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ARTICLE IV. CATEGORIES OF EMPLOYMENT

Sec. 3-240. Exempt and non-exempt positions. The Board shall endeavor to maintain an inventory of exempt and non-exempt employees in compliance with the Fair Labor Standards Act. Recognizing employment law is dynamic and the Act itself is subject to change, the county administrator shall be authorized to monitor the employment practices on behalf of the Board. (See Supplements)

Sec. 3-241. Public employees. The Board shall endeavor to maintain an inventory of public employees in compliance with the Illinois Public Labor Relations Act. Recognizing employment law is dynamic and the Act itself is subject to change, the county administrator shall be authorized to monitor the employment practices on behalf of the Board. (See Supplements)

Sec. 3-242 through 3-249. (Reserved).

ARTICLE V. WAGE AND SALARY ADMINISTRATION

Sec. 3-250. Approved work time. Each employee will be assigned and approved work time, set by the employer, in order to establish a work schedule and to determine benefit eligibility.

Sec. 3-251. Compensation of FLSA- non exempt employees.

- (1) Employees are expected to work their approved work time. In the event an employee's reported compensable hours in a given pay period are less than his/her approved work time, the employer will compensate the employee for the difference from accrued compensatory time, accrued sick leave (if applicable), accrued vacation leave and personal time, in order, until exhausted.
- (2) Employees are expected to work not more than their approved work time without prior approval.
- (3) Overtime.
 - A. All overtime must have prior approval. Overtime worked must be in the job classification in which the person is regularly employed. Department heads will make every effort to assign overtime as equitably as possible.
 - B. Overtime is paid at time and a half of employee's hourly rate or time and a half compensatory time off, to be determined by the employer.

- (2) Compensatory Time Off.
 - A. The smallest increment of compensatory time which may be taken off is one hour.
 - B. When authorizing compensatory time off, the department head shall consider when the employee desires to utilize such time off. The decision of the department head shall be final.
 - C. Compensatory time shall not be accrued beyond 240 hours. Upon termination of employment, an employee must be paid for unused compensatory time figured at the final regular rate received by such employee.

Sec. 3-252. Compensation of FLSA-exempt employees.

- (1) Statement of Policy. Within the Whiteside County Pay Plan, duly approved by the Whiteside County Board and followed by the appointed and elected department heads of Whiteside County, certain class specifications and job titles have been identified as eligible for exemption from the minimum wage and overtime requirements as described in the Fair Labor Standards (29) CFR Part 541.0, *et sec.* In regards to said Standards, Whiteside County shall:
 - A. uniformly apply appropriate tests in order to determine eligibility for the exemption and,
 - B. establish and maintain a uniform and consistent set of policies and practices for the compensation of its exempt employees, including the accrual and use of vacation/sick leave.
 - C. recognize three (3) bases used in compensating its exempt employees, as described herein.
- (2) Scope. This policy applies throughout the public agency known as Whiteside County, except this policy shall be subordinate to a written employment contract, or other authoritative instrument, describing the terms of employment for an exempt employee.
- (3) The County Board intends this policy to be applied to all exempt employees identified in the Whiteside County Pay Plan.
- (4) Determination of Exemption.
 - A. The county administrator shall develop and maintain a uniform evaluation tool for the assessment of work performed by an employee in order to determine if the employee can be compensated as an exempt employee.
 - B. When a new job title is added to the Whiteside County Pay Plan, the county administrator and the employer shall collectively evaluate the position using the uniform evaluation tool. The employer's evaluation shall be considered the official results of the assessment.
 - C. The county administrator or the employer is authorized to initiate the evaluation of an existing employee's job in order to determine if the employee can be compensated as an exempt employee.
 - D. The results of the evaluation discussed in B and C of this Section shall be reported to the Wage and Salary Committee at its next regular or special meeting.
 1. In the event the employer's results are that of an elected department head, no additional action is needed.
 2. In the event the employer's results are that of an appointed employer, the Wage and Salary Committee shall deem the position either "exempt" or "not exempt", following the principles of the FLSA.
- (5) Instituting Change in Status. Status changes shall be communicated to the county administrator's office, on forms provided for that purpose. Said change shall indicate the bases for compensation (See Paragraph 6 of this Section.) and the exempt employee's approved work time.
- (6) Methods for Compensating Exempt Employees. The County hereby establishes the following bases for compensating its exempt employees.

