



TOWNSHIP OF SCHAUMBURG
1 Illinois Boulevard, Hoffman Estates, IL 60169

THE BOARD OF TRUSTEES
Upper Level – Board Room

January 24, 2024
7:00 p.m.

Meeting ID: 886 1920 9890

Join Online: <https://www.zoom.us/join>

Password: 082782

Dial by Phone: (312) 626-6799

The Township Board room is open during the meeting for public attendance but is subject to limited capacity. The Township will stream a live audio of the meeting in the Township Board room. Public comment is afforded on the conference line via the Zoom meeting protocol. The public may also submit written comments prior to the meeting, which will be read by the Supervisor at the public meeting. We are requiring members of the public who wish to comment live or submit written comments at this meeting to email the Township Administrator Melissa Williams at mwilliams@schaumburgtownship.org at least one (1) hour before the start of the meeting.

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL

II. PUBLIC COMMENT

(Remarks limited to three minutes)

III. PRESENTATION

Specialist 4 Kenneth W. Bassett – Viet Nam 1967 – 1972

1st Lieutenant J Michael Gelburg - Viet Nam 1969 - 1971

IV. APPROVAL OF MINUTES

V. DEPARTMENT/ COMMITTEE/APPOINTING AUTHORITY REPORTS

- A. Kenneth Young Center
- B. Disability and Senior Services Department
- C. Transportation Department
- D. Welfare Services Department
- E. Community Relations
- F. Assessors Department
- G. Administrative Services / Clerks Report

VI. HIGHWAY COMMISSIONER REPORT

VII. SUPERVISOR REPORT

Any person who has a disability requiring an auxiliary aid or service for effective communication or a reasonable accommodation to participate in a Township meeting should contact Becky Cordes, ADA Coordinator and Director of Disability and Senior Services, by telephone at (847)884-0030 or by email at bcordes@schaumburgtownship.org, as soon as possible and at least 48 hours before the scheduled meeting.

VIII. FINANCIAL REPORT

IX. TOWNSHIP ADMINISTRATOR REPORT

X. OLD BUSINESS

XI. NEW BUSINESS

- A. Approval of the Fiscal Year 2025 Cost of Living Adjustment.
- B. Approval of Ordinance No. 2023/2024 #06, an Ordinance Making Appropriations for the General Town Fund, General Assistance Fund and Capital Fund Tentative Budget for Fiscal Year Commencing on the 1st Day of March, 2024 and Ending on the 28th Day of February, 2025 for the Town of Schaumburg, Cook County, Illinois.
- C. Approval of Ordinance No. 2023/2024 #07, an Ordinance Making Appropriations for the Road and Bridge Fund Tentative Budget for Fiscal Year Commencing on the 1st Day of March, 2024 and Ending on the 28th Day of February, 2025, for the Town of Schaumburg, Cook County, Illinois.
- D. Approval of Ordinance 2023/2024 #08, Making Appropriations for the Mental Health Board Fund Tentative Budget for Fiscal Year Commencing on the 1st Day of March 2023 and Ending on the 28th Day of February 2025 for the Town of Schaumburg, Cook County, Illinois.
- E. Approval of Resolution 2023-2024 #5, a Resolution Approving the Revised Township of Schaumburg Personnel Policy.
- F. Proclamation supporting February as Black History Month.

XII. APPROVAL OF BILLS

A. Town Fund Warrant	2023-2024 #11	\$ 633,046.83
B. Road & Bridge Warrant	2023-2024 #11	\$ 42,102.06
C. Welfare Services Warrant	2023-2024 #11	\$ 91,582.65
D. Capital Warrant	2023-2024 #11	\$ 570,484.52

XIII. ANNOUNCEMENTS

- February 19, 2024** – Township Closed, Presidents Day
- February 21, 2024** - Committee of the Whole, 7PM Town Hall
- February 28, 2024** - Regular Board of Trustees Meeting, 7PM Town Hall

XIV. SUPERVISOR ANS TRUSTEE COMMENTS

XV. ADJOURNMENT

KENNETH YOUNG CENTER

Report for December 2023

Service Provided - Hours	December 2023	FYTD 2024	December 2022	FYTD 2023
<i>Counseling Appointments</i>				
Assessment & Service Planning	141.75	1,443.61	73.82	826.03
Individual/Family Therapy	428.45	4,617.47	418.67	3,565.2
Group Hours	18.5	151.45	27.82	266.44
Mentoring/Community Support	127.85	1,336.68	137.13	1,602.37
Crisis Intervention	57.43	863.13	68.58	788.6
Case Management	30.15	316.41	25.61	275.37
Transitioning Youth Service	0	15.7	5.17	39.56
Psychiatric Services	14.67	196.6	18.92	225.84
Total Hours:	818.8	8,941.05	775.72	7,589.41
<i>Villages</i>				
Schaumburg	10	194	0	176
Hoffman Estates	3	154	0	133
Roselle	0	18	0	15
Hanover Park	1	70	0	59
Elk Grove Village	1	18	6	26
Rolling Meadows	1	6	2	7
Bartlett	0	1	0	0
Streamwood	0	4	0	1
Total:	16	465	8	417
<i>Racial/Ethnic Breakdown – New Cases</i>				
Caucasian/Latino	5	127	0	122
Asian	3	42	0	43
Caucasian/Non-Latino	2	137	1	125
African American	5	79	0	64
Native American	0	2	0	3
Pacific Islander	1	4	0	3
Prefer not to answer	0	74	7	57
Total:	16	465	8	417

Department Highlights

- During the month of November KYC continued to see clients face to face individually and in groups while also seeing many virtually.
- Kenneth Young Center is working diligently to meet the needs of our community. Mobile Crisis Response calls and staff are actively responding to assure needs are met for high risk families. The Call 4 Calm crisis/ resource line remains open for any individual

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KENNETH YOUNG CENTER

Report for December 2023

seeking support. KYC continues to collaborate with the state and community providers as we coordinate being the mobile crisis responder for 988 calls. KYC has a crisis number established that is being shared with local police and other community providers. KYC is now responding to direct crisis calls in our community.

- KYC was awarded Living Room grant and is remodeling location for a permanent 24/7 location where anyone in crisis can go to receive stabilization and support services. Living Room program will be temporarily housed at the EG main office until new space is built out. Living Room will be open 24/7 on January 15th at 1001 Rohlwing Rd Elk Grove Village location. A person in distress can walk in, police can bring a person in that is in need of psychiatric assessment. If a person at home they can call the crisis line at 847-383-0406 and they will have immediate access to one of our crisis workers. Crisis team can direct person to living room if necessary
- SUPR (Substance Use Prevention and Recovery) services for both adults and adolescents have capacity and are accepting referrals.
- New Group: Together we share: Depression and Anxiety group for 6th, 7th and 8th graders. Meets Tuesdays 5:00-6:00. Residents can call intake if interested.
- New Group: Acceptance Commitment Therapy (ACT)-An adult group for clients 18+ that are struggling with depression, anxiety or OCD/phobias. Group meets Wed 5:30-7:30. Call intake if interested in more information.
- New Group: Body Positivity Group: Group for adults 25 and older. Meets Fridays 1-2:30. Contact intake if interested for more information.
- In month of Dec Adopt A Family program transpired and over 600 families were provided gifts for the holiday season.
- Kenneth Young Center provides Adult and Youth Mental Health First Aid training is available to the township. If interested in setting up a training, please contact training@kennethyoung.org

Upcoming Events

- 1/23/24 “Spanish Mental Health Training | Formación española en salud mental” Mental Health First Aid teaches you how to identify, understand and respond to signs of mental illnesses and substance use disorders. This training gives you the skills to reach out and provide initial support to someone who may be developing a mental health or substance use problem and help connect them to appropriate care. AMHFA is a blended course 2-hour self-paced online course, and a 5.5-to 6.5-hour, Instructor-led training. For more info, email training@kennethyoung.org
- 2/9/24 “High School Queer Prom” 6-9pm Teens across the Northwest suburbs are partnering up with Kenneth Young Center to throw an inclusive and out-of-the-box take on traditional prom complete with food, entertainment, and activities! Queer Prom is free to attend — however, vendors will be present, so feel free to support local small businesses while dancing the night away! If you would like to volunteer or contribute to planning efforts, feel free to email lgbtqcenter@kennethyoung.org.
- 2/10/24 “Adult Queer Prom” 6-9pm Anyone 18+ is welcome to our 2024 Adult Queer Prom which will have food, entertainment, and queer-centered activities! Queer Prom is

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KENNETH YOUNG CENTER

Report for December 2023

free to attend — however, vendors will be present, so feel free to support local small businesses while dancing the night away! Low-sensory space and earplugs will be available. Accessible entrances and restrooms are available. If you would like to volunteer or contribute to planning efforts, feel free to email lgbtqcenter@kennethyoung.org. Registration is required for attendance.

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DISABILITY & SENIOR SERVICES

Report for December 2023

Service Provided	December 2023	FYTD 2024	December 2022	FYTD 2023
<i>Administration</i>				
Client Contacts	502	4,627	391	4,377
Information & Referrals	173	1,916	85	1,140
Advocacy	9	95	N/A	N/A
Case Management	58	629	16	124
Notary	38	668	N/A	N/A
<i>ITAC (Illinois Telecommunications Access Corp.)</i>				
Phone Testing Appointments	4	50	3	80
ITAC Outreach Events	1	12	0	7
<i>Benefit Assistance</i>				
Medicare Counseling	122	906	88	873
Dept of Human Services (SNAP, Medicaid, MSP)	4	85	11	165
Benefit Access Applications	26	345	21	296
RTA Applications (Free Ride and Reduced Fare)	19	137	2	85
Parking Placards	35	238	23	248
<i>CEDA Programs</i>				
LIHEAP/PIPP/Furnace/LIHWAP/Weatherization	206	886	128	735
<i>Programming</i>				
Programs	41	548	25	422
Participants	971	9,983	682	8,421
<i>Volunteers</i>				
New Volunteers	0	7	0	1
Total Volunteers (unduplicated)	54	520	31	280
Volunteer Hours	243	4,182	445.5	4195
<i>Staff Development</i>				
Webinars, Conferences, and Trainings	2	115	8	164

*Advocacy & Notary data is new for FY24

Department Highlights

- Disability & Senior Services Holiday Adoption Program was held December 11 and 12. 170 households were adopted by 8 businesses and organizations and 91 community members. Social Services Specialist Feder played an instrumental role in coordinating the event, communicated with donors and clients to ensure gifts were dropped off and picked up in a timely manner, and sent thank you notes to donors after.
- Medicare Open Enrollment ended December 7. The Social Services Specialists and Assistant Director Borja helped clients save a total of \$287,029.34.
- Director Cordes and Assistant Director Borja wrote performance evaluations for all staff. Performance conversations will happen in January 2024.

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DISABILITY & SENIOR SERVICES

Report for December 2023

- 2023 Programming ended with a bang with three separate holiday parties. The Senior Holiday Luncheon was held at Chandler's with 95 people attending. Holiday music from Keith & Friends was enjoyed by all. Deaf Services hosted their monthly Social Support Group with a holiday theme and over 40 people in attendance. The played games, signed songs, and enjoyed pizza from Lou Malnati's. Dinner with Santa was held for children with disabilities and their families. 75 people enjoyed dinner from Riccardo's, photos with Santa and a magician show.
- Other program highlights included Christmas at the Farm at White Fence Farms, and our Holiday Make and Take class. Program numbers in December were lower than previous months due to holiday closures and the gym being used for Holiday Adoption programs.
- Program Coordinator Remer and Program Specialist Kettel are diligently working on planning trips and events for 2024. One highlight for the upcoming year will be a weeklong trip to Mackinac Island in June.
- Assistant Director Borja attended the Avisery MSP Enrollment Corps Training on December 11.
- Social Services Specialists continue to receive routine calls from clients who are no longer eligible for Medicaid Medical now that the pandemic is over, and DHS has started processing redeterminations.

Upcoming Events

- February 13, 2024 - Cooking Skills & Social 10:45am
- February 28, 2024 – 10 Warning Signs of Alzheimer's Presentation, 10:30am
- March 16, 2024 – Bunny Brunch, 10am, Chandler's
- March 19, 2024 – Life Planning Seminar Luncheon, 11am
- March 21, 2024 – Music of Julie Andrews, 10:45am, Metropolis
- April 10, 2024 – A Streetcar Named Desire, 10:45am, Copely Theatre
- April 11, 2024 – Titanic: The Exhibition, 9:45am, Skokie
- April 17, 2024 – Guys & Dolls, 10:15am, Drury Lane
- April 23, 2024 – Barbie – The History of America's Favorite Doll, 9:30am, Jacob Henry Mansion

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TRANSPORTATION DEPARTMENT

Report for December 2023

Service Provided	December 2023	FYTD 2024	December 2022	FYTD 2023
<i>Administration</i>				
Individuals Served (unduplicated)	210	2,352	178	1,884
One Way Rides	1343	16,701	1328	16,858
Fares Collected	870	13,541	956	12,857
Fuel Consumption (gallons)	1,264	15,535	1,314	14,706
Out-of-Township	363	6,686	512	6,202
Mileage	6,701	80,476	7,089	80,638
<i>Ride Type</i>		0		0
Dialysis	395	4,731	490	4,996
Disabled Services	127	1,975	133	1,522
Groceries	257	2,612	228	2,367
Medical	379	5,008	423	5,294
Nutrition	95	1,781	61	1,143
TWP	170	2,241	114	1,733
CRC	28	202	16	60
Clearbrook	97	1,631	110	1,199
CNN	8	363	2	293
<i>Wheel Chair Rides</i>	195	2,718	162	1,990
TRIP - Registration	2	22	5	42
New Rider Registration	19	251	18	251
TRIP Quarterly Rides	89	428	91	618

Department Highlights

- On December 13, 2023, Driver Richard Delboccio transported 28 residents to White Fence Farm in Romeville.

Upcoming Events

- The Transportation Department has 2 out trips and 1 in-house January.

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DEPARTMENT OF WELFARE SERVICES

Report for December 2023

SERVICE PROVIDED	DECEMBER 2023	FYTD 2023
<i>Administration</i>		
Resources and Referrals	321	2,486
<i>Financial Assistance</i>		
General Assistance Clients	1	1
General Assistance Contacts	1	24
Emergency Assistance Approved Applications	4	64
Emergency Assistance Contacts	30	365
<i>Utility Assistance Applications</i>		
Low Income Home Energy Assistance Program, Percentage Income Payment Plan, Weatherization, Furnace and Energy Savings Kits	160	724
<i>Social Services Applications</i>		
Supplemental Assistance Nutrition Program, Access to Care, Medicaid & Mobile Dental Clinic	7	128
<i>Food Pantry</i>		
Households Served	1,120	10,858
Total Household Members Served	3,344	32,557
New Clients	94	1,048
<i>Volunteer Hours</i>		
	746.5	4,695.75

Department Highlights:

- The holidays were brighter for many of our Welfare Services' clients this holiday season thanks to our generous community donors and team of staff and volunteers who made all this possible
 - ❖ 820 proteins (turkeys or whole chickens) were provided for Thanksgiving and 796 proteins (hams, turkeys or whole chickens) for Christmas.
 - ❖ Joe's Pizza, in Schaumburg, provided 60 hot meals Thanksgiving Day.
 - ❖ 128 families were matched with giving donors through the Adopt-a-Family program, 136 households were able to "shop" in the toy store, and gifts were offered to hundreds of clients during their pantry visit.
- Wesley Hixson joined the team December 18th as the new Food Pantry Specialist and has already added so much to the department.
- Caseworker Barrera attended four immigration trainings this month and is helping the team better understand resources and referrals for our immigrant neighbors.
- In 2023 the food pantry saw a monthly average increase of 34% in usage, with a 10% increase in new clients. The amazing Welfare Services' team of staff and volunteers worked diligently this year to connect our neighbors with healthy food, providing security to the food-insecure in our community. Thank you for all the hard work and dedication to the Township and its residents.

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COMMUNITY RELATIONS

Report for December 2023

Service Provided	December 2023	FYTD 2024	December 2022	FYTD 2023
<i>Facebook</i>				
Total Followers	4,504	4,504	4,085	4,085
Total Page Likes	6,635	6,635	3,806	3,806
Page Reach	19,493	179,750	16,111	229,669
<i>Instagram</i>				
Total Followers	149	149	N/A*	N/A*
Total Profile Visits	56	56	N/A*	N/A*
Total Reach	364	872	N/A*	N/A*

*N/A indicates these numbers were not available.

Department Highlights:

- The Township’s Deaf Services Facebook page has 755 likes and 613 followers. The highest performing post announced the passing of Norman Glazer, a regular attendee at Deaf Services events.
- Attended Township Communicators of Illinois Holiday Social networking event on December 14.
- Renewed Township advertisement in the Hoffman Estates Chamber of Commerce Business Guide.
- Researched program called Monsido to improve website accessibility.
- Continued work on the February Town Crier.
- Helped Mental Health Board President Oglivie edit a press release.
- Assisted Disability & Senior Services with images and layout for print and electronic newsletters.
- Transitioned outdoor monitor to new digital signage software.
- Assisted Deaf Services with images for Deaf Line print newsletter.
- Completed the Mayor’s Monarch Pledge annual report.
- Took photos for the Disability & Senior Services Holiday Lunch.
- Assisted Welfare Services with BAN tracking hours for promotional materials.
- Promoted and developed materials for:
 - Fit for Life
 - Programming Updates
 - Township Closures
 - Narcan Dispenser
 - All About Health
 - Illinois Telecommunications Access Corporation (ITAC)
 - Adopt-A-Family
 - Updated Passport Processing Times
 - Senior Holiday Adoption Program
 - Township Ribbon Cutting Ceremony
 - Feed My Starving Children
 - 10 Warning Signs of Alzheimer’s
 - Food Pantry Needs
 - Passport Acceptance Fair
 - Meijer Simply Give Program
 - Township Transportation Services
 - In the Heights
 - Low Income Home Energy Assistance Program (LIHEAP)
 - Feed My Starving Children
 - AARP Tax-Aide Program
 - Diamond Painting
 - Americans for Better Hearing Foundation (ABHF)
 - Breakfast Social
 - Holiday Lunch
 - Medicare Advantage Open Enrollment
 - Lost Chicagoland Department Stores

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ASSESSOR'S OFFICE

Report for December 2023

Service Provided	December 2023	FYTD 2023	December 2022	FYTD 2022
<i>Administration</i>				
Office Visits	145	504	125	119
Phone Calls	0	436	525	331
Building Permits	4	0	19	235
Sales Recording	245	1,041	232	19
Change of Name / Address	2	0	2	11
Property Tax Appeals	0	0	150	266
Certificate of Errors	325	44	72	42
Notary	8	3	5	25
Variances	4	4	6	8
<i>Exemptions</i>				
Homeowner Exemptions	117	32	14	128
Senior Homeowner Exemptions	82	58	25	74
Senior Freeze Exemptions	115	87	37	5
Disabled Person & Veteran Exemptions	11	35	5	7
Miscellaneous Exemptions - Affidavit Forms	325	325	25	25

Department Highlights:

- On December 1st, the 2022 second-installment property tax bills became due.
- On December 5th, Chief Deputy Morales along with the department directors participated in the monthly meeting with Administrator Williams to discuss departmental updates, budgetary matters, on-going building improvements among other topics.
- On December 5th, the Cook County Treasurer announces the annual tax sale will occur January 9 -12 for properties with unpaid 2021 property taxes due in 2022. Per the treasurer, 22,884 property owners in Cook County owe less than \$1,000 in back property taxes from 2022.
- On December 13th, Chief Deputy Morales participated in a free virtual Educational Session on First Amendment Audits, and which covers what to do when a concerned resident (“auditor”) comes into a government building (township) with a camera to film staff and request for certain FOIA items with the purpose to post on social media.
- On December 14th, Chief Deputy Morales participated in a virtual training: “The Essentials of Aggression Management (EoAM)” which pertained to employee safety. The event was hosted by the Metropolitan Township Association and presented by Sorensen & Wilder, a nationally recognized leader in safety and security.

