant risk that such transitional duty work would aggravate the employee's condition.
- 7.19.3. Nothing in this policy shall be construed to require the Village to create transitional duty assignments for an employee. Employees will only be assigned to transitional duty assignments when the Village determines that transitional duty work exists, Village operations permit and that there is a reasonable expectation that the employee will return to full duty.

SECTION 7.20 TRAVEL AND CONFERENCE POLICY

Approval of any travel or conference request is conditioned upon the availability of funds in the appropriate department budget. In general, no more than one national and one state conference may be authorized for any Department Head in any fiscal year.

Employees attending a training seminar or conference must first complete a Travel and Training/Conference Expense Report available from the Department Head or Finance Director/Treasurer.

- 7.20.1 The Village may assume the reasonable cost of registration, lodging, meals, travel, and other incidental expenses for any approved training activity.
 - A. Reimbursement of lodging expenses shall be for a single room rate. Reimbursement of travel expenses shall be for the means of travel that is the least expensive and/or most practical.
 - B. Reimbursement of meal expenses shall be limited to \$50.00 per day (no more than \$20 per meal), including gratuity. Gratuity will be reimbursed up to 20% of the total bill for each meal.
 - C. When attending a training seminar/conference which requires the use of the employee's personal vehicle, the employee shall be reimbursed at the mileage rate in accordance with the Internal Revenue Service's established rate.

SECTION 7.21 UNIFORMS & APPEARANCE FOR WORK

Uniforms may be provided in accordance with Departmental Rules and Regulations. Employees are prohibited from wearing Village issued clothing for personal use. Upon separation from the Village, the employee is required to return Village issued uniforms.

Employees are expected to be well groomed, free of offensive odors and dressed in a manner suitable to their responsibilities and position. An employee's appearance must be business appropriate. Department Heads may establish individual department dress and appearance policies. When uniforms are furnished, they must be kept clean and neat, and must be worn while performing duties for the Village. When safety equipment is issued to employees, it is mandatory that it be worn and/or used in the manner prescribed when performing tasks for which such equipment is provided.

SECTION 7.22. VILLAGE VEHICLE USE

Village vehicles shall be used in accordance with applicable local, state and federal laws as well as Village and department policies and procedures. In general, a Village vehicle may not be driven outside of River Forest without the approval of the Department Head.

Unless otherwise approved, Village vehicles shall not be used for an employee's personal use.

Employees are responsible for the care and conservation of Village vehicles.

Employees shall be free from the odor and influence of alcohol, and the influence of drugs at all times while driving a Village vehicle.

Employees shall not use a cellular phone, tablet or any other kind of electronic device while operating a Village vehicle. To use such a device, the vehicle must be turned off or pulled to the side of the road, with hazard lights flashing, and placed in park.

Certain authorized Department Heads and Deputy Chiefs are granted use of a Village vehicle. All other Village owned vehicles shall be limited to official business with no other employee being authorized daily portal to portal or personal use, unless, during the course of and as a result of the necessity of official business as authorized by the Department Head and Village Administrator or during the course of serving as an acting Department Head.

SECTION 7.23 CONCEALED CARRY AND WEAPONS-FREE WORKPLACE POLICY (REV. 2-14)

1. Public Act 98-0063 created a new "Firearm Concealed Carry Act" and also amended other portions of many other statutes, creating a system whereby Illinois residents can apply for and receive a license to carry concealed firearms. The purpose of this policy is to comply with Public Act 98-0063, promote the objectives of the Village's Workplace Violence Policy, and to protect Village employees' and residents' safety and welfare.
2. For purposes of this policy:
 - a. "Firearm" means any handgun, rifle, shotgun or any other type of "firearm" as that term is defined by the Federal Government.

- b. "Dangerous weapon" means any type of hazardous device or substance, dangerous knife (such as switchblade or ballistic knives), bludgeon or other weapon whose possession is a criminal offense under the State of Illinois Criminal Code.

It is the policy of the Village that all property, buildings or portions of buildings, as well as Village vehicles, owned or under the control of the Village are designated as "Prohibited Areas" for concealed carry licensees to carry firearms or dangerous weapons of any type, concealed or unconcealed. All Prohibited Areas that are buildings must clearly and conspicuously display a 4"x6" sign on the premises, which states that concealed firearms are prohibited. Signs shall be in accordance with the design approved by the Illinois State Police. The Village Administrator, or his designee, shall determine placement of these signs at all building and restricted parking area entrances. The Village Administrator, or his designee, shall be responsible for the placement and maintenance of the signage.

3. All Village employees, except as exempted below, including contract and temporary employees, regardless of whether they are licensed under Illinois law, are strictly prohibited from carrying any firearm or dangerous weapon into any Prohibited Area.
4. Village employees, except as exempted below, including contract and temporary employees, regardless of whether they are licensed under Illinois law, are strictly prohibited from possessing or carrying firearms or dangerous weapons while acting within the course of their employment, whether or not they are on Village property.
5. A firearm may be transported into a parking area within an employee's personal vehicle if the firearm and its ammunition remain locked in a case out of plain view within the parked vehicle. "Case" is defined as a glove compartment or console that completely encases the firearm and its ammunition, the trunk of the vehicle or a firearm carrying box, shipping box or other container. The firearm may only be removed for the limited purpose of storage or retrieval from within the trunk of the vehicle. A dangerous weapon or firearm must first be unloaded before removal from the vehicle. All employees who are storing their firearm in their personal vehicle, pursuant to Illinois law, must inform Village Administrator of the location that their vehicle is parked.
6. Exempt employees – This policy does not apply to Sworn Village of River Forest Police to the extent that their duties require them to carry a firearm.
7. Any employee found to have carried a dangerous weapon or firearm onto a Prohibited Area knowingly, or found to be carrying a dangerous weapon or firearm under circumstances in which the employee should have known that he or she was in possession of a dangerous weapon or firearm, may be subject to discipline up to and including, but not limited to, immediate termination of employment, subject to such other employment rules or regulations as may be applicable.
8. Any individual visiting or conducting business on Village property found to have carried a dangerous weapon or firearm into a Prohibited Area knowingly, or under

circumstances in which the person should have known that he or she was in possession of a dangerous weapon or firearm, may be banned from Village property.

9. Any individual found to have carried a dangerous weapon or firearm into a Prohibited Area knowingly, or found to be carrying a dangerous weapon or firearm under circumstances in which the individual should have known that he or she was in possession of a dangerous weapon or firearm, may be subject to administrative action by the Village and possible arrest and prosecution. Violations of this Policy may result in referrals to external law enforcement agencies.

Employees who have a question about this policy, or who suspect an individual has acted or is acting in violation of this policy, are required to notify the Police Chief immediately.

SECTION 7.24 WORKPLACE INSPECTION POLICY

The Village wishes to maintain a work environment that is free of illegal drugs, alcohol, unauthorized firearms, weapons, explosives, or any material whose possession is illegal under federal or state law. To this end, the Village prohibits the possession, sale, transfer or use of such materials on its premises or in Village vehicles. The Village requires the cooperation of all employees in administering this policy.

Desks, cabinets, file drawers, file boxes, computer files, lockers and other storage devices may be provided for your convenience but remain the sole property of the Village. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the Village at any time, with or without prior notice. If you refuse to submit to a search or are found in possession of prohibited articles you will be subject to disciplinary action, up to and including dismissal.

SECTION 7.25 WORKPLACE VIOLENCE POLICY

It is the objective of the Village to ensure the safety and well being of its workforce and the persons with whom the Village does business. Therefore, the Village has established a zero tolerance policy for any violent acts or threats directed by or towards any Village employee.

7.25.1 The Village endeavors to provide a safe workplace for all of its employees and individuals doing business with the Village. All employees should review and understand all provisions of this workplace violence policy to encourage a safe workplace and to reduce the risk of violence.

7.25.2 Prohibited Conduct

The Village does not tolerate any type of workplace violence committed by or against employees or other individuals. Employees are prohibited from making threats or engaging in violent activities or threatening behavior.

This list of behaviors while not inclusive, provides examples of conduct that is prohibited:

1. Causing physical injury to another person;
2. Making threatening remarks;
3. Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
4. Intentionally damaging employer property or property of another employee;
5. Possession of a firearm or weapon in violation of Section 7.23.

7.25.3 Reporting Procedures

Any potentially dangerous situation or behavior must be reported immediately to a Supervisor, Department Head, the Assistant Village Administrator or the Village Administrator. The behavior may also be reported to law enforcement personnel. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. The Village will actively intervene at any indication of a possibly hostile or violent situation.

7.25.4 Hiring

The Village takes reasonable measures to conduct background investigations to review candidate's backgrounds and reduce the risk of hiring individuals with a history of violent behavior.

7.25.5 Individual Situations

While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to immediately inform their Department Head, the Assistant Village Administrator or the Village Administrator if any employee exhibits behavior that could be a sign of potentially dangerous situations. Such behavior includes:

1. Discussing the inappropriate use of weapons or bringing weapons to the workplace except as the weapon relates directly to the person's job;
2. Displaying overt signs of extreme stress, resentment, hostility or anger;
3. Making threatening remarks;
4. Sudden or significant deterioration of performance;
5. Displaying irrational or inappropriate behavior.

7.25.6 Employees at Risk

Any employee who reasonably believes he/she may be at risk for becoming a victim of violence because of the nature of his/her job or because he/she is subject to

harassment, violence or threats from any person should advise their department head of their concern.

7.25.7 Dangerous/Emergency Situations

Employees, other than sworn police officers, who confront or encounter an armed or dangerous person, should not attempt to challenge or disarm the individual. If a Supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given.

7.25.8 Enforcement

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including dismissal. Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.

CHAPTER 8. DISCIPLINARY AND SEPARATION ACTION

SECTION 8.1. DISCIPLINE

It shall be the duty of all employees to maintain high standards of conduct, cooperation, efficiency, and economy in their work for the Village. Department Heads and Supervisors shall organize and direct the work of their units in a manner calculated to achieve these objectives.

In most cases, disciplinary action will ordinarily be of a progressive nature. Repeated violations of the same rule, violations of more than one rule in a single act, violations of different rules at different times, and aggravating circumstances, may be examples for accelerated or compounded disciplinary action. Moreover, certain types of offenses may result in immediate dismissal.

This section shall not limit the ability of the Village to take actions, including immediate dismissal or suspension, for any reason it deems appropriate. Unless otherwise set forth under a written contract of employment or unless provided otherwise by the Board of Fire and Police Commissioners, employees are employed at-will and may be subject to dismissal with or without cause at any time at the sole discretion of the Village.

8.1.1. EXAMPLES FOR DISCIPLINARY ACTION

The following is a partial list of conduct that is prohibited and will not be tolerated. The illustrations of offenses listed are not intended as a complete inventory of what can occur in the work environment, but they are to serve as a guide in determining appropriate reasons for disciplinary action.

- A. Unsatisfactory work performance as determined by the employee's Department Head and/or supervisor and as communicated to the employee through formal and informal evaluation including incompetency, negligence, or inefficiency in the performance of assigned duties.
- B. Abusive or offensive in attitude, conduct or language in a public place, towards the public, Village officials, or other employees, or abusive in conduct resulting in physical harm or injury to other employees or to the public, either on or off duty.
- C. Violation of any regulation, order or rule, or failure to obey any lawful direction given by a superior.
- D. Involvement in preventable accidents involving bodily injury or damage to equipment or damage to property.
- E. Accepting for personal use a gift, fee or other valuable thing which would be in conflict with the Section 7.6, Gifts and Gratuities, of this manual.
- F. Harassment of another employee as defined in Section 7.1 of this manual.

- G. Conviction of a criminal offense while employed by the Village or having been engaged in or engaging in criminal conduct either on or off duty.
- H. Damage to public property or waste of public supplies or money through carelessness, negligence, or willful misconduct.
- I. Absence without leave, for a period of three (3) days, or failure to report to work after an authorized leave of absence has expired or has been revoked or canceled by the employee's superior.
- J. Excessive absenteeism or reporting late for work.
- K. Having an antagonistic attitude towards an employee's superiors or other employees, criticizing orders or policies issued and adopted, or acts so to interfere with proper cooperation of Village employees to the detriment of efficient public service.
- L. Possession or being under the influence of intoxicating liquor or drugs on Village property, or while operating Village equipment, or while performing the duties associated with the employee's position.
- M. False claim of disability due to sickness or injury.
- N. Theft, unauthorized possession or use of Village equipment, property, or material for one's personal use or for any other inappropriate purpose.
- O. The threatened or attempted use of personal or political influence in securing promotion, leave of absence, transfer, change of pay or other character of work.
- P. Inducing or attempting to induce, an officer or employee of the Village to commit an unlawful act or to act in violation of any legal departmental or official regulation or order.
- Q. Falsification or alteration of time sheets, personnel records, employment application, reports, logs, falsely representing the quality/quantity of work performed, or any other Village records , or by assisting another employee in committing or concealing the aforementioned actions.
- R. Sleeping during working hours.
- S. Engaging in unauthorized personal business during work hours.
- T. Illegal or indecent conduct or behavior
- U. Insubordination, or, a failure or refusal to recognize or submit to the authority of a supervisor.

- V. Use of sick leave under false pretenses or for purposes not consistent with the sick leave policy
- W. Engaging in any act that is deemed to endanger the safety, health or well being of another person, or that the consequences of the act cause or act to cause disruption of work or gross discredit to the Village.
- X. Intentional disclosure of the Village's confidential information contrary to Village policies
- Y. Violation of any rule, policy, procedure or regulation.
- Z. Display of other misconduct comparable in seriousness to the offenses enumerated above

8.1.2. Forms of Discipline

This section lists possible disciplinary actions that may be utilized by the Village. This Section is not a limitation on the Village's authority to impose any form of discipline that it determines to be appropriate in its sole discretion based upon the facts of any given situation. Also, this Section is not a guarantee that disciplinary actions will occur in any specified sequence or that one action must necessarily precede another. The Village retains the right to discipline and dismiss an employee with or without cause or notice.

Some forms of disciplinary action against certain employees of the Fire, Police and Public Works Departments are controlled by Collective Bargaining Agreements ("CBA"). If a conflict occurs between this section and the CBA, the disciplinary process agreed upon in the CBA terms shall control.

A. Oral Warning/Employee Counseling

When a less formal means of handling a disciplinary incident is warranted, the supervisor may consider an employee counseling session. This session should generally take the form of a meeting between the supervisor and employee and is intended to make the employee aware of the situation or trend in performance or conduct that is unacceptable and which could result in further disciplinary action if continued or repeated. A Disciplinary Action Notice form will be completed and forwarded to the Assistant Village Administrator to be placed in the employee's personnel file, and a copy will be given to the employee.

B. Written Reprimand

When an increasing level of discipline is warranted, a written reprimand may be issued. The supervisor will meet with the employee to discuss the matter and afford an opportunity for the employee to respond. A Disciplinary Action Notice will be completed and forwarded to the Assistant Village Administrator to be placed in the employee's personnel file, and a copy will be given to the employee.

C. Demotion

Demotions for disciplinary reasons may be necessary so that the employee, whose work has not been satisfactory, but who does not deserve dismissal, may be retained and assigned less responsible work.

When a Department Head believes that a demotion is in order as a result of misconduct, poor quality of work, infraction of rules, or for other cause, the Department Head shall request that such action be taken by the Village Administrator.

Demotions may only be applicable in certain circumstances.

D. Suspension

Any action on the part of any employee which is in violation of the orders of their supervisor or contrary to Departmental or Village rules, but not serious enough to warrant dismissal, may be suspended with or without pay. This power is exercisable by the Department Head in consultation with the Village Administrator.

A written statement by the Department Head notifying the Village Administrator and the employee of the reason(s) for the suspension shall be provided, however, circumstances may dictate that an immediate suspension is in the best interests of the Village. Such statement should generally be provided forty-eight (48) hours prior to the time that the suspension becomes effective. When a Department Head is suspended the Village Administrator shall notify, in writing, the President and Board of Trustees.

E. Dismissal

The Department Head with the approval of the Village Administrator may dismiss any employee. The notice of dismissal shall be in writing and shall state the specific charges and reasons for dismissal.

Appeals

Except for disciplinary actions that are subject to the terms of a Collective Bargaining Agreement, an employee may appeal his or her demotion, suspension or dismissal directly to the Village Administrator. Such appeal must be made within 48 hours of notice being given to the employee.

SECTION 8.2. GRIEVANCE PROCEDURE

Employees are encouraged to discuss with their supervisor or Department Head any work-related problem. It is the policy of the Village of River Forest to endeavor to conduct personnel actions that are fair and to provide an open line of communication with all employees. Once identified, most problems can be resolved in a direct and open manner. However, it is recognized that certain issues may not be resolved in this manner, and therefore, a formal written procedure has been established for employees.

If an employee has a grievance concerning job classification, working conditions, salary or other matters relating to the employee's job and that grievance has not been satisfactorily addressed through discussions with their supervisor or Department Head, that employee must adhere to the following procedure. This procedure does not apply to disciplinary actions.

8.2.1

Step I – Appeal to Supervisor

The employee shall submit a written grievance on a form supplied by the Village to the employee's supervisor within ten (10) working days from the date of the occurrence of the event first giving rise to the grievance. Within five (5) working days after receiving such grievance, the supervisor may meet with the employee to discuss the matter and shall furnish the employee with a written reply to the grievance.

8.2.2

Step II – Appeal to Department Head

The employee may, within ten (10) working days of receipt of the written response from the supervisor, appeal the decision of the supervisor to the Department Head. In the event of an appeal, the following actions should take place:

- A. Employee shall notify the supervisor of the intent to appeal the decision.
- B. Employee shall present a written grievance to the Department Head on a form supplied by the Village with the record taken of the initial meeting.
- C. Within ten (10) working days after receiving such grievance, the Department Head shall furnish the employee with a written reply to the grievance.

8.2.3.

Step III - Appeal to the Village Administrator

The employee may, within ten (10) working days of receipt of the written response from the Department Head, appeal the decision of the Department Head to the Village Administrator. In the event of an appeal, the following actions should take place.

- A. Upon the request of the employee, the Department Head shall send a memorandum to the Village Administrator wherein the employee's grievances and the action taken to date are set forth.
- B. The Village Administrator may conduct an investigation regarding the grievance. Within ten (10) working days of receipt of the memorandum, the Village Administrator shall furnish the employee with a written reply. The Village Administrator's decision in the matter is final.

The Village reserves the right to deviate from the procedures and timelines set forth in this Section if it deems it appropriate.

SECTION 9. SEPARATION FROM VILLAGE EMPLOYMENT

SECTION 9.1. REDUCTION IN FORCE

The Village Administrator may lay-off an employee whenever deemed necessary.

SECTION 9.2. RESIGNATION/RETIREMENT

Resignation

An employee wishing to voluntarily separate Village employment in good standing shall submit to his/her Department Head a written resignation stating the reason for separation ten (10) working days prior to separation date. The Department Head may consent to the employee leaving sooner if department operations permit.

The Village Administrator may waive the ten (10) working day notice requirement and require an employee to leave the Village immediately, if the waiver is deemed to be in the best interest of the Village. In this instance, the Village Administrator may further pay the employee, in lieu of notice, his or her regular rate of pay for up to ten (10) working days.

A copy of the employee's letter of resignation shall be forwarded to the Village Administrator.

Retirement

Upon retirement, the employee may be eligible for the following:

1. Pay for any unused earned vacation days at the employee's current rate of pay. The employee is not eligible to receive payment for any unused and unearned sick days, floating holidays, or personal days except as provided in a C ollective Bargaining Agreement or Memorandum of Understanding.
2. State law provides that a municipal employee who ceases to be on the payroll, either due to retirement with enough service credit to be entitled to receive a pension or due to entitlement to a disability pension, has the right to continue to purchase group health insurance at the employee's expense.
3. Benefits under the Village's health insurance program for retirees per Section 5.3.
4. Pension benefits under the applicable pension plan.
5. For qualifying employees, any unused sick leave time may be applied to their IMRF account. Retiring IMRF members may qualify for a maximum of one year of additional pension service credit for any unused sick leave days at the rate of one month for every 20 days of unused sick leave. Contact an IMRF representative at 1-800-275-4673 for additional information.

SECTION 9.3. ABANDONMENT OF POSITION

When an employee is absent from work without permission of the Department Head or Supervisor, the employee will not be paid and will be subject to disciplinary action up to and including dismissal. When an employee is absent from work three (3) days or longer without communicating the cause for the absence to the Department Head, this shall be construed as job abandonment and that the employee has resigned his/her employment position.

SECTION 9.4 . RETURN OF VILLAGE PROPERTY

An employee, leaving Village employment, whether through retirement, resignation, lay-off, or dismissal, shall return any Village property, which he/she may have in his/her possession. Failure to return Village property may result in the employee's final check being delayed and the value of outstanding Village property deducted from it. Failure to return all Village property may result in criminal prosecution.

SECTION 9.5. EXIT INTERVIEW

Any time an employee voluntarily terminates employment with the Village, an exit interview shall be scheduled with the Assistant Village Administrator. All required paperwork will be processed and any Village property in the employee's possession shall be returned.

The separating employee will be requested to complete an Exit Interview Questionnaire. The employee is encouraged to provide input into matters directly associated with their employment with the Village, such as:

- A. Job satisfaction
- B. Training both in-house and outside
- C. Employee's impression of supervision
- D. Compensation and employee benefits
- E. General suggestions for improvement of the delivery of services to residents

SECTION 9.6.FINAL PAY

The final compensation for any employee shall be paid on the next regular pay period following the effective date of said employee's termination of employment. Said compensation shall include any unused vacation that has been earned as of the termination date.

SECTION 9. 7. REINSTATEMENT

Employees who have resigned while in good standing may be rehired. The conditions of rehire will be as a new employee and there shall be no carry forward of earned service time.

Employees who resign while awaiting disciplinary action or who are dismissed shall not be eligible for reemployment.

APPENDIX A

AMERICANS WITH DISABILITY ACT

Pursuant to the Americans with Disabilities Act (ADA), the Village has a commitment to ensure equal opportunities for employees with disabilities. E very reasonable effort will be made to provide an accessible work environment and additional accommodations, including auxiliary aids and services. E mployment practices (e.g. hiring, training, testing, transfer, promotion, compensation, benefits, dismissal, etc.) will be administered in such manner as to not promote discrimination of employees with disabilities.

Recruitment and selection processes will grant equal opportunity for employment to qualified applicants and will not discriminate on the basis of disability. Reasonable accommodation will be provided upon request during an application/interview process.

1. Definitions

- a. The term “Disability” means, with respect to an individual (A) a physical or mental impairment that substantially limits one or more major life activities of such individual; (B) a record of such an impairment; (C) being regarded as having such an impairment (as described in paragraph (f))
- b. Physical or Mental Impairment is defined as any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of several body systems, or any mental or psychological disorder. Some examples are asthma, tuberculosis, AIDS, cancer, diabetes, bipolar disorder and smoke sensitivity. Excluded are cultural or economic disadvantages such as poverty and lack of education; or traits such as poor judgment or a quick temper; and physical characteristics such as hair, eye color, obesity or pregnancy.
- c. The term “substantially limits” shall be interpreted consistently with the findings and purposes of the ADA. An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active. The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures such as:
 - i. medication, medical supplies, equipment, or appliances, low-vision devices (which do not include ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aids and cochlear implants or other implantable hearing devices, mobility devices, or oxygen therapy equipment and supplies;
 - ii. use of assistive technology;
 - iii. reasonable accommodations or auxiliary aids or services; or
 - iv. learned behavioral or adaptive neurological modifications.

d. Major Life Activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

e. Having a Record of Such Impairment is a protection for individuals who have a history of, or have been misclassified as having a physical, mental or emotional illness.

f. An individual meets the requirement of "being regarded as having such an impairment" if the individual establishes that he or she has been subjected to an action prohibited under the ADA because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity.

g. Essential Job Functions are fundamental duties of a job that a person with a disability holds or desires. The determination as to whether a job function is essential includes, among others, such considerations as whether the reason the job exists is to perform the function; how many employees are available to perform the function; whether the function is highly specialized and requires the particular expertise of the incumbent; the amount of time spent performing the function; the consequences of not requiring the incumbent to perform the function; the work experience of current or former employees.

2. Scope – The non-discrimination rule established by the ADA covers all applicants and employees who are qualified individuals with a known disability.