- A. The traditional basis. Under the traditional basis, the following principles apply:
 - 1. An approved work time shall be ascribed to each exempt employee.
 - 2. Pay reductions, for leaves of absences or leaves for disciplinary reasons required of the employer, shall not be made in increments of less than 1/10th of an exempt employee's approved work time.
 - 3. Exempt employees shall be paid in bi-weekly increments which, when multiplied by 26, would equal the exempt employee's nominal annual salary. This bi-weekly increment shall not be impacted when 27 pay days occur within a fiscal or pay year.
 - 4. Compensation shall be made retrospectively. In practice, compensation received on a given pay day (except for unplanned disruptions in cycles due to banking or system issues) shall be for the most recently completed pay period.
 - 5. Exempt employees shall not be entitled to accrue or use compensatory time.
- B. The annual basis. Under the annual basis, the following principles apply:
 - 1. The annual salary shall be declared annually by the Whiteside County Board. Compensation for partial terms shall be proportionately paid, based on the number of work days during the entire term covered by the annual salary, as calculated annually by the county administrator.
 - 2. The annual salary shall be paid in increments, as determined by the county administrator, pursuant to established practices of the County. The increment shall be pre-determined by the county administrator and communicated to the exempt employee for verification before the first pay check is issued.
 - 3. Pay reductions, for leaves of absences or leaves for disciplinary reasons required of the employer, shall not be made in increments of less than a day, as calculated annually by the county administrator.
 - 4. An approved work time shall be ascribed to each exempt employee. In this case, the approved work time has the exclusive function of determining benefit accrual. The approved work time shall be determined by the County Board.
 - 5. Exempt employees shall not be entitled to accrue or use compensatory time.
 - 6. The following exempt employees shall be compensated according to this basis:
 - a. The County Engineer.
- C. The *Principles of Public Accountability* basis. Those departments/affiliate employers which apply the Principles of Public Accountability when compensating exempt employees shall state so in writing and consistently apply said Principles.

(7) Benefits.

- A. Accruals. Exempt employees shall accrue vacation and sick leave, pursuant to policy, on the basis of their approved work time.
- B. Other Benefits. Exempt employees are entitled to all other employee benefits, to which they are otherwise eligible, as described in this Chapter and/or their written employment contract.

Sec. 3-253. Wage/Salary reductions. Any employee whose wages or salary is being reduced by the department head shall be notified of such reduction by the department head before the start of the pay period which includes such reduction in wages or salary. (Mo. of 11-17-77, § 5)

Sec. 3-254. Grades and class specifications. In order to maintain an orderly and systematic approach to wage and salary administration in the County of Whiteside, Illinois, the Board, through the county administrator, shall maintain an inventory of approved class specifications grouped by grade.

- (1) Class specifications. The county administrator's office will maintain a complete and current inventory of class specifications for all non-union employees approved by the Board.
 - A. Each class specification will be assigned to a particular grade approved by the Board.
 - B. The Wage and Salary Committee shall maintain a process for assigning a class specification to a particular grade.
- (2) Job Titles. Within each class specification will be one or more active job titles approved by the employer.
 - A. The employer/affiliate employer will maintain a current job description for each active job title. Job descriptions will include an inventory of essential job functions.
 - B. The employer shall assure all active job titles are reported to the county administrator's office for budgeting and risk-management purposes.
- (3) Grades. The employer will establish a compensation schedule, showing minimum, mid-point and maximum pay for each pay grade. The current schedules are shown below:

Schedule 1. Grades 23 through 40 (Effective June 1, 2009)

| Grade | FLSA Category | Minimum | | Maximum | |
|-------|---------------|---------------|---------|---------------|---------|
| | | Annual Salary | Hourly | Annual Salary | Hourly |
| 40 | Exempt | \$61,381.91 | | \$107,418.35 | |
| 39 | Exempt | \$56,835.10 | | \$99,461.43 | |
| 38 | Exempt | \$52,625.10 | | \$92,093.91 | |
| 37 | Exempt | \$48,726.94 | | \$85,272.15 | |
| 36 | Exempt | \$45,117.54 | | \$78,955.69 | |
| 35 | Exempt | \$41,775.49 | | \$73,107.12 | |
| 34 | Exempt | \$38,681.02 | | \$67,691.78 | |
| 33 | Exempt | \$35,815.76 | | \$62,677.57 | |
| 33 | Non Exempt | | \$17.22 | | \$30.14 |
| 32 | Exempt | \$33,162.74 | | \$58,034.79 | |
| 32 | Non Exempt | | \$15.94 | | \$27.90 |
| 31 | Exempt | \$30,706.24 | | \$53,735.91 | |
| 31 | Non Exempt | | \$14.76 | | \$25.83 |
| 30 | Exempt | \$28,431.71 | | \$49,755.48 | |
| 30 | Non Exempt | | \$13.66 | | \$23.92 |
| 29 | Exempt | \$26,325.65 | | \$46,069.89 | |
| 29 | Non Exempt | | \$12.66 | | \$22.15 |
| 28 | Exempt | \$24,375.60 | | \$42,657.30 | |
| 28 | Non Exempt | | \$11.72 | | \$20.51 |
| 27 | Non Exempt | | \$10.84 | | \$18.98 |
| 26 | Non Exempt | | \$10.05 | | \$17.58 |
| 25 | Non Exempt | | \$9.30 | | \$16.28 |
| 24 | Non Exempt | | \$8.61 | | \$15.07 |
| 23 | Non Exempt | | \$7.97 | | \$13.96 |

Schedule 2. Attorney Pay Bands (Effective June 1, 2009)

| | | Minimum | Maximum |
|--------|---|--------------------------------------|-------------|
| BAND 1 | Assistant Public Defender Assistant State's Attorney | \$44,989.79 | \$71,983.67 |
| BAND 2 | Senior Assistant State's Attorney | 25% of BAND 1 Minimum \$56,237.24 | \$75,920.27 |
| BAND 3 | 1st Assistant State's Attorney | 15% of BAND 2 Minimum \$64,672.83 | \$97,009.24 |

Sec. 3-255. Annual pay increases

- (1) Annual pay increases, if awarded, are effective the first complete pay period in June.
- (2) Employees hired before the first complete pay period in June, but after April 1st of the same calendar year, are not eligible for the annual pay increase.

Sec. 3-256 through 3-274. (Reserved).

ARTICLE VI. HIRING AND PROMOTIONS

(For Law Enforcement, See "Merit Commission" in Chapter 2)

Sec. 3-275. Postings.

- (1) With the exception of postings by affiliate employers, only those positions approved by the appropriate Standing Committee may be posted.
- (2) Unless prevented by a hiring and/or promotion freeze, authorized and budgeted position vacancies shall be posted at the county's web-site, the department's principal office and the office of the county administrator. In addition, the position shall be announced in at least one local newspaper with a circulation which covers most of Whiteside County.
 - A. Vacancies of a technical nature that require a specific and unusual expertise may be announced via other means, in addition to those previously stated, as approved by the Parent Committee.
 - B. Promotional opportunities shall be posted internally and the County's web-site.
- (3) Content. Postings for filling vacancies or for promotional opportunities shall include the following information:
 - A. Job title with grade, including the grades minimum and maximum pay
 - B. Whether the position is deemed exempt or non-exempt pursuant to the Fair

Labor Standards.

- C. A job description including essential job functions (an updating of the class specification may be in order).
 - D. The approved work time for the position
 - E. A point-of-contact to direct questions/send resumes.
 - F. Close date for applications.
- (4) Establishing the beginning/promoted wage/salary. The beginning/promoted wage/salary shall be determined pursuant to the following process:
- A. For elected officers of the county, the beginning/promoted pay shall be determined by the elected office holder, within the Whiteside County Wage and Salary Schedule of Limits or the terms of a recognized collective bargaining agreement, at a level which can be borne by that elected office holder's annual budget.
 - B. For employees of the 14th judicial circuit, the beginning/promoted pay shall be determined by the chief judge, within the Whiteside County Wage and Salary Schedule of Limits or the terms of a recognized collective bargaining agreement.
 - C. For employees of appointed department heads, the following policies control:
 - 1. **New Hires for a New Class Specification.** The wage/salary shall be set by the County Board with recommendations and internal comparabilities performed and reported by the county administrator and the Wage and Salary Committee.
 - 2. **New Hires for an Existing Class Specification.** The wage/salary shall be set by the department head with recommendations and internal comparabilities performed and reported by the county administrator.
 - 3. **Promotions.** In all cases, the Chair of the Wage and Salary Committee shall be apprized of pending promotions. In order to assist in the establishment of a wage/salary due to a promotion, the most recent, comprehensive wage and salary survey commissioned by the Board should be consulted.
 - a. **Temporary.** An employee assigned to a different job classification in a higher grade for a period of time not to exceed three continuous months shall receive a temporary pay increase of not more than 4%, determined by the respective department head and the county administrator. In the event the department head and the county administrator determine a larger increase is justifiable, the case shall be referred to the Wage and Salary Committee.