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CLERKS OFFICE / DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for December 2023

Service Provided	December 2023	FYTD 2024	December 2022	FYTD 2023
<i>Clerk's Office</i>				
Passport Applications	137	5552.436	186	2060
Passport Application Deposit	\$4,792	\$194,384	\$6,522	\$72,269
Photos	238	6358.245	213	2251
Photos Deposit	\$2,379	\$63,588	\$2,134	\$22,549
Renew Mailing	44	1,556	48	517
Renewal Deposit	440	\$15,562	\$480	\$5,170
Total Passport Fee Deposits	\$7,611	\$273,534	\$447	\$99,988
Notary Public	33	263	31	445
FIOA Requests	2	39		
<i>Percent of Budget Expended (83.31% of year)</i>				
Percent of Budget Town	5.50%	64.70%	8.50%	70.60%
Percent of Budget Welfare Services	8.00%	66.30%	7.19%	59.70%
Percent of Budget R & B	2.50%	35.10%	4.52%	52.90%
Percent of Capital Fund	15.10%	54.60%	0.00%	26.00%

Department Highlights

- We all enjoyed a ribbon cutting on December 5th, to present our updated lobby renovation to the public. Many staff and local officials attended to enjoy refreshments and see the work put into the renovation. The lobby now has a forward-facing security desk to better assist residents visiting the Township. There is ample comfortable seating to support the many new and innovative programs the Township offers. The new ramp to our building, the lobby and restrooms were all updated bringing the Township into compliance with current ADA laws. Special details were considered toward sustainable materials with hygienic cleanliness in mind.
- December means Passport Agent recertification. Each agent is required to renew their training and be recertified by the Department of State. Once all are completed, Director Dionesotes will submit for recertification or our agency for 2024.

Upcoming Events

- In conjunction with Representative Krishnamoorthi, the Township will be running a Passport acceptance event on January 20th from 9am to 1pm. This is the first time the representative's office as well as the Township, have ever run such and event. We look forward to the challenge.

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Financial Statements

For the 10 Month(s) Ending December 31, 2023

SCHAUMBURG TOWNSHIP

Financial Summary

For the 10 Month(s) Ending December 31, 2023

83% of Year

REVENUE	Town	Welfare Services	Road & Bridge	Capital	Total	Budget	Pct. Of Budget	Prior Yr Total	Pct. Of Budget
Property Taxes	5,157,081	833,571	767,686	-	6,758,338	7,030,000	96%	4,781,429	41%
Replacement Taxes	248,621	-	30,877	-	279,498	245,000	114%	272,688	2%
Interest	201,231	53,501	71,214	-	325,946	18,200	1791%	59,242	450%
Rental	-	-	-	-	-	500	0%	-	n/a
Donations	14,412	31,571	-	-	45,983	86,500	53%	134,251	-66%
Charges for Services	172,112	-	-	-	172,112	181,000	95%	171,247	1%
Other	-	(0)	245	-	245	3,700	7%	1,853	-87%
Transfers From Other Funds	-	-	-	1,330,000	1,330,000	2,660,000	50%	680,000	96%
Total	5,793,456	918,643	870,022	1,330,000	8,912,122	10,224,900	87%	6,100,710	46%
Budget	5,813,000	902,500	849,400	2,660,000	10,224,900				
Pct. Of Budget	100%	102%	102%	50%	87%				
EXPENDITURES									
Officials	91,050	-	-	-	91,050	107,863	84%	97,249	-6%
Salaries and Expenses	1,522,765	372,850	187,223	-	2,082,837	2,827,813	74%	1,936,444	8%
Audit & Legal	101,356	1,969	18,801	-	122,126	176,000	69%	99,339	23%
FICA/Medicare	121,945	27,615	13,208	-	162,769	200,655	81%	149,371	9%
Insurance	470,571	95,690	36,139	-	602,400	983,077	61%	640,349	-6%
Commodities	135,746	8,531	2,114	-	146,391	218,000	67%	126,488	16%
Postage	21,430	338	40	-	21,807	27,750	79%	20,607	6%
Utilities	80,138	-	8,828	-	88,965	118,800	75%	74,817	19%
Data Processing	116,423	7,000	-	-	123,423	196,880	63%	111,962	10%
Uniforms	1,910	-	-	-	1,910	2,800	68%	2,468	-23%
Building	121,378	-	-	-	121,378	158,600	77%	113,883	7%
Mileage	3,857	820	1,862	-	6,539	17,000	38%	3,828	71%
Vehicle	123,992	1,185	-	-	125,177	157,500	79%	140,265	-11%
Programs/Misc	101,743	74,193	3,605	-	179,541	222,250	81%	156,968	14%
Other Expenses	-	0	-	-	-	500	0%	-	0%
Illinois Grants	-	-	-	-	-	2	0%	-	0%
Safety Programs	4,040	-	-	-	4,040	19,000	21%	5,193	-22%
Professional Improvement	104,946	884	1,797	-	107,628	164,500	65%	36,387	196%
IMRF	179,147	40,828	24,837	-	244,813	319,991	77%	262,376	-7%
General Assistance	-	2,458	-	-	2,458	82,800	3%	2,558	-4%
Emergency Assistance	-	82,091	-	-	82,091	176,100	47%	72,545	13%
Human Services	704,622	16,667	-	-	721,289	1,025,100	70%	767,666	-6%
Road Maintenance	-	-	213,623	-	213,623	915,000	23%	494,960	-57%
Capital Outlay	-	-	-	1,451,033	1,451,033	2,660,000	55%	223,839	548%
Contingency	18,404	259	-	-	18,663	61,000	31%	47,226	-60%
Transfer to Capital	1,330,000	-	-	-	1,330,000	2,660,000	50%	680,000	96%
Total	5,355,465	733,377	512,077	1,451,033	8,051,953	13,498,981	60%	6,266,788	28%
Budget	8,274,863	1,106,649	1,457,469	2,660,000	13,498,981				
Pct. Of Budget	65%	66%	35%	55%	60%				
SURPLUS (DEFICIT)	437,991	185,266	357,945	(121,033)	860,169	(3,274,081)		(166,078)	
BEGINNING Fund Balance	4,326,826	1,257,484	932,961	794,897	7,312,168				
ENDING Fund Balance	4,764,817	1,442,750	1,290,906	673,864	8,172,337				

SCHAUMBURG TOWNSHIP
Town Fund by Department
For the 10 Month(s) Ending December 31, 2023

83% of Year

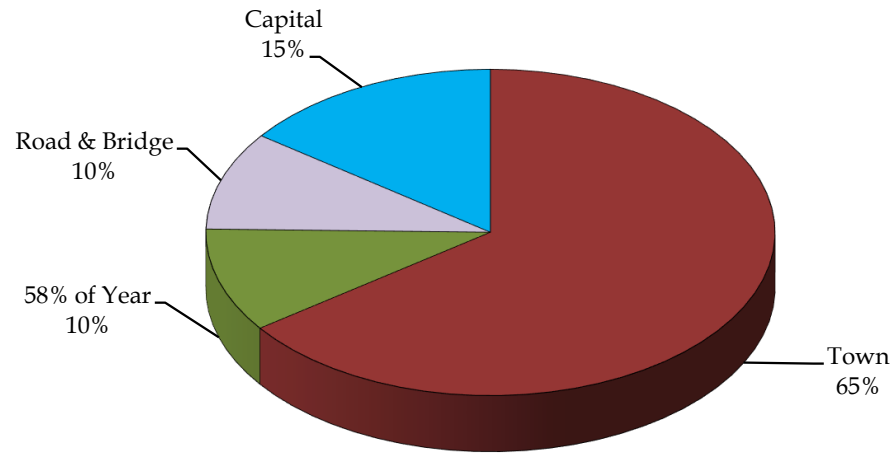
REVENUE	Admin	Assessor	Mental Health	Community Relations	Disability/Seniors	Transportation	Other	Human Services	Total	Budget	Pct. Of Budget
Property Taxes	5,157,081	-	-	-	-	-	-	-	5,157,081	5,400,000	96%
Replacement Taxes	248,621	-	-	-	-	-	-	-	248,621	210,000	118%
Interest	201,231	-	-	-	-	-	-	-	201,231	15,000	1342%
Rental	-	-	-	-	-	-	-	-	-	500	0%
Donations	-	-	-	-	14,412	-	-	-	14,412	6,500	222%
Charges for Services	-	-	-	-	56,419	3,652	112,041	-	172,112	181,000	95%
Transfers From Other Funds	-	-	-	-	-	-	-	-	-	-	n/a
Total	5,606,933	-	-	-	70,831	3,652	112,041	-	5,793,456	5,813,000	100%
Budget	5,625,000	-	-	-	76,500	14,000	97,500	-	5,813,000		
Pct. Of Budget	100%	n/a	n/a		93%	26%	115%	n/a	100%		
EXPENDITURES											
Officials	91,050	-	-	-	-	-	-	-	91,050	107,863	84%
Salaries and Expenses	515,512	172,588	-	-	388,560	446,105	-	-	1,522,765	2,046,500	74%
Audit & Legal	101,356	-	-	-	-	-	-	-	101,356	115,000	88%
FICA/Medicare	41,095	12,109	-	-	34,492	34,250	-	-	121,945	150,161	81%
Insurance	309,670	26,388	-	-	81,757	52,756	-	-	470,571	741,584	63%
Commodities	31,078	1,715	-	80,586	22,168	199	-	-	135,746	190,400	71%
Postage	14,002	266	-	-	7,122	40	-	-	21,430	26,250	82%
Utilities	80,138	-	-	-	-	-	-	-	80,138	105,000	76%
Data Processing	106,268	451	-	-	8,714	990	-	-	116,423	188,880	62%
Uniforms	874	-	-	-	-	1,037	-	-	1,910	2,800	68%
Building	121,029	-	-	-	-	349	-	-	121,378	158,600	77%
Mileage	3,234	-	-	-	623	-	-	-	3,857	10,500	37%
Vehicle	-	-	-	-	-	123,992	-	-	123,992	153,000	81%
Programs/Misc	26,088	-	-	-	75,656	-	-	-	101,743	145,000	70%
Safety Programs	2,129	-	-	1,911	-	-	-	-	4,040	19,000	21%
Professional Improvement	82,874	3,659	-	12,276	6,138	-	-	-	104,946	160,000	66%
IMRF	59,541	21,789	-	-	51,035	46,782	-	-	179,147	235,226	76%
Human Services	-	-	-	-	-	-	-	704,622	704,622	1,000,100	70%
Contract Services	14,783	-	-	-	-	1,227	-	-	16,010	55,500	29%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	n/a
Contingency	-	501	1,393	-	500	-	-	-	2,394	3,500	68%
Transfer to Capital	1,330,000	-	-	-	-	-	-	-	1,330,000	2,660,000	50%
Total	2,930,720	239,465	1,393	94,773	676,765	707,727	-	704,622	5,355,465	8,274,863	65%
Budget	5,004,599	311,703	2,000	131,000	937,097	888,365	-	1,000,100	8,274,863		
Pct. Of Budget	59%	77%	70%	72%	72%	80%	n/a	70%	65%		
SURPLUS (DEFICIT)	2,676,213	(239,465)	(1,393)	(94,773)	(605,934)	(704,075)	112,041	(704,622)	437,991	(2,461,863)	

SCHAUMBURG TOWNSHIP

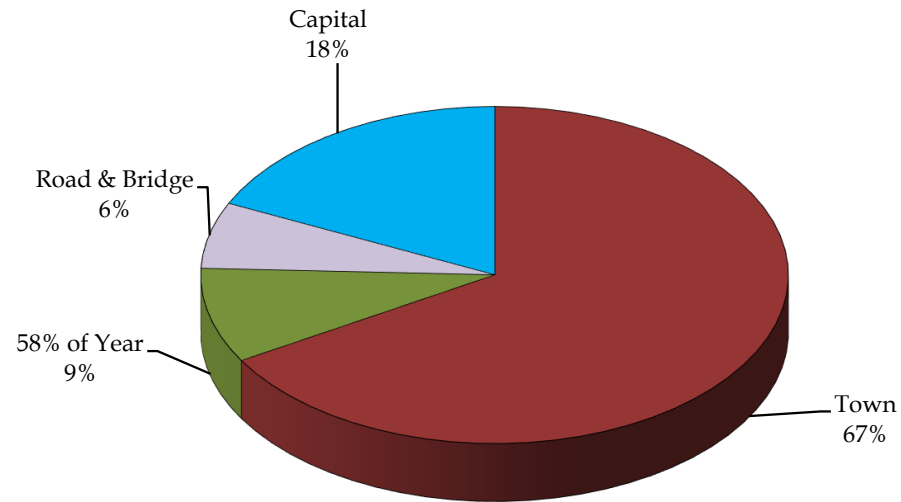
Fund Distribution Graphs

For the 10 Month(s) Ending December 31, 2023

Revenue - Fund Distribution



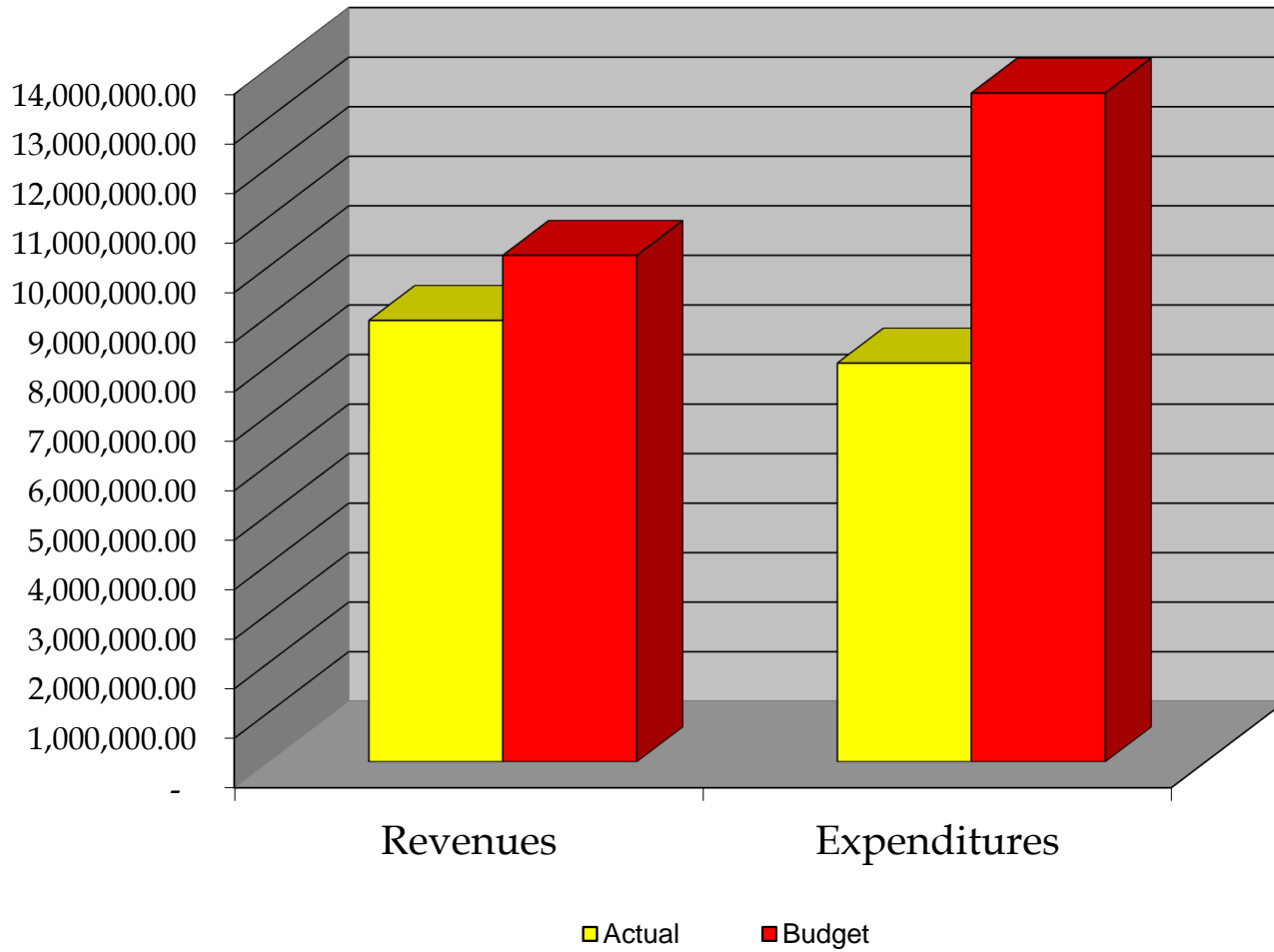
Expenditure - Fund Distribution



SCHAUMBURG TOWNSHIP

Budget vs. Actual

For the 10 Month(s) Ending December 31, 2023



SCHAUMBURG TOWNSHIP

Bank Accounts and Investments

For the 10 Month(s) Ending December 31, 2023

SCHAUMBURG TOWNSHIP

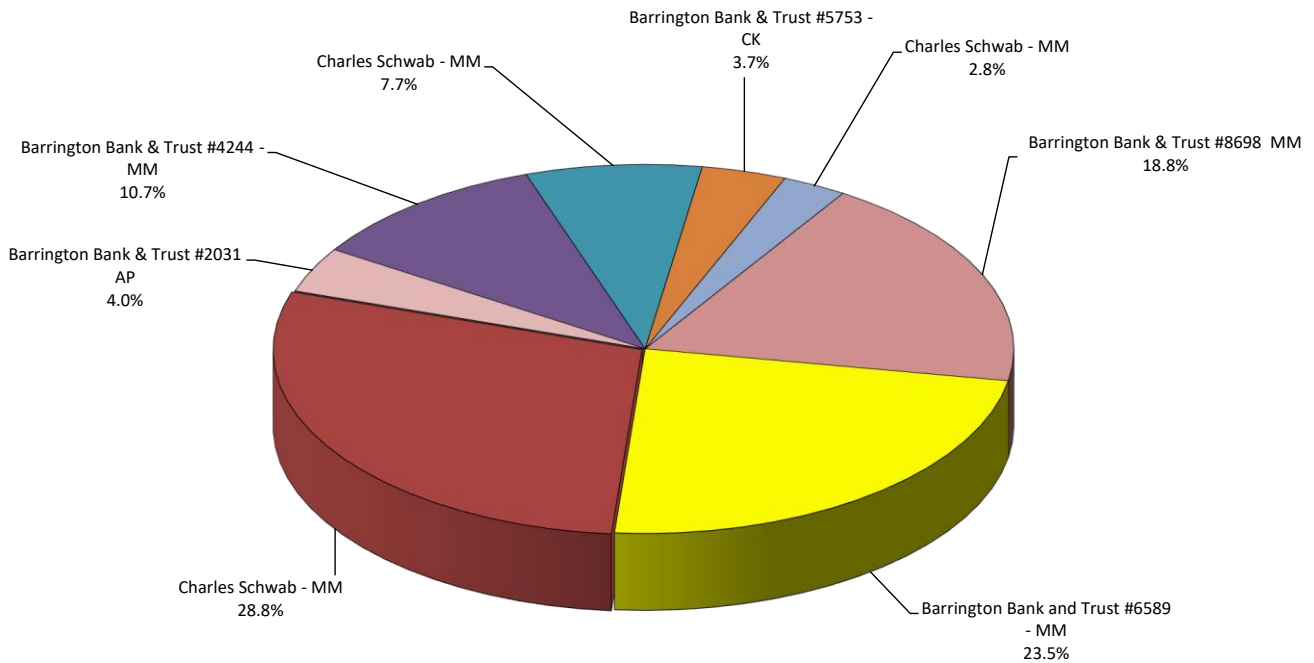
Bank Accounts & CD Rates

For the 10 Month(s) Ending December 31, 2023

83% of Year

Current Bank Balances and Rates

No.	Bank	Fund	Balance	Current Interest Rate
1	Barrington Bank and Trust #6589 - MM	Town	\$ 2,153,258.00	5.66%
2	Charles Schwab - MM	Town	\$ 2,629,577.15	Various
3	Barrington Bank & Trust #2031 AP	Town	\$ 361,693.94	n/a
4	Barrington Bank & Trust #4244 - MM	GA	\$ 981,291.25	5.66%
5	Charles Schwab - MM	GA	\$ 705,543.28	Various
6	Barrington Bank & Trust #5753 - CK	GA	\$ 339,658.28	n/a
7	Charles Schwab - MM	R&B	\$ 258,904.13	Various
8	Barrington Bank & Trust #8698 MM	R&B	\$ 1,714,809.46	5.66%
TOTAL			\$ 9,144,735.49	