3. Application

a. Who is covered – The Village will not discriminate against a qualified individual with a disability because of the disability, in regard to job application procedures, hiring, advancement or discharge of employees, employee compensation, benefits, job training, and other terms, conditions and privileges of employment. A qualified individual with a disability is one who can satisfy the prerequisites of the job by having the special skills, experience, education, licenses, and the like, and who can perform the essential job functions with or without reasonable accommodation.

b. Employment decisions – Employment decisions will be based on job-related criteria only; however, employees will be expected to adhere to normal attendance and production requirements.

c. Requests for accommodation – Upon request by the employee or applicant, the Village will make reasonable accommodations to enable a qualified person with a known disability to perform one or more of the essential

job functions. Department heads or supervisors should notify the Assistant Village Administrator of any requests received from employees for accommodation. However, no supervisory employee shall ask a subordinate whether he or she has some disability requiring accommodation.

d. Complaint procedure – All questions or complaints regarding non-compliance with the ADA shall be referred to the Assistant Village Administrator who also serves as the Village's Compliance Officer. The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

**Assistant Village Administrator
ADA Coordinator
400 Park Avenue
River Forest, IL 60305**

Within 15 calendar days after receipt of the complaint, the Assistant Village Administrator or designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the Assistant Village Administrator or designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Village of River Forest and offer options for substantive resolution of the complaint.

If the response by the Assistant Village Administrator or designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Village Administrator or designee.

Within 15 calendar days after receipt of the appeal, the Village Administrator or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Village Administrator or designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Assistant Village Administrator or designee, appeals to the Village Administrator or designee, and responses from these two offices will be retained by the Village of River Forest for at least three years.

Questions may be directed to the Assistant Village Administrator at 708-366-8500.

APPENDIX B

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Pursuant to the federal Family and Medical Leave Act, Village employees may be entitled under certain circumstances to different or additional leave benefits. This policy explains how the Family and Medical Leave Act (“FMLA”) applies to Village employees.

If you have any questions which are not answered by this Policy, or if you would like any additional information, please contact the Assistant Village Administrator.

1. Employees Covered – To be eligible for benefits under the Act, you must: (a) have worked for the Village for at least 12 months, and (b) have accumulated 1250 hours of service in the 12 months preceding the leave.
2. Permitted Reasons for Leave Under the Act – An employee is entitled to leave under the FMLA for one or more of the following:

Up to 12 weeks leave for:

- (A) Birth of a son or daughter of the employee and in order to care for such son or daughter;
- (B) Placement of a son or daughter with the employee for adoption or foster care;
- (C) In order to care for the spouse, Civil Partner, son, daughter, or parent of the employee, if the spouse, Civil Partner, son, daughter, or parent has a serious health condition;
- (D) Because of a serious health condition that makes the employee unable to perform the functions of the employee’s position.
- (E) To handle personal affairs because of any qualifying exigency arising out of the fact that your spouse, Civil Partner, child or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation. The call to duty must be authorized under federal law and applies only to those in the National Guard, Reservists, and those called out of retirement from the regular Armed Forces. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Up to 26 weeks leave:

(F) To care for a spouse, Civil Partner, parent, child, or an individual for whom you are the nearest blood relative who has a serious injury or illness that was incurred in the line of duty while on active military duty, if the injury or illness may render the servicemember medically unfit to perform the duties of his military position Leave for an injured servicemember may be taken only once per servicemember, unless that servicemember has a subsequent injury or illness incurred in active military duty. Spouses employed by the Village who request injured servicemember leave may only take a combined aggregate total of 26 weeks leave for such purpose.

Any FMLA leave taken by an employee for reasons *other* than an injured or ill servicemember will reduce the 26 weeks of available leave to care for an injured servicemember. As a result, if an employee requests injured servicemember leave, the maximum leave allowed will be up to 26 weeks, less any FMLA leave already used in the same 12-month period for any other reason.

3. Limitations on Reasons for Leave Under the Act – Where the need for leave is foreseeable, the employee must give the Village 30 days notice. Where the need for leave is not foreseeable or is not known 30 days in advance, the employee must provide notice generally on the same day as he/she becomes aware of the need for time off. Employees who need intermittent leave for planned medical treatment, shall: (a) make a reasonable effort to schedule the treatment so as to not unduly disrupt the operations of the employer, subject to the approval of the health care provider, and (b) give the Village 30 days notice, or if the treatment must begin in less than 30 days, notice generally on the same day as the need for leave becomes known.

Entitlement to leave for either the birth, adoption, or foster care placement of a child expires 12 months after the event.

“Son or daughter” is a child who is: (a) under 18 years of age, or (b) if over 18 years of age, incapable of self-care due to a physical or mental disability for leaves other than for a qualifying exigency or to care for an injured servicemember. The latter two types of military-related leave apply to an employee’s child, regardless of age.

4. 12-month period of Leave Available Under the Act – The twelve month period will be computed as a “rolling” 12 month period measured backward from the date an employee uses any FMLA leave, other than leave for care of an injured servicemember. Leave to care for an injured or ill servicemember will begin on the first day of such leave and must be completed within 12 months from that date. Leave may either be continuous, or may be taken intermittently under certain conditions.

Where a husband and wife, or Civil Partners, both work for the Village, if the leave request from either or both is for the birth or adoption of a child [Reasons (2) (A) or (2) (B)], to care for a sick parent (not “parent-in-law”) [Reason (2) (C)], or to care for an injured servicemember [Reason (2) (F)], the spouses and Civil Partners are limited to a total of the maximum amount of leave (12 or 26 weeks) for both of them in the aggregate.

5. Availability of Intermittent or Reduced Leave – Where the reason for the leave is the birth or adoption of a child, leave may be taken intermittently or on a reduced time basis only with the consent of the Village.

Where the reason for the leave is either (2) (C), (D), (E), or (F) above, the employee may request intermittent or reduced time leave when it is medically necessary or the event makes it necessary. Where an employee requests intermittent leave on this basis that is foreseeable based on planned medical treatment, the Village may require the employee to temporarily accept an available alternative position for which the employee is qualified and which has: (a) equivalent pay and benefits and (b) better accommodates the periods of leave than the employee's regular position.

6. Certification of Need for Leave – Leaves must be supported by adequate certification, at the employee's expense, issued by a health care provider or, if applicable, military personnel or other service provider.

The Village will require that the employee obtain recertification on a reasonable basis for serious health conditions. The Village may also require the employee to report periodically on the status and intention of the employee to return to work, and will require the employee to provide a certification of fitness to return to work prior to restoration from leave.

Approved forms for these certifications are available from the Assistant Village Administrator.

In connection with the above-described certificate which the Village requires, the Village, at its expense, may require the employee (or family member) undergo a second examination regarding the serious health condition, by a health care provider of the Village's choosing. In the event that the second opinion conflicts with the first opinion, the Village may, at its own expense, require the employee to obtain a third opinion from a health care provider approved by the employee and the Village, and that opinion will be final and binding.

If the Village does not receive a fully completed certification by the deadline (unless there is a legitimate reason for the delay), or if the certification does not confirm an FMLA-qualifying condition, the employee's absences will be treated according to the Village's attendance standards.

The employee may not be granted an FMLA leave to gain employment or work elsewhere, including self-employment. If the employee misrepresents facts in order to be granted an FMLA leave, the employee will be subject to discipline up to and including dismissal.

7. Protection of Benefits While on Leave – The Village will maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken, and on the same terms as if the employee had continued to work. Where appropriate, arrangements will be made for employees on unpaid leave to continue to pay their share of health insurance premiums, including co-payments, while on leave. Failure of employees to make these payments may result in the termination of the Village's obligation to maintain benefits. Additionally, the Village's obligation to maintain health benefits ceases if an employee informs the Village of his or her intent not to return to work at the end of the FMLA leave, or when the leave is exhausted.

If an employee fails to return from FMLA leave, the Village may recover from the employee the amounts of the premiums paid to maintain the employee's coverage during the leave unless the employee's failure to return is the result of: (1) the continuation, recurrence or onset of a serious health condition that would entitle the employee to leave or (2) other circumstances beyond the control of the employee, as defined in federal regulations.

Where the employee claims that the failure to return to work has been caused by the circumstances in number (1) above, the Village will require the employee to submit a certificate from a health care provider to that effect.

8. Maintenance of Other Benefits – The taking of leave under the FMLA may not be used to deprive the employee of any benefit accrued prior to the date that the leave commenced. However, while on leave the employee is not entitled to accrued or earned benefits, such as seniority, other than as allowed by Village policy. Otherwise, during the period of leave an employee's medical benefits are treated in the same manner as the employee would have been entitled to had the employee not taken the leave.

9. Unpaid Leave; Substitution of Paid Leave – Leave granted under the FMLA is unpaid. The Village will require that an employee substitute any accumulated vacation, sick, personal, or other paid days off accrued for unpaid leave taken under the Act to the extent allowed by the FMLA and its regulations. The FMLA does not require the Village to provide paid sick leave or other paid leave under such circumstances where the Village would not usually provide such leave.

FMLA leave will run concurrently with any other applicable leave. For instance, short-term disability or worker's compensation leave will be simultaneously designated as FMLA leave as well, if the leave is also FMLA-qualifying.

10. Restoration – On return from leave provided for under the FMLA, the employee is generally entitled to:

- a. Be restored to the position held by the employee when the leave commenced; or,
- b. Be restored to an equivalent position with equivalent pay, benefits, and terms and conditions of employment.

An employee has no greater right to reinstatement or to other benefits or conditions of employment than if the employee had been continuously employed during the FMLA leave period. Therefore, restoration may be denied if the employee would not have otherwise been employed at the time of the restoration. The employee must return to work immediately after the expiration of the approved FMLA leave in order to be reinstated to the same or equivalent position.

There are also limited circumstances under the FMLA where restoration may be denied. Restoration may be denied to certain highly compensated "key" employees under certain circumstances. These "key" employees must be salaried and among the highest paid 10%

of employees. If you believe that you might fall into this category of “key” employees, you should contact the Assistant Village Administrator for further information before using any FMLA leave.

APPENDIX C

MILITARY LEAVE

1. Village employees are entitled to military leave, continuation of benefits and reinstatement rights as required under federal and State law. Applicable federal law includes the Uniformed Services Employment and Reemployment Rights Act (USERRA), and applicable State law includes the Military Leave of Absence Act, the Local Government Employees Benefits Continuation Act, and the Public Employee Armed Services Rights Act. The Village's personnel policies shall be interpreted and applied at all times in compliance with applicable State and federal law. In the event of any inconsistency between the Personnel Manual and applicable State or federal law, the State or federal law shall control.

2. Military leave includes service in any branch of the Armed Forces of the United States or National Guard.

3. Notice of Need for Military Leave – Employees must give notice to their respective Department Head as to the need for military leave as soon as practicable, unless such notice is precluded by military necessity or the giving of such notice is otherwise impossible or unreasonable. Employees should also provide their Department Head with a copy of their orders for duty, so that benefits they may be entitled to can be properly determined.

4. Entitlement to Leave and Benefits under USERRA

a. Under USERRA, an employee is entitled to a leave of absence from the Village for duty in the uniformed services, whether for active duty, training, inactive duty training, National Guard duty and the like. USERRA extends benefits to members of any branch of the armed forces, so long as the person is not discharged on a less than honorable basis and the absence from work for duty does not exceed a cumulative total of 5 years over the course of employment (which may be extended under certain circumstances, such as the employee being ordered or retained on active duty, other than for training, due to war or national emergency declared by Congress or the President).

b. USERRA leave of absence is not paid leave, but an employee is entitled to use any paid vacation, compensatory time and floating holidays that were accrued prior to the period of military service to cover all or a portion of the leave.

c. While on USERRA leave, an employee remains entitled to all non-seniority based benefits on the same terms as other employees who are on unpaid leave. Additionally, an employee's time spent on USERRA leave will be regarded as a period of active service for calculating seniority-based benefits when the employee returns to work (*e.g.*, calculating vacation time earned, seniority privileges under collective bargaining agreements, *etc.*)

d. Employees on USERRA leave are entitled to COBRA insurance continuation benefits, and may continue health insurance coverage in the same manner as an employee on any other type of unpaid leave.

5. Additional Benefits Available under State Law

In addition to being granted a leave of absence, the following additional benefits are available under State law:

a. Continuation of pay

(i) Full-time employees who are members of a reserve component or the armed forces or National Guard are eligible under State law (Military Leave of Absence Act) for the following continuation of pay benefits while on active military service:

A. Basic training and leave of up to 60 days for special or advanced training – the employee's regular compensation minus the amount of the employee's base military pay.

B. Annual training – the employee's regular compensation.

(ii) Employees who are members of a reserve component of the armed forces or National Guard and who receive regular compensation and who are mobilized to active duty as the result of an order of the President of the United States, continue to receive the regular compensation being paid at the time of being called to active duty, minus base military pay (Local Government Employees Benefits Continuation Act).

(iii) In order to provide for proper payroll and audit documentation, any employees receiving all or a portion of the regular pay compensation while on military leave must submit copies of their military pay stubs to their Department Head, payroll officer, or the Finance Department as directed by their Department Head. Employees are expected to make necessary arrangements for such documentation with their Department Head.

b. Health Insurance – Employees on military leave may, but are not required to, continue their health insurance coverage through the Village under the same terms and conditions as applicable to other active employees. Deductions for employee health insurance contributions can be made through the regular payroll process when the Village pays any salary continuation due to the employee as provided in Paragraph 5(a). Employees whose salary continuation amounts do not cover the cost of any applicable employee health insurance contribution may make voluntary payments to provide for continuation of health insurance coverage. Health insurance coverage will continue at such time as the employee returns to employment (Public Employee Armed Services Rights Act).

c. Seniority and Other Benefits – Employees while on military leave will continue to accrue seniority and other applicable benefits (Military Leave of Absence Act). Employees who are participants in a pension plan (*i.e.*, police, fire and IMRF pensions) may continue participation, with the Village making necessary employer contributions and the employee paying any required employee contributions, and the time spent in

military service is treated as service credit for pension purposes (USERRA). Contributions can also be made up after reemployment.

6. Reemployment Rights

a. Notice of Return from Military Service and Request for Reemployment

An employee must provide notice to the Village of return from military service and intent to be reemployed in order to be entitled to reemployment rights under USERRA. Depending on how long an employee has been away on military leave, notice times under USERRA are as follows:

- (i) Less than 31 days away – the employee has 8 hours following return from service to report for his or her next scheduled work period.
- (ii) Between 31 & 180 days away – the employee has 14 days following return from service to apply for reemployment.
- (iii) More than 180 days away – the employee has 90 days following return from service to apply for reemployment.

Under USERRA, these deadlines may be extended if a service-related injury prevents application for reemployment within the time required.

Employees may be required to submit documentation of the length and nature of their service and the date of their release from service upon requesting reemployment.

b. Reemployment

Reemployment rights will be as required under State and federal law. Generally, under USERRA, an employee who properly requests reemployment will be restored to employment.

USERRA provides that an employee absent for military service for 90 days or less will be restored to the position the employee held or would have held had the employee remained continuously employed, as long as the employee is qualified or can become qualified through reasonable efforts. Employees on military leave for more than 90 days may be restored to the position the employee held or would have held had the employee remained continuously employed or to another position of like seniority, status and pay, as long as the employee is qualified or can become qualified through reasonable efforts. USERRA provides various requirements for employees who cannot become qualified for positions on reemployment, and employees should review these options on return to work with the Assistant Village Administrator if such issues arise.

c. Denial of Reemployment

USERRA provides a number of circumstances under which reemployment may be denied. These include:

- (i) Less than honorable discharge.
- (ii) The employer's circumstances have so changed as to make such reemployment impossible or unreasonable;
- (iii) Such employment would impose an undue hardship on the employer; or
- (iv) The employment the person left to serve in the uniformed services was for a brief, non-recurrent period, and there was no reasonable expectation that such employment would continue indefinitely or for a significant period.

Decisions on reemployment will be made in conformance with State and federal law.

APPENDIX D

VICTIMS' ECONOMIC SECURITY AND SAFETY ACT (VESSA)

The following outlines the Village's implementation of the Illinois Victims' Economic Security and Safety Act (VESSA), and leave benefits available under VESSA. This policy is intended to summarize the provisions of VESSA, which are more fully stated in the statute. A copy of VESSA is available from the Assistant Village Administrator. Employees seeking more information concerning VESSA and its related leave benefits may contact the Assistant Village Administrator. All such inquiries will be treated confidentially.

The Village's personnel policies shall be interpreted and applied at all times in compliance with VESSA. In the event of any inconsistency between the Personnel Manual and VESSA, VESSA shall control.

1. Leave requirement

A. Basis for leave – An employee who is a victim of domestic or sexual violence or has a family or household member, including Civil Partners, who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence may take unpaid leave from work to address domestic or sexual violence by:

1. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
2. Obtaining services from a victim services organization for the employee or the employee's family or household member
3. Obtaining psychological or other counseling for the employee or the employee's family or household member;
4. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or
5. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

B. Period – Subject to certification conditions in paragraph 3, an employee shall be entitled to a total of 12 workweeks of leave during any 12-month period. This Act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to, the unpaid leave time permitted by the federal Family and Medical Leave Act of 1993 (29 U.S.C. 2601 *et seq.*).

C. Schedule – Leave described in paragraph (A) may be taken intermittently or on a reduced work schedule.

2. Notice

The employee shall provide the Village with at least 48 hours advance notice of the employee's intention to take the leave, unless providing such notice is not practicable. When an unscheduled absence occurs, the Village will not take any action against the employee if the employee, within a reasonable period after the absence, provides certification under paragraph 3.

3. Certification

A. In general – The Village may require the employee to provide certification to the employer that:

1. The employee or the employee's family or household member is a victim of domestic or sexual violence; and
2. The leave is for one of the purposes enumerated in paragraph 1(A).
3. The employee shall provide such certification to the Village within a reasonable period after the employer requests certification.

B. Contents – An employee may satisfy the certification requirement of paragraph 3(A) by providing to the Village his or her sworn statement, and upon obtaining such documents the employee shall provide:

1. Documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence verifying the effects of the violence and that assistance has been sought;
2. A police or court record; or
3. Other corroborating evidence.

4. Employment and Benefits

A. Restoration to position

1. In general – Any employee who takes leave under this Section for the intended purposes shall be entitled, on return from such leave:
 - a. To be restored by the Village to the position of employment held by the employee when the leave commenced; or
 - b. To be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.
2. Loss of benefits – The taking of leave under this Section shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced.
3. Limitations – Nothing in this subsection shall be construed to entitle any restored employee to:
 - a. The accrual of any seniority or employment benefits during any period of leave; or
 - b. Any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken the leave.

4. Status Reporting – An employee on leave under this Section shall make arrangements on such terms as may be required by the Assistant Village Administrator to report periodically to the Village on the status and intention of the employee to return to work.

B. Maintenance of Health Benefits

1. Coverage – Except as provided in paragraph 4(B)(2), during any period that an employee takes leave under this Section, the Village shall maintain coverage for the employee and any family or household member under any group health plan for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.

2. Failure to return from leave – The Village may recover the premium that the employer paid for maintaining coverage for the employee and the employee's family or household member under such group health plan during any period of leave under this Section if:

- a. The employee fails to return from leave under this Section after the period of leave to which the employee is entitled has expired; and
- b. The employee fails to return to work for a reason other than:
 - (i) The continuation, recurrence, or onset of domestic or sexual violence that entitles the employee to leave pursuant to this Section; or,
 - (ii) Other circumstances beyond the control of the employee.

C. Certification

1. Issuance – The Village will require an employee who claims that the employee is unable to return to work because of a reason described in paragraph (i) or (ii) of paragraph 4(B)(2)(b) to provide, within a reasonable period after making the claim, certification to the Village that the employee is unable to return to work because of that reason.

2. Contents – An employee may satisfy this certification requirement by providing to the Village:

- a. A sworn statement of the employee;
- b. Documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee has sought assistance in addressing domestic or sexual violence and the effects of that violence;
- c. A police or court record; or,
- d. Other corroborating evidence.

5. **Confidentiality**

All information provided to the Village pursuant to paragraphs 2, 3 or 4 of this policy, including a statement of the employee or any other documentation, record, or corroborating evidence, the fact that the employee has requested or obtained leave

pursuant to this Section, and the fact that the employee is not returning to work because of a reason described in paragraph 4(C) shall be retained in the strictest confidence by the Village, except to the extent that disclosure is:

- a. Requested or consented to in writing by the employee; or
- b. Otherwise required by applicable federal or State law.

6. Substitution of accumulated leave for addressing domestic or sexual violence

An employee who has accumulated paid or unpaid leave (sick leave, vacation, floating holidays, compensatory time, or other leave) from employment may elect to substitute any period of such leave for an equivalent period of leave provided under VESSA.

7. Village policies concerning non-discrimination, non-interference and non-retaliation

A. Exercise of rights – Neither the Village nor any Village employee shall interfere with, restrain, or deny the exercise of or the attempt to exercise any right provided under this Section.

B. Discrimination – Neither the Village nor any Village employee shall discharge or harass any individual, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment of the individual (including retaliation in any form or manner) because the individual exercised any right provided under VESSA or opposed any practice made unlawful by VESSA.

C. Interference with proceedings or inquiries – Neither the Village nor any Village employee shall discharge or in any other manner discriminate against any individual because such individual:

1. Has filed any charge, or has instituted or caused to be instituted any proceeding, under or related to this Section;
2. Has given, or is about to give, any information in connection with any inquiry or proceeding relating to any right provided under this Section; or
3. Has testified, or is about to testify, in any inquiry or proceeding relating to any right provided under this Section.

D. Employment – Neither the Village nor any Village employee shall fail to hire, refuse to hire, discharge, or harass any individual, otherwise discriminate against any individual with respect to the compensation, terms, conditions, or privileges of employment of the individual, or retaliate against an individual in any form or manner, and the Village shall not deny, reduce, or terminate the benefits of, otherwise sanction, or harass any individual, otherwise discriminate against any individual with respect to the amount, terms, or conditions of public assistance of the individual, or retaliate against an individual in any form or manner, because:

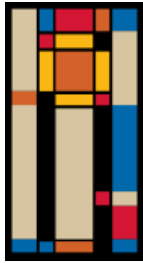
1. The individual involved:
 - a. Is or is perceived to be a victim of domestic or sexual violence;
 - b. Attended, participated in, prepared for, or requested leave to attend, participate in, or prepare for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the individual or a

family or household member of the individual was a victim; or

c. Requested an adjustment to a job structure, workplace facility, or work requirement, including a transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, or implementation of a safety procedure in response to actual or threatened domestic or sexual violence, regardless of whether the request was granted; or

2. The workplace is disrupted or threatened by the action of a person whom the individual states has committed or threatened to commit domestic or sexual violence against the individual or the individual's family or household member.

E. Reasonable accommodation – The duty not to discriminate as referenced in this Section includes not making a reasonable accommodation to the extent required under VESSA. Requests for accommodation will be evaluated under the provisions of VESSA on a case by case basis and will be treated in a confidential manner.



