

ORDINANCE NO. 1992-6

of the

SOUTH LYONS TOWNSHIP SANITARY DISTRICT
(formerly operating as the Countryside Sanitary District)

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE SOUTH LYONS TOWNSHIP
SANITARY DISTRICT, COOK COUNTY AND STATE OF ILLINOIS, as follows:

There shall be and there is hereby established Office Operating
Procedures for the South Lyons Township Sanitary District. Unless specifically
stated, the following benefits apply only to permanent full-time employees:
namely the Superintendent and Office Manager/Treasurer.

SECTION 1. PAYDAY

Payday will be the last day of the month, except a draw not exceeding
one-half of an employee's net pay will be paid on the 15th of the month
preceding the regular end-of-month payday. If the 15th and/or last day of the
month falls on a Saturday or Sunday, checks will be issued on the preceding
Friday.

SECTION 2. ABSENCES

(a) Sick days.

After completing one full year of employment, employees shall be allowed
ten (10) sick days annually per calendar year. After three consecutive days of
absence due to illness, a physician's form signed by the employee's doctor
shall be submitted to the business office.

(b) Death in family.

Three (3) days absence from employee duties shall be allowed when a
member of the employee's immediate family dies. A member of the immediate
family means an employee's spouse, child(ren) or step-child(ren), mother,
father, step-father, step-mother, mother-in-law, father-in-law, or grandparent.
One day's absence will be allowed for other family members.

SECTION 3. PAID SICK LEAVE

The following covers the amount of salary to be paid during absences of
employees resulting in bona fide illness, and only during periods of such
illness:

<u>DURATION OF CONTINUOUS SERVICE</u>	<u>AMOUNT OF SICK LEAVE PAID AT FULL SALARY</u>	<u>AMOUNT OF SICK LEAVE PAID AT HALF SALARY</u>
less than 3 mos.	None	None
3 mos. to 1 yr.	Five (5) days	None
1 yr. to less than 5	Ten (10) days	Twenty (20) days
5 yrs. to less than 10	Twenty (20) days	Ten (10) days

10 yrs. or more*

Thirty (30) days

None

* Employees with ten or more years of continuous service will receive twenty-five (25%) percent of their base salary beginning on the 31st consecutive day of the employee's illness for the next eleven (11) months. At the end of the eleven (11) month period the District will not be obligated for any additional salary payments.

Illinois Municipal Retirement Fund (IMRF) Insurance coverage begins on the 31st consecutive day of illness. Employees must have one year's continuous service in order to be eligible for IMRF Disability Insurance.

The South Lyons Township Sanitary District will pay 25% of the employee's base salary starting on the 31st day of illness and will continue for 11 months. Thereafter, the District will no longer be obligated for additional salary payments. An employee who has served for ten years or more is eligible for this benefit.

SECTION 4. VACATIONS

Paid vacations for full-time and permanent part-time employees will be as follows:

<u>Years of Service</u>	
after 1 year of service through 5 years	2 weeks
6 years through 10 years	3 weeks
11 years through 19 years	4 weeks
20 years or service and thereafter	5 weeks

Eligibility for vacations is based upon an employee's anniversary date of employment and must be taken within the calendar year of that date. An employee is to be granted his first vacation at any time following his first continuous service anniversary date, but not later than December 31 of the year in which the first year of continuous service was completed. In each succeeding calendar year, vacations are to be granted any time between January 1 and December 31. The requirement that an employee pass his continuous service date before being eligible for a vacation only applies to the first year.

Vacation time is not accumulative; in other words, vacation cannot be carried forward from one year to the next unless circumstances exist that require vacation to be deferred (the Board of Trustees has sole discretion in this instance). Permission to carry forward vacation must be requested in writing; if permission is given, it will be in writing and placed in the employee's personnel file.

Employees with the longest continuous service record are given preference in the choice of vacation dates.

With the approval of the Board of Trustees, any employee eligible for three or more weeks vacation can receive pay in lieu of time off for the third, fourth and/or fifth week(s). Payment may be made at a time suitable to the employee, but is subject to the Board of Trustees' approval; however, it cannot be later than the end of the year in which the employee is eligible to receive it.