SCHAUMBURG TOWNSHIP

Detailed Financial Statements

For the 10 Month(s) Ending December 31, 2023

**Township of Schaumburg
Profit & Loss Budget vs. Actual - Town Fund**

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
10 - Town Fund - Revenue					
11R - Property Taxes					
1141012 - Property Tax Current Year	1,678,616.42	5,157,080.85	5,400,000.00	-242,919.15	95.5%
1142000 - Pers Property Replacement Taxes	11,676.85	248,620.56	210,000.00	38,620.56	118.39%
Total 11R - Property Taxes	1,690,293.27	5,405,701.41	5,610,000.00	-204,298.59	96.36%
12R - Interest Income					
1243010 - Interest Income INV Operations	22,256.98	194,270.90	15,000.00	179,270.90	1,295.14%
1243020 - Unrealized Gains/Loss	14,308.01	6,960.55	0.00	6,960.55	100.0%
Total 12R - Interest Income	36,564.99	201,231.45	15,000.00	186,231.45	1,341.54%
15R - Disability/Seniors					
1548050 - Donation Income	0.00	859.00	6,500.00	-5,641.00	13.22%
1548052 - ITAC Program Income	0.00	3,965.00	12,000.00	-8,035.00	33.04%
1548056 - LIHEAP Income	1,953.00	11,399.00	3,000.00	8,399.00	379.97%
1548062 - Grant Funding	0.00	13,552.70	8,000.00	5,552.70	169.41%
1548065 - Event Program Fees	2,484.51	41,055.24	47,000.00	-5,944.76	87.35%
Total 15R - Disabled/Seniors	4,437.51	70,830.94	76,500.00	-5,669.06	92.59%
17R - Transportation					
1748062 - Bus Fare Donation Income	0.00	3,652.00	14,000.00	-10,348.00	26.09%
Total 17R - Transportation	0.00	3,652.00	14,000.00	-10,348.00	26.09%
19R - Other					
1944050 - Rent TWP Facilities	0.00	0.00	500.00	-500.00	0.0%
1948026 - Passport Income 2-1-08	7,610.57	113,741.30	95,000.00	18,741.30	119.73%
1948080 - Other Income	0.00	-1,700.76	2,000.00	-3,700.76	-85.04%
Total 19R - Other	7,610.57	112,040.54	97,500.00	14,540.54	114.91%
Total 10 - Town Fund - Revenue	1,738,906.34	5,793,456.34	5,813,000.00	-19,543.66	99.66%
Total Income	1,738,906.34	5,793,456.34	5,813,000.00	-19,543.66	99.66%
Gross Profit	1,738,906.34	5,793,456.34	5,813,000.00	-19,543.66	99.66%
Expense					
100 - Town Expenditures					
09OFF - Officials					
1111011 - Elected Officials Compensations	13,427.85	91,050.12	107,863.00	-16,812.88	84.41%
Total 09OFF - Officials	13,427.85	91,050.12	107,863.00	-16,812.88	84.41%
10ADMIN - Administration					
11ADMIN - Administration Expenses Salaries					
1111110 - Salaries - Town Admin	71,170.41	507,149.96	700,000.00	-192,850.04	72.45%
Total 11ADMIN - Administration Expenses Salaries	71,170.41	507,149.96	700,000.00	-192,850.04	72.45%
12ADMIN - Employee Expenses					
1221053 - Human Resources Consulting	5,712.29	6,628.68	12,500.00	-5,871.32	53.03%
1222010 - Cafeteria Plan Administrations	0.00	0.00	1,500.00	-1,500.00	0.0%
1261014 - Employee Screening - Admin	-5,455.66	1,732.99	4,000.00	-2,267.01	43.33%
Total 12ADMIN - Employee Expenses	256.63	8,361.67	18,000.00	-9,638.33	46.45%
14ADMIN - Auditing					
1421010 - Legal Services	210.00	28,346.47	25,000.00	3,346.47	113.39%
1421020 - Auditing	-3,937.50	9,187.50	15,000.00	-5,812.50	61.25%
1421030 - Accounting Services	6,819.19	63,822.32	75,000.00	-11,177.68	85.1%
Total 14ADMIN - Auditing	3,091.69	101,356.29	115,000.00	-13,643.71	88.14%
15ADMIN - Insurance					
1524000 - State Unemployment Insurance	225.15	5,929.42	2,500.00	3,429.42	237.18%
1524010 - Worker's Compensation Insurance	0.00	21,191.00	40,000.00	-18,809.00	52.98%
1524020 - Property/ Casualty Insurance	11,255.00	66,772.50	155,000.00	-88,227.50	43.08%
1524030 - Health/ Dental Insurance	4,616.77	207,045.15	319,725.00	-112,679.85	64.76%
1524035 - Life/ Disability Insurance	1,057.21	8,732.18	6,835.50	1,896.68	127.75%
1524040 - Medicare Insurance	1,176.21	8,065.66	11,025.00	-2,959.34	73.16%
1524041 - Fed Ins Contrbtn Act (FICA)	4,777.84	33,029.76	39,690.00	-6,660.24	83.22%
Total 15ADMIN - Insurance	23,108.18	350,765.67	574,775.50	-224,009.83	61.03%
17ADMIN - Commodities					
1731010 - Office Supplies	2,030.78	15,009.95	20,000.00	-4,990.05	75.05%
1731012 - Office Printer & Copier Paper	716.80	5,490.98	10,000.00	-4,509.02	54.91%

**Township of Schaumburg
Profit & Loss Budget vs. Actual - Town Fund**

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
1732000 · Office Equipment/Furnishings	179.99	10,576.96	15,000.00	-4,423.04	70.51%
Total 17ADMIN · Commodities	2,927.57	31,077.89	45,000.00	-13,922.11	69.06%
19ADMIN · Postage					
1935010 · Postage	1,550.57	14,001.80	15,000.00	-998.20	93.35%
Total 19ADMIN · Postage	1,550.57	14,001.80	15,000.00	-998.20	93.35%
21ADMIN · Utilities					
1141020 · Electric	0.00	50,483.51	60,000.00	-9,516.49	84.14%
1141030 · Water	468.28	8,809.80	10,000.00	-1,190.20	88.1%
1336010 · Telephone	4,662.43	20,844.29	35,000.00	-14,155.71	59.56%
Total 21ADMIN · Utilities	5,130.71	80,137.60	105,000.00	-24,862.40	76.32%
23ADMIN · Data Processing					
133009 · Web Support	-836.72	1,176.30	15,000.00	-13,823.70	7.84%
1333010 · Internet Service	-1,019.17	9,854.71	3,200.00	6,654.71	307.96%
1333014 · IT Equipment, Software & Support	14,255.57	95,236.77	150,000.00	-54,763.23	63.49%
Total 23ADMIN · Data Processing	12,399.68	106,267.78	168,200.00	-61,932.22	63.18%
25ADMIN · Uniforms					
1542000 · Uniform Clothing Expense	108.75	873.91	1,600.00	-726.09	54.62%
Total 25ADMIN · Uniforms	108.75	873.91	1,600.00	-726.09	54.62%
27ADMIN · Building Expenses					
1742010 · Scavenger Service	1,003.50	7,454.19	7,000.00	454.19	106.49%
1742020 · Fire/ Security System	0.00	6,293.50	8,300.00	-2,006.50	75.83%
1742030 · Maintenance Equipment	-2,870.24	13,752.06	15,000.00	-1,247.94	91.68%
1742041 · Maintenance Contracts	2,988.00	77,794.77	86,000.00	-8,205.23	90.46%
1742042 · Building Repairs	4,417.10	15,734.35	40,000.00	-24,265.65	39.34%
Total 27ADMIN · Building Expenses	5,538.36	121,028.87	156,300.00	-35,271.13	77.43%
29ADMIN · Mileage					
1550110 · Travel	336.83	3,233.87	5,000.00	-1,766.13	64.68%
Total 29ADMIN · Mileage	336.83	3,233.87	5,000.00	-1,766.13	64.68%
31ADMIN · Vehicle Repair					
1151010 · Fuel & Auto Repair	0.00	0.00	5,000.00	-5,000.00	0.0%
Total 31ADMIN · Vehicle Repair	0.00	0.00	5,000.00	-5,000.00	0.0%
33ADMIN · Misc					
1361012 · Special Events Miscellaneous	2,346.88	20,664.29	35,000.00	-14,335.71	59.04%
1361015 · Veterans Recognition Expenses	6,064.45	5,423.35	15,000.00	-9,576.65	36.16%
1365100 · Transfer to Capital	0.00	1,330,000.00	2,660,000.00	-1,330,000.00	50.0%
Total 33ADMIN · Misc	8,411.33	1,356,087.64	2,710,000.00	-1,353,912.36	50.04%
35ADMIN · Programs					
1561015 · Safety Programs	718.00	1,496.27	5,000.00	-3,503.73	29.93%
1561100 · Special Accomdtn's/Translation Serv	382.75	632.75	14,000.00	-13,367.25	4.52%
Total 35ADMIN · Programs	1,100.75	2,129.02	19,000.00	-16,870.98	11.21%
37ADMIN · Professional Improvement					
1762011 · Prof Imprv Town Other	7,129.66	82,873.80	132,000.00	-49,126.20	62.78%
Total 37ADMIN · Professional Improvement	7,129.66	82,873.80	132,000.00	-49,126.20	62.78%
39ADMIN · Pension					
1921075 · IMRF Expense	4,860.69	59,540.99	76,860.00	-17,319.01	77.47%
Total 39ADMIN · Pension	4,860.69	59,540.99	76,860.00	-17,319.01	77.47%
99ADMIN · Contingency					
1699900 · Contingency	1,003.00	14,782.94	50,000.00	-35,217.06	29.57%
Total 99ADMIN · Contingency	1,003.00	14,782.94	50,000.00	-35,217.06	29.57%
Total 10ADMIN · Administration	148,124.81	2,839,669.70	4,896,735.50	-2,057,065.80	57.99%
20ASSES · Assessor					
21ASSES · Salaries					
1212010 · Salaries - Assessor	24,971.35	172,587.61	216,000.00	-43,412.39	79.9%
Total 21ASSES · Salaries	24,971.35	172,587.61	216,000.00	-43,412.39	79.9%
22ASSES · Data Processing					
1233014 · Computer Maintenance County	0.00	451.25	1,200.00	-748.75	37.6%
Total 22ASSES · Data Processing	0.00	451.25	1,200.00	-748.75	37.6%
25ASSES · Mileage					
1550121 · Transportation/ Mileage Asses	0.00	0.00	1,500.00	-1,500.00	0.0%

**Township of Schaumburg
Profit & Loss Budget vs. Actual - Town Fund**

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 25ASSES - Mileage	0.00	0.00	1,500.00	-1,500.00	0.0%
26ASSES - Professional Improvement					
1662011 - Professional Imprv Assessor	317.20	3,658.52	8,000.00	-4,341.48	45.73%
Total 26ASSES - Professional Improvement	317.20	3,658.52	8,000.00	-4,341.48	45.73%
27ASSES - Commodities					
1431010 - Office Supplies	49.40	1,715.25	2,000.00	-284.75	85.76%
1432010 - Office Equipment	0.00	0.00	1,000.00	-1,000.00	0.0%
1534010 - Printing/ Publishing	0.00	0.00	1,000.00	-1,000.00	0.0%
Total 27ASSES - Commodities	49.40	1,715.25	4,000.00	-2,284.75	42.88%
28ASSES - Contingency					
1799900 - Contingency	0.00	500.60	500.00	0.60	100.12%
Total 28ASSES - Contingency	0.00	500.60	500.00	0.60	100.12%
29ASSES - Postage					
1835010 - Postage	2.52	266.01	1,000.00	-733.99	26.6%
Total 29ASSES - Postage	2.52	266.01	1,000.00	-733.99	26.6%
34ASSES - Benefits					
1514030 - Health/Dental Insurance	477.59	21,418.46	33,075.00	-11,656.54	64.76%
1514035 - Life/Disability Insurance	443.34	3,661.88	2,866.50	795.38	127.75%
1514037 - IMRF Expense	1,778.77	21,788.94	28,126.80	-6,337.86	77.47%
1514038 - Medicare Insurance	294.05	2,016.41	2,756.25	-739.84	73.16%
1514041 - FICA	1,459.90	10,092.43	12,127.50	-2,035.07	83.22%
1514042 - Unemployment	49.65	1,307.44	551.25	756.19	237.18%
Total 34ASSES - BENEFITS	4,503.30	60,285.56	79,503.30	-19,217.74	75.83%
Total 20ASSES - Assessor	29,843.77	239,464.80	311,703.30	-72,238.50	76.83%
30MENTH - Mental Health					
39MENTH - Contingency					
1899900 - Mental Health Board	0.00	1,393.14	2,000.00	-606.86	69.66%
Total 39MENTH - Contingency	0.00	1,393.14	2,000.00	-606.86	69.66%
Total 30MENTH - Mental Health	0.00	1,393.14	2,000.00	-606.86	69.66%
40COMR - Community Relations					
41COMR - Commodities					
1734010 - Town Crier	18,845.14	77,566.32	110,000.00	-32,433.68	70.52%
1734011 - Printing	0.00	3,019.54	5,000.00	-1,980.46	60.39%
Total 41COMR - Commodities	18,845.14	80,585.86	115,000.00	-34,414.14	70.08%
42COMR - Misc					
1362020 - Subscriptions	1,374.00	1,911.00	3,000.00	-1,089.00	63.7%
Total 42COMR - Misc	1,374.00	1,911.00	3,000.00	-1,089.00	63.7%
43COMR - Community Outreach					
1762020 - Public Relations	0.00	12,276.00	13,000.00	-724.00	94.43%
Total 43COMR - Community Outreach	0.00	12,276.00	13,000.00	-724.00	94.43%
Total 43COMR - Community Relations	20,219.14	94,772.86	131,000.00	-36,227.14	72.35%

**Township of Schaumburg
Profit & Loss Budget vs. Actual - Town Fund**

	December	YTD	Budget	\$ Over Budget	% of Budget
50DISAB · Disability/Senior Services					
19DISAB/SEN · Contingency					
1999900 · Contingency	0.00	499.99	1,000.00	-500.01	50.0%
Total 19DISAB/SEN · Contingency	0.00	499.99	1,000.00	-500.01	50.0%
29DISAB/SEN · Mileage					
1950140 · Transportation/ Mileage	0.00	622.83	4,000.00	-3,377.17	15.57%
Total 29DISAB/SEN · Mileage	0.00	622.83	4,000.00	-3,377.17	15.57%
33DISAB/SEN · Misc					
1361010 · Program Expenses	13,991.50	70,500.82	80,000.00	-9,499.18	88.13%
1361011 · Client Assistance	0.00	0.00	4,000.00	-4,000.00	0.0%
1361200 · Interpreting Services	400.00	5,155.00	8,000.00	-2,845.00	64.44%
Total 33DISAB/SEN · Misc	14,391.50	75,655.82	92,000.00	-16,344.18	82.24%
51DISAB/SEN · Salaries					
1114110 · Salaries - Disability	61,254.92	388,560.31	560,000.00	-171,439.69	69.39%
Total 51DISAB/SEN · Salaries	61,254.92	388,560.31	560,000.00	-171,439.69	69.39%
53DISAB/SEN · Software					
1433017 · Software	0.00	8,714.36	15,000.00	-6,285.64	58.1%
Total 53DISAB/SEN · Software	0.00	8,714.36	15,000.00	-6,285.64	58.1%
54DISAB/SEN · Benefits					
1114030 · Health/Dental Insurance	1,528.31	68,539.08	105,840.00	-37,300.92	64.76%
1114035 · Life/Disability Insurance	1,125.41	9,295.54	7,276.50	2,019.04	127.75%

**Township of Schaumburg
Profit & Loss Budget vs. Actual - Town Fund**

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
1114037 · IMRF Expense	4,166.31	51,035.14	65,880.00	-14,844.86	77.47%
1114038 · Medicare Insurance	882.15	6,049.24	8,268.75	-2,219.51	73.16%
1114041 · FICA	4,114.25	28,442.29	34,177.50	-5,735.21	83.22%
1114042 · Unemployment	148.93	3,922.31	1,653.75	2,268.56	237.18%
Total 54DISAB/SEN · BENEFITS	11,965.36	167,283.60	223,096.50	-55,812.90	74.98%
56DISAB/SEN · Professional Imprvment					
1662010 · Professional Imprv	0.00	6,137.88	7,000.00	-862.12	87.68%
Total 56DISAB/SEN · Professional Imprvment	0.00	6,137.88	7,000.00	-862.12	87.68%
57DISAB/SEN · Commodities					
1531010 · Office Supplies	8.12	978.78	1,000.00	-21.22	97.88%
1634010 · Printing/ Publishing	0.00	21,189.49	24,000.00	-2,810.51	88.29%
Total 57DISAB/SEN · Commodities	8.12	22,168.27	25,000.00	-2,831.73	88.67%
59DISAB/SEN · Postage					
1635010 · Postage	98.73	7,122.17	10,000.00	-2,877.83	71.22%
Total 59DISAB/SEN · Postage	98.73	7,122.17	10,000.00	-2,877.83	71.22%
Total 50DISAB/SEN · Disability Senior Services	87,718.63	676,765.23	937,096.50	-260,331.27	72.22%

**Township of Schaumburg
Profit & Loss Budget vs. Actual - Town Fund**

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
65TRANS - Transportation					
12TRANS - Employee Expense					
1261040 - Employee Screening	0.00	1,574.00	2,500.00	-926.00	62.96%
Total 12TRANS - Employee Expense	<u>0.00</u>	<u>1,574.00</u>	<u>2,500.00</u>	<u>-926.00</u>	<u>62.96%</u>
15TRANS - Salaries					
1514010 - Salaries - Transportation	66,227.34	444,531.27	550,000.00	-105,468.73	80.82%
Total 15TRANS - Salaries	<u>66,227.34</u>	<u>444,531.27</u>	<u>550,000.00</u>	<u>-105,468.73</u>	<u>80.82%</u>
19TRANS - Mileage					
1950150 - Transportation Mileage	0.00	0.00	800.00	-800.00	0.0%
1962011 - Professional Improvement Trans	0.00	349.35	1,500.00	-1,150.65	23.29%
Total 19TRANS - Mileage	<u>0.00</u>	<u>349.35</u>	<u>2,300.00</u>	<u>-1,950.65</u>	<u>15.19%</u>
53TRANS - Vehicle					
1351010 - Fuel	4,242.01	46,264.45	75,000.00	-28,735.55	61.69%
1351011 - Bus Maintenance & Supplies	4,675.44	76,431.62	70,000.00	6,431.62	109.19%
1351020 - Communications	138.98	1,295.98	2,000.00	-704.02	64.8%
Total 53TRANS - Vehicle	<u>9,056.43</u>	<u>123,992.05</u>	<u>147,000.00</u>	<u>-23,007.95</u>	<u>84.35%</u>
58TRANS - Benefits					
1584030 - Health/Dental Insurance	891.51	39,981.13	61,740.00	-21,758.87	64.76%
1584035 - Life/Disability Insurance	1,040.16	8,591.34	6,725.25	1,866.09	127.75%
1584037 - IMRF Expense	3,819.13	46,782.23	60,390.00	-13,607.77	77.47%
1584038 - Medicare Insurance	846.87	5,807.27	7,938.00	-2,130.73	73.16%
1584041 - FICA	4,114.25	28,442.29	34,177.50	-5,735.21	83.22%
1584042 - Unemployment	158.86	4,183.80	1,764.00	2,419.80	237.18%
Total 58TRANS - BENEFITS	<u>10,870.78</u>	<u>133,788.06</u>	<u>172,734.75</u>	<u>-38,946.69</u>	<u>77.45%</u>
59TRANS - Contingency					
1999910 - Contingency	0.00	1,227.47	5,500.00	-4,272.53	22.32%
Total 59TRANS - Contingency	<u>0.00</u>	<u>1,227.47</u>	<u>5,500.00</u>	<u>-4,272.53</u>	<u>22.32%</u>
61TRANS - Commodities					
1131010 - Office Supplies	32.16	199.08	400.00	-200.92	49.77%
1132010 - Equipment	0.00	0.00	1,000.00	-1,000.00	0.0%
Total 61TRANS - Commodities	<u>32.16</u>	<u>199.08</u>	<u>1,400.00</u>	<u>-1,200.92</u>	<u>14.22%</u>
62TRANS - Uniform					
1242000 - Uniform Expense	160.00	1,036.50	1,200.00	-163.50	86.38%
Total 62TRANS - Uniform	<u>160.00</u>	<u>1,036.50</u>	<u>1,200.00</u>	<u>-163.50</u>	<u>86.38%</u>
63TRANS - Data Processing					
1333017 - Transportation Software	0.00	990.00	5,480.00	-4,490.00	18.07%
Total 63TRANS - Data Processing	<u>0.00</u>	<u>990.00</u>	<u>5,480.00</u>	<u>-4,490.00</u>	<u>18.07%</u>
69TRANS - Postage					
6935011 - Postage	0.00	39.63	250.00	-210.37	15.85%
Total 69TRANS - Postage	<u>0.00</u>	<u>39.63</u>	<u>250.00</u>	<u>-210.37</u>	<u>15.85%</u>
Total 65TRANS - Transportation	<u>86,346.71</u>	<u>707,727.41</u>	<u>888,364.75</u>	<u>-180,637.34</u>	<u>79.67%</u>