RIVER FOREST

Proud Heritage • Bright Future

Village of River Forest Employee Handbook

DRAFT 04/2025

TABLE OF CONTENTS

Introduction.....	6
Administration of Handbook.....	8
Conflict Between Policy and Collective Bargaining Agreements.....	8
Compliance with Laws.....	8
Organizational Chart.....	9
Organization of Village Government	10
Your Employment	10
Nature of Employment.....	10
Equal Employment Opportunity Policy	10
Unlawful Harassment and Discrimination.....	11
Bullying in the Workplace (Abusive Conduct)	15
Workplace Violence	16
Citizenship and Residency	17
Employment Application Form	17
Fitness For Duty.....	17
Notice of Drug-Related Convictions.....	18
Personnel Files	18
Americans With Disabilities Act And Related Statutes.....	18
Americans with Disabilities Act and Other Related Disability Statutes.....	19
Request for Reasonable Accommodation – Interactive Process.....	20
Policy Against Pregnancy Discrimination	21
Employment Categories	21
Full-time Employees:.....	22
Part-time Employees:.....	22
Short-term or Seasonal Employees	22
Exempt and Non-Exempt Employees	22
Outside Employment.....	23
Driver’s License Verification	23
Performance Evaluation	24
Open Door Policy.....	24
Orientation Period.....	24
Progressive Discipline.....	25

Promotions and Transfers	26
Employment of Elected Officials	26
Attendance and Work Period	27
Recording of Hours Worked – Every Employee	27
Work Schedule	27
Meals and Rest Periods	27
Reporting to Work and Tardiness	28
Uniforms & Appearance for Work	28
Village of River Forest Dress Code Policy	28
Work Periods	30
Pay Periods	30
Overtime	30
Compensatory Time	30
Village Property	31
Compensation Plan	31
Compensation Plan	31
Salary Ranges	31
Development and Maintenance of Salaries	32
Salary Increases	32
Payroll Deductions	33
Employee Benefits	33
Health, Dental, Vision, and Life Insurance	33
Flexible Benefit Plan (Medical and Dependent Flexible Spending Accounts)	34
Notification Of Major Life Changes	34
Retirement/ Disability/ Pension Funds	34
Illinois Municipal Retirement Fund (IMRF)	35
Deferred Compensation	35
Employee Assistance Program	35
Tuition Reimbursement	36
Tuition Reimbursement Policy	36
Vacation Leave	38
Accumulation During Leave	38
Holidays During Vacation Leave	38
Maximum Carry over	38

Payment of Vacation Leave Upon Termination of Employment.....	38
Waiver of Vacation Leave.....	38
Minimum Leave.....	39
Vacation	39
Part-Time Employees	39
Holidays.....	39
Personal Days	40
Night Meetings & Other After-Hours Activity Leave	40
Sick Leave	41
Authorization of Sick Leave	41
Minimum Leave.....	41
Accumulation During Leave	41
Reporting of Absence	41
Medical Certification Requirements	42
Sick Leave Buyback.....	42
Transitional Duty.....	43
Bereavement Leave.....	48
Jury Duty or Witness Duty.....	48
General Leave of Absence.....	48
Administrative Policies	50
Code of Conduct.....	50
Family and Medical Leave Act (FMLA)	51
Military leave.....	56
Victims' economic security and safety act (vessa)	58
Communication Policy.....	62
Generative Artificial Intelligence (AI) Usage Policy	64
Travel and Conference Policy.....	66
Workplace Inspection Policy	68
Gifts & Gratuities.....	68
Gifts to Supervisors	69
Reporting Gifts & Gratuities.....	69
Job Description.....	69
Media Contact Policy.....	69
No Solicitation Policy.....	69

Pecuniary Interests.....	70
Romantic and/ or Sexual Relationships.....	70
Personal Vehicle Use & Mileage Reimbursement.....	70
Village Vehicle Use	70
Concealed Carry & Weapon-Free Workplace Policy (REV. 2-14)	71
Political Activity	72
Prohibition on Retaliation against a Whistleblower	73
Safety.....	75
Bloodborne Pathogen	75
Smoke Free Environment	75
Toxic substances Information	75
Separation from Employment	76
Resignation.....	76
Retiree Coverage.....	77
Retirement/ Disability/ Pension Funds	78
Abandonment of Position	78
Return of Village Property.....	78
Exit Interview	78
Final Pay	79
Reinstatement.....	79
COBRA Insurance Continuation.....	79

INTRODUCTION

On behalf of your colleagues, we welcome you to the Village of River Forest (hereafter referred to as the "Village") and wish you every success here. Each person associated with our organization contributes directly to the Village's growth and success, and we hope you will take pride in being a member of our team.

The Village of River Forest is committed to providing a sense of belonging, fostering a work environment of mutual trust, respect and dignity among all employees. The Village is committed to an organizational culture which places the utmost value on excellence, ethics and professionalism in public service. To achieve these goals, the Village relies upon employees to treat each other and customers with the utmost professionalism and respect, who care about their jobs and the way they perform their jobs, value teamwork and take pride in their contributions to the Village's work. Employees are encouraged to ask questions and offer suggestions for the improvement of any area of the Village's services. Questions and suggestions may be directed to your supervisor, department director or the Village Administrator at any time.

We have created this Employee Handbook to describe some of the expectations of our Employees and to outline the policies, programs, and benefits available to you based on eligibility. These policies are guidelines to assist you in your employment at the Village and do not create a contract of employment. You should read and understand the contents as soon as possible to allow yourself the greatest opportunity for success and enjoyment with our organization. If you need further clarification, please do not hesitate to ask your supervisor or Human Resources.

As an employee of the Village, you are responsible for familiarizing yourself with the policies and procedures contained in the Handbook and keeping a copy handy for future reference. If you have questions regarding the meaning of anything in the Handbook, please contact your supervisor, department director or Human Resources. Your supervisor, department director, or Human Resources will be happy to assist you or answer any questions that you might have.

This Handbook supersedes all previous versions of employee handbooks, personnel policies and memos that may have been issued in the past on the subjects covered in the Handbook.

Though the Handbook includes a substantial number of policies and procedures, it is important for you to remember the following:

- The Handbook is not intended to address every aspect of your employment relationship with the Village – there may be situations or circumstances that arise that are not directly addressed in the Handbook. If that occurs, the Handbook will be used as a guide to the greatest extent possible.
- Periodically, laws and regulations that the Village is required to comply with may change. When such changes require a change in policy, the Village will notify employees as soon as possible.
- This Handbook is not a contract or an agreement in any respect, and its

contents should not be interpreted as a contract or agreement between you and the Village, or between the Village and its employees.

- The Village may change, supplement or terminate any aspect of this Handbook including any of its policies, procedures and benefits, with or without prior notice.
- Departments may establish standard operating procedures or working regulations which supplement this Handbook.
- Your employment with the Village is at-will. This means that the Village has the right to terminate your employment at any time, with or without cause or advanced notice, and you have the same right.
- Violation of rules, policies and procedures contained in this Handbook will result in disciplinary action, up to and including termination of employment, based on the circumstances. There is no requirement that employees be warned or suspended before termination.
- It is important that the Village clearly communicates information contained in the Handbook. To that end, you will be required to sign a statement acknowledging receipt and notice of this Handbook.

We hope your experience here will be challenging, enjoyable, and rewarding. Again, welcome!!

ADMINISTRATION OF HANDBOOK

The Village Administrator shall be responsible for the administration of these personnel rules and regulations within the Village organization, and may, at any time, develop and promulgate procedural rules, interpretations, administrative and/or technical changes or modifications. In addition, they may recommend amendments to the personnel rules and regulations for consideration by the Village Board, and may review, approve, and amend actions taken pursuant to these personnel rules and regulations. Changes to these personnel rules and regulations may be made with or without prior notice.

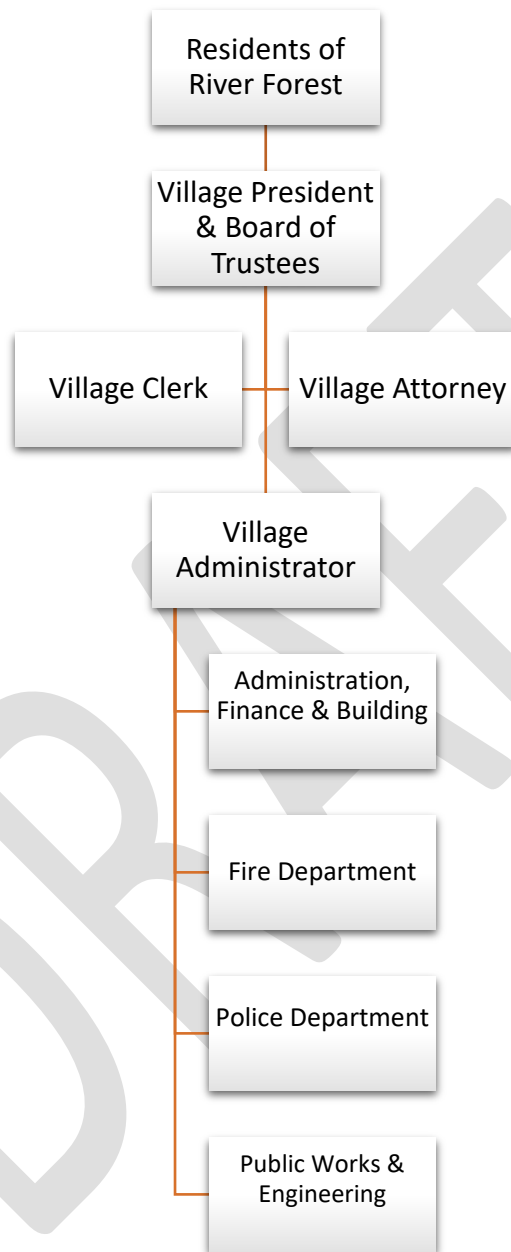
CONFLICT BETWEEN POLICY AND COLLECTIVE BARGAINING AGREEMENTS

To the extent that anything in this Handbook conflicts with the terms of an employee's collective bargaining agreement, the terms of the collective bargaining agreement will supersede this Handbook. This Handbook is not intended to and does not confer any benefits, compensation or rights of any kind to union-represented employees that are greater than or extend beyond those required by the collective bargaining agreement. Similarly, to the extent that anything in this Handbook conflicts with the River Forest Police and Fire Commission Rules and Regulations, the terms of the River Forest Police and Fire Commission Rules and Regulations will supersede this Handbook.

COMPLIANCE WITH LAWS

The policies contained in this Handbook apply to all Village employees. However, sworn members of Public Safety are also subject to the River Forest Police and Fire Commission Rules and Regulations, as well as Illinois laws governing sworn police and fire employees. While the Village believes that this Handbook complies with all relevant State, federal and local laws, to the extent that there is a conflict between the terms of this Handbook and an applicable law or ordinance, the Village will fully comply with the law or ordinance as appropriate.

ORGANIZATIONAL CHART



ORGANIZATION OF VILLAGE GOVERNMENT

The Village of River Forest was incorporated in 1880 under the general Illinois Statutes governing cities and villages.

The Village legislative and governing body is comprised of a Village President, six (6) Trustees, and a Village Clerk. All elected Village officers serve four-year staggered terms.

The Village Administrator is the Chief Administrative Officer of the Village and is responsible for the management of all Village operations, under the direction of the Village President and the Board of Trustees. This combines the leadership and policy-making skills of elected officials with the professional administrative training and experience of the Village Administrator.

The Department Heads are appointed by the Village President, by and with the consent of the Village Board, at the recommendation of the Village Administrator. Department Heads manage staff, budget, policies, and programs, ensuring compliance, coordinating with the other departments as needed, and communicating effectively to serve the community needs.

YOUR EMPLOYMENT

NATURE OF EMPLOYMENT

Employment with the Village is voluntarily entered, and the Employee is free to resign at will at any time, with or without cause. Similarly, the Village may terminate the employment relationship at will at any time, with or without notice or cause. The Village will comply with all applicable federal, state, or local laws. To remain in good standing with the Village, an Employee must provide written notice of their intent to terminate the employment relationship at least two (2) weeks prior to their intended final date of employment. Department Heads wishing to remain in good standing with the Village should provide written notice at least four (4) weeks prior to their intended final date of employment.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at the Village. For this reason, the Village bases all its employment decisions upon lawful factors including the personal qualifications of each individual and without discrimination because of an individual's actual or perceived "Legally Protected Categories". For purposes of these policies, the phrase "Legally Protected Categories" means: race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, sex, gender (including gender identity and expression), age, national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, marital status, veteran status, mental or physical disability (or being associated with a person with a disability), sexual orientation, genetic information, unfavorable discharge from military service or military status, civil union

partnership, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other protected characteristic as established by law.

The Village will consider all reasonable accommodation for qualified individuals with known disabilities unless doing so would result in undue hardship to our organization. This policy applies to all aspects of our employment relationships, including staffing, job requirements, salary, corrective actions, termination, as well as access to benefits and training.

An Employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of an immediate supervisor, Department Head, or Human Resources. Employees can be confident that if they do report any type of activity that they feel may be contrary to this policy, there will be no retaliation from our organization. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

UNLAWFUL HARASSMENT AND DISCRIMINATION

The Village of River Forest is committed to providing a workplace that is free from all forms of discrimination and harassment, including sexual harassment. Any Employee found to be engaging in harassment or discriminatory actions may be subject to disciplinary action up to and including termination. Harassment and discrimination could also subject the Village and, in some cases, an individual to substantial civil penalties.

The Village's policy on harassment and discrimination is part of its overall compliance with state and federal laws prohibiting discrimination based on age, race, color, religion, national origin, citizenship status, unfavorable discharge from the military, marital status, disability, and gender or the perceived protected class characteristic.

Each Employee of the Village bears the responsibility to refrain from any form of harassment and discrimination in the workplace. Furthermore, it is the responsibility of all supervisors to make sure that the work environment is free from harassment and discrimination. All forms of discrimination and conduct which can be considered harassing, coercive or disruptive, or which create a hostile or offensive environment must be eliminated. Instances of harassment must be investigated in a prompt and effective manner.

The following is a partial list of behavior that may be considered harassing or offensive in nature:

- Visual conduct that includes leering, making gestures, or displaying objects or pictures, cartoons or posters that are offensive.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

All Employees of the Village, particularly those in a supervisory or management capacity, are expected to become familiar with the contents of this Policy and to abide by the requirements it establishes.

Definition of Sexual Harassment

Sexual harassment is defined as: Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Conduct commonly considered to be sexual harassment includes:

- Verbal: sexual innuendos, suggestive comments, insults, humor and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other Employees, even outside their presence, of a sexual nature.
- Non-verbal: Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking", or "kissing" noises.
- Visual: posters, signs, pin-ups or slogans of a sexual nature.
- Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault.

No Employee, regardless of gender, should be subjected to unsolicited or unwelcome sexual overtures or conduct in the workplace.

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 person". To avoid the possibility of offending someone, it is best to err on the side of caution.

Working Environment & Non-Employees

An Employee's "working environment" is not limited to the physical location where the Employee is assigned. The "working environment" extends to other work sites including off-site, mobile or moving work sites/locations.

The prohibition that supervisors and co-workers do not engage in discrimination and harassment applies to non-employees such as patrons, vendors, and service providers. Nonemployees can be victims of harassment and/or perpetrators of harassment.

Discrimination and Harassment in Online Environments

Online conduct and through social media can constitute harassment and discrimination even when it occurs "off the clock", "off-site" or even "out of state".

- Online harassment includes using email, cell phone texts, internet posting, online comments, blog posts and social media (such as Facebook, Twitter, LinkedIn,

Instagram, YouTube and Snapchat) to send communications of an inappropriate nature based on a protected class. Examples include:

- Flirting and requests or demands to go on a date or have sex
- Sending inappropriate pictures or videos including sexually graphic material
- Using sexual language or comments including sexually offensive language - Cyber stalking
- Using inappropriate racial or other slurs.

Responsibility of Individual Employees.

Each individual Employee has the responsibility to refrain from harassment and discrimination in the workplace. Additionally, each individual Employee has the responsibility of reporting behavior they have witnessed which they believe to be harassing or discriminatory in nature.

An individual experiencing, witnessing or aware of unwelcome conduct has the RIGHT to:

- Tell the person to stop.
- Report harassment or discrimination.

An individual Employee who harasses a fellow worker is, of course, liable for their individual conduct.

The harassing Employee will be subject to disciplinary action up to and including termination, according to the Village's disciplinary policy and the terms of any applicable collective bargaining agreement.

Responsibility of Supervisory Employees

Each supervisor is responsible for maintaining the workplace free from harassment. This is accomplished by promoting a professional environment and by dealing with harassment as with all other forms of Employee misconduct.

Specifically, a supervisor must address an observed incident of harassment/discrimination or a complaint, with seriousness, take prompt action to report it, and observe strict confidentiality as detailed in this policy. This also applies to cases where an Employee tells the supervisor about behavior that constitutes harassment but does not want to make a formal complaint.

In addition, supervisors must ensure that no retaliation will result against an Employee making a harassment or discrimination complaint.

Supervisors in need of information regarding their obligations under this policy or procedures upon receipt of a complaint of harassment should contact Human Resources.

Employer Responsibilities

- Prevent the incidence of harassment or discrimination in the workplace;
- Investigate incidents of harassment or discrimination in the workplace; and
- Correct the incidence of harassment or discrimination in the workplace.

Elected and Appointed Officials

Because the Village promotes civility and respectful interactions at all levels of the organization, it is critical that elected and appointed officials understand their responsibilities to comply with this policy. Elected and appointed officials are also expected to treat each other in a manner consistent with this policy. Any elected or appointed official who believes they have experienced prohibited conduct by another elected or appointed official that is inconsistent with the Village's Harassment Policy may notify the Administrative Services Manager or the Village Administrator. After receiving the complaint, the Village may initiate an investigation using an independent investigator experienced in investigating workplace harassment complaints.

Complaints

An Employee is not required to directly confront the person who is the source of their report, question, or complaint before notifying the appropriate supervisor. Nevertheless, an Employee is required to make a reasonable effort to make wrongdoing or conflict known to the Village should it exist.

Complaints alleging a violation of this policy are encouraged and must be brought to the attention of appropriate Village officials as soon as possible after the alleged incident of harassment or discrimination. If you are aware of workplace conflict or wrongdoing taking place, you must immediately discuss your questions, problems, complaints, or reports with your direct supervisor. If you feel uncomfortable doing so or if your direct supervisor is the source of the problem, condones the problem, or ignores the problem, immediately report to your supervisor's supervisor. If neither of these alternatives is satisfactory to you, then you can immediately direct your questions, problems, complaints or reports to the Village Administrator. Sworn employees are not required to follow the chain of command to make a complaint under this policy.

Investigation.

The Village will investigate all claims of discrimination or harassment in a discreet manner. All complaints and investigations will be kept as confidential as possible.

If a complaint is made against the Department Head, the Village Administrator or a member of the Village Board, the Village Attorney will review and investigate the complaint.

Anyone engaging in sexual or other unlawful harassment or discrimination will be subject to disciplinary action, up to and including termination of employment.

External

The Village hopes that any incident of harassment can be resolved through the internal process outlined above. All Employees, however, have the right to file formal charges with the Illinois Department of Human Rights (IDHR) and/or the United States Equal Employment Opportunity Commission (EEOC). A charge with IDHR or EEOC must be filed within 300 days of the incident.

Call the State of Illinois Sexual Harassment and Discrimination Helpline.
Calls are confidential and can be made anonymously.
1-877-236-7703

www.illinois.gov/SexualHarassment

The United States Equal Employment Opportunity Commission contacts:

CHICAGO (312)-872-9744
800-669-4000
TTY 800-669-6820

Retaliation

Complaints are entitled to confidentiality to the greatest extent possible, and each complainant is entitled to respect during the investigation process. To that end, the Village strictly prohibits any forms of retaliation against anyone who makes a complaint or participates in an investigation or otherwise engages in protected activity under State or Federal law. Anyone who violates this rule is subject to disciplinary action, up to and including termination.

Caution must be exercised, however, to accurately state the facts giving rise to the complaint and to avoid groundless complaints. Grossly inaccurate or groundless complaints made in bad faith may subject the complainant to disciplinary action. False or frivolous complaints refer to cases where the accuser is using a harassment complaint to accomplish some end other than stopping harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action up to and including termination.

BULLYING IN THE WORKPLACE (ABUSIVE CONDUCT)

The Village defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. All Employees should be treated with respect and dignity and behavior that contradicts this is unacceptable.

The Village will not tolerate abusive conduct or bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

Bullying may be intentional or unintentional. However, as in harassment and/or discrimination, it is the effect of the behavior on the individual that is important. The Village considers the following types of behavior examples of bullying:

Verbal bullying (includes cyber bullying): Slandering, ridiculing, or maligning a person or their family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks; using a tone that could be considered condescending or humiliating.

Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.

Gesture bullying: Nonverbal threatening gestures; glances that can convey threatening messages.

Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

Although not comprehensive, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person.
- Shouting or raising a voice at an individual in public or in private.
- Not allowing the person to speak or express themselves (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public humiliation in any form including reprimands.
- Spreading rumors and gossip regarding individuals.
- Manipulating the ability of someone to do their work (e.g., overloading, underloading, withholding information, setting deadlines that cannot be met and/or deliberately providing ambiguous instructions).
- Taking credit for another person's ideas.
- Deliberately excluding an individual or isolating them from work-related activities.

Employees who believe they have experienced or witnessed bullying in the workplace must report it immediately to a supervisor. If the supervisor is unavailable or it would be inappropriate to contact that supervisor, Employees must immediately contact Human Resources or a member of management. Employees can raise concerns and make good faith reports without fear of reprisal or retaliation. Disregarding or failing to comply with this policy could lead to disciplinary action, up to and including termination of employment. False and frivolous complaints refer to cases where the accuser is using a bullying complaint to accomplish some end other than stopping bullying. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action up to and including termination.

WORKPLACE VIOLENCE

It is the objective of the Village of River Forest to ensure the safety and well-being of our workforce. Therefore, the Village has established a zero-tolerance level for any violent acts or threats towards any Village Employee.

Violence or the threat of violence, whether direct or implied by or against any Employee of the Village of River Forest, is unacceptable and will subject the perpetrator to serious disciplinary action up to and including termination and possible criminal charges.

An Employee who becomes aware of any threat of workplace violence shall contact either the immediate supervisor or the Village Administrator, however, no person shall be required to make a complaint to the person against whom the complaint is lodged. The Department Head is responsible to ensure that reports of all incidents known in their department are reported to them and then to the Village Administrator who shall notify the Village President of the incident(s). All incidents will be investigated promptly by the Village and will result in appropriate action being taken.

CITIZENSHIP AND RESIDENCY

Except those positions where Federal or State law requires that an Employee be a citizen of the United States or the State of Illinois, citizenship is not a requirement for initial or continued employment, however, in compliance with Federal law, Employees are required to show eligibility for employment in the United States.

Although residency within the Village or any specific distance from the Village is not a prerequisite for initial or continued employment, Employees are expected to be able to report to the Village Hall in a timely manner in the event of an emergency.

EMPLOYMENT APPLICATION FORM

Applications for employment shall be submitted on the Village employment application form. The application form shall be completed in its entirety and any evidence of falsification or fraud on the form may be grounds for dismissal or disqualification from consideration for employment.

FITNESS FOR DUTY

Employees may be required to undergo a medical examination, at the discretion and expense of the Village, by a physician designated by the Village when an employee's ability to perform essential job functions or to safely perform job duties is in question. An Employee may be required to undergo a medical examination if involved in an accident in a Village owned vehicle. A medical examination may also be required when an injured Employee returns to work from an injury or illness, regardless of whether the injury or illness occurred as part of the individual's employment with the Village.

All employees are expected to be physically and mentally fit to perform their jobs in a safe manner at all times with or without a reasonable accommodation. If you are not able to perform your job or you are taking any medication that might affect your ability to do your job, you must inform your supervisor immediately.

If a supervisor believes you are not fit to perform your duties, you may be sent home, relieved of certain duties, assigned to different duties, assigned to light duty, requested to take a medical examination, or asked for an explanation.

In accordance with the consent, you signed when employed, you may be requested to undergo a medical examination to determine your fitness for duty.

Any employee who refuses to cooperate with a determination of whether they are fit for duty will be subject to corrective action, up to and including termination.

If you are not fit for duty, you may be eligible for benefits, such as sick leave, family leave, intermittent leave, workers' compensation, group health care, or others. If you are not able to perform some duties but can perform others, an attempt will be made to reasonably accommodate your restricted activity.

NOTICE OF DRUG-RELATED CONVICTIONS

Any Employee convicted of violating any federal or state criminal drug statute must notify the Human Resources within five (5) days of such conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis. Failure to notify the Human Resources Department pursuant to this policy may subject the Employee to disciplinary action, up to and including dismissal from employment. Illinois Drug free Workplace Act, 30 ILCS 580/2 (applicable if performing pursuant to a grant of \$5,000 or more).

PERSONNEL FILES

The Village will create a personnel file for each Employee that contains all pertinent employment information and forms that were used or relied on in making any employment decisions including (without limitation) the following: employment application, references, evaluations, commendations, disciplinary actions, and other job-related employment records. The Village will maintain a separate, confidential file for Employees' medical and benefit records, as well as any other confidential personnel records.

The Village will not disclose an Employee's disciplinary report, letter of reprimand or other disciplinary action to a third party or to a party outside of the Village's organization (except if disclosed to a union representative designated in writing) without first providing written notice to the Employee, mailed first-class mail to the Employee's last known address on or before the day the information is divulged. (When the request for such a record is made pursuant to IL FOIA, the Village may send the written notice to the Employee via first-class mail or through electronic mail). This paragraph is inapplicable, however, if (1) the disclosure is ordered in a legal action or arbitration; or (2) an authorized government agency requested the information as a result of a claim or complaint by the Employee or as a result of a criminal investigation by such agency.

All public records and nonpublic records related to complaints, investigations, and adjudications of police misconduct shall be permanently retained and may not be destroyed.

AMERICANS WITH DISABILITIES ACT AND RELATED STATUTES

The Village is committed to complying with all applicable provisions of the Americans with Disabilities Act and the applicable amendments ("ADA"), as well as all other related State and

Federal Statutes. It is the Village's policy not to discriminate against any qualified Employee or applicant with regard to any terms or conditions of employment because of such individual's actual or perceived mental or physical disability (or association with a person with a disability) so long as the Employee can perform the essential functions of the job with or without reasonable accommodations if medically necessary. Consistent with this policy of nondiscrimination, the Village will provide reasonable accommodations to a qualified individual with a disability (as defined by the applicable law) and who has made the Village aware of their disability provided such accommodation does not constitute an undue hardship on the Village's business operations.

