



Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151

Village Hall: 815-827-3309

Fax: 815-827-4040

Website: <http://www.villageofmaplepark.com>

PERSONNEL & COMMUNICATIONS COMMITTEE MEETING AGENDA

Tuesday, November 15, 2016

7:00 p.m.

Village of Maple Park

302 Willow Street, Maple Park, IL, 60151

1. MEETING CALL TO ORDER AND ROLL CALL

Chairman JP Dries called the meeting to order at 7:03 p.m.

Village Clerk Liz Peerboom called the roll call and the following Committee members were present: Trustee JP Dries, Trustee Kristine Dalton, and Trustee Luke Goucher. Absent: Trustee Brandon Harris.

Others present: Village Clerk Liz Peerboom.

2. PUBLIC COMMENTS

None.

3. APPROVAL OF MEETING MINUTES

- October 11, 2016

Trustee Dalton made a motion to approve the minutes from the October 11, 2016 meeting, seconded by Trustee Goucher. Motion carried by roll call vote. Aye: Dries, Goucher, Dalton. Nay: None. Absent: Harris. (3-0-1)

4. DISCUSSION OF PERFORMANCE REVIEWS

Trustee Dries said that he wanted to get the reviews done, and he apologized for pushing the meeting back a week. Village Clerk Liz Peerboom advised that the Police Chief would like to see a separate review form for the Police Department. Trustee Dries said that he had spoken to the Police Chief and is okay with that. Trustee Dalton gave some suggestions on things to add to the Police Department review form. Trustee Dalton also suggested using a number system, 0-3. The committee also discussed the range that would allow an employee to get a pay raise. The committee then discussed scoring for the village as a whole, each department and each person. The committee agreed that that type of scoring would not work for the village. The committee then discussed team goals.

Trustee Dries said that he would re-work the form and bring it back to the committee. After some discussion, the committee agreed that it would be good to add a section for the employee to review themselves. Trustee Dalton suggested adding where the Village President and/or the

Board can override a review. Trustee Dries advised that the handbook states that it would be the Village President.

5. DISCUSSION OF PAY INCREASES FOR FY18

The committee discussed pay increases and how the reviews would affect a possible pay raise. Trustee Dalton will send more suggestions to Trustee Dries.

6. ADJOURNMENT

Trustee Dalton made a motion to adjourn the meeting, seconded by Trustee Goucher. Motion carried by voice vote.

Meeting adjourned at 7:35 p.m.

Liz Peerboom, CMC
Village Clerk

Committee Members:
Trustee JP Dries, Chair
Trustee Kristine Dalton
Trustee Luke Goucher
Trustee Brandon Harris



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PERSONNEL & COMMUNICATIONS COMMITTEE MEETING MINUTES

Tuesday, December 13, 2016

7:00 p.m.

Village of Maple Park

302 Willow Street, Maple Park, IL, 60151

Meeting *CANCELLED* due to the fact that there was no quorum.

Liz Peerboom, CMC
Village Clerk

Committee Members:
Trustee JP Dries, Chair
Trustee Kristine Dalton
Trustee Luke Goucher
Trustee Brandon Harris



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Performance and Development Assessment

Name:	Manager:	Department:		
Title:	Hire Date:	Review Period:		
Competency Rating Definitions				
<ul style="list-style-type: none"> ● U (Unsatisfactory) – Employee does not demonstrate the competency and/or resists competency after coaching and time to improve ● NI (Needs Improvement) – Performance is not consistent; improvement is necessary ● M (Meets Expectations) – Employee demonstrates the expected behavior on a consist basis and occasionally exceeds expectations ● E (Exceeds Expectation) – Employee consistently exceeds the expected behavior of the competency by seeking ways to continually improve themselves 				
Competencies	Self - Review	Employee Comments	Manager Review	Manager Comments
Knowledge of Job: Does the employee possess the skills and knowledge to perform their job competently? Establishes high standards of performance; provides coaching, feedback, and corrective action when necessary with fairness and consistency?				
PRODUCTIVITY: Does the employee produce an acceptable amount of work? Consider how person effectively uses available working time, plans and prioritizes work, sets and accomplishes goals and completes assignments on schedule.				
CUSTOMER SERVICE: How effectively does the employee interact with "customers"? For purposes of this exercise, "customer" is defined as anyone (either internal or external) requiring information or service related to the employee's job duties, knowledge and experiences.				
ADAPTABILITY AND INITIATIVE: Does the employee see things to be done, adapt to changes and then take action? Consider ability to contribute, develop and/or carry out new ideas or methods. Consider ability to be self-starter, to offer suggestions, to anticipate needs and to seek additional tasks as time permits.				
DEPENDABILITY: How reliable is the employee in performing work assignments and carrying out instructions? Consider degree of supervision required and willingness to take on responsibilities and to be accountable for them.				
RELATIONSHIPS WITH PEOPLE: Does the employee work effectively with others (supervisors, peers, and subordinates, public)? Consider respect and courtesy shown to others, how attitude affects the work area, willingness to accept supervision, and attitude exhibited toward the community.				