An additional day of vacation will be granted if a recognized holiday occurs on a scheduled workday while an employee is on vacation.

Full vacation pay will be granted to employees whose service terminates after the employee has completed one full year of continuous service and provided that the employee has not had his vacation for the year in which service termination has occurred. No vacation will be granted where such service termination is a result of stealing or financial manipulation.

SECTION 5. HOLIDAYS

The following holidays will be observed by the offices of the South Lyons Township Sanitary District:

New Year's Day	Labor Day
Good Friday	Thanksgiving Day and the day after
Memorial Day	Christmas Eve
Independence Day	Christmas Day

Three (3) Personal Holidays

Special closings will be made at the discretion of the Board of Trustees. Closings for designated holidays will be posted ONE WEEK IN ADVANCE OF THE HOLIDAY ON THE DOOR OF THE OFFICE.

SECTION 6. PERMANENT PART-TIME EMPLOYEES

The position of part-time billing clerk is considered to be the only permanent part-time position. The billing clerk is required to work a minimum of 50% of the time worked by full-time employees to maintain their permanent part-time position. This position will be entitled to the following benefits:

- . single coverage health insurance under the Local Government Health Plan
- . enrollment in ILLINOIS MUNICIPAL RETIREMENT FUND
- . vacation: pay will be based on the permanent part-time employee's average hours worked during the previous calendar year.

SECTION 7. TEMPORARY HELP (Extra Hire)

Any position other than Office Manager/Treasurer, Superintendent or Permanent Part-Time Billing Clerk shall be considered a temporary position. Temporary positions shall not be entitled to any employee benefits. Temporary positions can be terminated at any time at the discretion of the Board of Trustees without prior notice.

SECTION 8. OFFICE HOURS

The office of the South Lyons Township Sanitary District will be open from 8:00 a.m. to 4:00 p.m., Monday through Friday, with the exception of one hour from Noon until 1:00 p.m. for the purpose of the lunch hour. The office will not be closed at any other time except in the case of designated holidays.

SECTION 9.

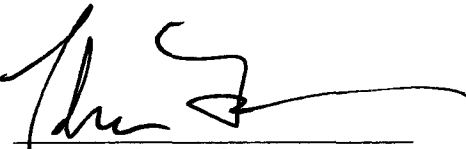
All ordinances and resolution, or parts thereof, in conflict herewith, are hereby repealed.

SECTION 10.

This ordinance shall be in full force and effect from and after its adoption and approval.

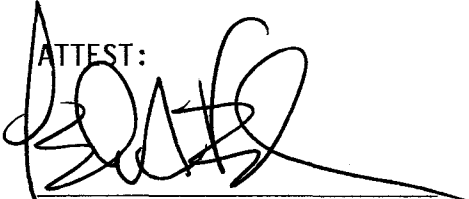
PASSED AND ADOPTED THIS 25th DAY OF JUNE, 1992.

AYES: Trustees Peck and Felice
NAYES: None
ABSENT: Trustee Walsh



Thomas F. Peck
Trustee-President

ATTEST:



Peter A. Felice
Trustee Clerk

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

I, PETER A. FELICE, Clerk of the South Lyons Township Sanitary District (formerly operated as Countryside Sanitary District), in the State and County aforesaid, do hereby certify that the foregoing Ordinance is a full, true and correct copy of an Ordinance entitled:

ORDINANCE NO. 1992-6

of the

SOUTH LYONS TOWNSHIP SANITARY DISTRICT
(Formerly operating as the Countryside Sanitary District)

AN ORDINANCE ADOPTING OFFICE OPERATING PROCEDURES
FOR THE SOUTH LYONS TOWNSHIP SANITARY DISTRICT

Passed by the Board of Trustees of said Sanitary District on the 25th day of June, 1992.

I do hereby further certify that the original is entrusted to me as the Clerk of said Sanitary District for safekeeping and that I am the lawful keeper and custodian of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the South Lyons Township Sanitary District, Cook County, Illinois this 25th day of June, 1992.



Peter A. Felice, Clerk

SOUTH LYONS TOWNSHIP SANITARY DISTRICT

(SEAL)