AMERICANS WITH DISABILITIES ACT AND OTHER RELATED DISABILITY STATUTES

Pursuant to the Americans with Disabilities Act (ADA) and other related State and Federal Laws, the Village has a commitment to ensure equal opportunities for Employees with disabilities. A very reasonable effort will be made to provide an accessible work environment and additional accommodation, including auxiliary aids and services. Employment practices (e.g. hiring, training, testing, transfer, promotion, compensation, benefits, dismissal, etc.) will be administered in such a manner as to not promote discrimination against Employees with disabilities.

Recruitment and selection processes will grant equal opportunity for employment to qualified applicants and will not discriminate based on disability. Reasonable accommodation will be provided upon request during an application/interview process.

Requests for accommodation – Upon request by the Employee or applicant, the Village will make reasonable accommodations to enable a qualified person with a known disability to perform one or more of the essential job functions. Department heads or supervisors should notify the Assistant Village Administrator of any requests received from Employees for accommodation. However, no supervisory Employee shall ask a subordinate whether they have some disability requiring accommodation.

Complaint procedure – All questions or complaints regarding non-compliance with the ADA shall be referred to the Human Resource Manager who also serves as the Village's Compliance Officer. The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and their designee as soon as possible after the alleged violation to:

Human Resource Manager
ADA Coordinator
400 Park Avenue
River Forest, IL 60305

As soon as possible after receiving receipt of the complaint, the Human Resource Manager or designee will meet with the complainant to discuss the complaint and the possible resolutions. The Human Resource Manager or designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Village of River Forest and offer options for substantive resolution of the complaint.

If the response by the Human Resource Manager or designee does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision within 15 calendar days after receipt of the response to the Village Administrator or designee.

Within 15 calendar days after receipt of the appeal, the Village Administrator or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Village Administrator or designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

Questions may be directed to the Human Resource Manager @ 708-366-8500.

REQUEST FOR REASONABLE ACCOMMODATION – INTERACTIVE PROCESS

Employees with a disability who believe they need reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department or their Department Head. The Village encourages individuals with disabilities to come forward and request reasonable accommodation when needed. If Employees feel uncomfortable making an accommodation request to the Human Resources Department or their Department Head, or they believe the accommodation request was not properly managed when made, they should report the matter to the Assistant Village Administrator.

On receipt of an accommodation request, the Village (usually the Human Resources Department) will meet with the requesting Employee as part of an interactive discussion process. During this interactive process, the Employee and the Village will discuss and identify the precise limitations or restrictions resulting from the disability and the potential accommodation(s) the Village might make to help overcome those limitations/restrictions and allow the Employee to perform the essential job functions of the Employee's position. The Village may request Employees obtain medical documentation supporting their reported need for reasonable accommodation in compliance with applicable laws.

The Village will determine the feasibility and reasonableness of the requested accommodation considering various factors, including but not limited to, the nature and cost of the accommodation, the Village's overall financial and other resources, the accommodation's impact on the operation of the Department, including the ability of other employees to perform their duties, and the Village's ability to provide its services to the public.

The Village will determine what is considered a reasonable accommodation on a case-by-case basis. The ADA does not require the Village to make the best possible accommodation, reallocate essential job functions, create new positions, or provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.). However, when the Village denies a particular request, it will endeavor to find and offer a reasonable alternative, if available.

POLICY AGAINST PREGNANCY DISCRIMINATION

The Village prohibits and does not tolerate discrimination against anyone on the basis of pregnancy, childbirth, and medical or common conditions related to pregnancy or childbirth. The Village also commits to making reasonable accommodations related to pregnancy, childbirth, and medical or common conditions related to pregnancy or childbirth. It treats all applicants and employees who are pregnant in the same manner as any other applicant or employee regarding job-related functions, benefits, and opportunities. No person or employee, no matter their title or position, has the authority, whether express, actual, apparent or implied, to discriminate against a pregnant employee or applicant.

The Village will not deny or remove an Employee from a position because the Employee is pregnant, considering pregnancy, or experiencing any pregnancy-related medical conditions. It will base all decisions regarding a pregnant employee's placement in, or continuation in, a job on the same considerations that govern all other employment decisions – the Employee's ability to perform the essential functions of the job in question satisfactorily, with or without reasonable accommodation.

Such reasonable accommodation requests may include, for example: more frequent bathroom breaks, assistance with heavy lifting, a private space for expressing milk, or time off to recover from the pregnancy. The Village will not discriminate against Employees because of their pregnancy and will not retaliate against Employees because they requested reasonable accommodation. For more information on pregnancy-related rights, visit www.illinois.gov/dhr. See also legal poster concerning the federal law known as the "Pregnant Workers' Pregnancy Fairness Act of 2023 (eff. 6/27/23).

EMPLOYMENT CATEGORIES

Employment categories help determine how employees are classified for purposes of pay and benefits. The Village generally refers to the wages of non-exempt employees in an hourly figure. Compensation figures for exempt employees are quoted in annual salary amounts and will be paid in prorated amounts during the time they are working.

The Village organizes positions in three categories: regular full time, regular part time, and temporary/seasonal. These categories are determined by the nature of an employee's assignment and weekly work schedule. Each classification is assigned a level of benefits and privileges to be provided by the Village.

FULL-TIME EMPLOYEES:

The Village designates employees as “full-time” when they have satisfactorily completed their orientation period. The Village classifies full-time employees as exempt or nonexempt (depending on their job duties, authority, and salaried status). The Village generally schedules full-time employees to work at least 40 hours per workweek for four consecutive calendar quarters during a calendar year. The Village may require full-time employees to work additional hours as necessary to complete all assigned tasks and as needed during busy periods. Worked time must be tracked and submitted to their supervisor on a weekly basis.

PART-TIME EMPLOYEES:

The Village designates employees as “part-time” as those who work up to 35 hours per workweek. Regular part-time employees are only eligible for legally mandated benefits, including deductions for the Illinois Municipal Retirement Fund (IMRF) and medical benefits as mandated by Healthcare Reform (the Affordable Care Act). Unless expressly provided otherwise in a published policy in this Handbook or as required by law (i.e., accrual of paid time off), part-time employees, based on their hours worked, have limited benefits in this Handbook. Worked time must be tracked and submitted to their supervisor on a weekly basis.

NOTE: There is nothing in this Policy or the procedures in this Handbook that creates a guarantee of any number of hours of work per day, week or year.

SHORT-TERM OR SEASONAL EMPLOYEES

Regardless of hours worked in a workweek or period, the Village considers Employees designated short-term or seasonal as those who work in a specific function or project for a temporary and limited period, generally less than three quarters during a calendar year. The Village pays this type of employee by the hour, recorded in 15-minute intervals. Worked time must be tracked and submitted to their supervisor on a weekly basis.

The Village does not guarantee it will rehire short-term or seasonal employees in a subsequent season or, if rehired, that it will rehire them for the same position or for any particular period of time. Short-term or seasonal employees are ineligible to receive benefits set forth in this Handbook, except as expressly provided by an applicable plan document or as required by law (i.e., paid time off accrued based on number of hours worked). Upon expiration of a short term or seasonal work assignment, interested employees must apply for future employment opportunities and be considered like all other candidates for the same positions.

EXEMPT AND NON-EXEMPT EMPLOYEES

Exempt Employees are those who are paid on a salary basis and whose job duties are exempt from the overtime and compensatory provisions of the federal and state wage and hour laws. Exempt Employees are not eligible for overtime pay and their weekly salary covers all hours of work performed in a given workweek. The Village calculates their salaries on a weekly

basis, but exempt Employees must still track and submit documentation of hours worked per workweek for record-keeping purposes.

Nonexempt Employees receive overtime pay or compensatory time in accordance with the Village's overtime and compensatory time policies and applicable laws. The Village typically calculates their pay rates on an hourly basis, and nonexempt Employees must use a time clock and/or time sheets to track and document hours worked per workweek. The maximum amount of compensatory time any Employee may accrue is 80 hours.

OUTSIDE EMPLOYMENT

If an employee is interested in securing employment outside of their job with the Village, they must inform their Department Head and the Assistant Village Administrator. The employee must also submit any necessary paperwork to report the secondary employment, including but not limited to IRMA's "Secondary Employment" form. If it appears, in the sole discretion of a Department Head or Assistant Village Administrator, that the outside employment presents a possible conflict of interest or interferes with fulfilling job responsibilities at the Village, the Department Head and/or Assistant Village Administrator can require the Employee to leave their outside employment or resign from the Village if unwilling to quit their outside employment.

To avoid an actual or potential conflict of interest, employees may not accept work from or work for people or companies with whom the Village conducts any form of business. Further, employees are prohibited from performing work or volunteer activities for another entity while they are scheduled, requested, or expected to work for the Village. If there is any doubt about a potential conflict being present, employees should meet with their Department Head or the Assistant Village Administrator to discuss their plans.

Failure to terminate outside employment when so directed by a Department Head and/or Assistant Village Administrator may be cause for disciplinary action, up to and including dismissal from employment (no matter when discovered). Further, no employee is authorized to perform outside work activities (or volunteer activities) unless disclosed to management and provided IRMA's "Secondary Employment" forms have been fully completed and submitted to management on an annual basis.

DRIVER'S LICENSE VERIFICATION

All employees occupying positions which require the operation of a Village vehicle or personal vehicle for Village business, shall be required to supply their driver's license number to Human Resource Manager for verification on an annual basis. If an employee uses their personal vehicle for Village business, proof of insurance may be required.

Employees required to have a Commercial Driver's License (CDL) may be randomly required to verify the status of their CDL between annual verifications.

Any employee who drives a Village vehicle or whose job duties require the use of a vehicle and a valid driver's license must notify their Department Head immediately if their driver's

license becomes invalid for whatever reason; failure to do so may result in discipline up to and including dismissal.

PERFORMANCE EVALUATION

The Village's performance evaluation process is designed to communicate performance standards and to evaluate performance results. The goal of the system is to define and communicate job expectations to employees. The evaluation process also provides an opportunity for feedback for both the employee and supervisor to assist in the career development process. This type of communication allows employees the opportunity to set goals, make career decisions, and to increase their value for the Village.

It is the Village's intention to complete annual performance appraisals each year for all employees, with a nine-month review for new employees (except as otherwise stated in collective bargaining agreements). The Village reserves the right to schedule performance evaluations at its sole discretion, including times in addition to or different from those set forth above as business needs dictate.

Having a performance evaluation does not mean an employee will receive a compensation adjustment.

OPEN DOOR POLICY

The Village promotes an atmosphere whereby employees can talk freely with members of management. It encourages employees, non-employees, and interns to discuss openly any problems with their immediate supervisor, so the Village may take appropriate action to address the issue when appropriate to do so. If the immediate supervisor cannot help, the Department Head, Human Resources, Assistant Village Administrator, and the Village Administrator are available for consultation and guidance. The Village is interested in all its employees' success and happiness with their employment and welcomes the opportunity to help employees whenever feasible. Be assured that no retaliation will be taken against an employee who utilizes this internal Open Door Policy. See Ethics Ordinance [here](#).

ORIENTATION PERIOD

The orientation period shall be an integral part of the evaluation process and shall be utilized as an opportunity to observe an Employee's work, to train the Employee, and/or to reject any Employee whose work performance fails to meet required work standards. An orientation Employee may be dismissed at any time for any reason during the orientation period. Successful completion of the orientation period does not grant a property right to the position, nor does completion of the orientation period create a contract or right to future employment. The following appointments are subject to an orientation period of nine (9) months.

- Initial employment
- Transfer (as may be recommended by the Department Head and approved by the Village Administrator.)
- Re-employment (after thirty (30) days separation).

- Promotion (six (6) month orientation period)

Supervisors shall observe the Employee's work performance and may counsel an orientation Employee whose work performance is marginal or inadequate. Supervisors are encouraged to conduct an informal review of the Employee's performance after nine (9) months.

Prior to the completion of the Employee's orientation period, the supervisor shall complete a performance review of the orientation Employee.

Prior to the completion of the Employee's Orientation period, the supervisor, with the approval of the Department Head, shall submit the Employee's performance review and may recommend one of the following actions to the Village Administrator.

- Recommend that the Employee be removed from orientation status.
- Recommend that the Employee's orientation period be extended for a period not to exceed three (3) months.
- Recommend that the Employee be dismissed.
- Recommend that the Employee be demoted or returned to a former position if a vacancy exists.

Any of the foregoing actions shall not, however, be subject to review or appeal by the Employee.

In the event of an unfavorable review of an Employee covered by a collective bargaining agreement, the Employee shall be subject to action in accordance with the applicable collective bargaining agreement, provisions of state statute and the Rules and Regulations of the Board of Fire and Police Commissioners.

PROGRESSIVE DISCIPLINE

The Village believes that if our people are successful, our organization is successful. Therefore, we have established the following discretionary progressive discipline process to help provide feedback to Employees and consistent discipline for unsatisfactory conduct in the workplace.

The Village's best interest is to have disciplinary actions that are prompt and consistent. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the Employee for satisfactory service in the future. Employment with the Village is based on mutual consent and both the Employee, and the Village have the right to terminate employment at will, with or without cause or advance notice. The Village may use progressive discipline at its sole discretion.

As determined at the sole discretion of management, disciplinary action may include, but is not limited to, the options below. These options may be used in accordance with individual circumstances, Village policy, and the facts surrounding the situation, but they are not necessarily designed to be used in any order, and one or more options may be bypassed or repeated depending on, among other considerations, the severity of the situation and the number of occurrences. Progressive discipline is a discretionary process and does not

preclude the immediate termination of an Employee at the Village's sole discretion.

- Verbal warning
- Written warning
- Suspension with or without pay.
- Termination of employment

In using progressive discipline, our goal is that most Employee problems can be addressed at an early stage, benefiting both the Employee and the Village. Management, in its sole discretion, reserves the right to determine when an employee's behavior is unacceptable and when and what disciplinary action is necessary under a given circumstance. Employees may be subject to discipline for poor performance and violation of Village policies and procedures. The type of disciplinary action that may be imposed may vary depending on the facts and circumstances surrounding each case. Nothing in this Handbook creates an obligation to follow any disciplinary procedure.

PROMOTIONS AND TRANSFERS

Promotion shall be based upon merit, qualifications, experience, and the ability to fulfill the essential functions of the position.

- All promotions are made by the Department Head upon recommendation to and approval by the Village Administrator (except for positions under the jurisdiction of the Board of Fire and Police Commissioners). Employees who are being considered for promotion may be competing for the position with qualified individuals from outside the organization.
- When an individual is promoted or transferred, the Village Administrator will set the individual's salary in accordance with the approved compensation plan.

EMPLOYMENT OF ELECTED OFFICIALS

No person elected to the Office of Village President, Village Trustee, Village Clerk, or appointed to the office of Village Administrator shall be employed in any other capacity with the Village during the term that they hold appointed or elected office.

Immediate family (i.e., spouses, Civil Partners, children [birth, step, adopted], sibling(s), sibling-in-law, grandchildren) of the Village President, Village Trustees, Village Administrator, Assistant Village Administrator, and Department Heads, shall not be hired in any capacity during their tenure.

Applicants related to employees, other than specified above, shall be considered only based on their qualifications, experience, training, physical fitness for the job, and their personal character and integrity.

An employee may not be assigned to a position where that employee would directly supervise a relative.

ATTENDANCE AND WORK PERIOD

RECORDING OF HOURS WORKED – EVERY EMPLOYEE

The Village requires all employees to maintain an accurate and legible record of the hours worked, whether by time sheet, time clock or timecard (depending on the position). These time records, which employees' immediate supervisors must review and either approve or correct with documented explanation, are the basis for paycheck calculations (particularly for nonexempt employees) and serve as time worked records for the Village for all employees.

The Village expects employees to be ready to work at their scheduled start time. The Village gives employees unpaid meal periods under the Meal and Rest Period Policy in this Handbook. Employees are responsible for their own time records. Violation of this policy may result in appropriate disciplinary action, up to and including dismissal.

Employees are not to clock or sign in or out for other employees. Recording another employee's time record or falsification of any employee's time record is against the Village's policies and rules and is grounds for disciplinary action, up to and including dismissal.

WORK SCHEDULE

Department Heads shall be responsible for establishing their department's work schedules.

MEALS AND REST PERIODS

Employees who work for 7½ continuous hours or longer are permitted to take at least a 20-minute unpaid meal period by the start of the fifth hour. For example, an employee that begins work at 8:00 a.m. and who works until 4:30 p.m. may take a 20-minute unpaid break at 1:00 p.m.

The Village Administrator authorizes Department Heads to establish and arrange meal periods and reasonable rest periods during each workday that are most consistent with departmental operations. Non-exempt/hourly paid employees who work more than 7.5 hours in a day, they must take at least a 20-minute meal break (which is unpaid), and the meal break must take place within the first five (5) hours of the employee's shift. The granting of additional rest periods beyond this daily meal break is entirely at the discretion of the immediate supervisor or Department Head.

In general, employees working at least an 8-hour day will receive one unpaid lunch period (30 minutes) and two paid 15-minute break periods. Department Heads are authorized to establish the time and length of lunch and break periods during each day. If an employee does not elect to take a scheduled paid break period during the workday, it shall be forfeited.

Department Heads or their designees will ensure that lunch and break periods are not extended or denied unless emergency conditions exist. Lunch periods should not be scheduled at the beginning of the workday and shall normally be scheduled after the third and before the sixth hour of the workday. The granting of break periods and the

determination of their length and time is discretionary by the Department Head. They shall be determined by considering departmental operations while complying with applicable state and federal regulations.

REPORTING TO WORK AND TARDINESS

Employees shall report promptly at their designated working place and shall devote their entire efforts during working hours to assigned duties. If an employee is unable to report for work as scheduled, they must notify their supervisor by telephone, text, or email based on the supervisors/ department policy as far in advance as possible. In any event, the supervisor should be notified not less than sixty (60) minutes before their designated starting time. Failure to notify the supervisor as provided herein may result in disciplinary action.

Employees must notify the Department Head or immediate supervisor as soon as possible if the Employee expects to be late for work. Tardiness may result in disciplinary action. Exempt and non-exempt employees may be subject to disciplinary action up to and including termination of employment for poor attendance and/or excessive tardiness in accordance with Federal, State, and local laws.

UNIFORMS & APPEARANCE FOR WORK

Uniforms may be provided in accordance with Departmental Rules and Regulations. Employees are prohibited from wearing Village issued clothing for personal use. Upon separation from the Village, the Employee is required to return Village-issued uniforms.

Employees are expected to be well groomed, free of offensive odors and dressed in a manner suitable to their responsibilities and position. An employee's appearance must be business appropriate. Department Heads may establish individual department dress and appearance policies. When uniforms are furnished, they must be kept clean and neat and must be worn while performing duties for the Village. When safety equipment is issued to employees, it is mandatory that it be worn and/or used in the manner prescribed when performing tasks for which such equipment is provided.

VILLAGE OF RIVER FOREST DRESS CODE POLICY

Purpose

The purpose of this policy is to establish guidelines for appropriate workplace attire to ensure a professional, respectful, and safe working environment.

Scope

This policy applies to all employees not covered by a union contract. Another exception to this policy is any employee that works outside the office more than 25% of the time, in accordance with their job description. These employees can wear casual Friday attire, if approved by their supervisor.

General Guidelines

Employees are expected to dress in a manner that is appropriate for a professional office setting.

- Clothing should be clean, neat, and in good condition.
- Personal hygiene must be always maintained.

Acceptable Attire – Monday – Thursday

Business Casual

- Tops: Dress shirts, blouses, polo shirts, sweaters, and turtlenecks.
- Bottoms: Dress pants, slacks, khakis, skirts, and dresses.
- Footwear: Dress shoes, loafers, flats, and professional-looking boots.
- Accessories: Ties, scarves, and modest jewelry.

Casual Fridays

- Tops: Polo shirts, blouses, casual shirts, and sweaters.
- Bottoms: Jeans (without rips or holes), casual pants, and skirts.
- Footwear: Casual shoes, clean sneakers, and loafers.
- Accessories: Ties, scarves, and modest jewelry.

Day prior to a holiday – at certain times the Village Administrator can approve casual Friday attire. Notice will be given to employees.

Always Unacceptable Attire

- Tops: Tank tops, halter tops, crop tops, T-shirts with offensive graphics or language.
- Bottoms: Shorts, sweatpants, leggings (unless worn under a dress or tunic), and excessively short skirts.
- Footwear: Flip-flops
- Accessories: Excessive or distracting jewelry, hats, and caps (except for religious or medical reasons).

Special Circumstances

- Business Meetings: Business professional attire may be required for certain meetings. This includes suits, dress shirts, ties, and dress shoes.
- Village Events: Dress code for village events will be specified based on the nature of the event.

Exceptions

Medical and Religious: Exceptions to the dress code will be made for medical reasons or to accommodate religious practices. Employees may reach out to Human Resources to discuss their request for an exception.

Enforcement

- Supervisors and managers are responsible for ensuring compliance with this dress code policy.
- Employees who fail to comply with the dress code will be given a verbal warning and may be sent home to change into appropriate attire.

- Repeated violations may result in disciplinary action, up to and including termination of employment.

Review and Amendments

This policy will be reviewed annually and may be amended as necessary to reflect changes in company standards or industry norms.

WORK PERIODS

In general, the work period for employment is defined as a consecutive seven (7) day period commencing at 12:00 a.m. Sunday and ending at 11:59 p.m. Saturday, the seventh day.

PAY PERIODS

Employees are paid semi-monthly for a total of twenty-four (24) pay periods per year.

OVERTIME

The appropriate Department Head or Supervisor must approve in advance all overtime worked. Sick time hours shall not be included in hours of work for the purpose of calculating overtime. The rate of compensation shall be at the rate of one-and-one-half (1 ½) times the hourly rate.

Employees scheduled for 40 hours weekly shall be entitled to overtime pay for any hours worked in excess of 40 hours in one work period. Hours worked includes use of compensatory time, vacation, and personal days.

All employees subject to collective bargaining agreements or memoranda of understanding are entitled to overtime pay in accordance with their respective agreements. Employees performing law enforcement or firefighting duties are subject to the period set forth in the collective bargaining agreement and under the Fair Labor Standards Act; overtime will be paid on that basis.

This policy shall not apply to Exempt Employees.

COMPENSATORY TIME

Any employee who is eligible for overtime may request to accrue compensatory time off at a rate of 1 ½ hours for each overtime hour worked. The request is subject to the Department Head's approval.

Compensatory time shall be earned at one and one-half (1 ½) times the hours worked, and time off shall be subject to the approval of the Department Head or their designee. Under no circumstances shall compensatory time off be granted where such granting would create a hardship, as determined by the Department Head, in the operation of the respective department. Earned compensatory time shall, if practical, be used within the fiscal year in which it was earned. Where such time may not be used in the same fiscal year, it will be paid

out. An employee shall not be permitted to accrue more than eighty (80) hours of compensatory time (53.33 hours of actual time worked). It is the responsibility of the employee to understand the total compensatory time balance to ensure they do not exceed this limit. Employees will not be permitted to accrue over this 80-hour (or 53.33 hours of actual time worked) limit. Any additional time over this limit must be paid out as overtime on the following pay period or based on the applicable collective bargaining agreement. Time accumulated more than 80 hours shall be paid out at the appropriate overtime rate.

VILLAGE PROPERTY

The Village will issue equipment needed to perform your job. This might include keys or key fobs to access certain areas of Village properties. This is intended to help protect staff members and users of the service and safeguard confidential information held about them, both manually on the premises, and electronically, but accessed through VRF IT systems.

It is the policy of the Village to only issue key fobs for the Village premises, certain internal rooms / storage facilities, and grounds to staff members on a “required-for-role” basis. This ensures that the absolute minimum number of persons have the means to access certain areas of the Village premises at any time of day or night, ensuring that security levels remain consistently stringent, thus minimizing the risk of unauthorized access.

- The key fob or keys assigned to each employee are for that specific employee’s use **only** for areas authorized by their supervisor.
- The key PIN is for that specific employee’s use **only**, do not share the PIN with anyone.
- Employees should not lend their key fob to anyone to borrow.
- When using the key fob to enter the buildings be aware of your surroundings. If an employee notices any unusual circumstances or a suspicious person in the area, contact the Village Police Department immediately.
- It is **mandatory** that if an employee loses their key fob or any Village property, they must report it to their supervisor immediately and notify Human Resources.
- If an employee’s employment ends for any reason, it is **mandatory** that the employee’s key fob be turned into their supervisor before they leave, along with all other Village property.