JUDGEMENT: Does the employee exercise ability to decide correct or choose best course of action when some decision must be made? Consider ability to evaluate facts and make sound decisions, and use reasoning to identify, solve and prevent problems. Work in a safe manner, preventing accidents, injuries and theft.				
ATTENDANCE AND PUNCTUALITY: How consistent is the employee in reporting to work and conducting job duties? Consider patterns of sick leave, prior approval for vacation and prompt notice of absence due to illness				

Department Managers/Heads Only Complete Next Section

PLANNING AND ORGANIZATION: How effective is the Manager in setting effective goals for the department and for the individual employee, planning ahead and establishing priorities? Consider ability to make the most effective use of time, facilities, material, equipment, employee's skills and other resources. Examines ability to prepare and administer budget effectively, identify and mitigate risks, and utilization of safe practices.				
INTERNAL CONTROLS: Does the Manager have any internal control programs? If yes, how effective is the program to mitigate liability, Workers Compensation, employee safety issues etc. How effective and efficient is the operation? Does the Manager comply with Village policies and procedures put in place.				
ACCOUNTABILITY: Does the Manager comply with Village policies and practices, state and federal regulations by all stated deadlines? Completes all required training by the stated deadline. Does the Manager account for turnover and overtime.				

Evaluation Summary

Total Score from above:		Managers Total Score:		Recommended Salary Increase Effective 5/1:	
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Goals / Tasks

<i>Any identified goals or tasks for the next review period between the manager and employee</i>
1)
2)
3)

Additional Comments:

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Employee:	Signature:	Date:
Manager:	Signature:	Date:

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Village of Maple Park

Travel and Meal Reimbursement Policy

Travel Reimbursement

- A. For purposes of this policy, "out of town travel" is travel exceeding [REDACTED] miles beyond the corporate limits of the Village.
- B. Out of town travel shall not be reimbursed without prior approval from the Village President and submission to the Village Accountant a Travel Expense Report (Attachment A) with detailed receipts and any other required information.
- C. Prior approval for out of town travel, if given, shall be granted for the following purposes only
 - a. To meet continuing education requirements; and
 - b. To expand or enhance knowledge pertaining to the individual's field of expertise through National or State recognized associations; and
 - c. To perform any other official Village business.
- D. Prior to the out of town travel, the request must be submitted in writing to the Village President for approval. Except with respect to emergency situations or other extraordinary circumstances as determined by the Village President, no reimbursement shall be made for any out of town travel for which prior approval has not been given.
- E. Upon completion of approved out of town travel, reimbursement shall be made only upon submission of a Travel Expense Report (Appendix A) to the Village President along with detailed receipts and any other required information.
- F. Travel that, because of the short distance traveled, does not qualify as "out of town" travel under this policy shall be reimbursed upon submission of a Travel Expense Report (Appendix A) to the Village Accountant along with detailed receipts and any other required information. Prior approval shall not be required.

Meal Reimbursement

- A. Reimbursement is on an actual expense basis up to a maximum of \$ [REDACTED] per day and will be allowed for meals at meetings or formal training sessions that are held away from an individual's regular work place, regardless of travel status. Village business must be conducted at the meeting.
- B. Reimbursement for alcoholic beverages is prohibited.

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- C. Gratuity should not exceed standard tipping rate of 15-20% of total food and beverage. Gratuity paid on purchasers of alcoholic beverages shall not be reimbursed
- D. If the cost of a meal is included in a registration fee and is separately identified, the individual cannot claim reimbursement for the identified meal.
- E. Meals will be reimbursed for the individual only with approval of the relevant Department Head. Approval of purchasing another person's meal will be considered only when there is a legitimate governmental purpose for doing so. (E.g., interview of a prospective employee.)

