

ORDINANCE NO. 1999-1

of the

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

AN ORDINANCE amending Ordinance 1997-4 establishing Office Operating Procedures for the South Lyons Township Sanitary District, Cook County, Illinois.

BE IT AND IT IS HEREBY ORDAINED by the Board of Trustees of the South Lyons Township Sanitary District, Cook County, Illinois that Ordinance 1997-4 establishing Office Procedures for the South Lyons Township Sanitary District be amended as follows:

SECTION 4. VACATIONS

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

<u>Years of Service</u>	
after 1 year of service through 5 years	2 weeks
6 years through 9 years	3 weeks
10 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 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

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 can be terminated at any time at the discretion of the Board of Trustees without prior notice. Any employee benefits given to temporary employees are at the sole discretion of the Board of Trustees.

SECTION 10. INSURANCE DEDUCTIBLES AND CO-PAYS

The South Lyons Township Sanitary District will reimburse its Trustees and full-time employees for their individual deductibles and out-of-pocket expenses incurred as a result of a medical claim filed with the State of Illinois Local Government Health Plan. This benefit does not apply to dependent claims.

The South Lyons Township Sanitary District will reimburse each Trustee and full-time employee up to \$1,000.00 each insurance year for amounts in excess of the insurance benefit paid on Dental and Vision claims.

ARTICLE II.

Section 1. Except as hereby expressly amended, all the provision of Ordinance 1997-4 shall remain in full force and effect.

Section 2. This ordinance shall be in full force and effect after its adoption.

Passed and adopted this 18th day of March, 1999.

Vote:

Ayes: Trustees Peck, Walsh & Felice

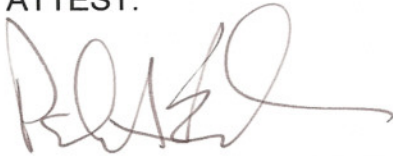
Nays: None

Absent: None



Thomas F. Peck
Trustee-President

ATTEST:



Peter A. Felice
Trustee Clerk