COMPENSATION PLAN

COMPENSATION PLAN

At any time, the Village Administrator may deem it necessary to evaluate the current salary levels. Based on information derived from such studies, the Village Administrator may recommend to the Village Board changes in the assignment of salaries.

SALARY RANGES

The Village strives to offer compensation packages which are commensurate with each position’s responsibilities and help the Village attract and retain a highly qualified workforce. Salary is one component of an employee’s total compensation package, and the Village may utilize other forms of compensation which are not addressed in this

policy. The Village strives to provide an attractive, competitive compensation program to its employees.

Salary Schedule

The Administration and Finance Department is responsible for establishing and maintaining the Village's salary schedule. The salary schedule consists of salary ranges for each pay grade and reflects positions assigned to each pay grade. Each pay grade is constructed with a minimum and maximum dollar amount, which represents the lowest and highest base salary that may be paid for a job assigned to that pay grade.

The salary schedule may be adjusted based on cost-of-living adjustments awarded by the Village Board. Additionally, the salary schedule may be adjusted due to a market adjustment, if approved by the Village Board, based on periodic market comparability reviews.

Pay Grades and Position Analysis

Each full-time position is assigned a pay grade commensurate with the levels of skill and responsibilities associated with the position. The Village conducts position analysis to calculate pay grades when new positions are created and/or when job responsibilities are substantially changed. Additionally, the Village conducts periodic reviews of all positions' pay grades through position analysis. Pay grades may be increased or decreased. Position analysis are a review of a position's responsibilities, formal educational requirements, experience requirements, skill levels and/or certifications required, and other requirements of the job.

Cost of Living Adjustment

Employees must achieve an overall performance evaluation rating of "**meets** expectations" or higher to be eligible to receive a salary increase, including any cost-of-living adjustment awarded by the Village Board. Employees whose overall performance evaluation rating is below "meets expectations" may not receive a salary increase, including a cost-of-living adjustment.

DEVELOPMENT AND MAINTENANCE OF SALARIES

Employees' salaries shall be determined regarding the following:

- Salaries for other Village positions;
- Relative difficulty and responsibility of positions;
- Availability of employees in particular occupational categories;
- Rates of pay in other comparable jurisdictions;
- The financial policies of the Village; or
- Such other considerations which may be appropriate.

SALARY INCREASES

Salary increases shall be made on the recommendation of the Department Head to the Village Administrator, based upon a compensation plan approved by the Board of Trustees, except

as otherwise provided. No salary adjustment shall be automatic unless the employee is governed by collective bargaining agreement.

PAYROLL DEDUCTIONS

The law requires that the Village make certain deductions from every employee's compensation. Among these applicable Federal, State, and Local income taxes. The Village must also deduct Social Security taxes on each employee's earnings (except for members of the Police and Fire union), up to a specified limit that is called the Social Security "wage base". The Village matches the amount of Social Security taxes paid by each employee. Medicare and mandatory pension plan withholdings are also deducted from each employee's earnings.

The Village complies with applicable wage/hour laws and regulations and prohibits improper deductions made to an employee's paycheck. The law outlines certain pay deductions that may not be made from the pay of employees exempt from the overtime provisions of the law.

The Village offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these benefit programs.

It is the policy of the Village not to take any improper pay deductions which would be in violation of the Fair Labor Standards Act, its regulations (specifically Section 541.602 (a)), or relevant state law or ordinance. Employees who believe their pay has been improperly deducted should report such an improper deduction immediately to the Finance Director. The complaint will be promptly investigated, and the results of the investigation will be reported to the complaining employee. If the employee is unsatisfied with the findings of the investigation, the employee may appeal the decision to the Assistant Village Administrator. Any employee whose pay is improperly deducted shall be reimbursed for such improper deduction no later than the next practical pay period after the improper deduction is communicated to management.

EMPLOYEE BENEFITS

The Village offers benefits that provide a well-rounded level of protection for eligible employees and their qualified dependents. Several of the programs (such as Social Security, worker's compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law. The terms and conditions of the employee benefit programs are governed by their respective plan documents. For information regarding employee benefits, contact Human Resources. Employee benefits are established and amended from time to time by the Village Board and/or Village Administrator.

HEALTH, DENTAL, VISION, AND LIFE INSURANCE

All full-time employees are eligible to participate in the Village group health, dental, vision and life insurance programs. Insurance coverage(s) shall commence on the first day of employment and shall cease on the last day of the month in which the employment was terminated. A brochure describing the provisions of each insurance plan shall be furnished to

every new employee and is available from Human Resources at any time.

Employees that opt out of the Village's health insurance plan may be entitled to an Insurance Refusal Reimbursement at the discretion of the Village Administrator and per budgetary constraints. Please contact Human Resources to learn more about this program.

FLEXIBLE BENEFIT PLAN (MEDICAL AND DEPENDENT FLEXIBLE SPENDING ACCOUNTS)

The Village administers an IRS Section 125 Flexible Benefit Plan. The rules governing the plan are contained in the Plan Document. Employees may voluntarily authorize additional pre-tax amounts to be deducted from their paychecks and placed in their medical reimbursement and/or dependent care reimbursement accounts.

Per federal law and applicable Plan Documents, changes in the allocation may only be made during the open enrollment period prior to the beginning of the plan year, unless the Employee experiences a qualifying event under federal law, which may include: marriage, Civil Union, legal separation, divorce, death of a spouse or child, pregnancy, birth or adoption of a child, a change in employment status for the employee's spouse, or the termination of insurance coverage provided by a spouse's own employer.

Employees who have questions regarding qualifying expenses should contact Human Resources about procedures and documentation needed for reimbursement.

NOTIFICATION OF MAJOR LIFE CHANGES

To ensure continuation of health insurance and other benefits, employees are required to promptly notify their supervisor of any major life change. Examples of major life changes are marriage, Civil Unions, divorce, or legal separation, change in dependent status, loss of insurance coverage by a spouse, birth, or adoption of a child. Employees should also contact Human Resources to notify them of a recent change of address or other contact information.

When a supervisor is notified of a major life change, the Department shall document the change on the Personnel Status Form and forward this to the Human Resource Manager.

Note: If the life change impacts the Employees' benefits, the Employee must submit documentation within 30 days of the life event.

RETIREMENT/ DISABILITY/ PENSION FUNDS

Employees are generally included in one of three (3) separate pension funds: Illinois Municipal Retirement Fund (IMRF) for non-sworn full time regular employees who are employed at least one thousand (1,000) hours per year; Fire Pension Fund for firefighters; and Police Pension Fund for police officers. Eligibility, participation, payroll deductions, and benefits are mandated by State and Federal laws. Village employees who participate in IMRF are also required to participate in Social Security. Police Officers and Firefighters appointed after March 1, 1986, are required to participate in the Medicare portion of Social Security.

ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)

Non-sworn full-time regular Employees of the Village shall contribute to the Illinois Municipal Retirement Fund (IMRF) according to the percentage required by law. The Village also contributes to the IMRF at the prescribed percentage set by law. For further information on this benefit, contact Human Resources.

Upon separation from employment at the Village, application may be made to IMRF for a refund of employee contributions if the Employee has not yet qualified for retirement benefits. Employees receiving a refund of their IMRF contributions are not eligible for a refund of the Employer contributions. Employees should note that applicable tax laws will apply to this refund.

If the individual becomes employed by another municipality or agency under IMRF, employee contributions are automatically transferred provided they were not previously refunded. However, employees may "buy-back" earned credit that was previously refunded according to specific instructions provided by IMRF.

To learn more about the benefits of IMRF for public sector employees, please contact IMRF or Human Resources.

DEFERRED COMPENSATION

Employees may participate in the deferred compensation plan offered by the Village. Deferred compensation is a tax-deferred retirement plan, which involves deducting a portion of the Employee's salary from each paycheck which is then transferred to an investment fund selected by the Employee. 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 distributed to the Employee (upon retirement, termination of Village employment, or in the event of an emergency). Human Resources can provide further information on this program.

EMPLOYEE ASSISTANCE PROGRAM

The Village recognizes that a wide range of illnesses and problems can influence an employee's health, well-being, and job performance. These hardships may include alcoholism, drug dependence, emotional or psychiatric illnesses, marital and/or family discord, stress disorders, legal or financial difficulties.

The Village believes that it is in the best interest of its employees, the employees' family, and the Village to provide an Employee Assistance Program (EAP) to help with such hardships providing confidential and professional assessment, short-term counseling, and/or referral services. Information on how to contact the EAP is available on employee bulletin boards or by contacting your supervisor or Human Resources. Employees should be assured that use of the EAP Program is confidential.

TUITION REIMBURSEMENT

Recognizing the mutual benefits derived from personal growth and increased work competence, it is the policy of the Village, subject to the restrictions listed below, to provide financial assistance to full-time, regular employees interested in furthering their formal education.

To the extent sufficient funds are contained in the current budget, tuition reimbursement is available when a full-time employee is enrolled in an accredited university, college or adult education program, and the course and/or degree program being undertaken is directly related to the Employee's duties with the Village. While completion of a course of study provides an improved educational background, the accomplishment does not obligate the Village to reward such completion through promotion, transfer, reassignment, wage or salary increase, etc.

To be eligible for reimbursement under this program, the employee must have been employed by the Village for a minimum of one (1) year. No reimbursement shall be made unless prior approval is first obtained in accordance with the provisions of this section.

Any tuition benefit exceeding the federal tax law of \$5250.00 in a calendar year will be taxed as imputed income.

TUITION REIMBURSEMENT POLICY

Tuition reimbursement is available when a full-time Employee is enrolled in an accredited university, college or adult education program and the course and/or degree program being undertaken is directly related to the Employee's duties with the Village. The following tuition reimbursement plan shall apply when prior written approval for such reimbursement has been received from the Village Administrator. The Village may exercise its discretion under this Section to approve graduate-level courses for reimbursement, although such reimbursement (if granted at all) will normally be conditioned on obtaining the graduate degree and remaining with the Department for a period after obtaining the degree. The Village, upon receiving a payment receipt and after completion of the course shall reimburse the Employee at the rate of one hundred percent (100%). No payment shall be provided for a grade of "C" or lower.

Basis of Reimbursement

Tuition reimbursement for college credit may be based upon the following priorities:

- The amount of budgeted training funds available.
- The direct and immediate benefit derived by the Village because of this Employee completing the course.
- The length of time which the Employee has been employed by the Village and the length of time the Employee is expected to remain in the employ of the Village.
- The specific job-related nature of the course.
- The overall performance of the Employee.
- The length of time which the Employee has served the Village.

- The Employee's technical or supervisory responsibility.
- The compatibility of the course schedule and the Employee's work schedule.
- Other factors which may be relevant

Books, fees, mileage, lodging and other incidental expenses will not be reimbursed; only tuition is subject to reimbursement. The Village will not provide reimbursement if other sources (such as scholarships, grants, etc.) have or will provide for reimbursement, after an Employee has applied for such assistance. The Village reserves the right to deny or reduce some requests for tuition reimbursement if it is felt that the tuition is out of line with other area schools where similar courses can be taken at a more reasonable tuition cost.

Obligation Period

If an Employee voluntarily leaves the Village within three years of completing a reimbursed course, a percentage amount of reimbursed expenses will be due the Village according to the following table:

0 – 12 months	100%
12 – 18 months	75%
19 – 24 months	50%
25 – 36 months	25%

Such payments may be deducted from final paychecks or other monies owed to the Employee by the Village.

Depletion of Funds

When requests for training and reimbursement exceed funds specifically budgeted for that purpose, the Village Administrator may provide partial reimbursement of expenses to extend training opportunities to as many Employees as possible.

Qualifications

To qualify for tuition reimbursement an Employee shall:

- Complete the Request for Tuition Reimbursement form and submit it to the Employee's Department Head before enrolling in the course and prior to January 1.
- Obtain tuition reimbursement approval from the Employee's Department Head and the Village Administrator.
- Successfully completed the course with a grade of "B" or better.
- Submit to the Finance Department proof of satisfactory course completion and proof of amount spent on tuition.
- Have been classified as a full-time Employee with the Village for a period of at least one (1) year.
- Sign an agreement or promissory note agreeing to reimburse to the Village the amount of the tuition reimbursed if the Employee does not remain in the employ of the Village for a period of three (3) years after completion of a course.
- Any tuition benefit exceeding the federal tax law of \$5250.00 in a calendar year will be taxed as imputed income.

Approval of Reimbursement

Request for Tuition Reimbursement forms must be submitted to the Employee's Department Head no later than January 1. Final approval of a tuition reimbursement request will not be

given until May 1. Actual reimbursement will not be made until after May 1 and successful completion of the course.

VACATION LEAVE

Vacation leave is important and essential to an employee's health, morale, job satisfaction, and successful job performance. Vacation leave shall be scheduled by and approved by the Department Head, taking into consideration the departmental workload and the needs and demands of the Village. Whenever possible, employees should request vacation leave at least 48 hours prior to their requested time off. Employees should make every effort to use vacation leave during the year in which it is earned. The use of vacation leave is limited to that which is earned at the time of said leave, unless specifically approved by the Department Head and the Village Administrator. Department Heads should notify the Village Administrator if an employee requests to utilize more than 10 consecutive days of vacation or any combination of other leave time, as this might have negative implications on the operations of the department.

ACCUMULATION DURING LEAVE

Credit for vacation leave shall not accumulate during any leave of absence without pay or during any lay-off or disciplinary suspension. Vacation leave shall continue to accumulate during a leave of absence with pay, during lost time due to an on-the-job injury or during an authorized vacation leave, sick leave, floating holiday, or personal days.

HOLIDAYS DURING VACATION LEAVE

Whenever a paid holiday falls during an authorized vacation leave, the employee's leave on the date of the paid holiday shall be considered a holiday for payroll purposes and shall not be charged to the employee's accumulated vacation leave.

MAXIMUM CARRY OVER

A maximum of 80 hours of an employee's vacation leave may be carried over from anniversary year to anniversary year.

Any earned vacation leave, more than 80 hours, which is not used before the end of an employee's anniversary year will be forfeited by that employee. Exceptions to this rule can be approved by the Department Head with final approval by the Village Administrator.

PAYMENT OF VACATION LEAVE UPON TERMINATION OF EMPLOYMENT

Any employee leaving the Village shall be compensated for the vacation leave earned and unused at the date of termination of employment, at the employee's current pay rate, in accordance with state law. Any earned and unused vacation time will be paid out to the employee on the second check following separation from employment with the Village.

WAIVER OF VACATION LEAVE

As vacation leave is granted to employees for a period of recreation, no employee shall be permitted to waive such leave for the purpose of receiving additional pay.

MINIMUM LEAVE

Vacation leave shall be taken in units of not less than one (1) hour at the discretion of the Department Head.

An employee in their orientation period may use earned vacation with prior approval of their supervisor. The purpose of the orientation period is to help the employee transition to a successful member of the team. Taking excessive time off during this period could be detrimental to the learning process.

VACATION

Eligible employees shall earn vacation leave for any month in which they receive compensation for more than eighty (80) hours of work. Vacation time will be prorated for any unpaid days. For purposes of this Section only, vacations, sick leave, holidays, workers compensation leave, and compensatory time shall be considered hours worked. Employees shall earn and accrue vacation leave monthly according to the following schedule effective May 1, 2012:

Years of Completed Service	Days of Vacation Earned (Per Month)	Total Days of Vacation (Per Year)
Upon Hire and through year 4	.8333	10
After 5 years	1.2500	15
After 10 years	1.6667	20
After 15 years	2.0833	25

PART-TIME EMPLOYEES

Part-time employees that are scheduled to work at least 1040 hours per year or 20 hours a week shall be entitled to vacation leave on a pro-rata basis.

HOLIDAYS

The following provisions shall govern paid holidays by the Village effective January 1, 2025. Holiday benefits for employees covered by any collective bargaining agreement shall be as set forth in such an agreement.

New Year's Day
Martin Luther King Jr. Day
President's Day
Memorial Day ***
Juneteenth
Independence Day

Labor Day
Thanksgiving Day
Friday After Thanksgiving Day
Christmas Eve
Christmas Day
Floating Day **

** Unused Floating Holiday is not paid out on separation of employment with the Village.
Effective Memorial Day 2025:

*** Memorial Day is the Village's only Parade. If a non-union hourly employee is requested to participate in the parade and comes in on the holiday, they will be paid for the holiday and 1.5 times their hourly rate for any hours worked on the holiday. Any exempt employee that is required or requested to participate in the parade on Memorial Day will receive an additional Floating Holiday to use before December 31st of that year. The Floating Holiday will be added to the Employee's bank after confirmation and approval by the Village Administrator.

- Where a holiday falls on a normally scheduled workday, a full-time employee will receive the day off with pay at their straight time hourly pay. If an employee is called into work on a holiday, the employee will be paid as follows:
 - Regular straight time compensation for the holiday (8 hours), plus;
 - Time and one-half (1 ½) of the employees' regular hourly rate for all unscheduled hours worked.
- Only hours worked will be used in computing the workweek.
- Where a holiday occurs during an employee's scheduled vacation, the employee shall be paid for the holiday and that day shall not be charged against the employee's vacation balance.
- Generally, if a holiday occurs on a Saturday, employees will receive the day off on the Friday before the holiday. If a holiday occurs on a Sunday, employees will receive the day off on Monday after the holiday.
- As noted above, employees receive one (1) floating holiday per year. The floating holiday does not accumulate from year to year. The floating holiday is accrued at the beginning of the calendar year and may be used immediately. A new employee that works less than 3 months in the calendar year is not eligible for a floating holiday in that year.

PERSONAL DAYS

Full-time employees are entitled to use two (2) personal days, per twelve-month period, issued on their anniversary date. Part-time employees who work 1,040 or more hours per year are entitled to a pro-rated use of personal days based on the annual number of hours worked. The use of the personal day is subject to the scheduling approval of the Department Head. Personal days are non-cumulative and must be taken within the employee's anniversary year. Personal days shall be taken in units of not less than two (2) hours.

** Unused personal days are not paid out on separation of employment with the Village.

NIGHT MEETINGS & OTHER AFTER-HOURS ACTIVITY LEAVE

The Village recognizes that certain non-unionized executive, managerial, supervisory, and professional personnel are required to attend night meetings and perform work outside of normal working hours, which is not otherwise compensated. To recognize this additional service, these employees may be eligible for additional leave time.

The decision to grant additional leave, the amount to be taken, and when it may be taken is at the discretion of the Village Administrator. Additional Leave shall not exceed 40-hours, unless

otherwise approved by the Village Administrator and reviewed by the Finance Director or Assistant Village Administrator and documented accordingly, for an eligible employee in a calendar year, and is not considered accumulating paid leave.

SICK LEAVE

Sick Leave is accumulated at a rate of one day of sick leave each month. Sick leave shall be earned by an employee for any month in which the Employee is compensated for more than eighty (80) hours of work. Sick leave may reach a maximum accumulation of two hundred forty (240) working days. All part-time and seasonal employees will receive at least 1 hour of sick leave for every 40 hours worked.

Sick leave is a privilege, not a right, extended to regularly scheduled full-time employees and qualified part-time employees. Sick leave shall be allowed only when the Employee is sick or disabled, when there is an illness in the Employee's covered family member (i.e., spouse, domestic partner, child (birth, adopted, step), sibling, parent (parent in-law or stepparent), grandparent, or grandchild), or for medical appointments which cannot be scheduled outside of working hours. A maximum of five (5) earned sick days per year may be used when there is an illness in the employee's family.

** Unused sick time is not paid out on separation of employment with the Village.

AUTHORIZATION OF SICK LEAVE

Each Department Head will have primary discretion for granting sick leave to employees in their department. Sick leave may **NOT** be used before it is earned.

MINIMUM LEAVE

Sick Leave shall be taken in units of not less than one (1) hour.

ACCUMULATION DURING LEAVE

Credit for sick leave shall not accumulate during any leave of absence without pay or during any lay-off or disciplinary suspension. Sick leave shall continue to accumulate during a leave of absence with pay due to an on-the-job injury, or during an authorized vacation or sick leave.

REPORTING OF ABSENCE

The Employee shall give notice of absence due to illness or injury to the immediate supervisor as far as possible in advance of the starting time for the scheduled workday. In any event, the supervisor should be advised not less than sixty (60) minutes before the starting time on the day of the absence. The Employee must detail the reasons for the absence and the anticipated duration of such an absence. In the interest of continuing to offer outstanding customer service in their absence, the Employee should notify their supervisor of any deadlines or other deliverables that may be impacted by their absence. This may include a phone call to the Employee; the supervisor will be sensitive to the Employee's health concerns during this time.

The notice shall be in the form of a phone call, text, email, or voice message. Department Heads should ensure each employee is aware of the preferred method of communication for such instances.

MEDICAL CERTIFICATION REQUIREMENTS

A statement or other viable documentation shall be provided by a licensed physician for any use of sick leave of three (3) or more consecutive days unless specifically excused by the Village Administrator or designee. If the Department Head suspects abuse or a pattern of improper or unnecessary sick leave use or if the Employee does not supply such statement/documentation or said statement is not deemed satisfactory, the request for sick leave shall be denied and the time off shall be without pay, and the employee may be subject to discipline. Failure to report absence because of illness will result in time off without pay and/or disciplinary action up to and including dismissal. Any costs associated with providing a doctor's statement are the responsibility of the Employee. The Village may require a second opinion by a physician designated by the Village at the Village's expense. Prior to an Employee returning from sick leave, the Village may require a fitness for duty report from a licensed physician of the Village's choosing certifying that the Employee can return to work and perform, either with or without reasonable accommodation, the essential functions of that Employee's position.

The Village neither requests nor requires genetic information of an individual or family member of the individual and the Employee need not provide any genetic information when submitting the physician's note.

Other Conditions

- Sick leave will be paid at the straight time rate and only for regularly scheduled weekly hours up to a maximum of forty (40) hours.
- Sick leave hours will not be included as hours worked in computing the workweek for the purpose of calculating overtime.
- Violations of the regulations for use of sick leave or requests for use for an improper purpose are an act of dishonesty and can result in disciplinary action up to and including dismissal in accordance with the Village's disciplinary procedures.

SICK LEAVE BUYBACK

Sick Leave Buyback Program: Depending on your position, date of hire, tenure, and/or status as a union/non-union Employee, you may be eligible to participate in the Village's sick leave buyback program. If eligible, you are required to sell a certain amount of sick time back to the Village each year with the value of those hours deposited in your VEBA. For example, if you are eligible to sell 40 hours of sick leave back to the Village, those hours will be deducted from your sick leave bank and sold back to the Village at your hourly rate (i.e. 40 hours x \$25/hour = \$1,000 VEBA deposit). The current buyback schedules are as follows:

Non-Union: Based on sick hours used from July 1 to June 30; Employees must have a minimum of 36 days of sick leave (288 hours) as of July 1 each year to be eligible for the program.

Hours Used	Hours Sold Back
0	40
Over 0 up to & including 8	32
Over 8 up to & including 16	24
Over 16 up to & including 24	16
Over 24 up to & including 32	8
Over 32	0

Police Department Union: Based on sick hours used from May 1 to April 30; The information below is applicable to officers hired after May 1, 2013.

Hours Used	Hours Sold - 3-5 Years of Service	Hours Sold - 6-10 Years of Service	Hours Sold - 11+ Years of Service
0	8	16	24
Over 0 up to & including 8	0	8	16
Over 8 up to & including 16	0	0	8
Over 16	0	0	0

Fire Department Union: Based on sick hours used from May 1 to April 30; The information below is applicable to firefighters/paramedics hired after May 1, 2013.

Hours Used	Hours Sold - 6-10 Years of Service	Hours Sold - 11+ Years of Service
0	20	30
Over 0 up to & including 24	10	20
Over 24 up to & including 48	0	10
Over 48	0	0

Salary Contributions: If you are in a police or fire bargaining unit, you are required by your collective bargaining agreements to contribute a certain percentage of your salary through payroll contributions.

TRANSITIONAL DUTY

Employees who suffer an illness or injury on or off duty and who cannot perform all the required and normal tasks of their position may be placed on transitional duty.

The Village may require an Employee who is on sick leave or Worker's Compensation leave to return to work in an available transitional duty assignment as more fully described below.

- The determination as to whether an Employee will be assigned transitional duty shall be made by the Department Head upon consultation with Human Resources. A Personnel Status Form documenting the transitional duty assignment must be completed and forwarded to Human Resources for placement in the Employee's personnel file.
- Under no circumstances will an Employee perform transitional duty without a written medical opinion from a physician stating that the Employee is able to perform transitional duty without significant risk that such transitional duty work would aggravate the Employee's condition.
- Nothing in this policy shall be construed to require the Village to create transitional duty assignments for an Employee. Employees will only be assigned to transitional duty assignments when the Village determines that transitional duty work exists, Village operations permit and that there is a reasonable expectation that the Employee will return to full duty.