Extensions beyond three (3) months may be granted by the Wage and Salary Committee.
 - b. An employee promoted to a different job classification in a higher grade on a permanent basis shall receive a pay increase of 8%. In the event the department head and the county administrator determine a larger

increase is justifiable, the case shall be referred to the Wage and Salary Committee.

(5) Interviews.

- A. Department heads shall limit the scope of pre-employment interviews to the applicants abilities, effectiveness, credentials, work experience, availability and relevant issues of discussion to determine how the prospective employee might fit in with potential co-workers. At no time shall issues of age, gender, race/ethnicity, medical history or other non-relevant subjects be explored by the employer's agent.
- B. The interview shall include a list of essential job functions for the position being filled. The candidate shall whether he/she is unable to perform the essential job functions.
- C. The interview should address employment-related vaccinations and medical screenings, including drug and alcohol screening procedures, if any.
- D. IMRF Retirees. In the event an applicant is an IMRF retiree, the applicant is responsible for ensuring his/her retirement benefits will not be adversely impacted by the applicant's return to work.

(6) Background Checks.

- A. Criminal checks. For applicants interested in a law enforcement, judiciary and certain types of healthcare positions, pre-employment criminal checks may be made at County expense.
- B. Background checks. By applying for a position with the County or an affiliate employer, applicants understand they are subject to background checks.

(7) Offers of Employment.

- A. For those positions with essential job functions requiring strenuous or repetitive lifting/pulling/pushing and/or running, offers of employment will be made contingent upon the satisfactory outcome of a pre-employment physical examination, including a back evaluation, performed at County expense. The hiring department/office will make arrangements for the evaluation.
- B. Drug and Alcohol screenings. For certain categories of employment (i.e., employees required to possess a CDL, law enforcement employees and judiciary employees) offers of employment will be made contingent upon the satisfactory outcome of a pre-employment drug/alcohol screening at County expense. The hiring department/office will make arrangements for the evaluation.
- C. Verbally-accepted offers of employment, contingent or otherwise, shall be followed-up in writing within 24 hours of acceptance. The follow-up correspondence shall include the following:
 - 1. The date and time of the applicant's pre-employment examination and that hiring is contingent upon a satisfactory outcome of the examination, including screenings.
 - 2. The new employee's start time and date and beginning wage.

3. The name of the new employee's immediate supervisor.
4. The employee's approved work time.
5. For the hiring of a full-time employee, the first day of health insurance coverage.

Sec. 3-276. Orientation.

- (1) Core Policies. The immediate supervisor shall assure all new hires, including volunteers and interns, are familiar with the core policies described in this Chapter and that a breach or violation of said core policies may result in immediate termination.
- (2) Enrolling with the County. The county administrator's office is charged with establishing and maintaining the county's payroll records. New hires (not including volunteers or unpaid interns) are required to report to the administrator to:
 - A. complete payroll forms.
 - B. discuss those benefits to which the employee is entitled.
 - C. consider and choose optional benefits available to the employee.
- (3) Certain county benefits do not begin immediately with employment. (Please refer to "Benefits".)
- (4) Employee immunizations.
 - A. Unless contraindicated for medical reasons, all employees whose jobs involve participation in tasks or activities with exposure to blood or other body fluids to which "universal precautions" apply will be vaccinated with Hepatitis B virus vaccine. Employees refusing immunization shall sign a waiver.
 - B. All employees, at time of hire, will be provided current information concerning Tetanus and Hepatitis B.