**Township of Schaumburg
Profit & Loss Budget vs. Actual - Town Fund**

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
91HUMAN - Human Services					
1193010 - Kenneth W Young Centers	10,416.00	93,744.00	125,000.00	-31,256.00	75.0%
1193020 - Boys and Girls Club	0.00	0.00	15,000.00	-15,000.00	0.0%
1193040 - Life Span Dometic Violence	1,666.67	14,583.36	20,000.00	-5,416.64	72.92%
1193041 - Life Span Advocacy Outreach	0.00	5,000.00	5,000.00	0.00	100.0%
1193050 - Alexian/ Share Substance Abuse	4,166.67	37,500.03	50,000.00	-12,499.97	75.0%
1193070 - Northwest Casa	2,083.33	24,387.64	25,000.00	-612.36	97.55%
1194010 - Shelter, Inc	0.00	6,000.00	6,000.00	0.00	100.0%
1194030 - The Harbour	0.00	5,000.00	5,000.00	0.00	100.0%
1194040 - Childrens Advocacy Center	-43,783.34	8,249.94	11,000.00	-2,750.06	75.0%
1194050 - Kenneth Young	89,400.00	371,200.00	550,000.00	-178,800.00	67.49%
1194070 - The Bridge	0.00	5,000.00	5,000.00	0.00	100.0%
1195010 - Clearbrook Center	0.00	14,700.00	25,200.00	-10,500.00	58.33%
1195012 - Partners In Adult Learning	0.00	1,000.00	1,000.00	0.00	100.0%
1195030 - Resources For Community Living	0.00	1,000.00	1,000.00	0.00	100.0%
1195040 - Little City Frmly Countryside	0.00	7,585.00	13,000.00	-5,415.00	58.35%
1195080 - Hands On Suburban Chicago	0.00	1,000.00	1,000.00	0.00	100.0%
1195081 - Center For Enriched Living	0.00	1,000.00	1,000.00	0.00	100.0%
1196020 - RSVP	0.00	3,400.00	3,400.00	0.00	100.0%
1196021 - Connections to Care	0.00	3,500.00	3,500.00	0.00	100.0%
1198000 - Wings Program	1,250.00	11,250.00	15,000.00	-3,750.00	75.0%
1198010 - Suburban Primary Health Care	0.00	8,000.00	8,000.00	0.00	100.0%
1198011 - Connections of Illinois Inc	0.00	7,000.00	7,000.00	0.00	100.0%
1198020 - Northwest Compass	0.00	5,000.00	5,000.00	0.00	100.0%
1198036 - Journeys The Road Home	0.00	10,000.00	10,000.00	0.00	100.0%
1198040 - Schaumburg Child & Fam Center	1,083.33	8,666.64	13,000.00	-4,333.36	66.67%
1198070 - Fellowship Housing	0.00	5,000.00	5,000.00	0.00	100.0%
1198071 - Community Resource Nurse	0.00	36,355.46	59,000.00	-22,644.54	61.62%
1198072 - Employment Assistance	0.00	0.00	2,500.00	-2,500.00	0.0%
1198073 - NWSRA	0.00	2,000.00	2,000.00	0.00	100.0%
1198074 - JCFS Chicago	0.00	1,500.00	1,500.00	0.00	100.0%
1198075 - Family Forward	0.00	6,000.00	6,000.00	0.00	100.0%
Total 91HUMAN - Human Services	<u>66,282.66</u>	<u>704,622.07</u>	<u>1,000,100.00</u>	<u>-295,477.93</u>	<u>70.46%</u>
Total 100 - Town Expenditures	<u>451,963.57</u>	<u>5,355,465.33</u>	<u>8,274,863.05</u>	<u>-2,919,397.72</u>	<u>64.72%</u>
Total Expense	<u>451,963.57</u>	<u>5,355,465.33</u>	<u>8,274,863.05</u>	<u>-2,919,397.72</u>	<u>64.72%</u>
Net Income	<u><u>1,286,942.77</u></u>	<u><u>437,991.01</u></u>	<u><u>-2,461,863.05</u></u>	<u><u>2,899,854.06</u></u>	<u><u>-17.79%</u></u>

**Township of Schaumburg
Profit & Loss Budget vs. Actual - Welfare Services Fund**

	December	YTD	Budget	\$ Over Budget	% of Budget
Income					
20 · General Assistance Fund - Rev					
20R · Property Taxes					
2143012 · Property Taxes Current Year	266,036.56	833,571.25	820,000.00	13,571.25	101.66%
Total 20R · Property Taxes	266,036.56	833,571.25	820,000.00	13,571.25	101.66%
21R · Interest Income					
2143010 · Interest Income Investments	11,770.72	55,098.49	1,500.00	53,598.49	3,673.23%
2143020 · Unrealized Gains/Loss	2,482.76	-1,597.11	0.00	-1,597.11	100.0%
Total 21R · Interest Income	11,770.72	53,501.38	1,500.00	52,001.38	3,566.76%
23R · Other Income					
2948080 · Other Income	0.00	-0.01	1,000.00	-1,000.01	-0.0%
Total 22R · Other Income	0.00	-0.01	1,000.00	-1,000.01	-0.0%
23R · Donations					
2348040 · G A Donations Received	0.00	9,930.00	70,000.00	-60,070.00	14.19%
2348046 · GA Liheap Income	1,321.00	9,848.00	8,000.00	1,848.00	123.1%
2348048 · GA Grant Income	1,536.00	3,761.60	1,000.00	2,761.60	376.16%
2348075 · GA SSI Reimbursements	0.00	8,031.27	1,000.00	7,031.27	803.13%
Total 23R · Donations	2,857.00	31,570.87	80,000.00	-48,429.13	39.46%
Total 20 · General Assistance Fund - Rev	280,664.28	918,643.49	902,500.00	16,143.49	101.79%
Total Income	280,664.28	918,643.49	902,500.00	16,143.49	101.79%
Gross Profit	280,664.28	918,643.49	902,500.00	16,143.49	101.79%
Expense					
201 · General Assistance Expenditures					
11MEDIC · Medicare Expense					
2124040 · Medicare	682.20	4,678.08	6,394.50	-1,716.42	73.16%
2124041 · Fed Ins Contrbn Acct (FICA)	3,317.94	22,937.33	27,562.50	-4,625.17	83.22%
Total 11MEDIC · Medicare Expense	4,000.14	27,615.41	33,957.00	-6,341.59	81.33%
280GEN · General Assistance					
11GEN · General Assistance Expense Sala					
2114010 · Salaries - GA	54,088.84	372,849.54	480,000.00	-107,150.46	77.68%
Total 11GEN · General Assistance Expense Sala	54,088.84	372,849.54	480,000.00	-107,150.46	77.68%
12GEN · Employee Expense					
2261020 · Employee Screening - G.A.	0.00	0.00	200.00	-200.00	0.0%
2261021 · Client Screening - GAO	0.00	0.00	100.00	-100.00	0.0%
Total 12GEN · Employee Expense	0.00	0.00	300.00	-300.00	0.0%
14GEN · Auditing					
2421020 · Auditing	1,968.75	1,968.75	3,000.00	-1,031.25	65.63%
Total 14GEN · Auditing	1,968.75	1,968.75	3,000.00	-1,031.25	65.63%
15GEN · Insurance					
2524000 · State Unemployment Insurance	109.22	2,876.36	1,212.75	1,663.61	237.18%
2524030 · Health Dental Life Disblty Ins	2,069.59	92,813.34	143,325.00	-50,511.66	64.76%
2524050 · Catastrophic Ins For Home Relf	0.00	0.00	4,250.00	-4,250.00	0.0%
Total 15GEN · Insurance	2,178.81	95,689.70	148,787.75	-53,098.05	64.31%
17GEN · Commodities					
2831010 · Office Supplies	310.69	3,040.43	10,000.00	-6,959.57	30.4%
2832010 · Panty Equipment	98.80	5,490.24	5,000.00	490.24	109.81%
Total 17GEN · Commodities	409.49	8,530.67	15,000.00	-6,469.33	56.87%
19GEN · Postage					
2935010 · Postage	0.00	338.04	1,000.00	-661.96	33.8%
Total 19GEN · Postage	0.00	338.04	1,000.00	-661.96	33.8%

**Township of Schaumburg
Profit & Loss Budget vs. Actual - Welfare Services Fund**

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
23GEN - Data Processing					
2733017 - Data Proc Software & Maint	0.00	7,000.00	8,000.00	-1,000.00	87.5%
Total 23GEN - Data Processing	0.00	7,000.00	8,000.00	-1,000.00	87.5%
25GEN - Transportation/ Mileage					
2550110 - Transportation / Mileage	0.00	820.05	1,500.00	-679.95	54.67%
Total 25GEN - Transportation/ Mileage	0.00	820.05	1,500.00	-679.95	54.67%
31GEN - Vehicle Expense					
2851010 - Fuel	117.99	1,044.09	2,000.00	-955.91	52.21%
2851013 - New Vehicle	0.00	141.25	2,500.00	-2,358.75	5.65%
Total 31GEN - Vehicle Expense	117.99	1,185.34	4,500.00	-3,314.66	26.34%
37GEN - Professional Improvement					
2762010 - Professional Improvement	64.00	883.92	2,500.00	-1,616.08	35.36%
Total 37GEN - Professional Improvement	64.00	883.92	2,500.00	-1,616.08	35.36%
39GEN - Pension					
2021075 - IMRF Expense	3,333.05	40,828.11	52,704.00	-11,875.89	77.47%
Total 39GEN - Pension	3,333.05	40,828.11	52,704.00	-11,875.89	77.47%
53GEN - Other Expenses					
2321050 - General Assistance Appeal	0.00	0.00	500.00	-500.00	0.0%
2321051 - Contingency	0.00	259.23	1,000.00	-740.77	25.92%
Total 53GEN - Other Expenses	0.00	259.23	1,500.00	-1,240.77	17.28%
57GEN - Other Assistance					
2761010 - Special Assistance	14,424.96	74,193.01	70,000.00	4,193.01	105.99%
Total 57GEN - Other Assistance	14,424.96	74,193.01	70,000.00	4,193.01	105.99%
59GEN - General Assistance					
2970011 - Food	0.00	0.00	15,000.00	-15,000.00	0.0%
2970012 - Shelter	300.00	2,098.00	15,000.00	-12,902.00	13.99%
2970013 - Utilities	0.00	0.00	10,000.00	-10,000.00	0.0%
2970016 - Personal Essentials	0.00	0.00	4,800.00	-4,800.00	0.0%
2970017 - Prescriptions	0.00	0.00	5,000.00	-5,000.00	0.0%
2970018 - Medical Care	0.00	0.00	5,000.00	-5,000.00	0.0%
2970020 - Transportations	180.00	360.00	10,000.00	-9,640.00	3.6%
2970024 - Cobra Ins/ Med Supplies	0.00	0.00	8,000.00	-8,000.00	0.0%
2971000 - Hospitalization	0.00	0.00	6,000.00	-6,000.00	0.0%
2972000 - Burial Expenses	0.00	0.00	1,000.00	-1,000.00	0.0%
2973000 - Vocational Service	0.00	0.00	3,000.00	-3,000.00	0.0%
Total 59GEN - General Assistance	480.00	2,458.00	82,800.00	-80,342.00	2.97%
61GEN - Emergency Assistance					
2171012 - Shelter EA	4,517.00	65,703.73	100,000.00	-34,296.27	65.7%
2171013 - Utilities EA	0.00	16,387.18	75,000.00	-58,612.82	21.85%
2171017 - Prescription Other EA	0.00	0.00	1,000.00	-1,000.00	0.0%
2171026 - Transportation	0.00	0.00	100.00	-100.00	0.0%
Total 61GEN - Emergency Assistance	4,517.00	82,090.91	176,100.00	-94,009.09	46.62%
91GEN - Human Services					
2198017 - NW Comm Health Care Mob Dent	2,083.33	16,666.64	25,000.00	-8,333.36	66.67%
Total 91GEN - Human Services	2,083.33	16,666.64	25,000.00	-8,333.36	66.67%
Total 280GEN - General Assistance	83,666.22	705,761.91	1,072,691.75	-366,929.84	65.79%
Total 201 - General Assistance Expenditures	87,666.36	733,377.32	1,106,648.75	-373,271.43	66.27%
Total Expense	87,666.36	733,377.32	1,106,648.75	-373,271.43	66.27%
Net Income	192,997.92	185,266.17	-204,148.75	389,414.92	-90.75%

**Township of Schaumburg
Profit & Loss Budget vs. Actual - R&B Fund**

7

	December	YTD	Budget	\$ Over Budget	% of Budget
Income					
30 - Road And Bridge Fund - Revenue					
30R - Property Taxes					
3041012 - Property Tax Current Year	252,722.22	767,686.02	810,000.00	-42,313.98	94.78%
3042000 - Personal Prop Replcmnt Tax	1,545.45	30,876.96	35,000.00	-4,123.04	88.22%
Total 30R - Property Taxes	<u>254,267.67</u>	<u>798,562.98</u>	<u>845,000.00</u>	<u>-46,437.02</u>	<u>94.5%</u>
31R - Other					
3048060 - Traffic Violations Fines	0.00	120.23	500.00	-379.77	24.05%
3048070 - Driveway Permit Income	0.00	125.22	200.00	-74.78	62.61%
3948080 - Other Income	0.00	0.00	2,000.00	-2,000.00	0.0%
Total 31R - Other	<u>0.00</u>	<u>245.45</u>	<u>2,700.00</u>	<u>-2,454.55</u>	<u>9.09%</u>
38R - Interest Income					
3843010 - Interest Income	8,420.58	70,707.16	1,700.00	69,007.16	4,159.25%
3843030 - Unrealized Gains/Loss	1,159.80	506.39	0.00	506.39	100.0%
Total 38R - Interest Income	<u>9,580.38</u>	<u>71,213.55</u>	<u>1,700.00</u>	<u>69,513.55</u>	<u>4,189.03%</u>
Total 30 - Road And Bridge Fund - Revenue	<u>263,848.05</u>	<u>870,021.98</u>	<u>849,400.00</u>	<u>20,621.98</u>	<u>102.43%</u>
Total Income	<u>263,848.05</u>	<u>870,021.98</u>	<u>849,400.00</u>	<u>20,621.98</u>	<u>102.43%</u>
Gross Profit	<u>263,848.05</u>	<u>870,021.98</u>	<u>849,400.00</u>	<u>20,621.98</u>	<u>102.43%</u>
Expense					
301 - Road And Bridge Expenditures					
15ROAD - Medicare					
3224040 - Medicare	588.11	4,032.83	5,512.50	-1,479.67	73.16%
3224041 - Social Security FICA	1,327.17	9,174.93	11,025.00	-1,850.07	83.22%
Total 15ROAD - Medicare	<u>1,915.28</u>	<u>13,207.76</u>	<u>16,537.50</u>	<u>-3,329.74</u>	<u>79.87%</u>
90ROADB - Road And Bridge					
10ROADB - Utilities					
3036010 - Telephone R & B	340.05	4,364.93	5,000.00	-635.07	87.3%
3041010 - Gas Utilities	123.64	768.13	3,000.00	-2,231.87	25.6%
3041022 - Electric Utilities	448.53	2,386.12	3,800.00	-1,413.88	62.79%
3041030 - Water Utilities	148.51	1,308.57	2,000.00	-691.43	65.43%
Total 10ROADB - Utilities	<u>1,060.73</u>	<u>8,827.75</u>	<u>13,800.00</u>	<u>-4,972.25</u>	<u>63.97%</u>
11ROADB - Salaries					
3411014 - Highway Commissioner	0.00	3,912.08	9,012.50	-5,100.42	43.41%
3419110 - Salaries R&B	25,103.65	183,310.71	292,000.00	-108,689.29	62.78%
Total 11ROADB - Salaries	<u>25,103.65</u>	<u>187,222.79</u>	<u>301,012.50</u>	<u>-113,789.71</u>	<u>62.2%</u>
14ROADB - Contractual					
3421010 - Legal Services	0.00	5,675.33	30,000.00	-24,324.67	18.92%
3421020 - Auditing	1,968.75	1,968.75	4,000.00	-2,031.25	49.22%
3421030 - Bonding	0.00	0.00	4,000.00	-4,000.00	0.0%
3421040 - Engineering	0.00	11,156.92	20,000.00	-8,843.08	55.79%
Total 14ROADB - Contractual	<u>1,968.75</u>	<u>18,801.00</u>	<u>58,000.00</u>	<u>-39,199.00</u>	<u>32.42%</u>
15ROADB - Insurance					
3524000 - State Unemployment Insurance	19.85	522.97	220.50	302.47	237.18%
3524010 - Workers Compensation Ins	0.00	0.00	13,230.00	-13,230.00	0.0%
3524020 - Property & Casualty Ins	0.00	0.00	24,255.00	-24,255.00	0.0%
3524030 - Health/ Dental/ Life/ Dsbly	794.19	35,616.49	55,000.00	-19,383.51	64.76%
Total 15ROADB - Insurance	<u>814.04</u>	<u>36,139.46</u>	<u>92,705.50</u>	<u>-56,566.04</u>	<u>38.98%</u>
17ROADB - Commodities					
3722012 - Bank Charges And Fees	0.00	120.00	100.00	20.00	120.0%

**Township of Schaumburg
Profit & Loss Budget vs. Actual - R&B Fund**

7

	December	YTD	Budget	\$ Over Budget	% of Budget
3731010 · Office Supplies R&B	0.00	287.25	1,500.00	-1,212.75	19.15%
3732010 · Office Equipment	0.00	1,706.99	2,000.00	-293.01	85.35%
3732020 · Office Furniture	0.00	0.00	4,000.00	-4,000.00	0.0%
3734010 · Printing/ Publishing	0.00	0.00	5,000.00	-5,000.00	0.0%
Total 17ROADB · Commodities	0.00	2,114.24	12,600.00	-10,485.76	16.78%
19ROADB · Postage					
3935010 · Postage	39.60	39.60	500.00	-460.40	7.92%
Total 19ROADB · Postage	39.60	39.60	500.00	-460.40	7.92%
29ROADB · Mileage					
3950170 · Transportation/ Mileage	198.36	1,861.92	5,000.00	-3,138.08	37.24%
Total 29ROADB · Mileage	198.36	1,861.92	5,000.00	-3,138.08	37.24%
32ROADB · Contingency					
3299900 · Contingency	0.00	0.00	1,000.00	-1,000.00	0.0%
Total 32ROADB · Contingency	0.00	0.00	1,000.00	-1,000.00	0.0%
33ROADB · Other					
3442020 · Security System	245.43	1,358.36	3,250.00	-1,891.64	41.8%
3461012 · Special Events - Misc	0.00	2,246.47	3,000.00	-753.53	74.88%
3461013 · Sunshine Fund Expenses	0.00	0.00	1,000.00	-1,000.00	0.0%
Total 33ROADB · Other	245.43	3,604.83	7,250.00	-3,645.17	49.72%
34ROADB · Illinios Grants					
3887100 · Grant Street Repairs	0.00	0.00	1.00	-1.00	0.0%
3887200 · Grant Road Improvmt	0.00	0.00	1.00	-1.00	0.0%
Total 34ROADB · Illinios Grants	0.00	0.00	2.00	-2.00	0.0%
37ROADB · Professional Improvement					
3662010 · Professional Improvement R&B	451.43	1,797.40	2,000.00	-202.60	89.87%
Total 37ROADB · Professional Improvement	451.43	1,797.40	2,000.00	-202.60	89.87%
39ROADB · Pension					
3321075 · IMRF Expense	2,027.60	24,837.10	32,061.60	-7,224.50	77.47%
Total 39ROADB · Pension	2,027.60	24,837.10	32,061.60	-7,224.50	77.47%
75ROADB · Road Maintenance					
3581010 · Contract Work	749.46	182,830.76	400,000.00	-217,169.24	45.71%
3581020 · Rental Machinery	0.00	0.00	10,000.00	-10,000.00	0.0%
3581030 · Materials & Supplies	0.00	11,566.28	55,000.00	-43,433.72	21.03%
3581040 · Gas & Oil	821.82	5,227.83	7,000.00	-1,772.17	74.68%
3581050 · Refuse Disposal	0.00	0.00	1,000.00	-1,000.00	0.0%
3581060 · Tools & Supplies	1,033.99	2,459.54	6,000.00	-3,540.46	40.99%
3582000 · Personal Saftey Equipment	170.00	205.98	6,000.00	-5,794.02	3.43%
3582010 · Personnel Testing	0.00	0.00	1,000.00	-1,000.00	0.0%
3583010 · Snow & Ice Control - Contract	0.00	0.00	10,000.00	-10,000.00	0.0%
3583020 · Snow & Ice Control MATR/ SUPPL	0.00	4,691.84	35,000.00	-30,308.16	13.41%
3584000 · Street Lights	257.23	2,307.19	4,000.00	-1,692.81	57.68%
3585000 · Purchase Of Machinery	0.00	0.00	350,000.00	-350,000.00	0.0%
3586010 · Repair Mach Major Outside	0.00	2,888.54	20,000.00	-17,111.46	14.44%
3586020 · Repair Mach Upkeep/ Maint	0.00	1,444.98	6,000.00	-4,555.02	24.08%
3586030 · Repair Machinery Tools	0.00	0.00	4,000.00	-4,000.00	0.0%
Total 75ROADB · Road Maintenance	3,032.50	213,622.94	915,000.00	-701,377.06	23.35%
Total 90ROADB · Road And Bridge	36,857.37	498,869.03	1,440,931.60	-942,062.57	34.62%
Total 301 · Road And Bridge Expenditures	38,772.65	512,076.79	1,457,469.10	-945,392.31	35.14%
Total Expense	38,772.65	512,076.79	1,457,469.10	-945,392.31	35.14%
Net Income	225,075.40	357,945.19	-608,069.10	966,014.29	-58.87%