Transitional Duty – Work-Related Injuries

Transitional duty has shown to be valuable in the rehabilitation of injured employees and can effectively reduce workers' compensation costs. Such a program can speed recovery, accelerate return to normal duties and allow the employee to maintain basic skills or learn new skills during recovery. Transitional duty programs allow continued social contact with fellow employees and income maintenance during the disability period, and are also credited with reducing employee turnover, training costs, overtime payment for replacement workers, improving employee morale, and increasing productivity. Transitional duty results in an earlier return to work, which reduces the chance that the employee will never return to the workplace.

Transitional duty is a temporary work assignment that should not normally exceed 90 calendar days but may be terminated prior to that time limit. Transitional duty is not usually appropriate when an employee has no reasonable expectation of returning to regular duty within 90 days. Transitional duty assignments can be extended if, in the determination of the Village Administrator such an extension would be in the best interest of the employee and the Village.

The goal of the transitional duty program is to progressively move an injured worker from restricted work status to full working capacity with as little time as possible away from the workplace. It is not a permanent accommodation for a disability. Transitional duty may be either modified or alternate duty.

Modified duty is temporarily changing the injured employee's regular job to accommodate current disabilities. Modified duty can include any of the employee's usual tasks that are consistent with the restrictions established by the treating physician. The benefit of modified duty is that it keeps the employee in the accustomed work environment with the same co-workers.

Alternate duty is a temporary job assignment that accommodates current restrictions. Alternate employment places the employee in an entirely different job during the recovery period. It can be a job that already exists but is vacant, or a temporary job assignment developed to accommodate employees that have temporary work restrictions. The advantage of alternate duty is that it will allow employers to accommodate employees whose jobs cannot be sufficiently modified to accommodate their restrictions.

Transitional duty work assignments will be pursued in accordance with the following procedures:

- A. Department heads are required to seek transitional work duties meeting the injured employee's medical work restrictions. Each department head shall establish a sample transitional return-to-work task listing for individuals with temporary physical limitations. The transitional duty assignments should be detailed, listing all physical requirements, particularly lifting and mobility requirements. Whenever possible, employees that have work-related temporary physical limitations will be assigned to these transitional duty assignments.
- B. The injured employee should be examined at the designated IRMA Medical Management Network facility immediately following an injury whenever possible and should continue to receive follow up care from the IRMA Medical Management Network facility if follow up care is necessary. However, injured employees have a legal right to obtain medical treatment from whomever they choose. If an injured employee chooses to see their own doctor, the doctor should complete a medical "Duty Status Report" and submit a copy to the employer. If the doctor cannot complete a medical "Duty Status Report", then they should complete a report or form addressing the injured worker's ability to return to work and specify any work restrictions that apply.
- C. The designated IRMA medical management facility should be aware of the availability of transitional duty work. The physician should immediately advise the Village, the Claims Representative and the nurse case manager of the injured worker's ability to return to work and specify any work restrictions that apply. The member can then determine what transitional assignments the injured employee can complete.
- D. The Village of River Forest designated IRMA Medical Management Network Facility shall be the primary source of medical treatment upon which decisions are based when evaluating an individual's capability to return to work with physical restrictions or limitations. Each time the injured employee is treated or examined, the designated IRMA medical management facility shall complete a medical "Duty Status Report" and submit a copy to the employer.
- E. Employees shall serve in transitional duty assignment for as long as they can perform productive work and are expected to return to full duty when at maximum medical improvement. Employees may be removed from limited duty assignments if appropriate work is not available, or if the employee cannot satisfactorily perform the work assigned.
- F. No full-time employee shall be moved from their regular job to make an early return-to-work assignment available to another employee.

- G. An employee may be required to attend training sessions, staff meetings, seminars, or continuing education programs as deemed necessary by the Department Head and the Village Administrator as part of a transitional return-to-work assignment.
- H. The nature of the injury and the skills of the employee and the needs of the department will determine what assignments are made. (EXAMPLE: An administrative or clerical employee with a broken arm may be able to perform transitional work that a maintenance worker with the same type of injury is unable to do.)
- I. It is the primary goal of this policy that departments find alternative work assignments for employees assigned to their respective departments. However, when the employee's department head cannot find suitable work, suitable restricted work should be sought in other departments.
- J. The Village of River Forest may arrange for a physician's evaluation of the employee at any time during a transitional-return-to-work assignment. This should be coordinated with the IRMA claims representative if it is a workers' compensation claim. The Village of River Forest may at any time, based upon its physician's recommendation, modify the employee's transitional duty assignment or remove the employee from transitional duty.
- K. If the injured employee refuses a transitional duty assignment consistent with physician approved restrictions for a workers' compensation claim, a certified letter shall be sent to the employee advising where and when to report to work. This letter shall advise the employee that failure to report for this work will result in notification of IRMA and that Temporary Total Disability (TTD) payments may be terminated. If the injured employee does not report for a transitional duty work assignment, the Department Head shall immediately advise the Village's claims coordinator. The refusal of transitional duty may also result in further disciplinary action or termination.
- L. Payment for reasonable and necessary medical treatments related to work injuries will not be discontinued based solely on failure to report to a transitional duty assignment. The employee has the right and may appeal discontinuance of TTD payments to the Illinois Industrial Commission.
- M. Employees on transitional duty shall be advised that they are not permitted, under any circumstances, to perform any work that violates their return-to-work restrictions.
- N. Employees on transitional duty shall be evaluated on a weekly basis by their department head according to the following criteria:
 - 1. Ability to perform the transitional duty assignment.
 - 2. Compliance with work restrictions.
 - 3. Need for modification of transitional duty.

The goal of a return-to-work policy is to facilitate the return to previous full duty work assignment. It is critical that a good job description be provided to the examining physician to allow the doctor to accurately assess the injured employee's ability to return to full duty.

The designated IRMA medical management facility should be provided with a job description which provides a detailed description including the physical tasks required of the employee and the physical demands necessary to complete the essential job functions. If possible, the employee should bring a copy of the job description to the initial visit. The nurse case manager and IRMA Claims Representative should also be provided with a copy of the employee's job description so they can share this information with all treating physicians. If the injured employee's current job description does not accurately and fully describe the physical demands of the job, a Physical Demands Summary form should be completed and sent along with the job description.

An Independent Medical Exam (IME) can be requested by IRMA at any time during a workers' compensation claim to address whether an employee is able to return to transitional or full duty as well as addressing medical causation and treatment issues.

Separate fitness for duty evaluations is not required under the Illinois Workers' Compensation Act and should not be necessary if the physician releasing the employee to full duty has a detailed job description including the essential physical tasks and physical demands of the job. Members who require fitness for duty evaluations are not scheduled by or paid for by IRMA.

If separate fitness for duty evaluations is utilized, there should be a consistent policy applied to all employees returning from an injury. If a fitness for duty physician determines an injured employee cannot return to full duty work, the injured employee should not be allowed to return to full duty even if the employee has been released to full duty by the employee's treating physician. If the fitness for duty physician makes treatment recommendations, the injured employee should be scheduled for a follow up examination to make sure the treatment is complete so the physician can provide a final assessment of the employee's ability to return to full duty work. Fitness for duty physicians should be provided with a detailed job description including the essential physical tasks required of the employee and the physical demands necessary to complete the essential job functions.

Functional Capacity Evaluations (FCEs) are sometimes prescribed by a treating workers' compensation physician to help the physician determine what job duties an injured employee can perform. FCEs are not necessary on all claims and are not recommended unless prescribed by a physician.

NON WORK-RELATED ILLNESS AND INJURY

Request for transitional duty assignments for non-work-related injuries and illnesses will be considered on a case-by-case basis depending on the skills of the employee and available work assignments. Work related injuries and illnesses and requests for reasonable pregnancy related accommodations or reasonable accommodations under the ADA, which do not create an undue hardship on operation of the Village will be implemented as required by current Federal and Illinois law and will take precedence over non-work-related injuries or illnesses. When an injured employee is released to return to full duty following a non-work-related injury or illness, a fitness for duty evaluation may be required depending on the severity of the injury or illness.

BEREAVEMENT LEAVE

In the event of a death in the family, an Employee may take the following consecutive calendar days off and receive regular straight time pay for any regularly scheduled work shifts that fall during such consecutive calendar day period. Such calendar day period ordinarily shall start either the day of or the day after the Employee learns of the death. Further, in cases where extensive travel to the funeral is required or for other good and sufficient reasons, the department head or their designee may allow the Employee to commence the funeral leave at a later date.

- Five (5) consecutive calendar days for: spouse, Civil Partner, or child.
- Three (3) consecutive calendar days for: parent, sibling, parent-in-law.
- Two (1) days for: grandparents, grandchild, sibling-in-law, child-in-law, parent's sibling (includes spouse's parent's sibling).

Any additional time needed shall be taken as personal days, compensatory time or vacation leave and shall be subject to the approval of the department head. The Village Administrator or Department Head reserves the right to request documentation of absence.

The Village complies with the Illinois Family Bereavement Leave Act (IFBLA) and provides up to a maximum of two weeks (10 workdays) of unpaid bereavement leave to eligible Employees. In the event of the death of more than one covered family member in a 12-month period, an Employee may take up to a total of six (6) weeks of bereavement leave during the 12-month period. The Act does not create a right for an Employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to, the unpaid leave time permitted by FMLA.

JURY DUTY OR WITNESS DUTY

A full-time or a part-time Employee working at least an average of twenty (20) hours per week shall receive full pay or pro-rated pay at their straight-time hourly rate for time not worked while serving on jury duty or testifying as a witness at the request of the Village or testifying under subpoena to matters related to their employment with the Village.

Employees are expected to return to work whenever possible during jury time and carry out as many of their job responsibilities as time permits during regularly scheduled working hours. In accordance with applicable laws, jury duty shall not adversely impact employment status.

Proof of summons should be provided to your supervisor prior to the date of jury duty.

While on leave for jury duty, an employee will receive their regular wages, in addition to any jury service payment they may receive from the court agency

GENERAL LEAVE OF ABSENCE

Employees may submit a written request for a general unpaid leave of absence for personal matters. The decision to grant such leave shall be at the sole discretion of the Village Administrator. Such leave may be requested for:

- The continuation of or completion of a pursuit of a degree for the purpose of training in subjects related to the work of the Employee and which will benefit the Village.
- To recover their own health or attend to family illness.
- Personal business which will require an employee's attention for an extended period, such as a settlement of an estate, liquidating a business, attending court as a witness on non-Village related cases, and for purposes other than the above that are deemed beneficial to the Village service.

General Leave of Absence - Procedure

- Employees may submit a written request to their Department Head asking for a leave of absence without pay. The request shall be in writing, stating the reasons for the request, the date desired for the start of the leave and probable date of return. The request along with the written recommendation of the Department Head shall be forwarded to the Village Administrator for authorization.
- Authorization for such leave shall be within the sole discretion of the Village Administrator whose decision will be based upon the operational needs of the department, the work record of the individual and the reason for the request.
- An Employee is required to exhaust available paid vacation and personal leave before unpaid general leave of absence commences.

General Leave of Absence - Benefits

- For the remainder of the month during which a general leave begins, the Village will continue to provide group health insurance coverage under the same conditions as it did before the leave began. Subsequently, such insurance coverage, if desired by the Employee and otherwise available through the Village, shall be fully paid for by the Employee through the duration of the leave.
- Except for group health coverage, an Employee is not entitled to accrue any other employment benefit while on a general leave (except as indicated in the Family Leave provisions).

General Leave of Absence - Duration

A general leave of absence may be granted for up to twelve (12) workweeks. Extensions may be granted for additional periods of up to twelve (12) additional workweeks, not to exceed a total of twenty-four (24) workweeks.

General Leave of Absence - Return to Duty

- A return date shall be agreed to by the Employee and the Village Administrator at the time the general leave is granted. Generally, this will be the probable return date specified in the Employee's application.
- An Employee may request an extension of the general leave by making an application to the Village in the same manner as on original application. Provided, such an extension may not be granted more than the limit set forth in the General Leave of Absence Duration above.

- An Employee returning from general leave on the agreed upon return date 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 may be returned to the most equivalent and available employment position with the Village for which the Employee is qualified. The Employee may transfer to their former employment position if/ when it becomes available if they remain qualified. If the village does not have an open position when the Employee returns from general leave, the village is not obligated to create a position for the Employee.
- Prior to reinstatement after a general leave of absence for an illness, an Employee must present to the Department Head or Village Administrator a physician's written statement certifying that the Employee can return to work and can perform, either with or without reasonable accommodation, the essential functions of the employment position involved. The Village may also require a fitness for duty report from a licensed physician of the Village's choosing.

General Leave of Absence - Resignation

An Employee who fails to return from general leave on the designated return date, either as originally agreed or as extended, shall be considered as having abandoned and resigned their employment position with the Village.

ADMINISTRATIVE POLICIES

CODE OF CONDUCT

The Village is committed to providing a safe and professional working environment. To assure orderly operations and provide the best possible work environment, the Village expects employees to conduct themselves in a respectful manner that will protect the interests and safety of all employees and the Village. It is the duty of all employees to maintain high standards of conduct, cooperation, efficiency and economy in their work for the Village.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. Individual departments may also have rules and policies applicable to their employees. The following are examples of inappropriate conduct that may result in disciplinary action, up to and including termination of employment. This list is not intended to be an all-inclusive list, and unacceptable conduct not specifically covered by these rules may result in disciplinary action, up to and including termination of employment, depending on the circumstances. Examples of prohibited conduct which may lead to discipline include the following:

- Absence from duty, including the absence for a day, or portion thereof which is not authorized by prior approval
- Bullying behavior, which may include verbal, non-verbal, written (i.e. email, text messages, etc.), or physical acts for the purposes of negatively affecting an employee's work performance or creating an intimidating, hostile, or offensive work environment
- Boisterous, violent, or physically disruptive activity in the workplace or damage to Village property
- Unlawfully slandering or maligning an individual or their family

- Selling, distributing, using, consuming, being in possession of, or being under the influence of alcohol, cannabis, or drugs while on Village premises, while conducting Village business, while operating Village equipment, or while in the performance of any other assigned duties
- Excessive or unauthorized absenteeism or tardiness
- Failure to report changes in driver's license status (if driving or maintaining a license is part of the employee's job responsibilities) or criminal convictions
- Falsification of Village records or information, including timesheets and medical forms or other forms of dishonesty (including, but not limited to, lying during an internal investigation)
- Fraudulent statements or action involving Village business activities
- Receipt of remuneration and/or gifts, solicited or unsolicited, violating the Village's ethics ordinance, or engaging in unethical conduct in violation of Village policy or local, state, or federal law
- Insubordination, including failure or refusal to follow a supervisor's work order
- Failure to follow safety rules and regulations or failure to abide by safety practices
- Failure to follow procedures for promptly reporting all job-related injuries
- Violations of the Village's non-discrimination, anti-harassment, or bullying policies
- Unsatisfactory performance or conduct
- Any other misconduct as determined by the Village

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Pursuant to the federal Family and Medical Leave Act, Village Employees may be entitled under certain circumstances to different or additional leave benefits. This policy explains how the Family and Medical Leave Act ("FMLA") applies to Village Employees.

If you have any questions which are not answered by this Policy, or if you would like any additional information, please contact Human Resources.

Employees Covered – To be eligible for benefits under the Act, you must: (a) have worked for the Village for at least 12 months, and (b) have accumulated 1250 hours of service in the 12 months preceding the leave.

Permitted Reasons for Leave Under the Act – An Employee is entitled to leave under the FMLA for one or more of the following:

Up to 12 weeks leave for:

- Birth of a child of the Employee and to care for such child.
- Placement of a child with the Employee for adoption or foster care.
- To care for the spouse, Civil Partner, child, or parent of the Employee, if the spouse, Civil Partner, child, or parent has a serious health condition.
- Because of a serious health condition that makes the Employee unable to perform the functions of the Employee's position.
- To handle personal affairs because of any qualifying exigency arising out of the fact that your spouse, Civil Partner, child, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a

contingency operation. The call to duty must be authorized under federal law and applies only to those in the National Guard, Reservists, and those called out of retirement from the regular Armed Forces. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

•
Up to 26 weeks leave:

To care for a spouse, Civil Partner, parent, child, or an individual for whom you are the nearest blood relative who has a serious injury or illness that was incurred in the line of duty while on active military duty, if the injury or illness may render the servicemember medically unfit to perform the duties of their military position Leave for an injured servicemember may be taken only once per servicemember, unless that servicemember has a subsequent injury or illness incurred in active military duty. Spouses employed by the Village who request injured servicemember leave may only take a combined aggregate total of 26 weeks leave for such purpose.

Any FMLA leave taken by an Employee for reasons *other* than an injured or ill service member will reduce the 26 weeks of available leave to care for an injured service member. As a result, if an employee requests injured servicemember leave, the maximum leave allowed will be up to 26 weeks, less any FMLA leave already used in the same 12-month period for any other reason.

Limitations on Reasons for Leave Under the Act – Where the need for leave is foreseeable, the Employee must give the Village 30 days’ notice. Where the need for leave is not foreseeable or is not known 30 days in advance, the Employee must provide notice generally on the same day as they become aware of the need for time off. Employees who need intermittent leave for planned medical treatment, shall: (a) make a reasonable effort to schedule the treatment so as to not unduly disrupt the operations of the employer, subject to the approval of the health care provider, and (b) give the Village 30 days’ notice, or if the treatment must begin in less than 30 days, notice generally on the same day as the need for leave becomes known.

Entitlement to leave for either the birth, adoption, or foster care placement of a child expires 12 months after the event.

A child is: (a) under 18 years of age, or (b) over 18 years of age, incapable of self-care due to a physical or mental disability for leaves other than for a qualifying exigency or to care for an injured service member. The latter two types of military-related leave apply to an employee’s child, regardless of age.

12-month period of Leave Available Under the Act – The twelve-month period will be computed as a “rolling” 12-month period measured backward from the date an Employee uses any FMLA leave, other than leave for care of an injured servicemember. Leave to care for an injured or ill service member will begin on the first day of such leave and must be completed within 12 months of that date. Leave may either be continuous or may be taken intermittently under certain conditions.

Where a husband and wife, or Civil Partners, both work for the Village, if the leave request from either or both is for the birth or adoption of a child, to care for a sick parent (not “parent-in-law”), or to care for an injured servicemember, the spouses and Civil Partners are limited to a total of the maximum amount of leave (12 or 26 weeks) for both of them in the aggregate.

Availability of Intermittent or Reduced Leave – Where the reason for the leave is the birth or adoption of a child, leave may be taken intermittently or on a reduced time basis only with the consent of the Village.

The Employee may request intermittent or reduced time leave when it is medically necessary, or the event makes it necessary. Where an employee requests intermittent leave on this basis that is foreseeable based on planned medical treatment, the Village may require the Employee to temporarily accept an available alternative position for which the Employee is qualified, and which has: (a) equivalent pay and benefits and (b) better accommodates the periods of leave than the Employee’s regular position.

Certification of Need for Leave – Leaves must be supported by adequate certification, at the Employee’s expense, issued by a health care provider or, if applicable, military personnel or other service provider.

The Village will require that the Employee obtain recertification on a reasonable basis for serious health conditions. The Village may also require the Employee to report periodically on the status and intention of the Employee to return to work and will require the Employee to provide a certification of fitness to return to work prior to restoration from leave.

Approved forms for these certifications are available from the Human Resource Manager.

In connection with the above-described certificate which the Village requires, the Village, at its expense, may require the Employee (or family member) undergo a second examination regarding the serious health condition, by a health care provider of the Village’s choosing. If the second opinion conflicts with the first opinion, the Village may, at its own expense, require the Employee to obtain a third opinion from a health care provider approved by the Employee and the Village, and that opinion will be final and binding.

If the Village does not receive a fully completed certification by the deadline (unless there is a legitimate reason for the delay), or if the certification does not confirm an FMLA-qualifying condition, the Employee’s absences will be treated according to the Village’s attendance standards.

The Employee may not be granted FMLA leave to gain employment or work elsewhere, including self-employment. If the Employee misrepresents facts to be granted an FMLA leave, the Employee will be subject to discipline up to and including dismissal.

Protection of Benefits While on Leave – The Village will maintain group health insurance coverage for an Employee on FMLA leave whenever such insurance was provided before the leave was taken, and on the same terms as if the Employee had continued to work. Where

appropriate, arrangements will be made for Employees on unpaid leave to continue to pay their share of health insurance premiums, including co- payments, while on leave. Failure of Employees to make these payments may result in the termination of the Village's obligation to maintain benefits. Additionally, the Village's obligation to maintain health benefits ceases if an Employee informs the Village of their intent not to return to work at the end of the FMLA leave, or when the leave is exhausted.

If an Employee fails to return from FMLA leave, the Village may recover from the Employee the amounts of the premiums paid to maintain the Employee's coverage during the leave unless the Employee's failure to return is the result of: (1) the continuation, recurrence or onset of a serious health condition that would entitle the Employee to leave or (2) other circumstances beyond the control of the Employee, as defined in federal regulations.

Where the Employee claims that the failure to return to work has been caused by the circumstances in number (1) above, the Village will require the Employee to submit a certificate from a health care provider to that effect.

Maintenance of Other Benefits – The taking of leave under the FMLA may not be used to deprive the Employee of any benefit accrued prior to the date that the leave commenced. However, while on leave the Employee is not entitled to accrued or earned benefits, such as seniority, other than as allowed by Village policy. Otherwise, during the period of leave an Employee's medical benefits are treated in the same manner as the Employee would have been entitled to have the Employee not taken the leave.

Unpaid Leave: Substitution of Paid Leave – Leave granted under the FMLA is unpaid. The Village will require that an Employee substitute any accumulated vacation, sick, personal, or other paid days off accrued for unpaid leave taken under the Act to the extent allowed by the FMLA and its regulations. The FMLA does not require the Village to provide paid sick leave or other paid leave under such circumstances where the Village would not usually provide such leave.

FMLA leave will run concurrently with any other applicable leave. For instance, short- term disability or worker's compensation leave will be simultaneously designated as FMLA leave as well, if the leave is also FMLA-qualifying.

Restoration – On return from leave provided for under the FMLA, the Employee is generally entitled to:

- Be restored to the position held by the Employee when the leave commenced; or,
- Be restored to an equivalent position with equivalent pay, benefits, and terms and conditions of employment.

An Employee has no greater right to reinstatement or to other benefits or conditions of employment than if the Employee had been continuously employed during the FMLA leave period. Therefore, restoration may be denied if the Employee would not have otherwise been employed at the time of the restoration. The Employee must return to work immediately after the expiration of the approved FMLA leave to be reinstated to the same or equivalent position.

There are also limited circumstances under the FMLA where restoration may be denied. Restoration may be denied to certain highly compensated “key” Employees under certain circumstances. These “key” Employees must be salaried and among the highest paid 10% of Employees. If you believe that you might fall into this category of “key” Employees, you should contact Human Resources for further information before using any FMLA leave.

Employee Responsibilities

Requests for FMLA leave must be made to the Employee’s immediate supervisor or Human Resources at least 30 days in advance when the need is foreseeable. When 30 days’ notice is not possible, the Employee must provide notice of the need to take FMLA leave as soon as practicable and generally must comply with normal call-in procedures.

Employees must provide sufficient information for the Village to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include:

- The Employee is unable to perform job functions.
- The family members are unable to perform daily activities.
- The need for hospitalization or continuing treatment by a health care provider
- The need for military family leave is supported by qualifying circumstances.

Employees also must inform the Village if the requested leave is for a reason for which FMLA leave was previously taken or certified. Except in cases where FMLA leave is taken for the birth or adoption of a child, Employees who request FMLA leave are required to supply applicable medical certification from a licensed health care provider, or other appropriate documentation as required for the specific leave.

The Village will inform Employees requesting leave whether they are eligible for FMLA leave. If they are, the Village will provide notice specifying any additional information required, as well as the Employees’ rights and responsibilities. If they are not eligible, the Village will provide a reason for the ineligibility.

The Village will inform Employees if leave will be designated as FMLA leave and the amount of leave counted against the Employee’s leave entitlement. If the Village determines that the leave does not qualify for FMLA leave, the Village will notify the Employee. The Village may initiate the process to determine whether to designate an Employee’s absence as FMLA leave or simply designate leave as FMLA leave.

Employees who are on FMLA for their own serious health condition may be required to provide a “fit for duty” certificate prior to their return to work.