Lodging Reimbursement

- A. An individual must be away overnight from Maple Park in order to be eligible for reimbursement for lodging. Lodging will be reimbursed only if the meeting is or more miles from the individual's regular workplace.
- B. Lodging reimbursement is on an actual expense basis, limited to the established maximum:
 - a. Itemized receipts are required for reimbursement of lodging.
 - b. Allowable lodging expenses include the basic lodging cost single room rate and any applicable taxes.
 - c. The place of lodging must be shown on the voucher.
 - d. If you do not use commercial lodging (i.e. stayed with relatives or friends), please note this on the voucher. No reimbursement will be allowed for noncommercial lodging.

Transportation Reimbursement Vehicles General Information

- A. When driving or using a Village vehicle on Village business, the individual must have a driver's license recognized as valid under Illinois law. This license must be in the individual's possession and all traffic laws must be followed while driving any vehicle for official business purposes.

Private Vehicles

- A. An individual driving his or her personal vehicle on Village business may claim reimbursement at the established IRS rate.
- B. When an individual reports directly to an approved training or meeting site, mileage will be reimbursed:
 - a. The mileage between the "official work station" and the approved reporting site.
 - b. Two or more individuals attending the same event over 30 miles away shall travel together where reasonably possible. Persons using Village vehicles and passengers in any vehicle are not eligible to claim mileage expenses.
 - c. Receipts are necessary for gas purchases made for a Village vehicle in order to claim reimbursement.

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Public Transportation

- A. In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation and parking for public transportation shall be the cost of the public transportation plus any mileage in accordance with this policy.

Rental Cars

- A. With respect to rental cars, the individual should attach the receipt to the Claim for expenses indicating who paid and how payment was made.
- B. No personal insurance (i.e. collision, liability) will be reimbursed.

Parking

- A. Parking fees at a hotel/motel or incidental to other travel will be reimbursed only with a receipt.

Transportation Reimbursement — Air & Other

- A. Reimbursement of transportation tickets will not exceed the cost of coach class or its equivalent. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing.
- B. Advance payments of bookings will be made only if the following conditions are met:
 - a. Savings in travel costs will result by taking advantage of a discount offered by a commercial carrier for advance bookings;
 - b. A copy of any E-ticket, or email confirmation is provided to the Village Accountant.
- C. Air travel will be allowed at the discretion of the Village President.
- D. Companion tickets may not be purchased using **Village-issued credit cards** (?). If an individual is accompanying you on a Village approved trip, you must purchase airfare on your own credit card and then request reimbursement of the Village approved portion.

Miscellaneous Travel Expense Reimbursement

- A. The following expenses are considered as personal and are therefore non-reimbursable:
 - a. Entertainment expenses, including but not limited to, video rental, shows, amusements, theaters, sporting events and other items of similar nature.
 - b. Taxi fares, vehicle rental and other transportation costs to or from places of entertainment. In addition, transportation expenses between an individual's official residence and official workplace are not allowed.
 - c. Costs of personal trip insurance and medical and hospital services.

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B. The following items are prohibited expenses and not eligible for reimbursement:

- a. Meals or refreshments for internal Village meetings or events
 - i. For example – Staff meetings or holiday parties
- b. Gift cards or gift certificates
- c. Apparel for employees
- d. Parking tickets or moving violations
- e. Goods and services to avoid state bid processes
- f. Purchases of alcohol
- g. Payments to foreign persons
- h. Moving expenses for new officers or employees

Sales Tax

- A. The Village is exempt from paying sales tax. Present a copy of the Village's sales tax exemption letter when making purchases. Contact the Village Accountant to obtain a copy of the sales tax exemption letter.

Special Rules for Members of the Village Board

- A. Pursuant to Public Act 99-0604, any reimbursement made to a member of the Village Board under this Travel and Meal Reimbursement Policy, or otherwise, may only be approved by roll call vote at an open meeting of the Village Board.

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Attachment - A

Village of Maple Park

Travel, Meal and Lodging Expense Reimbursement Form

1. Name of Official or Employee: _____
2. Title/Position of Official or Employee: _____
3. Name and date of the Activity/Event: _____
4. Check Number (if applicable): _____
5. Credit Card Receipt Number (if applicable): _____
6. Description of the purpose of the expense:

7. Was this training budgeted? _____

Reimbursement Expense (Actual costs with receipts, if applicable)

1. Mileage: _____
2. Meals: _____
3. Parking: _____
4. Hotel/Lodging: _____
5. Car rental: _____
6. Airfare: _____
7. Other transportation (bus, train, taxi, shuttle, etc): _____

Employee's/Officer's Signature: _____ Date: _____

Village President or Accountant Authorization: _____ Date: _____

Attach all receipts to this document

Public Act 099-0841

HB6162 Enrolled

LRB099 18403 JLS 42779 b

AN ACT concerning employment.