**Township of Schaumburg
Profit & Loss Budget vs. Actual - Capital Fund**

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
40 - Capital Fund - Revenue					
4043000 - Transfer in	0.00	1,330,000.00	2,660,000.00	-2,660,000.00	50.0%
Total 40 - Capital Fund - Revenue	<u>0.00</u>	<u>1,330,000.00</u>	<u>2,660,000.00</u>	<u>-2,660,000.00</u>	<u>0.0%</u>
Total Income	<u>0.00</u>	<u>1,330,000.00</u>	<u>2,660,000.00</u>	<u>-2,660,000.00</u>	<u>0.0%</u>
	0.00	1,330,000.00	2,660,000.00	-2,660,000.00	0.0%
Expense					
401 - Capital Fund - Expenditures					
4045000 - Vehicle	321,955.00	335,080.00	500,000.00	-178,045.00	67.02%
4045005 - Phone System	1,019.17	1,019.17	40,000.00	-38,980.83	2.55%
4045015 - Building Improvements/Upgrades	69,475.60	754,083.16	1,750,000.00	-1,680,524.40	43.09%
4045020 - Main Level Lobby Update	6,916.52	360,851.11	370,000.00	-363,083.48	97.53%
Total 401 - Capital Fund - Expenditures	<u>399,366.29</u>	<u>1,451,033.44</u>	<u>2,660,000.00</u>	<u>-2,260,633.71</u>	<u>54.55%</u>
Total Expense	<u>399,366.29</u>	<u>1,451,033.44</u>	<u>2,660,000.00</u>	<u>-2,260,633.71</u>	<u>54.55%</u>
Net Income	<u><u>-399,366.29</u></u>	<u><u>-121,033.44</u></u>	<u><u>0.00</u></u>	<u><u>-399,366.29</u></u>	<u><u>100.0%</u></u>



Schwab One® Trust Account of

S KEGARISE & S MCVEY TTEE
TOWNSHIP OF SCHAUMBURG EMPLOYE
UIA DTD 07/25/1979

Statement Period
December 1-31, 2023



Asset Allocation



	This Period	Current Allocation
Cash and Cash Investments	609.44	<1%
Mutual Funds	107,441.73	88%
Exchange Traded Funds	13,891.80	11%
Total	\$121,942.97	100%

Income Summary

Federal Tax Status	This Period		YTD	
	Tax-Exempt	Taxable	Tax-Exempt	Taxable
Bank Sweep Interest	0.00	0.04	0.00	8.38
Cash Dividends	0.00	938.99	0.00	3,602.27
Total Capital Gains Distributions	0.00	1,315.00	0.00	1,394.57
Total Income	\$0.00	\$2,254.03	\$0.00	\$5,005.22



Schwab One® Trust Account of

S KEGARISE & S MCVEY TTEE
TOWNSHIP OF SCHAUMBURG EMPLOYE
UIA DTD 07/25/1979

Statement Period
December 1-31, 2023



Asset Allocation



	This Period	Current Allocation
Cash and Cash Investments	4,821.71	11%
Fixed Income	38,214.86	89%
Total	\$43,036.57	100%

Income Summary

Federal Tax Status	This Period		YTD	
	Tax-Exempt	Taxable	Tax-Exempt	Taxable
Bank Sweep Interest	0.00	1.03	0.00	55.86
Cash Dividends	0.00	45.99	0.00	676.75
Corporate Bond and Other Interest	0.00	0.00	0.00	82.50
Treasury Bond Interest	0.00	0.00	0.00	787.51
Agency Security Interest	0.00	0.00	0.00	118.75
Total Income	\$0.00	\$47.02	\$0.00	\$1,721.37

Top Account Holdings This Period

SYMBOL CUSIP	Description	Market Value	% of Accounts
912828Y79	US TREASU NT	14,641.41	34%
9128284R8	US TREASU NT	9,771.88	23%
912833LY4	US TREASURY STRIP	9,140.63	21%
	CHARLES SCHWAB BANK	4,775.72	11%
912828YD6	US TREASU NT	4,660.94	11%

RESOLUTION NO. 2023/2024 #5

**RESOLUTION APPROVING THE REVISED
TOWNSHIP OF SCHAUMBURG PERSONNEL POLICY**

WHEREAS, the Personnel Policy of the Township of Schaumburg serves as a guideline to advise employees of the personnel policies and procedures pertaining to their employment and to inform all employees of the policies, procedures, and benefits available to them; and

WHEREAS, the Board of Trustees of Township of Schaumburg reserves the right to review and revise the Personnel Policy; and

WHEREAS, the Board of Trustees of the Township of Schaumburg deem it desirable, necessary and in the best interest of the Township to approve the revised Township of Schaumburg Personnel Policy.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Township of Schaumburg, Cook County, Illinois, as follows:

Section 1. The facts and statements contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

Section 2. The revised Township of Schaumburg Personnel Policy, is hereby approved in substantially the form attached hereto as Exhibit "A."

Section 3. All prior policies of the Township, in conflict with the policies contained in this revised Township of Schaumburg Personnel Policy, attached as Exhibit "A," are hereby rescinded and are replaced with the policies contained in said Personnel Policy.

Section 4. This Resolution shall be in full force and effect upon its adoption and approval, as provided by law.

ADOPTED this ____ day of _____, 2024.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

Timothy M. Heneghan
Schaumburg Township Supervisor

ATTESTED and filed in my office
this ____ day of _____, 2024.

W. Robert Vinnedge
Township Clerk

EXHIBIT A
Township of Schaumburg Personnel Policy



Personnel Policy

Contents

<i>SECTION 1. INTRODUCTION</i>	5
1.1 Purpose	5
1.2 Employee at Will Status	5
1.3 Employee Classifications.....	5
<i>SECTION 2: EMPLOYEE WORKING CONDITIONS</i>	6
2.1 Equal Opportunity Employment	6
2.2 Workday, Lunch and Break Times	6
2.3 Nursing Employees	7
2.4 Workplace Accommodations.....	7
2.5 Americans with Disabilities Act (ADA)	8
2.6 Genetic Information Nondiscrimination Act (GINA).....	8
<i>SECTION 3: COMPENSATION</i>	9
3.1 Salaries, Wages, and Terms of Employment:	9
3.2 Timekeeping:	9
3.3 Overtime, Compensatory Time and Flextime:.....	9
3.4 Pay Periods	10
3.5 Payroll Deductions	10
3.6 Reimbursements and Expenses.....	10
<i>SECTION 4: TIME AWAY FROM WORK</i>	11
4.1 Vacation and Other Time Off.....	11
4.2 Paid Leave for All Workers Act (PLAWA) LEAVE	12
4.3 Birthdays	14
4.4 Holidays	14
4.5 Sick leave.....	14
4.6 Education and Training	17
4.7 Bereavement Leave	17
<i>SECTION 5: EMPLOYEE BENEFITS</i>	19
5.1 Insurance	19
5.2 Retirement Benefits.....	19

5.3 Employee Assistance Program (EAP)	20
5.4 Workers' Compensation Insurance, Modified Duty and Unemployment Compensation Insurance	20
5.5 Family and Medical Leave Act (FMLA)	22
5.6 Jury Duty	25
5.7 Military Reserves/ Leave.....	26
5.8 Leave Due to Crimes of Violence (VESSA).....	26
5.9 Other leave (School visitation, blood donor, etc.)	26
<i>SECTION 6: EMPLOYMENT POLICIES AND PROCEDURES</i>	27
6.1 Access to Personnel Files:	27
6.2 Operating Township Vehicles:	27
6.3 Commercial Drivers' License (CDL), Class B:	27
6.4 Disciplinary Policy:	28
6.5 Disciplinary Guidelines:.....	28
6.6 Non-Disciplinary Grievance Procedure:.....	30
6.7 Resignation or Separation:	31
<i>SECTION 7: DRESS CODE</i>	32
7.1 Dress Code Policy.....	32
7.2 Township-Issued Uniforms:	32
<i>SECTION 8: DISCRIMINATION AND HARASSMENT</i>	33
8.1 Policy Against Discrimination and Harassment	33
8.2 Definitions and Prohibited Conduct	34
8.3 Discipline/Sanctions.....	37
8.4 Procedures for Filing a Complaint of Harassment or Discrimination	39
<i>SECTION 9: DRUG FREE WORKPLACE</i>	40
9.1 Drug and Alcohol Policy	40
9.2 Definitions.....	41
9.3 Voluntary Treatment	42
9.4 Screening and Testing.....	42
9.5 Discipline/Penalties for Violation	44
<i>SECTION 10: SAFE WORKPLACE POLICY</i>	45
10.1 Violence Free Workplace Policy.....	45

10.2 Weapons Policy.....	45
<i>SECTION 11: TECHNOLOGY</i>	47
11.1 Technology Resources Policy.....	47
11.2 Electronic Communications	47
11.3 Personal Electronic Devices	48
11.4 Computer and Cell Phones	49
11. 5 Passwords	49
11.6 Internet Policy.....	49
11. 7 Personal Social Media Use Policy	50
11.8 Guidelines	50
11. 9 Security and Workplace Searches Electronic Surveillance	52
11. 10 Workplace Searches.....	52
<i>SECTION 12: OTHER IMPORTANT POLICIES</i>	53
12.1 Miscellaneous	53
12.2 Smoking Policy	54
12.3 Whistleblower Policy	54
12.4 Confidentiality Policy	54
12.5 Workplace Pet Policy	55
Township of Schaumburg Employee Handbook Receipt.....	60

SECTION 1. INTRODUCTION

1.1 Purpose

The purpose of this Personnel Policy (“Handbook”) is to assist Township of Schaumburg (“Township”) leadership and staff in the uniform and equitable application of personnel practices and to inform Township employees about various aspects of their employment. It is the responsibility of each employee to carefully read this Handbook, be familiar with its contents, and adhere to its policies.

1.2 Employee at Will Status

All Township employees are employees-at-will. Either party may end the employment relationship, with or without cause or notice, at any time. This Handbook is not a contract of employment, nor does it in any way alter the employment-at-will relationship. The Township reserves the right to modify, revoke, suspend, terminate, or change any plans, policies, procedures, or benefits described in this Handbook at any time. By signing the receipt on the last page of this Handbook, the employee acknowledges that they understand the personnel policies set forth herein and that their employment can be terminated, with or without cause, at any time, at the option of the Township.

1.3 Employee Classifications

The following definitions will be used in classifying employees:

- **Probationary employee:** One who is within the first 6 months or more of employment and has not been established as a regular employee.
- **Full-time employees:** Full-time employees are those employees whose duties normally require 40 or more hours each workweek.
- **Part-time employee:** Part-time employees are those employees whose duties normally require less than 40 hours per week.
- **Temporary, seasonal or intermittent employees and/or interns:** Temporary, seasonal or intermittent employees and/or interns are those employees who are hired, on a full-time or part-time basis, to work for a definite, specified period of time, and in most cases, whose normal duties do not require services on any regular basis, or one who was employed in connection with a specific project or assignment, or for a limited period without any promise of continued, regular employment.
- **Nonexempt employees:** A nonexempt employee is an employee who is paid on an hourly basis and is not excluded from the overtime rules of the Fair Labor Standards Act. In other words, a nonexempt employee is entitled to overtime pay if they work over 40 hours in a workweek.
- **Exempt employees:** Any exempt employee is an employee who is paid on a salary basis and is exempt from the overtime requirements of the Fair Labor Standards Act. Exempt employees are compensated for the performance of assigned duties regardless of the hours needed to complete those tasks and should have no expectation of additional compensation for work over 40 hours in any given workweek.

SECTION 2: EMPLOYEE WORKING CONDITIONS

2.1 Equal Opportunity Employment

The Township is an equal opportunity employer committed to complying with all applicable state and federal laws and regulations relating to equal employment opportunities. The Township prohibits discrimination with respect to the terms and conditions of employment on the basis of an individual's actual or perceived race, color, creed, religion, ancestry, national origin, sexual orientation, gender identity, age, sex, citizenship, veteran status, pregnancy, medical or common conditions relating to pregnancy and childbirth, genetic information, unfavorable discharge from military service, arrest record, conviction record, traits associated with race, including but not limited to hair texture or protective styles such as braids, locks or twists, status as a victim of domestic violence, sexual violence, gender violence, or other crime of violence marital status, parental status, disability, perceived disability, association with a disabled person, or any other protected status or characteristic. This policy governs all aspects of employment, including recruitment, selection, job assignment, compensation, discipline, discharge, promotion, leaves of absence, termination, and access to benefits and training.

It is the policy of the Township of Schaumburg to provide all employees with equal employment opportunities without discrimination based on family relations. No relative shall be assigned or hired into a position where the employee would be required to supervise or be supervised by another relative, whether directly or indirectly. This policy is not intended to preclude the employment of relatives in other departments within Township of Schaumburg.

This policy is intended to comply with the requirements of all applicable federal, state, and local laws.

2.2 Workday, Lunch and Break Times

The Township of Schaumburg standard hours are Monday-Friday, 8:30am-5pm. Mondays-Thursday, the Township is open until 10pm for meetings, events, and community gatherings. Hours may vary at the discretion of the Township Administrator.

- Workday hours, breaks, and lunch periods shall be established in the most appropriate manner for maintaining departmental operations.
- Workday hours:
 - Each employee is expected to work their assigned hours.
 - These regular business hours may be extended, reduced, or otherwise amended with Board approval.

Employees shall report promptly to their designated working place, or other assigned location, and shall devote their entire efforts during working hours to assigned duties. In the event that an employee is unable to report for work as scheduled, their supervisor shall be notified by telephone (and/or text message) at least 60 minutes prior to their designated starting time. Failure to notify their supervisor as provided herein may result in an unexcused absence, which may result in disciplinary action.

The Township Administrator, or, in their absence, the Director of Administrative Services, shall have the authority to close the building in the event of an emergency. The Township Administrator or Director of Administrative Services shall have the responsibility for notifying staff and appropriate Township Officials concerning possible revised office schedules. The Township Administrator will determine, on a case-by-case basis, if impacted employees will receive pay due to closing.

Full-time employees are provided with two 15-minute breaks and one 30-minute lunch break per day, all paid, to be taken as determined by staff leadership and department needs. Part-time employees working at least 5-hours in a day have a 30-minute paid lunch break. In cases of emergency (shortage of staff due to illness, etc.), a person may be required to respond to any emergencies or work demands during their break. This should be an exception, not a common routine and the Township will ensure that employees are afforded appropriate break time in accordance with the Fair Labor Standards Act.

2.3 Nursing Employees

The Township will provide reasonable paid break time each day to an employee who needs to express breast milk for an infant child, as long as such break time will not unduly disrupt the operations of the Township. The break time must, if possible, run concurrently with any break time already provided to the employee. The Township will also make reasonable efforts to provide a room or other location, in close proximity to the work area, other than a toilet stall, where an employee can express milk in privacy.

2.4 Workplace Accommodations

Reasonable accommodations generally involve modification or adjustment of a job, employment practice, or the work environment, which makes it possible for an individual with a disability to perform the essential functions of their job and/or to otherwise enjoy equal employment opportunities. Upon request of an accommodation, the employee will be given the opportunity to engage in an interactive dialogue with the Township over the requested accommodation. As part of the interactive process, the Township may request the employee to provide certain information from their health care provider related to their ability to perform the essential job functions with or without reasonable accommodation.

If you are pregnant, recovering from childbirth, or have a condition related to pregnancy, you have the right to ask for a reasonable accommodation. This includes bathroom breaks, assistance with heavy lifting, a private space for expressing milk, or time off to recover from your pregnancy. Upon presentation of medical documentation supporting the need for a workplace accommodation and where an employee has made the Township aware of the need for such accommodation, the Township of Schaumburg will consider accommodation of pregnancy to the extent such accommodation does not pose an undue hardship on the ordinary operation of the business of the Township. For more information regarding your rights on Pregnancy in the Workplace, download the Illinois Department of Human Rights fact sheet at www.illinois.gov/dhr, or refer to the posted 'Pregnancy Rights Notice.'

It is the Township's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of non-discrimination, the Township will provide reasonable accommodations to a qualified individual with a disability, as defined by the American with Disabilities Act ("ADA"), who has made the

Township aware of their disability, provided that such accommodation does not constitute an undue hardship on the Township of Schaumburg.

2.5 Americans with Disabilities Act (ADA)

If you have a disability, you are protected under the Americans with Disabilities Act of 1990 (ADA), as amended by the Americans with Disabilities Act Amendments Act of 2008. The ADA, as amended, prohibits discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training and other terms, conditions, and privileges of employment. The ADA does not alter the Township's right to hire the best-qualified applicant, but it does prohibit discrimination against a qualified applicant or employee because of his or her disability, or because of a perceived disability. As a matter of Township policy, the Township prohibits discrimination of any kind against people with disabilities.

Qualified applicants or employees who are disabled should request reasonable accommodation from the Township in order to allow them to perform the essential functions of a particular job. If you have a disability and you desire such reasonable accommodation, contact the Township Administrator.

2.6 Genetic Information Nondiscrimination Act (GINA)

All applicants and employees are protected from discrimination in employment based on genetic information. Genetic information includes information about genetic tests of applicants, employees, and/or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for, or receipt of, genetic services by applicants, employees, or their family members. Under GINA, acquisition of genetic information is restricted, and disclosure of genetic information is strictly limited.

SECTION 3: COMPENSATION

3.1 Salaries, Wages, and Terms of Employment:

Depending on the job and department it falls under, the determination of salary/wages falls to different recommending authority:

- For the office of Assessor: by the Assessor.
- For the office of Welfare Services: by the Township Supervisor.
- For all other Township employees: by the Township Board, pursuant to the recommendations of the Township Supervisor in discussion with Human Resources and the Administrator.
- Wage increases are subject to the budgetary authority and allocation of the Board.

3.2 Timekeeping:

All employees are expected to report hours worked or time off in an accurate manner using the Township's designated process. Employees are expected to follow the established procedures and keep an accurate record of hours worked. Failure to accurately record time may result in disciplinary action.

- Nonexempt employees must receive prior authorization from their supervisor if performing work outside of the employee's regularly assigned work hours.
 - The Township does not allow nonexempt employees to work "off the clock" without compensation. Nonexempt employees must record all hours of work, including work performed away from the Township. Any employee who fails to accurately record all hours of work will be subject to disciplinary action.

3.3 Overtime, Compensatory Time and Flextime:

The Township compensates all employees pursuant to the Fair Labor Standards Act (FLSA) and/or the Illinois Minimum Wage Law. Under ordinary circumstances, the Township does not expect its staff to work overtime. If, however, overtime is worked by an employee, the Township will abide by applicable state and federal laws regarding overtime pay.

- "Overtime" is defined as hours worked in excess of 40 hours per workweek, which is from Sunday-Saturday. Overtime applies only to nonexempt employees for hours worked in excess of forty 40 hours per week. Hours worked means the hours during which an employee actually works, as opposed to hours for which they are paid, but do not work (e.g. vacation, personal days, sick, holidays, etc.). Overtime is paid to nonexempt employees at the rate of one- and one-half times their rate of pay for time worked in excess of 40 hours per week.
- The Employer shall have the right to require overtime work when necessary, and employees shall not refuse overtime assignments unless a bona fide reason exists. When possible, the Township will attempt to schedule employees so that they do not work more than six consecutive workdays.
- Overtime work must be authorized in advance by the employee's supervisor (person to whom the employee normally reports).