Use of Leave

FMLA leave does not need to be taken in one block of time. Leave can be taken intermittently (in separate blocks of time or by reducing the usual number of hours worked per workweek or workday) if the leave is taken due to a serious health condition or a qualified exigency. Employees must make reasonable efforts to schedule leave for planned medical treatment or

qualified exigencies so as not to unduly disrupt business operations.

Runs Concurrently with Other Leaves of Absence

Any combination of a leave of absence may not exceed the FMLA maximum limit (12 weeks for Basic FMLA Leave and 26 weeks for certain Military FMLA Leave), unless otherwise required by applicable federal or state law. Employees will be required to use any accrued paid leave time at the beginning of their leave. This time will run concurrently with the qualified FMLA leave of absence and any applicable state-provided leaves of absence. Also, FMLA and short-term disability (or worker's compensation) will run concurrently for Employees who qualify for both.

Benefits and Protections

During FMLA leave, the Employee's health coverage under any group health plan is maintained on the same terms as if the Employee has continued to work. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an Employee's leave.

When FMLA leave ends, the Employee will be returned to the same position, if it is available, or to an equivalent position for which the Employee is qualified, unless the Employee is considered a "key Employee" under applicable regulatory guidelines.

If at the end of an FMLA leave, the Employee continues to be disabled under the ADA, the Employee should direct any requests, questions, and/or inquiries to Human Resources. If an Employee fails to return to work at the conclusion of the FMLA leave, the Employee will be responsible for reimbursing the Village for the cost of medical insurance paid by the Village to maintain coverage during the FMLA leave.

The Village will not interfere with, restrain or deny the exercise of any right provided under the FMLA or discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA. For more details and information regarding other leaves of absence, contact Human Resources.

MILITARY LEAVE

Village Employees are entitled to military leave, continuation of benefits and reinstatement rights as required under federal and State law. The Village's personnel policies shall be interpreted and applied at all times in compliance with applicable State and federal law. In the event of any inconsistency between the Personnel Manual and applicable State or federal law, the State or federal law shall control.

Military leave includes service in any branch of the Armed Forces of the United States or National Guard.

Notice of Need for Military Leave – Employees must give notice to their respective Department Head as to the need for military leave as soon as practicable, unless such notice

is precluded by military necessity, or the giving of such notice is otherwise impossible or unreasonable. Employees should also provide their Department Head with a copy of their orders for duty, so that the benefits they may be entitled to can be properly determined.

Entitlement to Leave and Benefits under USERRA and State Law

- Under USERRA and applicable state law, an Employee is entitled to a leave of absence from the Village for duty in the uniformed services, whether for active duty, training, inactive duty training, National Guard duty and the like. USERRA extends benefits to members of any branch of the armed forces, so long as the person is not discharged on a less than honorable basis and the absence from work for duty does not exceed a cumulative total of 5 years over the course of employment (which may be extended under certain circumstances, such as the Employee being ordered or retained on active duty, other than for training, due to war or national emergency declared by Congress or the President).
- USERRA leave of absence is not paid leave, but an Employee is entitled to use any paid vacation, compensatory time and floating holidays that were accrued prior to the period of military service to cover all or a portion of the leave.
- While on USERRA leave, an Employee remains entitled to all non-seniority-based benefits on the same terms as other Employees who are on unpaid leave. Additionally, an employee's time spent on USERRA leave will be regarded as a period of active service for calculating seniority-based benefits when the Employee returns to work (*e.g.*, calculating vacation time earned, seniority privileges under collective bargaining agreements, *etc.*)
- Employees on USERRA leave are entitled to COBRA insurance continuation benefits and may continue health insurance coverage in the same manner as an Employee on any other type of unpaid leave.

Additional Benefits Available under State Law

In addition to being granted a leave of absence, the following additional benefits are available under State law:

Continuation of pay.

Full-time Employees who are members of a reserve component or the armed forces or National Guard are eligible under State law for full or differential pay depending on the type of training or leave at issue.

To provide for proper payroll and audit documentation, any Employees receiving all or a portion of the regular pay compensation while on military leave must submit copies of their military pay stubs to their Department Head, payroll officer, or the Finance Department as directed by their Department Head. Employees are expected to make the necessary arrangements for such documentation with their Department Head.

Health Insurance – Employees on military leave may, but are not required to, continue their health insurance coverage through the Village under the same terms and conditions as applicable to other active Employees. Employees whose salary continuation amounts do not

cover the cost of any applicable Employee health insurance contribution may make voluntary payments to provide for continuation of health insurance coverage. Health insurance coverage will continue at such a time as the Employee returns to employment.

Seniority and Other Benefits – Employees while on military leave will continue to accrue seniority and other applicable benefits. Employees who are participants in a pension plan (*i.e.*, police, fire and IMRF pensions) may continue participation, with the Village making necessary employer contributions and the Employee paying any required Employee contributions, and the time spent in military service is treated as service credit for pension purposes. Contributions can also be made after reemployment.

Reemployment Rights

Notice of Return from Military Service and Request for Reemployment

An Employee must provide notice to the Village of return from military service and the intent to be reemployed in order to be entitled to reemployment rights under State and Federal law. Depending on the length of the Employee's leave, different notice timelines apply on how long an Employee has been away on military leave.

Employees may be required to submit documentation of the length and nature of their service and the date of their release from service upon requesting reemployment.

Reemployment

Reemployment rights will be as required under State and federal law. Generally, an Employee who properly requests reemployment will be restored to Village employment as required by law.

VICTIMS' ECONOMIC SECURITY AND SAFETY ACT (VESSA)

The following outlines the Village's implementation of the Illinois Victims' Economic Security and Safety Act (VESSA) and leave benefits available under VESSA. This policy is intended to summarize the provisions of VESSA, which are more fully stated in the statute. A copy of VESSA is available from the Assistant Village Administrator. Employees seeking more information concerning VESSA and its related leave benefits may contact the Assistant Village Administrator. All such inquiries will be treated confidentially.

The Village's personnel policies shall be interpreted and always applied in compliance with VESSA. In the event of any inconsistency between the Employee Handbook and VESSA, VESSA shall control.

Leave requirements:

Basis for leave – An Employee who is a victim of domestic, gender, sexual, or other crime of violence or has a family or household member, including Civil Partners, who is a victim of a crime of violence whose interests are not averse to the Employee may take unpaid leave from work in order to:

- Seek medical attention for, or recover from, physical or psychological injuries caused by the violence to the Employee or the Employee's family or household member.

- Obtain services from a victim services organization for the Employee or the Employee's family or household member
- Obtain psychological or other counseling for the Employee or the Employee's family or household member.
- Participate in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the Employee or the Employee's family or household member from future domestic or sexual violence or ensure economic security; or
- Seek legal assistance or remedies to ensure the health and safety of the Employee or the Employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.
- Attend the funeral or alternative to a funeral or wake of a family or household member who is killed in a crime of violence.
- Make arrangements necessitated by the death of a family or household member who is killed in a crime of violence.
- Grieve the death of a family or household member who is killed in a crime of violence.

Period – Subject to certification, an Employee shall be entitled to a total of 12 workweeks of leave during any 12-month period. This Act does not create a right for an Employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to, the unpaid leave time permitted by the federal Family and Medical Leave Act of 1993 (29 U.S.C. 2601 *et seq.*).

Schedule – Leave may be taken intermittently or on a reduced work schedule.

Notice

The Employee shall provide the Village with at least 48 hours' advance notice of the Employee's intention to take the leave, unless providing such notice is not practicable. When an unscheduled absence occurs, the Village will not take any action against the Employee if the Employee, within a reasonable period after the absence, provides certification.

Certification

The Village may require the Employee to provide certification to the employer that:

- The Employee or the Employee's family or household member is a victim of crime of violence; and
- The leave is for one of the purposes enumerated above.
- The Employee shall provide such certification to the Village within a reasonable period after the employer requests certification.

Contents – An Employee may satisfy the certification requirement by providing to the Village their sworn statement, and upon obtaining such documents the Employee shall provide:

- Documentation from an Employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the Employee or the Employee's family or household member has sought assistance in addressing violence verifying the effects of the violence and that assistance has been sought.

- A police or court record; or
- Other corroborating evidence.

Employment and Benefits

Restoration to position - Any Employee who takes leave under this Section for the intended purposes shall be entitled, on return from such leave:

- To be restored by the Village to the position of employment held by the Employee when the leave commenced; or
- To be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

Loss of benefits - The taking of leave under this Section shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced.

Limitations - Nothing in this subsection shall be construed to entitle any restored Employee to:

- The accrual of any seniority or employment benefits during any period of leave; or
- Any right, benefit, or position of employment other than any right, benefit, or position to which the Employee would have been entitled had the Employee not taken the leave.

Status Reporting - An Employee on leave under this Section shall make arrangements on such terms as may be required by the Assistant Village Administrator to report periodically to the Village on the status and intention of the Employee to return to work.

Maintenance of Health Benefits

Coverage - Except as provided in the statute, during any period that an Employee takes leave under this Section, the Village shall maintain coverage for the Employee and any family or household member under any group health plan for the duration of such leave at the level and under the conditions coverage would have been provided if the Employee had continued in employment continuously for the duration of such leave.

Failure to return from leave - The Village may recover the premium that the employer paid for maintaining coverage for the Employee and the Employee's family or household member under such group health plan during any period of leave under this Section if:

- The Employee fails to return from leave under this Section after the period of leave to which the Employee is entitled has expired; and
- The Employee fails to return to work for a reason other than:
- The continuation, recurrence, or onset of domestic or sexual violence that entitles the Employee to leave pursuant to this Section; or,
- Other circumstances beyond the control of the Employee.

Certification

Issuance - The Village will require an Employee who claims that the Employee is unable to return to work because of the continuation, recurrence, or onset of domestic violence, sexual violence, gender violence, or any other crime of violence that entitles the employee to leave pursuant to this Section; or other circumstances beyond the control of the employee to provide, within a reasonable period after making the claim, certification to the Village that the Employee is unable to return to work because of that reason.

Contents – An Employee may satisfy this certification requirement by providing to the Village:

- A sworn statement from the Employee.
- Documentation from an Employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the Employee has sought assistance in addressing domestic or sexual violence and the effects of that violence.
- A police or court record; or,
- Other corroborating evidence.

Confidentiality

All information provided to the Village pursuant to this policy, including a statement of the Employee or any other documentation, record, or corroborating evidence, the fact that the Employee has requested or obtained leave pursuant to this Section, and the fact that the Employee is not returning to work because of a reason above shall be retained in the strictest confidence by the Village, except to the extent that disclosure is:

- Requested or consented to in writing by the Employee; or
- Otherwise required by applicable federal or State law.

Substitution of accumulated leave

An Employee who has accumulated paid or unpaid leave (sick leave, vacation, floating holidays, compensatory time, or other leave) from employment may elect to substitute any period of such leave for an equivalent period of leave provided under VESSA.

Village policies concerning non-discrimination, non-interference and non-retaliation.

Exercise of rights – Neither the Village nor any Village Employee shall interfere with, restrain, or deny the exercise of or the attempt to exercise any right provided under this Section.

Discrimination – Neither the Village nor any Village Employee shall discharge or harass any individual, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment of the individual (including retaliation in any form or manner) because the individual exercised any right provided under VESSA or opposed any practice made unlawful by VESSA.

Interference with proceedings or inquiries – Neither the Village nor any Village Employee shall discharge or in any other manner discriminate against any individual because such individual:

- Has filed any charge or has instituted or caused to be instituted any proceeding under or related to this Section.
- Has given, or is about to give, any information in connection with any inquiry or proceeding relating to any right provided under this Section; or
- Has testified, or is about to testify, in any inquiry or proceeding relating to any right provided under this Section.

Employment – Neither the Village nor any Village Employee shall fail to hire, refuse to hire, discharge, or harass any individual, otherwise discriminate against any individual with respect to the compensation, terms, conditions, or privileges of employment of the individual, or retaliate against an individual in any form or manner, and the Village shall not deny, reduce,

or terminate the benefits of, otherwise sanction, or harass any individual, otherwise discriminate against any individual with respect to the amount, terms, or conditions of public assistance of the individual, or retaliate against an individual in any form or manner, because:

The individual involved:

- Is or is perceived to be a victim of domestic or sexual violence or other crime of violence.
- Attended, participated in, prepared for, or requested leave to attend, participate in, or prepare for a criminal or civil court proceeding relating to an incident of crime of violence of which the individual or a family or household member of the individual was a victim; or
- Requested an adjustment to a job structure, workplace facility, or work requirement, including a transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, or implementation of a safety procedure in response to violence, regardless of whether the request was granted; or
- The workplace is disrupted or threatened by the action of a person whom the individual states has committed or threatened to commit violence against the individual or the individual's family or household member.

Reasonable accommodation – The duty not to discriminate as referenced in this Section includes not making reasonable accommodation to the extent required under VESSA. Requests for accommodation will be evaluated under the provisions of VESSA on a case-by-case basis and will be treated in a confidential manner.

COMMUNICATION POLICY

The Village herein sets forth procedures regarding the use of the Village's phone, computer, and electronic communications systems. These systems include, but are not limited to, telephone, cellular telephones, e-mail, voice mail, FAX communications, computers, and the Internet. These systems are to be used in a generally accepted, appropriate, professional, business-like manner.

Ownership & Privacy

The Village's communications systems and all information stored on them are the Village's property. All information and messages that are created, sent, received, accessed, or stored through these systems constitute Village records. These records, including e-mail and voice mail, while they may be considered private and confidential, may in fact be subject to disclosure pursuant to the Freedom of Information Act and may also be subpoenaed the same as paper records. There should be no expectation of privacy regarding any electronic communication created on the Village's systems or created for the purpose of conducting the Village business. Employees should not construe the use of passwords as they create an expectation of privacy. The Village reserves the right to monitor its communications systems, and all information stored on them at any time, with or without notice and to the extent permitted by applicable state and federal law, to ensure that such systems are being used in a manner consistent with the Village's business interests.

Highly confidential or sensitive information should not be sent through e-mail. The Village reserves the right to keep an employee's e-mail address and associated messages active for a reasonable period following an Employee's departure from the Village to ensure that important business communications reach the Village.

Prohibited Activities

- The Village prohibits the use of its electronic communications systems to communicate defamatory, offensive, harassing, disruptive or derogatory material or comments.
- Employees may not access the operating system or program files of any Village owned computer terminal or network without authorization by the Assistant Village Administrator.
- Employees may not upload, download, copy, receive or otherwise transmit any illegal information or materials.
- Employees shall not provide access or use of the Village's electronic communication systems to any unauthorized party.
- Unless specifically authorized, no phones, computers, monitors, printers, or accessories will be removed from any Village facility.
- No non-Village media (diskettes, tapes, CD's etc.) will be introduced to the network or to a personal computer without prior testing and approval by the Assistant Village Administrator.
- No software will be installed on any computer without first obtaining the proper licenses and authorization of the Assistant Village Administrator. The department must maintain documentation for all software licenses.

E-Mail & Internet Use

The Village provides e-mail and Internet access to its Employees to assist and facilitate business communication and to improve customer service. When an Employee is using e-mail or conducting business on the Internet, the Employee is representing the Village. Because of the ability of an Internet site to gather information about its contacts and because of the potential for viruses to spread throughout the network, it is imperative that all actions and communications be conducted in a safe, courteous, and ethical manner.

- With respect to e-mail and Internet confidentiality, the Village reserves the right to monitor all messages and sites visited, with or without notice to Employees. The use of a system log-on or password should not convey an expectation of privacy.
- Official records communicated via e-mail must be retained as long as needed for ongoing operations, audit, legal proceedings, research, or other known purpose. Generally, records transmitted through e-mail systems will have the same retention period as those in other formats as required by applicable law. Transitory messages and reference copies not requiring long-term retention must be deleted in a timely manner.
- Reading, altering, or deleting another person's e-mail or computer files without specific authorization of the Department Head is prohibited.
- The use of e-mail or the Internet for any illegal or unethical activities, or for any activity

that could adversely affect the Village, or its Employees, is prohibited. Regarding viruses, it is strongly suggested that an Employee not open any attachments to any e-mail, unless they are sure they know the sender. Caution should also be taken in downloading files from Internet sites. The Village has taken precautions to alleviate the threat of viruses; the server and each PC have anti-virus software. The software is periodically updated. Under no circumstances is this software to be disconnected.

- If a virus from any source is detected, notify the Assistant Village Administrator immediately.
- Employees transmitting obscene or harassing messages or using derogatory language in an e-mail message will be subject to the same disciplinary measures as if the remarks were made in any other manner. Further, the Internet shall not be used for any illegal, improper, unprofessional or illicit purpose, *e.g. intentionally accessing sites that deal with pornographic or offensive material, gambling, etc.* Intentional misuse may subject the user to disciplinary action up to and including dismissal. *(Police criminal investigations that require access to special Internet services are exempt from this section.)*
- Incidental personal and non-business-related use of the Internet and e-mail may be permitted within reasonable limits, so long as it does not interfere with the Employee's job performance as determined by the Department Head.
- Resources of any kind for which there is a fee must not be accessed or downloaded without prior approval of a supervisor.
- During non-work hours, Employees that are not exempt from the Wage and Hour provisions of the Fair Labor Standards Act (FLSA) are prohibited from using Village email.

BLOCKING OF INAPPROPRIATE INTERNET CONTENT

The Village may use software to identify and/or block from Village networks inappropriate or sexually explicit or violent Internet sites. In the event an Employee nonetheless encounters inappropriate or sexually explicit or violent material while browsing on the Internet, they must immediately navigate away from the site, regardless of whether the site was subject to blocking software from the Village. The Employee also should promptly report the issue to Human Resources so that appropriate action may be taken to work with the Village's IT Department to protect our resources and make sure others are not made to feel uncomfortable at work based on similar access or exposure to inappropriate sites.

GENERATIVE ARTIFICIAL INTELLIGENCE (AI) USAGE POLICY

Purpose

With the increasing popularity of Generative AI chatbots such as OpenAI's ChatGPT and Google's Bard, it has become necessary to outline the proper use of such tools while working at the Village of River Forest. While we remain committed to adopting new technologies to aid our mission, when possible, we also understand the risks and limitations of generative AI chatbots and want to ensure responsible use. Our goal is to protect Employees, clients, suppliers, customers and the company from harm.

Overview

While AI chatbots can be used to perform a variety of functions, this policy addresses only the use of a web-based interface to ask or “prompt” the chatbot in a conversational manner to find answers to questions or to create or edit written content.

Some examples of what could be created using an AI chatbot include:

- Emails and letters.
- Blog posts, reports and other publications.
- Sales and advertising copy.
- Policies and job descriptions.
- Spreadsheet calculations.
- Foreign language translations.
- Coding development or debugging.
- Document or information sorting.
- Outlines or summaries of internal or external information.

There are, however, risks in using this technology, including uncertainty about who owns the AI-created content and security/privacy concerns with inputting proprietary company information or sensitive information about an Employee, client, customer, etc., when interacting with the chatbot. Additionally, the accuracy of the content created by these technologies cannot be relied upon, as the information may be outdated, misleading or—in some cases—fabricated.

Eligibility

This policy applies to all Employees of the Village of River Forest and to all work associated with the Village of River Forest that those Employees perform, whether on or off company premises.

Policy

The use of generative AI chatbots will largely be allowed while performing work for the Village of River Forest, email addresses, credentials or phone numbers can be used to create an account with these technologies. No proprietary company data may be submitted (copied, typed, etc.) into these platforms.

Employees wishing to use generative AI chatbots should discuss the parameters of their use with their manager. Managers may verbally approve, deny or modify those parameters as best meets company policy, legal requirements or other business needs.

All AI chatbot-generated content must be properly cited, as must the use of AI chatbot-generated content when used as a resource for company work, except for general correspondence such as email.

All AI-generated content must be reviewed for accuracy before relying on it for work purposes. If a reliable source cannot be found to verify factual information generated by the chatbot, that information cannot be used for work purposes.

As generative AI chatbots may produce content that is plagiarized from its knowledge base, including copyrighted works, no text generated or partially generated from a chatbot will be eligible to have a Village of River Forest copyright, trademark or patent at this time.

Any violation of this policy will result in disciplinary action, up to and including termination.

Training

Once available, all managers will be trained in the proper use of generative AI chatbots in the workplace.

All questions related to this training should be addressed to the employee's manager.

Ethical Use

Employees must use generative AI chatbots in accordance with all the Village of River Forest conduct and antidiscrimination policies. These technologies must not be used to create content that is inappropriate, discriminatory or otherwise harmful to others or the company. Such use will result in disciplinary action, up to and including termination.

Monitoring

The Village of River Forest's Computer Use Policy and relevant monitoring policies still apply when using generative AI chatbots with company equipment.

If you have any questions regarding this policy, please contact Human Resources.

TRAVEL AND CONFERENCE POLICY

Approval of any travel or conference request is conditioned upon the availability of funds in the appropriate department budget. In general, no more than one national and one state conference may be authorized for any Department Head in any fiscal year.

The Village will encourage and embrace the concepts of a learning organization and will provide its employees with opportunities to learn and grow. From time-to-time employees will be required to travel to other locations for training. The following policies will act as guidelines to assist in compensating employees for expenses incurred as a result. Additionally, employees may be required to travel for business-related purposes. These guidelines will also apply.

****All travel expenses must be approved in advance of booking by the employee's immediate supervisor.**

[Ethics](#)

In all cases, The Village of River Forest Code of Conduct Policy, shall apply along with any other policy or procedures of The Village of River Forest contained in this handbook (including but not limited to the anti-discrimination and anti-harassment policies) or elsewhere when traveling.

Employees shall not take trips paid for by others, unless specifically authorized to do so by The Village Manager.

Travel

Travel to and from training will be by the most economic means possible and practical. Village employees will use a Village vehicle whenever possible.

When an employee uses his or her vehicle they will be reimbursed for mileage per the current IRS rate. Mileage will be calculated based upon the distance from the Village to the site of the training and back.

If travel by air is necessary, The Village will pay economy fare only.

All reasonable incidental fees will be reimbursed by the Village. Examples include, cab fare, transportation to and from the airport, parking fees, etc. Reasonable incidental fees do not include expenses for entertainment such as movies, plays, or concerts (except as provided below).

Employees issued Village cellphones should use their Village cellphone, when possible, to make calls when traveling on Village business.

While traveling, The Village will reimburse for meals up to rates as defined by the United States General Services Administration Per Diem Rate definition. Meal and lodging rates are defined by the location the employee has traveled to. Employees must use the US General Service Administration website available here: <https://www.gsa.gov/travel/plan-book/per-diem-rates> to determine the amount of reimbursement applicable and provide proof of that rate to finance along with documentation and travel reimbursement forms.

Employees must complete the Village's travel reimbursement form and provide receipts for any approved expenses greater than \$5.00. Failure to provide a receipt may result in the employee not being reimbursed for the expense.

All documentation and requests for reimbursement must be submitted within thirty (30) days of the date upon which the expense was incurred on, or in the case of travel, the last day of the trip.

Conferences and Conventions

The above policies will apply with the following differences:

The Village will pay all conference-related expenses including meals or other conference-related events. Employees will not be additionally reimbursed for those meals paid for as a part of the conference expenses.

The Village will not pay for any pre or post conference activities which are primarily social in nature.

The Village will pay for lodging at conference designated sites; however, if you choose to stay elsewhere, The Village will only reimburse you up to the charge levied by the conference hotels.

Variances

There shall be no variations to this policy unless specifically authorized by The Village Manager.

The Village shall reimburse employees for all necessary expenditures incurred at the request of The Village and in furtherance of the Village's business provided that the employee has obtained prior authorization from The Village to incur the expense and provided that the employee submits a request for reimbursement along with support documentation (receipts, invoices, etc.) within thirty (30) days of incurring the expense.

WORKPLACE INSPECTION POLICY

The Village wishes to maintain a safe work environment that is free of illegal drugs, alcohol, unauthorized firearms, weapons, explosives, or any material whose possession is illegal under federal or state law. To this end, the Village prohibits the possession, sale, transfer or use of such materials on its premises or in Village vehicles. The Village requires the cooperation of all employees in administering this policy.

Desks, cabinets, file drawers, file boxes, computer files, lockers and other storage devices may be provided for your convenience but remain the sole property of the Village and, therefore, employees should have no expectation of privacy with respect to these items. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the Village at any time, with or without prior notice. If you refuse to submit to a search or are found in possession of prohibited articles you will be subject to disciplinary action, up to and including dismissal.

GIFTS & GRATUITIES

Employees of the Village must fully comply with provisions set forth in the Illinois State Gift Ban Act. Any Employee found to be in violation of the Illinois State Gift Ban Act shall be subject to disciplinary action up to and including dismissal.