**Be it enacted by the People of the State of Illinois,
represented in the General Assembly:**

Section 1. Short title. This Act may be cited as the
Employee Sick Leave Act.

Section 5. Definitions. In this Act:

"Department" means the Department of Labor.

"Personal sick leave benefits" means time accrued and
available to an employee to be used as a result of absence from
work due to personal illness, injury, or medical appointment,
but does not include absences from work for which compensation
is provided through an employer's plan.

Section 10. Use of leave; limitations.

(a) An employee may use personal sick leave benefits
provided by the employer for absences due to an illness,
injury, or medical appointment of the employee's child, spouse,
sibling, parent, mother-in-law, father-in-law, grandchild,
grandparent, or stepparent, for reasonable periods of time as
the employee's attendance may be necessary, on the same terms
upon which the employee is able to use sick leave benefits for
the employee's own illness or injury.

(b) An employer may limit the use of personal sick leave
benefits provided by the employer for absences due to an
illness, injury, or medical appointment of the employee's
child, spouse, domestic partner, sibling, parent,
mother-in-law, father-in-law, grandchild, grandparent, or
stepparent to an amount not less than the personal sick leave
that would be accrued during 6 months at the employee's then
current rate of entitlement.

(c) An employer who has a paid time off policy that would
otherwise provide benefits as required under subsections (a)
and (b) shall not be required to modify such policy.

Section 15. Rights and remedies. The rights and remedies
specified in this Act are in addition to any other rights or
remedies afforded by contract or under other provisions of law.
This Act does not prevent an employer from providing greater
sick leave benefits than are provided for under this Act. This
Act does not extend the maximum period of leave to which an
employee is entitled under the federal Family and Medical Leave
Act of 1993, regardless of whether the employee receives sick
leave compensation during that leave.

Section 20. Retaliation prohibited. An employer shall not deny an employee the right to use personal sick leave benefits in accordance with this Act or discharge, threaten to discharge, demote, suspend, or in any manner discriminate against an employee for using personal sick leave benefits, attempting to exercise the right to use personal sick leave benefits, filing a complaint with the Illinois Department of Labor or alleging a violation of this Act, cooperating in an investigation or prosecution of an alleged violation of this Act, or opposing any policy or practice or act that is prohibited by this Act.

Section 25. Rules. The Department is prohibited from adopting any rules in contravention of this Act.

Section 99. Effective date. This Act takes effect on January 1, 2017.

From the Employee Handbook

Sick Leave

- Paid sick leave is granted to full time employees only who are suffering from an illness which prevents them from performing their usual duties and responsibilities or who require medical, dental, or optical consultation or treatment. Sick leave is also granted to an employee when their spouse, child, or parent is suffering from an illness defined in the Family Medical Leave Act (FMLA). A doctor's statement may be required at any time during the sick leave or upon return to work.
- Employees are entitled to sick leave according to the following guidelines:
 - Full-time employees accrue paid sick leave at the rate of 4 hours per month or a total of 6 working days per year.
 - Sick leave may accrue to a maximum of 160 hours or 20 working days.
 - Employees must notify their immediate supervisor at the earliest possible time regarding the need to use sick leave.
- Use of sick days for reasons other than those for which this benefit is intended is considered an abuse of this benefit, and may result in disciplinary action, up to, and including, discharge. Days of absence beyond all accrued time will be unpaid, and, if they are not covered under any of the Village's leave of absence policies, may be considered excessive absenteeism and grounds for disciplinary action including, but not limited to, discharge.
- It is the employee's responsibility to notify his/her supervisor when they must be absent because of sickness or other emergency. In the event the supervisor is not available, the employee is to contact any Board Trustee or its designee as soon as possible, at least one hour prior to the start of their scheduled work time, on each and every day of absence. If the telephone is not answered, the employee should leave a voice-mail message and then follow up with their supervisor at their earliest opportunity.
- If an employee needs to leave work prior to the end of their shift due to an illness or an emergency, they must first contact their supervisor, or a Board Trustee (or its designee) if the supervisor is unavailable.
- Employees are required to attempt to schedule medical appointments outside of their normal work days and hours. If it is not possible to schedule appointments outside of normal work days or hours, employees will be granted sick leave in the amount necessary for the appointment and travel time to and from the appointment.
- Employees not using their accrued sick leave shall have the option of being paid for it at the conclusion of each fiscal year. Unused sick days will not be paid out to employees upon separation of employment.