- Travel Flextime is approved on a case-by-case basis by the employee’s direct supervisor for exempt employees who have travelled overnight. Full-time employees who have completed 30 days of employment are eligible for flextime.
 - The employee must first discuss possible flextime arrangements with their supervisor and then submit a verbal or written request.
 - The supervisor will keep track of these hours, approve or deny the flextime request based on staffing needs, the employee’s job duties, the employee’s work record and the employee’s ability to temporarily or permanently return to a standard work schedule when needed.
 - A flextime arrangement may be suspended or cancelled at any time.

3.4 Pay Periods

Paychecks are issued every other Friday of each month (semimonthly), paid one week in arrears.

3.5 Payroll Deductions

Payroll deductions are limited to federal and state taxes, social security, retirement, insurance and such other purposes as may be provided by law, through a program of the employer, or by court order.

3.6 Reimbursements and Expenses

Travel, meal and lodging expenses incurred by officers and employees of the Township shall be reimbursed in accordance with the *Local Government Travel Expense Control Act (50 ILCS 1501/1 et seq.)*, and as regulated in Township Ordinance No. 2016-3, An Ordinance Regulating Travel, Meal and Lodging Expense Reimbursements by the Township. Mileage reimbursement and expenses follow the IRS standard mileage rate. Contact Human Resources on the current mileage reimbursement procedure and rate.

- Any expense of a reimbursement level must be added under an approved account number by the Township, receipt of expense is required or electronic transaction.
- The TOS Wellness Program encourages, motivates and challenges employees to take an active interest in their personal well-being by having access to wellness resources and a personalized wellness plan. This Wellness Program policy is to establish reimbursement guidelines of qualified fitness and/or wellness related expenses to promote employee health and disease prevention.
 - Full time employees who have completed the 30-day probation and elected officials are able to request the reimbursement.
 - The maximum total annual reimbursement amount per employee per fiscal year is \$300.
 - Purchased approved fitness/wellness service, attached receipt and appropriate documents must be provided. Request will be reviewed and processed by Human Resources.

SECTION 4: TIME AWAY FROM WORK

4.1 Vacation and Other Time Off

- **Regular, active full-time** employees begin accruing vacation benefits on the date of hire. Any accrued vacation benefits may not be used until the employee has completed half of their probationary period of 6 months.
- **Regular active part-time employees** who are scheduled for and who have worked an average of 20 hours per week and who have worked a minimum of 1,000 hours in the prior year of employment, shall qualify for paid vacation time.
 - **Part-time employees** who are scheduled for and have worked less than an average of 20 hours per week in the prior year of employment are not eligible for vacation benefits.
- **Temporary, seasonal or intermittent employees and/or interns** are not eligible for vacation benefits.
- **Regular part-time employees who become full-time employees** will begin accruing vacation benefits at the full-time rate upon becoming a full-time employee. Service credit length of service shall be calculated as commencing on the original date of hire as a full-time employee.
 - **Full-time employees who become part-time employees** cease accruing vacation benefits at the full-time rate upon becoming a part-time employee. Part-time eligibility requirements must be met prior to a part-time employee earning vacation benefits. All accrued time will be available for use per normal practices.
 - **Accrual:** Vacation leave will accrue for full-time employees on active status and will be credited bi-weekly, based on years of service:

Full-time Employees on a 40-hour work week schedule:

During these Years of Service	Vacation Hours are Accrued per Pay Period	Vacation <u>Days</u> are Accrued per Pay Period	At the Completion of these Years of Service	Total Vacation Hours Accrued:	Total Vacation <u>Days</u> Accrued:
0-4	3.0769	.3846	1-4	80	10
5-9	4.6154	.5769	5-9	120	15
10 or More	6.1538	.7692	10 or More	160	20

No vacation leave is accrued while an employee is on an unpaid leave of absence.

To earn vacation, an employee must be "actively employed". "Actively employed" does not include any period of unpaid FMLA or disability leave, no vacation shall be earned or accrued during such absence.

4.2 Paid Leave for All Workers Act (PLAWA) LEAVE

1. Definitions

“Employee” has the same meaning as that which is provided in Sections 1 and 2 of the Illinois Wage Payment and Collection Act, and includes regular full-time employees, regular part-time employees and temporary or seasonal employees.

“PLAWA leave” is the leave that is provided to employees by the Paid Leave for All Workers Act (PLAWA) (820 ILCS 192/1 *et seq.*).

“Frontload” means to make available the minimum number of hours of PLAWA leave time to an employee on the first day of employment or the first day of the designated 12-month period, subject to pro rata requirements of Section 15(b) of the PLAWA.

2. Amount and Use of PLAWA Leave

A. Regular full-time employees are awarded and entitled to use up to 40 hours of paid leave, designated “PLAWA leave,” during the designated 12-month period. Regular part-time employees and temporary or seasonal employees are entitled to a pro-rata number of hours of PLAWA leave in the designated 12-month period, such that regular part-time, temporary or seasonal employees are awarded and entitled to use up to 40 hours of paid PLAWA leave, to be calculated on the basis of earning one hour of PLAWA leave for every 40 hours worked, consistent with the employee’s anticipated work schedule for that 12-month period. However, if a regular part-time, temporary or seasonal employee works more than anticipated, the employee is entitled to accrue additional hours at a rate of 1 hour of PLAWA leave for every 40 hours actually worked in that same 12-month period, up to a total of 40 hours of PLAWA leave.

B. The designated 12-month period for all employees is the regular calendar year, commencing on January 1st and ending on December 31st.

C. PLAWA leave will be frontloaded to all employees. On January 1st of each year, regular full-time employees will be granted 40 hours of PLAWA leave and regular part-time, temporary or seasonal employees will be granted their pro-rata amount of such PLAWA leave. Employees who begin employment after January 1st will receive a pro-rated amount of frontloaded PLAWA leave on their first day of employment, and will receive the full 12-month period of PLAWA leave frontloaded on the following January 1st, if they are still employed by the Township on that date. On or before the first day of employment, the Township will provide written notice to the employee of how many PLAWA leave hours that the employee is to receive.

D. All employees are required to use their PLAWA leave prior to the end of the designated 12 month period or they will forfeit their unused PLAWA leave. Employees are not entitled to carry over PLAWA leave from one 12-month period to the next.

E. PLAWA leave may be taken by an employee for any reason of the employee’s choosing, and an employee may choose whether to use PLAWA leave prior to

using any other leave that is provided by the Township. The Township will confirm and document what category of leave the employee wishes to draw from for any use of leave.

F. A minimum of 2 hours of PLAWA leave per day must be used by an employee, whenever PLAWA leave is used.

G. Forty hours of PLAWA leave or the pro-rata amount provided in paragraph C will be made available at the commencement of employment or on January 1, 2024, whichever is later. Employees are entitled to begin using PLAWA leave 90 days following commencement of their employment or 90 days following January 1, 2024, whichever is later.

H. Use of PLAWA leave is restricted to the employee's regular workweek.

3. Requests to Use PLAWA Leave

A. PLAWA leave may be taken by an employee for any reason of the employee's choosing, provided that the employee makes an oral or written request to the employee's supervisor consistent with paragraphs B, C or D hereinafter. Whether to make such request to use PLAWA leave orally or in writing is the employee's choice.

B. If an employee's request to use PLAWA leave is first foreseeable more than seven (7) days in advance (*e.g.*, to attend a doctor's appointment that has been scheduled more than 7 days in advance), the employee is required to provide such notice no later than seven (7) days prior to the requested date.

C. If an employee's request to use PLAWA leave is first foreseeable less than seven (7) days in advance, the employee is required to provide such notice no later than the day after the reason for use of PLAWA leave became known to the employee (*e.g.*, if a doctor's appointment is scheduled 5 days in advance, then the employee must request the use of PLAWA leave no later than 4 days in advance).

D. If an employee's request to use paid leave is unforeseeable (*i.e.*, the need to use PLAWA leave is discovered later than the end of the employee's work day immediately prior to the requested date), then the employee is required to provide notice for use of PLAWA leave as soon as practically possible after the employee is aware of the need to use such leave. Such notice must be provided by the employee to their supervisor, either orally (*i.e.*, by speaking with the supervisor either face to face or telephonically) or in writing (via email) or by leaving a voicemail with the supervisor.

E. PLAWA leave will not be granted for "no call-no show" absences (*i.e.*, failure to provide the required notice), unless the circumstances of such absence prevented the employee from providing the notice required by this policy.

F. Township employees may be denied the use of PLAWA leave in order to meet the Township's core operational needs for the requested time periods. The Township will provide to the employee a written record of each of their requests which is denied and the reason for such denial.

4.3 Birthdays

In addition to vacation days, *eligible staff will earn an additional day off to be used in their birthday month, in accordance with the eligibility requirements set forth below.* Requests will be made through the payroll system and approved by the direct supervisor in accordance with the operational demands of the department.

- **Full-time employees** are eligible after they have completed their 6-month probation period. Full-time staff should request hours in the amount of a typical workday applicable to the employee.
- **Part-time employees** are eligible after 1 year of service (as with other similar Township benefits) and part-time staff should request the standard number of hours worked on a typical workday when requesting the time.

4.4 Holidays

All work performed on a designated holiday must be authorized, in advance, by the employee's supervisor. Full-time employees receive the following paid holidays off from work, or as determined by the Township Board:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Juneteenth (June 19)
- Independence Day
- Labor Day
- Indigenous Peoples' Day
- Thanksgiving Day
- Friday After Thanksgiving
- Christmas Eve Day
- Christmas Day
 - If a scheduled holiday falls on a Sunday, the following Monday will be counted as the observance, unless the Township designates another day as the holiday.
 - If a scheduled holiday falls on a Saturday, the previous Friday will be counted as the observance, unless the Township designates another day as the holiday.

4.5 Sick leave

Sick leave is time off with pay for periods of non-service-related illness or incapacity of the employee, or a member of the employee's immediate family (spouse, domestic partner, child, stepchild, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) requiring the employee's personal attendance, as well as for medical and health examinations or treatments which cannot reasonably be obtained at times other than during working hours. In accordance with the Illinois Employee Sick Leave Act.

Reasons an employee's personal attendance may be required to care for an immediate family member include to ensure that an immediate family member's basic medical, hygiene, nutritional or

safety needs are met or to provide emotional support to an immediate family member with a serious health condition who is receiving inpatient or home care. **Retaliation Prohibited: The Township strictly prohibits retaliation against an employee for exercising their right to use personal sick leave benefits in accordance with this policy.**

- The employee's supervisor may grant sick leave to employees to attend these appointments if the employee establishes that the appointment cannot reasonably be scheduled outside working hours.
- Use of sick leave, including to provide personal care to a family member, must be requested through the payroll system and will run concurrently with unpaid FMLA leave, to the extent sick leave is used for a FMLA-qualifying reason.
- Except in unusual circumstances, to be eligible for paid sick leave, the absence must be excused. To be considered an excused absence, the employee (or someone else on their behalf) must call, text, or email, within one hour of their scheduled starting time, unless circumstances exist that make such advance notice impracticable, and report to the employee's Supervisor or Department Head. If neither is available, the Administrator or Human Resources should be contacted. *It is not acceptable to leave word of absence with anyone else.* It is the employee's responsibility to confirm the request directly with their supervisor about the absence. This is completed when the contacted person confirms receipt of the notice via phone, text, or email. Failure to ensure confirmation could result in no pay for that day.
- Sick leave shall be allowed only in cases of necessity and actual sickness or disability of the employee.
- **Sick Leave Service Credit**
IMRF members may qualify for a maximum of one year of additional pension service credit for unpaid, unused sick leave accumulated with the Township. One month of service is credited for every 20 days, or fraction thereof, of unpaid, unused sick leave not to exceed 240 days (one year limit).
- **Accrual:**
 - Sick leave will accrue at the following rate:
 - 3.077 hours per pay period for employees on a 40.0-hour workweek schedule (80 hours per year).
 - No sick leave is accrued while an employee is on an unpaid leave of absence.
 - Use of sick days in advance of earning them will not be permitted.
- **Eligibility:** Regular active full-time employees shall be eligible for sick leave with pay after the completion of six months continuous full-time employment. Any absences before the completion of six months of employment are not paid.
 - Part-time, seasonal, temporary and intermittent employees and interns are not eligible for sick-days.
 - Full-time employees who become part-time employees will immediately forfeit any accrued sick days they may have acquired while employed as a regular full-time employee. Forfeiture will take place on the first day of part-time employment.

- **Procedures:** Any accrual of compensated sick leave must be taken in increments of one hour.
 - Medical Statements: All full-time and part-time employees are required to provide written verification of illness or injury from a licensed medical doctor when the employee knows or anticipates that they will be absent from work for any period in excess of five consecutive workdays.
 - This policy requiring written verification from a licensed medical doctor for absence from illness or injury applies to part-time and to full-time Township employees regardless of whether the absence of the employee was compensated or not.

Any full-time or part-time employee may be asked to provide a medical verification of illness or injury from a licensed medical professional for repeated absences from work due to illness or injury.

- Persistent absenteeism or improper notification of absence may result in disciplinary action up to and including termination. **Misuse** of sick leave may result in loss of pay for the period involved and/or other discipline.
- If an employee is absent for more than five consecutive workdays without contacting their Department Head, Administrator or Human Resources, the employee will be considered to have abandoned their position and will be terminated from Township employment.
- **Termination:** upon termination of employment with the Township, there shall be no compensation for unused accumulated days of sick leave.
- **Pandemic considerations:** It is the expectation of all who work at the Township to do all possible to remain healthy and able to work. However, given the Township's experience surrounding the realities of the Pandemic in 2019, the Board of Trustees acknowledges the uncertainty of state, national, and/or international health emergencies. To that end, the Township of Schaumburg, in any event of a localized or broader community health threat will offer guidance in line with what government officials and science directs.
 - Upon a declaration of pandemic (or other such health) emergency, the Township Administrator will work with Human Resources and the Township Board to determine the appropriate expectations for the health and safety of all staff/ clients.
 - Following guidance from the appropriate government entity, the Township Board will determine the appropriate course of action for staff work options (in person, remote/hybrid, or agency closure) and any applicable requirements for staff.
 - For any guidance deemed required, where individual staff members may have religious or other reasons for not aligning to guidance, the Board reserves the right to allow for various accommodations to balance guidance with personal decision-making.
- Subject to approval of the employee's supervisor and Human Resources, and only for good cause in exceptional circumstances, an employee may request up to 30 days personal leave of absence without pay. If granted, the employee does not earn vacation time or sick days for the leave period. Other benefits will depend upon the rules, regulations, or guidelines for the benefit involved.
- For sick leave in excess of five or more days, the employee must obtain a physician's certification stating that the employee is medically able to return to work.
- When job-related and consistent with business necessity, an employee's supervisor or Human Resources may also require a complete physical and/or psychological examination or medical test

with a physician designated by the Township at the Township's expense at any time when in the judgment of the Township Supervisor or Human Resources (or their designee), such an examination or test may be necessary to determine the employee's fitness to perform the duties of their position, or for other purposes related to business necessity.

- All medical information relating to any employee is personal and confidential and may only be disclosed only to such other persons as is necessary in order to carry out the provisions of this Handbook and Township personnel policies. The Township will comply with any applicable provisions of the Health Insurance Portability and Accountability Act (HIPAA).
- **Maternity/Paternity Leave Policy**
 - Full-time employees will be eligible for maternity/paternity or adoption leave after successful completion of 90 calendar days of probation period with the Township.
 - Employees who pre-certify their pregnancy within the first trimester are granted up to three work weeks, total of 15 days of paid maternity leave.
 - Employees who pre-certify their spouse's pregnancy in the first trimester are granted up to two work weeks, or 10 days under maternity leave status.

Adoption Leave will be approved for employees who can exhibit the formal adoption process is underway. This leave can be approved when the employee gets physical custody of the infant.

4.6 Education and Training

In addition to vacation, holidays, and sick days, an employee may be granted, at the Administrator's discretion, and with Board approval, time off for education or training. Any special arrangements for expense reimbursement, and additional time off, must be reached between the Board and the employee in advance. Educational and training provisions for Welfare Services and Assessor's Office employees shall be at the discretion of the Township Supervisor or Assessor respectively.

4.7 Bereavement Leave

In case of death, or for certain losses relating to pregnancy, miscarriage, failed adoption, and failed fertility treatments, in a full-time or part-time employee's family, the employee shall be granted up to 5 days off with pay and up to another 5 days unpaid, per event. For part-time employees, the pay allowable under this section will be determined according to a pro-rata methodology as determined by the Township. Seasonal, temporary, or intermittent employees may take time off without pay. Additional time for these purposes shall be at the sole discretion of the Township Supervisor, or their designee, including the Township Administrator or Human Resources as the case may be.

- Family shall include parent, stepparent, sibling, current spouse or current civil partner, children or step-children, grandparents, grandchildren, spouse's family, and any relative living with the employee. Leave for extended family members may be granted in special circumstances at the Employer's discretion. These periods of time off will not reduce any vacation or other benefits to which the employee is otherwise entitled.
- Part-time employees will be paid for time off based on the number of hours they are normally scheduled to work on the days taken for the purposes set forth in this section. For example, if a funeral is the day that the part-time employee is typically not scheduled to work, then they will

not receive bereavement pay.

- In the event of a death outside the immediate family, as defined above, or for extraordinary travel and unique situations, vacation or personal days may be used, subject to the approval of management. It is important to notify your supervisor as soon as possible. Documentation of the circumstances for bereavement leave may be required.
- The Township will also provide employees leave in accordance with the Child Bereavement Leave Act (820 ILCS 154/1), as amended, and will run any unpaid leave provided under the Child Bereavement Leave Act concurrently with any paid leave provided under this policy.

SECTION 5: EMPLOYEE BENEFITS

The Township reserves the right to add to, delete or modify benefits as necessary to meet its business demands and for other appropriate reasons. The employee benefits described in this article are mere summaries of these benefits and the actual plan documents will govern in all cases in the event of a conflict between the provisions of this Handbook and the actual plan document.

5.1 Insurance

- **Vision, Medical, and Dental Insurance:** The Township offers vision, medical, and dental insurance coverage for eligible full-time employees, their eligible dependents, and long term-domestic partner, which is generally processed on the first of the month after 30 days. Eligibility is determined by the requirements of the plan. Part-time, seasonal, temporary, and intermittent employees are not eligible for these benefits, except where the Township may be obligated under federal or state law to offer them. Questions regarding insurance coverage and the eligibility requirements and terms that apply should be directed to Human Resources or refer to the Summary of Benefits and Coverage (SBC).
- **Life Insurance/Accidental Death and Dismemberment (AD&D):**
The Township provides all eligible full-time employees with a life insurance policy covering natural death and AD&D, at such level as periodically established by the Township Board. Information concerning this policy and the terms and eligibility requirements are available from Human Resources and in the SBC. Additional voluntary life insurance is available to eligible employees. The cost of voluntary life insurance is covered by the employee.

5.2 Retirement Benefits

The Township is covered by Illinois Municipal Retirement Fund (IMRF). State statute requires pension contributions to be deducted from all eligible employees' paychecks. For more information on the details of the Township's retirement benefits, employees should contact Human Resources or IMRF directly for more details.

Facts of IMRF Tier 2 Regular Plan pension:

- Must have at least 10 years of service credit (can include reciprocal retirement system service credit).
- Cannot be working in any position which qualifies for IMRF participation.
- Must be at least age 62.

Although you can retire as early as age 62, age 67 is your full retirement age. Your pension may be reduced if you retire before age 67, depending upon the amount of service credit you have. Unused, unpaid sick days converted to service credit cannot be used to meet the 10-year requirement for a Regular Tier 2 pension or 35-year requirement for an unreduced pension under age 67.

Amount Your Pension May Be Reduced		
If you retire...	And you have...	Your pension will be reduced by...
Between age 62 and 67	At least 10 years but less than 30 years of service credit	1/2% for each month you are under the age 67
Between age 62 and 67	At least 30 but less than 35 years of service credit	The lesser of: <ul style="list-style-type: none"> ○ 1/2% for each month you are under age 67 or ○ 1/2% for each month of service credit less than 35 years
At age 62 or later	At least 35 years of service credit	No reduction. You will receive your full, unreduced pension
At age 67 or later	At least 10 years of service credit	No reduction. You will receive your full, unreduced pension

5.3 Employee Assistance Program (EAP)

The Township recognizes that a wide range of illnesses and problems can adversely affect an employee’s health, wellbeing, and job performance. These illnesses and problems may include alcoholism, drug dependence, emotional or psychiatric illnesses, marital and/or family discord, stress disorders, legal difficulties and/or financial problems.

