

**RESOLUTION**

**RE: COUNTY PERSONNEL POLICY**

**WHEREAS**, the County has a long established personnel policy but changes in organization and structure of the County require that such policy be updated, and

**WHEREAS**, the amendments primarily involve updating the reference to the Finance Committee to the Personnel/Finance Committee, and removing references to the nursing home, and

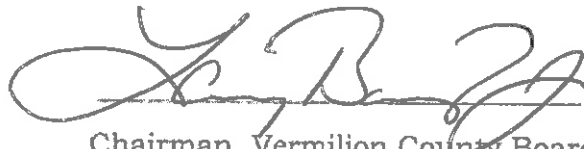
**WHEREAS**, there is a substantive change to the paid time off or "PTO" policy to align it with current practices for most departments, and also as to the Illinois Municipal Retirement Fund (IMRF) to update it to current standards.

**BE IT THEREFORE RESOLVED THAT** the Vermilion County Board approves and adopts the changes in the Personnel Policy as presented.

**PRESENTED, APPROVED, AND RESOLVED BY THE Vermilion County Board** at the February 19, 2019 A.D. Session.

DATED this 19<sup>th</sup> day of February 2019 A.D.

AYE 19 NAY 0 ABSTAIN 0 ABSENT 8



Chairman, Vermilion County Board

ATTEST:



Clerk of the County Board

**ORDINANCE 19-0204**

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### 6.4 PAID TIME OFF (PTO) (Formerly Personal Days)

All regular employees, ~~with the exception of the Nursing Home hourly employees,~~ are eligible for personal days off with pay according to the following procedures:

All regular employees who have completed 90 days of service as of December 1 shall earn PTO up to a maximum of 64 hours for the fiscal year. Regular employees shall earn 16 hours PTO on December 1 and shall then earn 8 PTO hours on the first of each month to a maximum of 64 hours earned for the fiscal year.

Regular employees hired after December 1 in any fiscal year, who have completed 90 days of service shall earn 16 PTO hours on the 1st of the month following the employee completing 90 days of service. Regular employees shall then earn 8 PTO hours on the 1st of each month to a maximum of 64 hours for the fiscal year.

If an employee wishes to use PTO, the employee must make a request no less than two days in advance. All requests will be honored, if feasible, based upon the operational needs of the department. PTO will be granted on the basis of office requirements. Since PTO may be used for both personal time and sick leave, Employees may take up to 32 hours PTO on an unscheduled basis, representing sick leave or unavoidable emergencies. The balance of any further time must be taken with advance notice to their supervisor.

Employees shall retain their Option II banked hours pursuant to the Vermilion County Personnel Policy and Procedures and Vermilion County Board Resolution No. 1094 adopted November 13, 1984.

Employees shall retain their Banked personal days which were banked prior to December 1, 2013. If an Employee wishes to use their remaining banked personal days, the Employee must make a request no less than two days in advance. All requests will be honored, if feasible, based upon scheduling requirements. Remaining banked personal days will be granted on the basis of office requirements and Employee seniority in the event of a conflict. The employer reserves the right to direct employees to take banked personal days. Upon termination or retirement, Employees will be paid for any remaining banked personal days at current rate of pay. The policy of paying for unused personal days will cease effective with the accrual beginning on December 1, 2013.

It should be noted that various employees are under a collective bargaining agreement. That contract may have slightly different procedures due to the nature of the department and the terms of the collective bargaining agreement. Where there is a conflict, the collective bargaining agreement shall prevail as to

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those employees covered under such an agreement. Bargaining unit employees must receive the PTO only as described in their collective bargaining agreement.

For non-union employees, it is recognized that there are differences between hourly, salaried, or managerial employees or what this policy refers to as "exempt" and "non-exempt" employees. This policy or the applicable collective bargaining agreement should be applied as written to a non-exempt employee. As to exempt employees who are not eligible to acquire overtime compensation, some flexibility is recognized.

### 6.5 RETIREMENT PLAN.

**6.5.1 Social Security.** All employees, including part-time and temporary employees, are required by law to participate in the social security retirement plan.

**6.5.2 Illinois Municipal Retirement Fund (IMRF).** All qualified employees are required to participate in the IMRF. ~~In order to qualify, an employee must work either full-time, part-time (600 hours per year or 12 hours per week). IMRF benefits are in addition to those provided by social security.~~ Information regarding IMRF is available in the Human Resource Director's Office or at [www.imrf.org](http://www.imrf.org).