Sec. 3-277. Probationary period.

- (1) The probationary period is six months.
- (2) During the probationary period, the employee has an opportunity to demonstrate proper attitude and abilities for the position for which employed. The employee may be dismissed or terminate employment with proper notice without obligation during this period.
- (3) Paid Leave.
 - A. Sick leave credit and vacation credit shall accrue during the probationary period. However, employees are neither entitled to nor eligible for sick leave or vacation.
 - B. Personal days shall be granted at the end of the probationary period.
 - C. Once the probationary period is over, accrued sick leave credit, accrued vacation credit and personal leave are available for use.

Sec. 3-278 through 3-284. (Reserved).

ARTICLE VII. TRAVEL AND REIMBURSEMENTS

Sec. 3-285. Transportation.

- (1) Employee Reimbursement For Work-Related Mileage.
 - A. Mileage for work-related travel shall be reimbursed at a maximum rate of \$0.40/mile, effective December 1st, 2009(Ord No. 14, 10-20-2009).

- B. On-call / Called-In Mileage. Mileage from home to the first work site and from the last work site to home for on-call or called-in work shall be treated as work-related travel.
- (2) County-owned vehicles.
- A. Employee Responsibilities: Employees responsible for a county-owned vehicle shall:
 - 1. not operate or store said vehicle in an illegal, reckless, or manner abusive to the vehicle.
 - 2. ensure driver and passengers properly use seat belts/restraints. (Passengers, other than employees of the County or an affiliate employer, passengers are generally not permitted in a county-owned vehicles without permission from the responsible employee's immediate supervisor.)
 - 3. ensure only licensed employees of the county or affiliate employers drive a county-owned vehicle, emergency situations excepted.
 - 4. lock the vehicle when left unattended, unless contra-indicated by unusual circumstances.
 - 5. follow those general provisions that apply to equipment use in this Chapter.
 - B. Tobacco Use. See Article III.
 - C. Assignment. The following employees may be assigned vehicles:
 - 1. County Engineer
 - 2. Assistant to the County Engineer
 - 3. Assistant Highway Supervisor during snow season (approximately 31/2 months).
 - 4. Employees under the control of affiliate employers. (Affiliate employers must assure their practices are congruent with County risk management practices and compliant with rules and regulations established by the Internal Revenue Service.)
 - D. Personal mileage.
 - 1. Commuting Restriction. Personal use of a county-owned vehicle is restricted to commuting and de minimus personal use such as running an errand between business-related stops/deliveries.
 - 2. Mileage Value. Personal use shall be valued at \$1.50 per one-way commute/work day.
 - 3. Treatment of Mileage Value. The mileage value shall be included in the employee's reportable wages.

(Mo. of 01-20-04, as amended.)

Sec. 3-286. Out-of-county travel.

- (1) Purpose. This section applies to out-of-county, work-related travel, at County expense, associated with continuing education and inservices, annual conventions, legislative and economic development initiatives and professional meetings. All other work-related, out-of-county travel, at County expense, must receive prior approval from the Parent Committee and the Executive Committee on a case-by-case basis.

- (2) Approvals.
 - A. Out-of-county, work-related travel within the state OR less than 200 miles from the county shall be considered for approval by the department head. Said travel should be reported monthly by the department head to his/her respective Parent Committee.
 - B. Out-of-county, work-related travel outside of the State AND more than 200 miles from the county shall be treated in the following manner:
 - 1. If discreetly reported and approved during the annual budget-building process, said travel is considered Board-approved. Reimbursable expenses, however, cannot exceed the travel budget without Parent Committee approval.
 - 2. If not discreetly reported and approved during the annual budget-building process, said travel must be approved by the Parent Committee and the County Board prior to departure.
- (3) Reimbursement for travel expenses. All employees duly authorized to travel on county business shall be reimbursed for meals, lodging, common carrier, and mileage through the regular claims process, upon presenting reasonable, qualified receipts for same.
 - A. Meals and lodging expenses shall be reasonable for the locale in which they are secured.
 - B. The maximum per diem reimbursement for meal expense shall be \$32.50.

Sec. 3-287 through 3-299. (Reserved).