- As such the Township has implemented an EAP, available to all employees, to help with such illnesses and problems by providing confidential and professional assessment, short-term counseling, and/or referral services.
- While the Township believes that it is in the best interest of the employee, the employee’s family, and the Township to provide an EAP, using the services offered by the EAP does not relieve an employee of the responsibilities attendant with his/her Township job.
- Additional information regarding the EAP is available through Human Resources.

5.4 Workers’ Compensation Insurance, Modified Duty and Unemployment Compensation Insurance

- Employees are provided coverage in accord with applicable federal and state law under Workers’ Compensation Insurance and Unemployment Compensation Insurance Programs.
- Employees who sustain a work-related injury or illness must inform their supervisor, or in the absence of their supervisor the next available supervisor, immediately.
- No matter how minor an on-the-job accident may appear, it is important to report all accidents during work hours immediately (i.e., not more than one hour after the accident).
 - This will enable the employee to secure necessary medical treatment, and to qualify for workers’ compensation benefits as quickly as possible.

- Sick days may not be used during absences due to work-related injuries or illness.

All employees must adhere to the following conditions:

- Any work-related injury or illness must immediately be reported directly to their Department Head, even if the employee is uncertain if the injury or illness is work-related but suspects it might be work-related.
 - Failure to immediately report an injury or illness may jeopardize the employee's eligibility for workers' compensation benefits.
- Upon notification, Human Resources, or their designee, may instruct the employee to report to a designated hospital or physician for examination or treatment. In the case of an emergency, the employee should go to the nearest hospital emergency room for treatment.
- All medical evaluations by any licensed physician must be submitted to Human Resources for the duration of the leave period for a work-related injury.
 - The Township reserves the right to have the employee examined by a licensed physician of its own choice at any time during the period of leave. This examination will be at the Township's expense, and the physician will submit the results to Human Resources.
- Unless otherwise required by law, no employee shall be allowed to return to work without a statement from a physician approving the employee's return to work without restrictions, or with restrictions for which the Township can provide a reasonable accommodation.
- The Township reserves the right to manage incidents involving work-related injuries to the fullest extent permitted under the law. Employees found to be defrauding the Township with respect to workers' compensation claims will be subject to disciplinary action, up to and including termination.
- Also, employees who fail to comply with requests and/or orders from the Township while absent from work due to a workplace injury or illness will be subject to disciplinary action, up to and including termination, as well as other sanctions or actions permitted under the law.

Modified duty:

The Township is committed to providing employees with available and reasonable opportunities to maintain career and employment status and benefits, and to maximize the Township's ability to provide its services offered to the public. To that end, the Township attempts to provide temporary, modified duty work for on-the-job injuries. This is done to allow an employee to return to duty as soon as possible when an on-the-job injury limits the employee's ability to perform the essential job functions of the employee's position. However, nothing in this policy shall be construed to require the Township to create a modified duty assignment for an employee. Employees will only be assigned to modified duty work when the Township determines that a need exists and only as long as such need exists.

- The feasibility of modified duty will be determined on a case-by-case basis, taking several factors into consideration, and at the sole discretion of the Township.
- These factors include, but are not limited to, the aptitude of the employee, the employee's specific physical or mental limitations or restrictions, the work environment and the availability of suitable work.

- Generally, a modified duty assignment may be offered to an employee when there is a reasonable expectation that the employee will be able to return to regular duty within 90 days.
 - Modified duty assignments shall not exceed 90 days unless extended by Township Administrator, Board, or their designee, based upon the employee’s medical condition and the ongoing availability of productive modified duty work.
 - The Township reserves the right to terminate any modified duty assignment at an earlier time if the Township determines that an employee can return to their normal job duties,
 - If the employee’s treating physician or the Township’s physician determines that the employee’s condition is not improving while they are on modified duty, if a need no longer exists for the modified duty assignment, or for any other reason deemed appropriate by the Township.

It is the intention of any modified duty assignment to facilitate the employee’s return to the workplace while ensuring that the employee remain focused on achieving maximum medical improvement so that they may return to full duty with the Township. Therefore, while on modified duty employees:

- will not be permitted to work overtime or engage in any secondary employment. However, if the employee provides written documentation to the Township from their physician that they, while medically incapable of performing the essential job functions of their position with the Township, are medically capable of performing overtime or secondary employment, then Human Resources may approve the overtime or secondary employment provided that the overtime or secondary employment does not require the employee to meet similar physical requirements of their primary position with the Township.
- must limit their physical activities to comply with the medical restrictions as outlined by their treating physician while at work as well as during their off-duty hours. Failure to adhere to the medical restrictions outlined by the physician, either at work or during off-duty hours may result in the termination of the modified duty assignment and may be grounds for disciplinary action.
- must confirm with their supervisor and/or other appropriate personnel the dates and times of all follow-up appointments, new appointments, physical therapy, etc., as needed. Each time an employee visits their physician, their work restrictions and the availability of a modified duty assignment will be re-evaluated. Whenever possible, all appointments and treatments must be scheduled outside the employee’s scheduled work hours at such a time so as not to disrupt the work schedule or the operations of the department.
- must, before resuming their normal duties without restriction, submit a doctor’s release stating that they are released to full duty. The Township shall have the right to send an employee to a physician of its choice to determine if the employee is fit to return to work.

5.5 Family and Medical Leave Act (FMLA)

The Township is an employer subject to the Federal Family and Medical Leave Act (FMLA). A copy of the U.S. Department of Labor publication entitled “Your Rights Under the Family and Medical Leave Act of 1993,” WH Publication 1420, is available at the Township. FMLA leave is provided to eligible employees who need to take time off from work for specified family, medical and/or military reasons. Unpaid, job-

protected leave under the FMLA is available to eligible employees for 12 weeks (or, for Military Caregiver leave, up to 26 weeks) during any one-year period, which shall begin on the date the leave begins.

The Township calculates FMLA based on a “rolling” 12-month period measured backward from the date of any FMLA leave usage also referred to as the “look-back” method. In order to determine the amount of available leave, the calculation is made each time an employee commences leave. From that date, the preceding 12-month period is examined. Any leave used during that preceding 12 months is deducted from the 12 weeks annual leave provided by law under this policy. An employee is entitled to take no more than the remaining balance of leave. When an employee takes FMLA to care for an injured service member, the FMLA 12-month period must be measured forward from the first day leave is taken. This is the only type of FMLA leave that must use this 12-month period.

General information about FMLA leave and employee rights and responsibilities under applicable law is provided below. Since the information provided is general in form, certain limitations not described in detail below may apply depending on the particular circumstances. Contact Human Resources for additional information or with questions regarding details about FMLA leaves of absence. ***FMLA also allows eligible employees of covered employers to take up to 26 work-weeks of FMLA leave in a “single 12-month period” to care for a covered service member with a serious injury or illness.***

For taking leave:

- An eligible employee may take unpaid leave for any of the following reasons:
 - For the birth of an employee’s child, for incapacity due to pregnancy or prenatal care, to care for a newborn child, or placement for adoption, or state-approved foster care.
 - To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
 - For a serious health condition that makes the employee unable to perform the employee’s job; or
 - For a qualifying exigency (such as attending certain military events, arranging for alternative childcare, addressing certain legal and financial arrangements, and other occurrences) arising out of the fact that the employee’s spouse, child, or parent is a covered military service member on active duty, or who has been called to active-duty status; or
 - To care for a spouse, child, parent, or next of kin who is an FMLA covered service member and suffers a qualifying serious injury or illness.
 - Benefits when in approved leave of unpaid FMLA, ST or LT disability leave, a Township invoice will be generated by payroll and mailed to the employee at the beginning of each month during this period.
- Reporting While on Leave. If an employee takes leave because of their own serious health condition or to care for a covered relation, the employee must contact Human Resources every thirty (15) days regarding the status of the condition, and their intent to return to work.

An employee who takes FMLA leave will be required to use paid benefit leave concurrently with any period of unpaid FMLA leave. The substitution of paid leave does not extend the FMLA leave period. Periods of unpaid FMLA leave will not be counted as time worked for purposes of seniority or computing vacation, sick leave, or personal days.

- During leave, employers are not required to pay workers, but they must maintain workers' group health insurance under the same terms and conditions as if the employee had not taken leave and they are required to give employees their jobs back when they return from leave.
- If an employee receives short-term disability or workers' compensation payments for any portion of their FMLA leave, that portion is paid to the extent permitted by applicable law and will run concurrently with the employee's FMLA entitlement. The substitution of paid benefits for such leave does not extend the FMLA leave period.
- Any family and medical leave, qualifying exigency leave, whether paid, unpaid, or a combination thereof, will be counted toward the 12 weeks leave entitlement. Leave to care for a service member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single twelve 12-month period.
- Leave because of a serious health condition may be taken intermittently (and separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours you worked per workweek or workday), if medically necessary. If leave is unpaid, the Township will reduce your salary based on the amount of time worked. In addition, while you are on an intermittent or reduced schedule leave for foreseeable, planned medical treatment, the Township may temporarily transfer you to an available alternative position, which better accommodates your recurring leave, and which has equivalent pay and benefits.

FMLA advance notice:

The employee must provide 30 days advance notice of FMLA leave when the leave is foreseeable. When the approximate timing of the need for leave is not foreseeable, an employee must give notice to Human Resources of the need for FMLA leave as soon as practicable, which will generally be the same day the employee learns of the need for the leave, but not later than one to two business days of when the need for leave becomes known to the employee.

Medical certification:

An employee requesting FMLA leave will be required to provide Human Resources with a medical certification to support a request for leave because of a serious health condition, in accordance with the FMLA. Failure to provide certification as requested may result in the delay or denial of leave. An employee taking FMLA leave because of a serious health condition is required to present to Human Resources a fitness for duty certificate prior to being restored to employment. Other certification may be required where the employee takes leave related to qualified exigencies arising from a family member's called active military duty or active status.

- The Township will require recertification for leave due to an employee's serious health condition following the minimum duration of the condition as stated in the certification form.
 - In all instances, the Township requires recertification every six months in connection with an FMLA medical leave, or more frequently as permitted by law. The Township may require recertification of an employee or family member's serious health condition at any point when circumstances have changed significantly, the Township receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of their leave.
- Employees may also be required to provide a fitness for duty certification for every 30 days of

intermittent or reduced schedule leave consistent with the FMLA if reasonable safety concerns exist. The employee must notify Human Resources at least two workdays prior to the date the employee intends to report to work.

Use of Leave/Intermittent Leave:

FMLA leave does not need to be taken in one block of time. Leave can be taken Intermittently (in separate blocks of time or by reducing the usual number of hours worked per workweek or workday) if the leave is taken due to a serious health condition or a qualified exigency. Employees must make reasonable efforts to schedule leave for planned medical treatment or qualified exigencies so as not to unduly disrupt business operations.

Job benefits and protection:

For the duration of FMLA leave, the Township will maintain the employee's health coverage under any group health plan on the same conditions as coverage would have been provided if the employee had been continuously employed during the entire leave period. Any share of the health plan premiums, which had been paid by the employee prior to taking leave, must continue to be paid by the employee during the leave period. If premiums are raised or lowered, the employee will be required to pay the new premium rates.

The employee has a minimum 30-day grace period in which to make premium payments. If payment is not made timely, the employee's group health insurance may be canceled provided that the employee is notified in writing at least 15 days before the date that health coverage will lapse.

An employee will normally be returned to the same or an equivalent position with equivalent pay, benefits, and other employment terms, when the employee returns from FMLA leave. However, an employee on FMLA leave does not have any greater right to reinstatement, or other benefits, than if the employee had been continuously employed during the FMLA period. Upon requesting FMLA, the employee will be notified by Human Resources if they are a "key employee" as described in the FMLA regulations promulgated by the U.S. Secretary of Labor. A "key employee" may be notified at the time leave is requested, or upon the Township determining that such key employee's absence will cause substantial and grievous economic injury to the Township, that a "key" employee's job may have to be filled and may not be available upon the expiration of FMLA leave. *The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.*

COBRA Benefits

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible employees and their beneficiaries to continue health insurance coverage under the Township health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements. Please contact Human Resources for details about COBRA.

5.6 Jury Duty

Any person who is not legally disqualified to serve on juries and has been duly summoned for jury duty for either petit or grand jury service, shall be given time off from employment to serve upon the jury for which such employee is summoned, regardless of the employment shift such employee is assigned to at the time of service of such summons.

- The employee shall provide a copy of the Notice of Summons for jury duty to the Township within ten days of the date of issuance of the summons to the employee.
- The Township is not obligated to compensate an employee for time taken off for jury duty. However, all full-time employees who are required to serve on a jury will continue to receive regular pay, based on the regular work week for such time.
- The employee shall present a certificate evidencing their service as a juror.

5.7 Military Reserves/ Leave

The Township complies with all legal requirements for military leaves.

5.8 Leave Due to Crimes of Violence (VESSA)

In accordance with the Illinois Victims' Economic Security and Safety Act ("VESSA"), employees who are victims of domestic violence, sexual violence, gender violence, or any other crime of violence, or who have a family or household member, meaning a spouse or party to a civil union, parent, grandparent, child, grandchild, sibling, or other person related by blood or by present or prior marriage or civil union, other person who shares a relationship through a child, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee, and persons jointly residing in the same household, who was a victim of domestic violence, sexual violence, or gender violence, or any other crime of violence, may take up to 12 weeks of unpaid leave in any 12-month period. This time is to address needs for medical attention, recovery, counseling, safety planning, temporarily or permanently relocating, or taking other actions to increase safety from future or sexual violence or insure economic security, and to seek legal assistance or remedies, including preparing for, or participating in, any civil or criminal proceeding related to, or derived from, domestic, sexual or gender violence, to ensure victim safety, including court proceedings related to the violence. If you have questions relating to this form of unpaid leave, please contact Human Resources.

- At the employee's discretion, leave may be taken consecutively, intermittently, or on a reduced work schedule, provided that the aggregate amount of leave does not exceed 12 weeks.

5.9 Other leave (School visitation, blood donor, etc.)

The Township recognizes employees' rights to additional forms of leave as provided by law. Please notify your supervisor if you have any questions or concerns regarding your need for time off for any reason.

SECTION 6: EMPLOYMENT POLICIES AND PROCEDURES

6.1 Access to Personnel Files:

In accordance with the Illinois Personnel Record Review Act (820 ILCS 40/1 et seq.), employees have the right to inspect their personnel file, subject to certain restrictions. Employees may review their personnel file during regular business hours upon scheduling inspection at the mutual convenience of the employee and Human Resources. Employees are expressly prohibited from removing any information from their personal files while reviewing them. An employee may also request a copy of his/her personnel file in paper form or by email. Employees must pay the actual copying cost for a paper copy.

6.2 Operating Township Vehicles:

Employees who operate Township motor vehicles are required to obey all applicable laws, rules, and regulations. The Illinois Vehicle Code, as amended, mandates the use of safety belts for the driver and all passengers of public and private vehicles. The provisions of this law will apply as an official policy to all Township vehicles equipped with safety belts. An employee found to be in violation of these provisions will be subject to disciplinary action.

The Illinois Vehicle Code, as amended, regulates the use of cell phones and other electronic communication devices while driving. All cell phone use in construction zones and school zones is prohibited (even if hands free mode is used). Use of a cell phone or other electronic communication device by an employee while operating a Township vehicle must comply with the Illinois Vehicle Code requirements. An employee found to be in violation will be subject to disciplinary action.

Any traffic tickets, red light enforcement tickets, or parking fines incurred by an employee while operating a Township vehicle or personal vehicle while conducting Township business are the responsibility of the employee and must be immediately reported to the Township Administrator or Township Supervisor. All fines shall be paid by the employee. Employees are required to maintain a valid driver's license of the class required by the employee's job position and mandatory liability insurance as required by the State of Illinois. Employees must immediately inform the Township if their license is expired, is suspended, or is otherwise restricted or invalid as a result of any on-duty or off-duty violation. Failure to do so may result in termination of employment.

Employees using personal vehicles for Township business must have a valid driver's license, title, registration, and proof of mandatory liability insurance. Employees using personal vehicles for Township business are subject to all requirements and prohibitions under the Illinois Vehicle Code, as amended, while performing work for the Township. An employee found to be in violation will be subject to disciplinary action.

6.3 Commercial Drivers' License (CDL), Class B:

Following Illinois Vehicle Code, the Transportation Department Employee whose job duties require the operation of Township vehicles, must possess a valid CDL or Class B driver's license. The license allows drivers to operate straight trucks, box trucks, large buses, and dump trucks. Working as a commercial driver involves significant physical activities. Township Transportation Drivers are required to have the CDL Medical Examiner's Certificate, which must be validated every two years depending in age brackets requirements of the state (except if a medical recommendation notes it needs to be renewed

sooner), and additional random drug test required by the state for all bus drivers of the Township.

6.4 Disciplinary Policy:

Nonperformance or improper performance of duties or assignments, violation of employment rules or policies, misuse of Township facilities and properties, or any other act or omission not in the best interests of the Township may subject an employee to disciplinary action. The actions that may be taken by the Township include written or verbal warnings, performance improvement plan, suspension without pay, or termination. While the Township retains its sole discretion to determine the form of discipline warranted in each situation, it supports the use of progressive discipline procedures.

6.5 Disciplinary Guidelines:

The Township retains sole discretion to determine in each situation which form(s) of discipline are appropriate, and there is no requirement that an employee be warned, counseled, placed on performance improvement plan, or suspended without pay, prior to being terminated.

- A supervisor may provide verbal or written warnings to an employee as a means to identify and respond to behavior that the supervisor deems unacceptable.
- A verbal warning occurs when a supervisor verbally counsels the employee regarding problematic behavior.
- A written record of the discussion, noting the date, event, and recommended action, may be placed in the employee's file for future reference. A written warning is generally used in response to behavior that the supervisor deems to be a more serious violation, or where a verbal warning has not resulted in a satisfactory change in the employee's behavior.
- The Township also reserves the right to place an employee on a "Performance Improvement Plan" if they are involved in a disciplinary situation that cannot be readily resolved, or when they demonstrate an inability to perform assigned work responsibilities efficiently.
- The types of behavior and conduct that the Township considers inappropriate, and that could lead to disciplinary action up to and including suspension or termination of employment immediately and with or without prior warning, include, but are not limited, to the following:
 - A. Incompetence, negligence, misconduct, or inefficiency in the performance of assigned duties.
 - B. Abusive, threatening, offensive attitude, language or conduct, toward a member of the public, a Township official, or other employee.
 - C. Abusive conduct resulting in physical harm or injury to another employee, or to a member of the public.
 - D. Fraud, Theft or unauthorized possession of Township property, or the property of fellow employees or others, regardless of value.
 - E. Insubordination, including failure or refusal to promptly carry out the orders or instructions of a supervisor or Department Head (Note: This includes the failure or refusal to work overtime required by the Township.).
 - F. Acts of dishonesty, including falsification or alteration of attendance records, time records, or other Township documents.

- G. Misrepresentation or omission of material facts on an employment application, resumé, or other document used to secure or retain employment with the Township.
- H. Manufacturing, distributing, dispensing, selling, possessing, using, being impaired by, or under the influence of alcohol, controlled substances (including unprescribed use of lawful medication), cannabis or illegal drugs, while on duty, or on Township property.
- I. Using or possessing firearms, explosives, or other dangerous weapons, while on duty or on Township property in an unauthorized manner.
- J. Any act or occurrence during employment that would have disqualified an individual from initial employment, including conviction of a criminal offense bearing on the performance of job duties. Per Illinois law, the Township allows employees be provided with due process before adverse action is taken based on a criminal conviction.
- K. Violating the Township's policy or rules regarding attendance and punctuality; excessive absenteeism.
- L. Failing to provide adequate and acceptable verification of illness or injury, or substantiating documentation for absences due to other reasons, with the exception of using the PLAW leave time, or failing to submit to a medical examination when it is job-related and consistent with business necessity.
- M. Absence without leave for a period of three days, or failure to report following the expiration of an approved leave of absence.
- N. Misrepresentation regarding a leave of absence, or obtaining other employment during a leave of absence, without proper authorization from the Township.
- O. Engaging in discriminatory, harassing, or other conduct that violates the Township's Equal Employment Opportunity/Unlawful Harassment Policy.
- P. Using working time for personal matters; use of Township equipment, property, or material personal use, or for any other inappropriate purpose.
- Q. Unauthorized or excessive use of the Township's telephones, equipment, or supplies.
- R. Damaging or improperly using, caring for, or maintaining Township property, including tools, equipment, machinery, databases, or software.
- S. Exceeding time limits on break or lunch periods or taking break or lunch periods at other than designated times without proper authorization.
- T. Stopping or leaving work before the end of a scheduled work period without proper authorization.
- U. Sleeping, loafing, or wasting time during a scheduled work period.
- V. Failing to observe any of the Township's safety policies or rules or engaging in other unsafe or unhealthy conduct.
- W. Unauthorized examination, use, or disclosure of Township records or confidential information.
- X. Violating the Township's policy regarding business ethics/conflict of interest.
- Y. Failure or refusal to cooperate with an internal investigation.
- Z. Failure to maintain licenses, registration, etc. reasonably required for the position.
- AA. Any other misconduct as determined by the Township.