Employees shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, hospitality, loan, or other tangible or intangible item of monetary value from any person, corporation, or other organization who:

- Has, or is seeking to obtain, contractual or other business or financial relations with the Village.
- Conducts operation or activities that are regulated by the Village.
- Has outside interests that may be substantially affected by the individual's performance or non-performance as a Village official.
- Exceptions to the above would include:
 - Acceptance of gifts or other items with monetary value where there is an obvious family or personal relationship.

- Acceptance of any items from any one source during a calendar year having a cumulative total value of less than \$100 (cash may not be accepted at any time).
- Acceptance of loans from banks or other financial institutions on customary terms to finance proper and usual activities of Employees.
- Acceptance of unsolicited advertising or promotional materials, such as pens, calendars, or other items of nominal intrinsic value.
- The gift ban provisions of the Illinois Officials and Employees Ethics Act, to the extent they are more restrictive than above, shall control. The restrictions in this do not apply to gifts from people or firms serving in the capacity as appointed or elected officers of the Village.

GIFTS TO SUPERVISORS

An Employee shall not give a gift, nor 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 than the supervisor. Exception would include a voluntary gift in a nominal amount made on a special occasion such as a holiday, marriage, birthdays, illness, or retirement.

REPORTING GIFTS & GRATUITIES

All gifts, gratuities, or other items of monetary value, except as excluded above, should be reported immediately upon receipt thereof to the Employee's immediate supervisor.

JOB DESCRIPTION

The Village Administrator has the authority to revise job descriptions as necessary and at any time. All aspects of the job description may be modified, revised, or deleted at any time.

MEDIA CONTACT POLICY

Notify the Village Administrator, Assistant Village Administrator and/or Department Heads of any media contact. The Village Administrator may designate specific Employees to give out procedural, factual, or historical information on subjects or issues. Employees may not speak on behalf of the Village without prior approval.

NO SOLICITATION POLICY

Solicitation will not be permitted during working time or during non-working time in areas where it will disturb other Employees who are working. Distribution or circulation of printed material by Employees will not be permitted in work areas at any time. "Working time" refers to that portion of any workday during which an Employee is supposed to be performing any actual job duties; it does not include other duty-free periods of time. Solicitation and distribution by non-Employees in non-public areas of Village property is strictly prohibited.

PECUNIARY INTERESTS

It is the intention of the Village to avoid all business and financial transactions where there may be a possible conflict of interest. Therefore, it is the policy of the Village that no Employee shall have a financial interest, direct or indirect, in any contract with the Village, or be financially interested, directly or indirectly, in the sale to or by the Village of land, materials, supplies, or services, except on behalf of the Village as an Employee.

ROMANTIC AND/ OR SEXUAL RELATIONSHIPS

If a romantic or sexual relationship between a supervisor/manager and an Employee develops, it is the responsibility and mandatory obligation of the supervisor/manager to promptly disclose the existence of the relationship to the supervisor's Department Head, regardless of whether the supervisor/manager directly supervises the employee. The Employee may make the disclosure as well, but the primary burden of doing so belongs to the supervisor/manager. The Department Head will inform the Village Administrator or Human Resources and others with need-to-know of the existence of the relationship, including in all cases the person responsible for the Employee's work assignments.

Upon being informed or learning of the existence of such a relationship, the Village may take all steps that it, in its discretion, deems appropriate. At a minimum, the Employee and supervisor/manager will not be able to work together on the same matters (including matters pending at the disclosure of the relationship), and the supervisor/manager must withdraw from participation in activities or decisions (including, but not limited to, hiring, evaluations, promotions, compensation, work assignments and discipline) that may reward or disadvantage any Employee with whom the supervisor/manager has or has had such a relationship. In addition, and for the Village to deal effectively with any potentially adverse consequences such a relationship may create, the Village encourages any person who believes they have been adversely affected by such a relationship, notwithstanding its disclosure, to make their views about the matter known to the Department Head, Human Resources, or the Village Administrator. This policy shall apply without regard to gender, sexual orientation, or marital status of the participants in a relationship of the kind described.

PERSONAL VEHICLE USE & MILEAGE REIMBURSEMENT

When an Employee uses their personal vehicle while conducting Village related business, the Employee shall purchase and maintain a vehicle insurance policy as necessary to comply with the minimum insurance levels required by Section 7-601 of the Illinois Vehicle Code and all other applicable state and federal laws.

Any Employee utilizing their private vehicle for Village business as approved by the respective Department Head, shall be entitled to reimbursement in accordance with the Internal Revenue Service's established rate.

VILLAGE VEHICLE USE

Village vehicles shall be used in accordance with applicable local, state, and federal laws as

well as Village and department policies and procedures. In general, a Village vehicle may not be driven outside of River Forest without the approval of the Department Head.

Unless otherwise approved, Village vehicles shall not be used for an Employee's personal use. Employees are responsible for the care and conservation of Village vehicles. Employees shall be free from the odor and influence of alcohol, and the influence of drugs at all times while driving a Village vehicle.

Employees shall not use a cellular phone, tablet or any other kind of electronic device while operating a Village vehicle. To use such a device, the vehicle must be turned off or pulled to the side of the road, with hazard lights flashing, and placed in park.

Certain authorized Department Heads and Deputy Chiefs are granted use of a Village vehicle. All other Village owned vehicles shall be limited to official business with no other Employee being authorized daily portal to portal or personal use, unless, during and because of the necessity of official business as authorized by the Department Head and Village Administrator or while serving as an acting Department Head.

CONCEALED CARRY & WEAPON-FREE WORKPLACE POLICY (REV. 2-14)

Public Act 98-0063 created a new "Firearm Concealed Carry Act" and amended other portions of many other statutes, creating a system whereby Illinois residents can apply for and receive a license to carry concealed firearms. The purpose of this policy is to comply with Public Act 98-0063, promote the objectives of the Village's Workplace Violence Policy, and to protect Village Employees' and residents' safety and welfare.

For purposes of this policy:

- "Firearm" means any handgun, rifle, shotgun, or any other type of "firearm" as that term is defined by the Federal Government.
- "Dangerous weapon" means any type of hazardous device or substance, dangerous knife (such as switchblade or ballistic knives), bludgeon or other weapon whose possession is a criminal offense under the State of Illinois Criminal Code.

It is the policy of the Village that all property, buildings, or portions of buildings, as well as Village vehicles, owned or under the control of the Village are designated as "Prohibited Areas" for concealed carry licensees to carry firearms or dangerous weapons of any type, concealed or unconcealed. All Prohibited Areas that are buildings must clearly and conspicuously display a 4"x6" sign on the premises, which states that concealed firearms are prohibited. Signs shall be in accordance with the design approved by the Illinois State Police. The Village Administrator, or their designee, shall determine the placement of these signs at all buildings and restricted parking area entrances. The Village Administrator, or their designee, shall be responsible for the placement and maintenance of the signage.

- All Village Employees, except as exempted below, including contract and temporary Employees, regardless of whether they are licensed under Illinois law, are strictly prohibited from carrying any firearm or dangerous weapon into any Prohibited Area.

- Village Employees, except as exempted below, including contract and temporary Employees, regardless of whether they are licensed under Illinois law, are strictly prohibited from possessing or carrying firearms or dangerous weapons while acting within the course of their employment, whether they are on Village property.
- A firearm may be transported into a parking area within an Employee's personal vehicle if the firearm and its ammunition remain locked in a case out of plain view within the parked vehicle. "Case" is defined as a glove compartment or console that completely encases the firearm and its ammunition, the trunk of the vehicle or a firearm carrying box, shipping box or other container. The firearm may only be removed for the limited purpose of storage or retrieval from within the trunk of the vehicle. A dangerous weapon or firearm must first be unloaded before removal from the vehicle. All Employees who are storing their firearm in their personal vehicle, pursuant to Illinois law, must inform the Village Administrator the location their vehicle is parked.
- Exempt Employees – This policy does not apply to Sworn Village of River Forest Police to the extent that their duties require them to carry a firearm.
- Any Employee found to have carried a dangerous weapon or firearm onto a Prohibited Area knowingly, or found to be carrying a dangerous weapon or firearm under circumstances in which the Employee should have known that they were in possession of a dangerous weapon or firearm, may be subject to discipline up to and including, but not limited to, immediate termination of employment, subject to such other employment rules or regulations as may be applicable.
- Any individual visiting or conducting business on Village property found to have carried a dangerous weapon or firearm into a Prohibited Area knowingly, or when the person should have known that they were in possession of a dangerous weapon or firearm, may be banned from Village property.
- Any individual found to have carried a dangerous weapon or firearm into a Prohibited Area knowingly or found to be carrying a dangerous weapon or firearm when the individual should have known that they were in possession of a dangerous weapon or firearm, may be subject to administrative action by the Village and possible arrest and prosecution. Violations of this Policy may result in referrals to external law enforcement agencies.

Employees who have a question about this policy, or who suspect an individual has acted or is acting in violation of this policy, are required to notify the Police Chief immediately.

POLITICAL ACTIVITY

All Employees are urged to exercise their individual right to vote as citizens. No Employee may use their official position to coerce, influence or inhibit others in the free exercise of their political rights. No Employee shall engage in political activities during working hours, or on duty, or while wearing or utilizing any equipment, wearing apparel or supplies owned or provided by the Village.

PROHIBITION ON RETALIATION AGAINST A WHISTLEBLOWER

The Village is committed to identifying and stopping improper governmental actions as defined by the Public Officer Prohibited Activities Act (50 ILCS 105/4.1) and maintaining a work environment free of retaliation against those who report, testify about, or participate in investigations regarding alleged improper governmental actions. The Village will not tolerate retaliation against employees for reporting improper governmental actions, cooperating with investigations into the same, and/or testifying in a proceeding arising out of an improper governmental action. Any report of retaliation will promptly be reported to the Village's appointed Auditing Official for review. All employees are responsible for reporting improper governmental actions as well as reporting any retaliatory conduct resulting therefrom.

Appointed Auditing Official:

The Appointed Auditing Official is an individual appointed by the Village whose duties are to receive, register, and investigate reports and information concerning misconduct, inefficiency, and waste within the Village based upon the prohibitions set forth below. The Village has appointed the Village Attorney as its Auditing Official. Contact Human Resources for the most up to date contact information for the Village Attorney.

Who is Covered:

Anyone employed by the Village, whether in a permanent or temporary position, including full-time, part-time, and intermittent workers. This includes members of appointed boards or commissions, such as the Village Pension Board and, Board of Fire and Police Commissioners, whether or not paid. Further, this policy covers persons who have been terminated because of any report submitted under this policy.

What is Covered:

Improper governmental actions under this Policy include any action by the Village (including its employees, appointed officials and elected officials) that is undertaken in violation of a federal, State, or Village law or rule; is an abuse of authority; violates the public's trust or expectation of the individual's conduct; is of substantial and specific danger to the public's health or safety; or is a gross waste of public funds. For purposes of this policy, an "improper governmental action" does not cover personnel actions or violations of collective bargaining agreements unless the personnel action or violation amounts to retaliation within the meaning of this policy.

What is Prohibited:

The Village prohibits retaliation, or threats of retaliation, made against a Village employee based on the employee's reporting of improper governmental actions, cooperating with investigations into the same, and/or testifying in a proceeding arising out of an improper governmental action.

Retaliation means any adverse change in an employee's employment status or the terms and conditions of employment that results from an employee's protected activity under this policy. Retaliation includes, but is not limited to, denial of adequate staff to perform duties; frequent staff changes; frequent and undesirable office changes; refusal to assign meaningful

work; unsubstantiated letters of reprimand or unsatisfactory performance evaluations; demotion; reduction in pay; denial of promotion; transfer or reassignment; suspension or dismissal; or other disciplinary action made because of an employee's protected activity under this policy.

Report Filing Procedure:

If employees covered by this policy believe there has been improper government action and/or they were subject to prohibited retaliation under this policy, they must report the improper government actions and/or retaliatory acts to the Auditing Official. The employees must submit their report in writing within sixty (60) days of gaining knowledge of the improper government action and/or retaliatory conduct. If the alleged retaliation involves the Village's designated Auditing Official, the employees may submit their report to Human Resources or any State's Attorney. All reports under this policy will be promptly and thoroughly investigated. These investigations shall remain confidential unless the employee chooses to waive confidentiality, or the disclosure of the employee's identity is required by law.

Responsibilities of Auditing Official:

The Auditing Official is responsible for determining whether improper government actions and/or retaliation have occurred under this policy and/or the Public Officer Prohibited Activities Act. In doing so, the Auditing Official has the power and authority to conduct investigations consistent with this policy, seek legal advice, and/or transfer a report to outside investigators for investigation, including but not limited to the local State's Attorney. In the event the Auditing Official concludes that an improper government action and/or retaliation has occurred or that a Village official has hindered the investigation, the Auditing Official shall notify the Village President and anyone else that the Auditing Official deems appropriate.

Penalties for Policy Violations:

Village employees who are found to have committed an improper governmental action and/or engaged in prohibited retaliation under this policy and/or the Public Officer Prohibited Activities Act may be subject to discipline, up to and including discharge. If the Auditing Official concludes that a Village official or employee has engaged in improper governmental action and/or retaliation prohibited by this policy and/or the Public Officer Prohibited Activities Act, the Auditing Official will refer the matter to a local State's Attorney for the potential imposition of monetary fines and/or criminal prosecution as permitted by the Act.

Remedies for Retaliation:

When the Auditing Official concludes that an employee has been subject to prohibited retaliation under this policy and/or Public Officer Prohibited Activities Act, the Auditing Official may submit a recommendation to the Village President and Board of Trustees for appropriate reimbursement or restitution.

Employee Notice Requirements:

The Village shall provide copies of 50 ILCS 105/4.1 and this policy to all new employees upon

commencement of employment, as well as all current employees on an annual basis.

Other Village Work Rule Violations:

Nothing in this policy is intended to limit the Village's ability to discipline, discharge and/or remove an employee or official for conduct that violates other Village policies, procedures and/or work rules, even if such conduct does not technically qualify as an "improper governmental action" or "retaliation" under this policy and/or the Public Officer Prohibited Activities Act, or even if such conduct was reported more than 60 days after the employee gained knowledge of the conduct.

SAFETY

Each Employee is required, as a condition of employment and continued employment, to develop and exercise safe work habits in the course of their employment, to prevent injuries to themselves, their fellow Employees and to conserve Village property and equipment. In addition, all Employees are required to bring any unsafe working conditions to the attention of the Village. Failure to maintain an appropriately safe working environment may be grounds for discipline up to and including dismissal.

All Employees are required to review and become familiar with the policies and procedures outlined in the Village Safety Manual.

BLOODBORNE PATHOGEN

To comply with the OSHA Bloodborne Pathogens Standards, the Village has implemented an Exposure Control Plan as summarized in the Safety Manual. The purpose of the Bloodborne Pathogens Standards is to reduce occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV) and other Bloodborne Pathogens that Employees may encounter within the workplace.

The objective of the Exposure Control Plan is to: (1) protect Employees from the health hazards associated with bloodborne pathogens; and (2) provide appropriate treatment and counseling should an Employee be exposed to bloodborne pathogens. Details of the plan are contained in a separate document.

SMOKE FREE ENVIRONMENT

The Village has designated the Village Hall, the Police Department, the Public Works Garage, the Water Pumping Station, the Fire Station, within 15 feet of all public building entrances, and all Village owned vehicles as smoke free areas.

TOXIC SUBSTANCES INFORMATION

In accordance with the Toxic Substance Disclosure to Employees Act, 820 ILCS 255/1, et. seq. the Village will require all suppliers to identify whether any substances, mixtures, or compounds purchased and used by the Village are considered a "toxic substance" as determined by the Illinois Department of Labor.

In accordance with the Toxic Substances Disclosure Act, the Village will attempt to ensure that all Employees receive the necessary information concerning the nature of any toxic substances with which the Employee must work, and full information concerning the known and suspected health hazards of such toxic substances. Annual training will be provided for effected Employees.

Employees will be given personal instruction with respect to methods of material handling for each toxic substance to which the Employee will be exposed in the normal course of their employment. The Village will require that every supplier provides a "Material Safety Data Sheet (MSDS)" on each toxic substance, which the Village may purchase and use. Employees will receive education and training information with respect to all toxic substances to which the Employee is routinely exposed including methods in material handling, MSDS information, and a summary of Employee rights under the Toxic Substances Disclosure to Employees Act.

Any Employee (or the Employee's doctor or representative) may obtain a copy of an MSDS by written request to the Employee's immediate supervisor, who will then forward the request to the Department Head. The Village will provide the Employee with a copy of the MSDS, and if the Village does not possess the requested MSDS, the Employee will be so notified and a written request from the respective department will be submitted to the seller of the toxic substance within ten (10) days. If the seller fails to provide the Village with an MSDS within thirty (30) days, the Village Administrator's Office will file a complaint with the Illinois Department of Labor, and a copy of the complaint will be provided to the Employee originally requesting the MSDS. The Village Administrator's Office shall forward the MSDS to the requesting Employee within ten (10) days of receiving it from the seller of the substance.

In accordance with the Act, the Employee may not refuse to work with a toxic substance if the Village makes a good faith effort to provide a Material Safety Data Sheet to the Employee within the time limits and process as specified in the Act.

SEPARATION FROM EMPLOYMENT

RESIGNATION

An Employee wishing to voluntarily separate Village employment and be considered in good standing shall submit to their Department Head a written resignation stating the reason for separation ten (10) working days prior to separation date.

The Village Administrator may waive the ten (10) working day notice requirement and require or otherwise allow an Employee to leave the Village immediately while still be considered in good standing, if the waiver is deemed to be in the best interest of the Village. In this instance, the Village Administrator may further pay the Employee, in lieu of notice, their regular rate of pay for up to ten (10) working days.

** Any earned and unused vacation time will be paid on the next scheduled paycheck following termination.*** The Employee is not eligible to receive payment for any unused and

earned sick days, floating holidays, or personal days except as provided in a Collective Bargaining Agreement or Memorandum of Understanding.

A copy of the Employee's letter of resignation shall be forwarded to the Village Administrator.

Upon separation or retirement, the Employee may be eligible for the following:

- Pay for any unused earned vacation days at the Employee's current rate of pay. The Employee is not eligible to receive payment for any unused and unearned sick days, floating holidays, or personal days except as provided in a Collective Bargaining Agreement or Memorandum of Understanding.
- State law provides that a municipal Employee who ceases to be on the payroll, either due to retirement with enough service credit to be entitled to receive a pension or due to entitlement to a disability pension, has the right to continue to purchase group health insurance at the Employee's expense.
- Benefits under the Village's health insurance program for retirees.
- Pension benefits under the applicable pension plan.
- For qualifying Employees, any unused sick leave time may be applied to their IMRF account. Retiring IMRF members may qualify for a maximum of one year of additional pension service credit for any unused sick leave days at the rate of one month for every 20 days of unused sick leave. Contact an IMRF representative at 1-800-275-4673 for additional information.

RETIREE COVERAGE

Retirees eligible to receive pension benefits may participate in the Village health, dental and vision insurance plan in accordance with State law. Retirees that opt out of the Village's health, dental or vision insurance plans may not rejoin the plan at a later date.

For any employee hired prior to January 1, 2005, who retires after having been employed by the Village a minimum of twenty (20) consecutive years immediately prior to retirement and is at least 55 years of age, the Village will pay \$200 per month toward the cost of retiree health insurance coverage. Employees under the auspices of the Fire or Police Pension Funds shall adhere to those fund's respective requirements or the requirements of their department's collective bargaining agreements.

Upon eligibility for Medicare, retirees participating in the Village's plans may elect single or single-plus-one supplementary coverage through the Village's plan. The Village does not provide a subsidy to retirees eligible for Medicare, regardless of date of hire. Only Employees who retired prior to January 1, 2014, may receive a subsidy for 1/3 of the monthly premium for single coverage if they are enrolled in the Village's fully insured Medicare supplement. Once an Employee opts out of the Village's fully insured Medicare supplement, they are no longer eligible to receive the subsidy and may not return to the plan. (REV. 2-14)

Employees hired on or after January 1, 2005, are required to pay 100% of the cost for retiree health insurance.

Any employee that retires after January 1, 2025, will no longer be able to purchase the \$1000 of life insurance. Retirees that retired prior to January 1, 2025, may keep existing coverage but may not elect any new life insurance coverage. These retirees pay 100% of the monthly premium cost.

RETIREMENT/ DISABILITY/ PENSION FUNDS

Employees are generally included in one of three (3) separate pension funds: Illinois Municipal Retirement Fund (IMRF) for non-classified service employees who are employed at least one thousand (1000) hours per year; Fire Pension Fund for firefighters; and Police Pension Fund for police officers. Eligibility, participation, payroll deductions and benefits are mandated by State and Federal laws. Village employees who participate in IMRF are also required to participate in Social Security. Police Officers and Firefighters appointed after March 1, 1986, are required to participate in the Medicare portion of Social Security.

ABANDONMENT OF POSITION

When an Employee is absent from work without the permission of the Department Head or Supervisor, the Employee will not be paid and will be subject to disciplinary action up to and including dismissal. When an Employee is absent from work three (3) days or longer without communicating the cause for the absence to the Department Head, this shall be construed as job abandonment and the Employee has resigned their employment position.

RETURN OF VILLAGE PROPERTY

An Employee, leaving Village employment, whether through retirement, resignation, lay-off, or dismissal, shall return any Village property, which they may have in their possession. Failure to return Village property may result in the Employee's final check being delayed and the value of outstanding Village property deducted from it.

EXIT INTERVIEW

Any time an Employee voluntarily terminates employment with the Village, an exit interview shall be scheduled with Human Resources. All required paperwork will be processed and any Village property in the Employee's possession shall be returned.

The separated employees will be requested to complete an Exit Interview Questionnaire. The employee is encouraged to provide input into matters directly associated with their employment with the Village, such as:

- Job satisfaction
- Training both in-house and outside
- Employee's impression of supervision
- Compensation and employee benefits

General suggestions for improvement of the delivery of services to residents.

FINAL PAY

The final compensation for any Employee shall be paid on the next regular pay period following the effective date of said Employee's termination of employment. Said compensation shall include any unused vacation that has been earned as of the termination date. **Unused sick time, personal time or floating holiday time is not paid on separation of employment with the Village.

REINSTATEMENT

Employees who have resigned while in good standing may be rehired. The conditions of rehire will be as a new employee and there shall be no carry forward of earned service time. Employees who resign while awaiting disciplinary action or who are dismissed shall not be eligible for reemployment.

COBRA INSURANCE CONTINUATION

Employees, their spouses, children, Civil Partners, and children of their Civil Partners who receive health or dental insurance may elect to continue to receive health or dental provisions in situations where coverage is otherwise terminated, according to federal law referred to as COBRA (Consolidated Omnibus Budget Reconciliation Act). Coverage shall be at the Covered Individual's expense.

- Employees who are dismissed for reasons other than "gross misconduct," and full-time and semi full-time employees who are converted to part-time status or leave the Village service voluntarily, are eligible to continue their health and dental insurance for 18 months by paying the applicable COBRA premium.
- In addition, Covered Individuals may elect to continue their health, dental and vision insurance for 36 months in the event of any of the following:
 - the death of the covered Employee
 - a divorce or legal separation from the covered Employee
 - the covered Employee becomes eligible for Medicare.
 - a dependent cease to meet the health plan definition of an eligible dependent.
- If a Covered Individual is considered to have been disabled at any time during the first 60 days of the COBRA continuation coverage period, the disabled person may elect to extend their 18-month COBRA period for up to 29 months from the date of the qualifying event. Non-disabled family members of the disabled individual who are entitled to COBRA continuation coverage are also entitled to the disability extension. Employees must still notify the Village of the SSA disability determination within 60 days after the date of the determination and before the end of the 18-month COBRA continuation coverage period.
- The Village shall notify the Covered Individual of their right to continue coverage. The Covered Individual has 60 days from the time they receive written notification from the Village to decide whether to continue coverage. If the Covered Individual does not advise the Village of their intent to continue coverage within 60 days from receipt of written notification, the coverage will terminate.

- The monthly cost to the Covered Individual for continuing health and dental insurance under COBRA shall be determined by the Village on an annual basis. Covered Individuals participating in the program shall make monthly payments to the Village upon receipt of a bill from the Village.
- Military Leave – Village Employees shall be entitled to such continuation of benefits pursuant to the Military Leave section of this Manual.

The following table illustrates the qualifying events that can trigger COBRA coverage and the length of coverage.

Event	Length of Continuation
Termination of employment for any reason other than gross misconduct	18 months
A reduction in hours	18 months
Employee is disabled at the time of reduction in hours or Termination	29 months
Divorce or death of the employed/retired spouse	36 months