6.6 Non-Disciplinary Grievance Procedure:

In instances other than for Discipline of Township Employees where an employee grievance cannot be settled informally, the employee shall submit a dated, written grievance to the Town Clerk, and then the following shall apply. No grievance procedure is applicable for discipline issued to Township employees.

- A. Within 30 workdays of submitting the dated, written grievance to the Town Clerk and the applicable Department Head, the Town Clerk shall convene a meeting to be attended by a Personnel Grievance Committee comprised of the Town Clerk, the Township Supervisor and the appropriate Township Official for the employee's department who shall be determined by the Supervisor and Town Clerk.
- B. The employee's Department Head shall not be present at this meeting unless requested by the Personnel Grievance Committee, but the attendance of the employee filing the written grievance is mandatory.
- C. The employee will be granted the opportunity to present their grievance to the Personnel Grievance Committee, and the proceeding will be recorded.
- D. No stenographer shall be present, but the employee shall be provided a copy of the recording if requested. However, the Committee and the employee may question any witness who appears before the committee.
- E. The Personnel Grievance Committee may consult with the employee's Department Head at an appropriate point during the meeting but in no event later than five workdays after the meeting unless circumstances beyond the Committee's control require this to occur.
- F. The Committee's decision must be made within 14 workdays after the conclusion of the meeting but may be made at the conclusion of the meeting.
- G. All decisions of the Personnel Grievance Committee shall be in writing and prepared within 14 workdays of the conclusion of the meeting. Explanations of the decision shall not be elaborate but rather limited to a concise explanatory statement of the disposition of the matter.
- H. The decision of the Committee shall be binding on the Township. The grieving employee may appeal an adverse decision of the Committee to the Supervisor and the Township Board of Trustees within 10 workdays of the Committee's dated, written decision. This written notice of appeal shall be made, dated and given to the Town Clerk.
- I. Upon receiving the dated, written notice of the employee's intent to appeal the Committee's decision, the Town Clerk shall see that the grievance is set for review by the Township Supervisor and Board of Trustees in executive session within 60 days of the receipt of written notice by the Town Clerk.
- J. The Township Supervisor and Board of Trustees will meet in closed session, either before or after a regularly scheduled Township monthly meeting or call a special meeting, but in no event sooner than after 14 calendar days' notice to the employee of the meeting to review the Committee's decision.
- K. The employee, if present, will be granted an opportunity to state their grounds for the appeal either personally or by an attorney.
- L. No witnesses will testify at the appeal session for the employee or the Committee.

- M. The Supervisor and Township Board of Trustees must vote to affirm, modify or overturn the Committee's decision, and shall do so during the open meeting at the next regularly scheduled Township meeting, but in no event sooner than 14 calendar days.
- N. The record of the appeal held in closed session shall also be recorded electronically with a copy available to the employee at their request.
- O. Any grievance of a Department Head that is not informally resolved with the Township Administrator, shall then be dated and put in writing for appeal to the Township Supervisor and Board of Trustees who shall hear the Department Head's appeal from the decision of the Township Administrator in closed session in the same manner as for other Township employees. Voting must take place in open session in accordance with the Open Meetings Act.

6.7 Resignation or Separation:

It is requested that resignations be given in writing to the employee's supervisor. An employee who is separated from Township service, whether voluntarily or involuntarily, will be held responsible for the return of Township property, keys and records in their possession at the time of separation. Such property must be returned to the Township upon separation. Failure to return property may necessitate Township action for recovery.

- Terminating employees are strongly encouraged to have an exit interview with Human Resources.
- Final Pay: The final compensation for any employee shall be paid on the next regular pay period following the effective date of said employee's termination.

SECTION 7: DRESS CODE

7.1 Dress Code Policy

The goal is to maintain the Township's best professional atmosphere, in part, by the image we present to our citizens and the community of Schaumburg. We expect all employees to present a neat, well-groomed appearance and a courteous disposition.

Appropriate attire is expected from all Township employees while they are on the Township premises, or while they are representing the Township during Township-related or Township-sponsored activities.

- All employees who have contact with the public should wear business-casual attire. Casual business wear means clean, neat, professional clothing. Understanding various fashion trends, the Township prohibits *excessively* distressed (ripped, torn, etc.) clothing as work attire.
 - It is never appropriate to wear stained, unclean, wrinkled, or revealing clothing in the workplace. Shoes or sandals should fit properly so that they can be worn safely to avoid personal injury.
 - Clothing that is stained, frayed, distressed, or otherwise 'worn out' by wear/tear should not be worn. Clothing that promotes or alludes to profanity, alcoholic beverages, tobacco, controlled substances or items which depicts violence, is of sexual nature or a disruptive nature or reveals undergarments, are prohibited.
- Employees should err on the side of caution; if an item is questionable, another item of clothing should be selected.

7.2 Township-Issued Uniforms:

The Township of Schaumburg believes employees serving in specific employment positions with high public visibility should have a common uniform appearance; to exhibit a professional appearance to the public; to provide the public the ability to readily identify a Township employee; to provide employees a set of work clothes; and to create a "team spirit" among employees. Uniforms will be issued by the Township according to the following policy:

The Department Head shall have jurisdiction over uniform specifications with final approval of the Township Administrator. Only specific employment positions will be required to wear the uniform. These positions include:

- Full- and part-time bus drivers.
- All employees working in the Building and Grounds Department.
- Security personnel.

Employees will be given an appropriate number of sets of uniforms so that it is possible to have a clean uniform available for every workday. The standard elements of the uniform provided by the Township shall include:

- Long/short sleeve shirt with Township logo.
- Bus Drivers and Building and Grounds Department will also receive, heavy cold weather jacket and light windbreaker with Township logo as well as a pair of safety shoes.
- Employees are responsible for laundering, keeping them in a neat, professional appearance.

SECTION 8: DISCRIMINATION AND HARASSMENT

8.1 Policy Against Discrimination and Harassment

The Township of Schaumburg is committed to maintaining a work environment which is free from all forms of harassment or discrimination of any kind. In keeping with this commitment, the Township prohibits and will not tolerate any form of harassment or unlawful discrimination, including harassment or discrimination on the basis of actual or perceived race, color, religion, creed, sex, gender identity, gender expression, pregnancy, childbirth, medical or common conditions relating to pregnancy or childbirth, ancestry, national origin, age, disability, association with a disabled person, sexual orientation, marital status, citizenship status, genetic information, arrest record, conviction record, military status, unfavorable discharge from military service, order of protection status, status as a victim of domestic violence, sexual violence, gender violence, or other crime of violence, traits associated with race, including but not limited to hair texture or protective styles such as braids, twists, or locks, or other legally protected group status, by its employees or against its employees by anyone, including supervisors, co-workers, officers, agents, vendors, customers or any third party. This Policy is intended to assure that the Township of Schaumburg is taking all steps to prevent harassment and discrimination in the workplace and to correct harassing or discriminatory conduct that does occur before it becomes severe or pervasive.

"Harassment" means any unwelcome conduct on the basis of an individual's actual or perceived race, color, religion, creed, sex, gender-identity, gender-expression, sexual orientation, pregnancy, childbirth, medical or common conditions relating to pregnancy and childbirth, genetic information, national origin, age, physical or mental disability, association with a disabled person, ancestry, marital status, military status, arrest record, conviction record, unfavorable discharge from military service, order of protection status, status as a victim of domestic violence, sexual violence, gender violence, or other crime of violence, citizenship status, traits associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, or twists, or any other classification protected under federal or state law that has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment. For purposes of this definition, the phrase "working environment" is not limited to a physical location an employee is assigned to perform his or her duties.

Township of Schaumburg employees and officials bears the responsibility to refrain from discrimination or harassment in the workplace. Township employees who engage in discriminatory or harassing conduct may be subject to disciplinary action, up to and including termination of employment with the Township of Schaumburg. Furthermore, it is the responsibility of all supervisors to make sure that the work environment is free from harassment or discrimination of any kind.

The Township of Schaumburg also prohibits retaliation of any kind against anyone who has complained about discrimination or harassment, whether that concern relates to discrimination against or harassment of the individual raising the concern or against another individual. The Township does not consider conduct in violation of this policy to be within the course and scope of employment and does not sanction conduct in violation of this policy on the part of any employee, member of management, elected official, appointed official or non-employee.

8.2 Definitions and Prohibited Conduct

Sexual harassment:

For purposes of this Policy, sexual harassment/discrimination means any harassment or discrimination on the basis of an individual's actual or perceived sex or gender, including unwelcome sexual advances or requests for sexual favors, or any conduct of a sexual nature, when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment can occur between individuals of the same or different sex or gender-identity. This behavior is unacceptable in the workplace itself and in other work-related settings such as business trips, court appearances and business-related social events.

Sexual harassment can affect the victim and other employees as well. Conduct in violation of this policy has no legitimate business purpose. Prohibited acts of sexual harassment may include a range of subtle or overt behaviors and may involve individuals of the same or different gender. Examples of conduct that may constitute sexual harassment include but are not limited to:

- **Verbal:** sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- **Non-verbal:** suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- **Visual:** posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- **Physical:** touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- **Texting/electronic:** "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

Sexual harassment can include any harassment directed at an employee on the basis of sex.

Harassment and discrimination on the basis of any other protected status:

Prohibited harassment or discrimination consists of unwelcome conduct of any kind, whether verbal or physical, or disparate treatment based upon a person's actual or perceived race, color, religion, creed, sex, gender identity, gender expression, pregnancy, childbirth, medical or common conditions relating to pregnancy or childbirth, ancestry, national origin, age, disability, association with a disabled person, sexual orientation, marital status, citizenship status, genetic information, arrest record, conviction record, military status, unfavorable discharge from military service, order of protection status, status as a victim of domestic violence, sexual violence, gender violence, or other crime of violence, traits associated

with race, including but not limited to hair texture or protective styles such as braids, twists, or locks, or other legally protected group status.

- Harassing conduct can include, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail, instant messaging, texts, Internet or computer usage) because of his or her actual or perceived protected status.

The Township will not tolerate harassing or discriminatory conduct in violation of this policy.

Individuals covered under the policy:

This policy covers all officers, employees, interns and volunteers of the Township of Schaumburg. The Township of Schaumburg will not tolerate, condone or allow harassment or discrimination, whether engaged in by fellow employees, supervisors, officers, interns, volunteers, agents or by other non-employees who conduct business with the Township of Schaumburg. The Township of Schaumburg requires that all incidents of harassment and discrimination be reported, regardless of who the offender may be, and the Township will promptly investigate all reported incidents. Where the alleged offender is not an employee, officer, intern, volunteer or agent of the Township of Schaumburg, the Township Administrator or their designee, in consultation with the complainant, will review the complaint and make every effort to identify a reasonable remedy if harassment or discrimination has been confirmed.

Responsibility of supervisory employees:

Each supervisor is responsible for maintaining the workplace free from harassment and discrimination. This is accomplished by promoting a professional environment and by dealing with harassment and discrimination as with all other forms of employee misconduct. In addition, all supervisors are required to report complaints of harassment or discrimination to the Township Administrator.

A supervisor must address an observed incident of harassment or discrimination or a complaint, with seriousness, take prompt action to investigate it, report it, and end it, and implement appropriate disciplinary action. This also applies to cases where an employee tells the supervisor about behavior that constitutes sexual harassment, or other harassment or discrimination, but does not want to make a formal complaint. In addition, supervisors must ensure that no retaliation will result against an employee making a complaint of harassment or discrimination.

Responsibility of individual employees:

Each individual officer, employee, volunteer or intern has the responsibility to refrain from harassment and discrimination in the workplace and to report incidents of harassment or discrimination, even if just observed. An individual employee who harasses or discriminates against a fellow employee is, of course, liable for his or her individual conduct and will be subject to disciplinary action, up to and including termination of employment.

Complaint process:

While the Township of Schaumburg encourages individuals who believe they are being harassed or discriminated to firmly and promptly notify the offender that his or her behavior is unwelcome, the Township of Schaumburg also recognizes that an employee may not feel comfortable doing so. If you are advised by another person that your behavior is offensive, you must immediately stop the behavior, regardless of whether you agree with the person's perceptions of your intentions. The following

procedure should be followed by any employee, officer, volunteer or intern who has been the victim of conduct in violation of this policy or who has witnessed conduct in violation of this policy.

- **Reporting of incident:** All employees are required to report any suspected harassment or discrimination to his or her Department Head, except where the Department Head is the individual accused of harassment or discrimination. In that case, the complaint should be reported to a Department Head of another Department or the Township Administrator of the Township of Schaumburg. If the harasser is the Township Administrator, the problem should be reported to the Township Supervisor. In the case of an instance of sexual harassment, if the victim prefers to report the suspected harassment to someone of the same gender as that of the victim, the complaint can be reported to a Department Head of another Department. The report may be made initially either orally or in writing, but reports made orally must ultimately be reduced to writing.
- An elected official of a governmental unit can bring a complaint against an elected official of the Township by advising the Administrator or Human Resources. The Township will assign an independent reviewer to investigate such complaints.
- **Investigation of complaint:** When a complaint of harassment or discrimination has been reported, the Township Administrator or their designee will make a determination as to whether a detailed fact-finding investigation is necessary. (For example, if the alleged harasser does not deny the accusation, there would be no need to interview witnesses, and the Township could immediately determine appropriate corrective action). If a fact-finding investigation is necessary, the Township Administrator or their designee will initiate an investigation of the suspected harassment or discrimination promptly upon receipt of the complaint. The fact-finding investigation will include an interview with the employee(s) who made the initial report, the person(s) towards whom the suspected harassment was directed and the individual(s) accused of the harassment or discrimination. Any other person who may have information regarding the alleged harassment or discrimination may also be interviewed.
- **Report:** The person responsible for investigating the complaint will objectively gather and consider the relevant facts and shall prepare a written report within ten working days of his/her completion of the investigation of the harassment or discrimination unless extenuating circumstances prevent him/her from doing so. The report shall include a finding that harassment or discrimination occurred, harassment or discrimination did not occur, or there is inconclusive evidence as to whether harassment or discrimination occurred. The findings of the investigation will be given to the employee(s) who made the initial report, the employee(s) to whom the suspected harassment or discrimination was directed, and the individual(s) accused of the harassment or discrimination. Any employee found to be in violation of this policy is subject to discipline up to and including termination.
- **Records and confidentiality:** Employees who report incidents of harassment or discrimination are encouraged to keep written notes and to keep copies of other relevant records that may assist in the investigation. Every effort shall be made to keep all matters related to the investigation and various reports confidential, to the extent permissible under the law.

- **Timeframe for reporting complaint:** The Township of Schaumburg encourages a prompt reporting of complaints so that rapid response and appropriate action may be taken. An employee should not wait until the situation becomes unbearable. Delayed reporting of complaints will not, in and of itself, preclude the Township of Schaumburg from taking remedial action.
- **Protection against retaliation/retaliation prohibited:** The Township of Schaumburg will not in any way retaliate or permit any employee, officer or agent of the Township to retaliate against an individual who makes a report of harassment or discrimination or provides information related to such report. Any witness to an incident or participant in any investigation of harassment or discrimination is also protected from retaliation. Retaliation is a serious violation of this Anti-Harassment/Anti-Discrimination Policy and should be reported immediately.
 - Any person found to have retaliated against another individual for reporting harassment or discrimination will be subject to the same disciplinary action provided for harassment/discrimination offenders, meaning disciplinary action up to and including termination of employment.
 - No one making a complaint of harassment or discrimination or providing information related thereto will be retaliated against even if a complaint made in good faith is not substantiated.
 - Similar to the prohibition against retaliation as set forth in this policy, whistleblower protection from retaliatory action is afforded under the State Officials and Employees Ethics Act (5 ILCS 430/15-10; 5 ILCS 430/70-5), the Whistleblower Act (740 ILCS 174/15(a)) and the Illinois Human Rights Act (775 ILCS 5/6-101).

8.3 Discipline/Sanctions

Disciplinary action will be taken against any employee found to have engaged in harassment or discrimination of any other employee. The extent of sanctions may depend in part upon the length and conditions of employment of the particular employee and the nature of the offense. The Township of Schaumburg has the right to apply any sanction or combination of sanctions, up to and including termination, to deal with unreasonable conduct, harassment or discrimination.

- Where a hostile work environment has been found to exist, the Township of Schaumburg will take all reasonable steps to eliminate the conduct creating such an environment.

In addition to any and all other discipline that may be applicable pursuant to the Township's policies, employment agreements, procedures, and/or employee handbooks, any person who violates this policy or the prohibition on sexual harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the Township and any applicable fines and penalties established pursuant to local ordinance, state law or federal law. Each violation may constitute a separate offense. Any discipline imposed by the Township shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a state or federal agency.

False and frivolous complaints:

If an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant will be subject to appropriate

sanctions, up to and including termination. False and frivolous charges do not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for an individual accused of harassment or discrimination, a false and frivolous charge is a severe offense that can itself result in disciplinary action, including termination.

Education/training:

Education and training for employees at every level of the Township is critical to the success of the Township's policy against harassment and discrimination. The Anti-Harassment/Anti-Discrimination Policy will be distributed to all officials, employees, interns and volunteers of the Township. All officials, employees, interns and volunteers are required to read and sign a receipt of the Township's policy. In addition, officials and employees will receive annual training regarding the Township's Anti-Harassment/Anti-Discrimination Policy.

A person who fills a vacancy in an elective or appointed office and all newly hired employees will complete his or her initial harassment and discrimination prevention training program within 30 days after commencement of his or her office or employment and annually thereafter.

The training shall include, at a minimum, the following:

- The definition and a description of sexual harassment, unlawful discrimination, and harassment, including examples of each;
- Details on how an individual can report an allegation of sexual harassment, unlawful discrimination, or harassment, including options for making a confidential report to a supervisor or the Illinois Department of Human Rights (IDHR);
- The definition and description of retaliation for reporting sexual harassment, unlawful discrimination, or harassment allegations utilizing examples, including availability of whistleblower protections under the Workplace Transparency Act, the Whistleblower Act, and the Illinois Human Rights Act; and
- The consequences of a violation of the prohibition on sexual harassment, unlawful discrimination, and harassment and the consequences for knowingly making a false report.

8.4 Procedures for Filing a Complaint of Harassment or Discrimination

The Township of Schaumburg hopes that any incident of harassment, discrimination or retaliation can be resolved through the internal process outlined above. All employees, however, have the right to file formal charges with the IDHR and/or the United States Equal Employment Opportunity Commission (EEOC). A charge must be filed within 300 days of the incident. In addition, an appeal process is available through the Human Rights Commission (IHRC), after the IDHR has completed its investigation of the complaint.

- **IDHR:**
CHICAGO- 312-814-6200
TTY- 866-740-3953
- **IHRC:**
Chicago- 312-814-6269
Chicago TTY- 312-814-4760
- **EEOC:**
CHICAGO: 800-669-4000
TTY: 800-869-8001

SECTION 9: DRUG FREE WORKPLACE

9.1 Drug and Alcohol Policy

Township of Schaumburg has implemented this policy, and related procedure, in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on employees' health, well-being, job performance, safety, and efficiency. The policy expresses the Township's desire to satisfy the requirements of the Federal and State Drug Free Workplace Acts. In accordance with these statutes and concerns, the Township has resolved to maintain an alcohol and drug free workplace. Township of Schaumburg will not condone any conduct inconsistent with the goal and policy of a Drug Free Workplace Act, including:

- The manufacture, distribution, dispensation, sale, possession, or use of alcohol, illegal drugs, cannabis, or controlled substances, at the workplace while otherwise conducting Township business, whether on or off the Township premises.
- Abusing any drug, although legally obtained (such as a prescription drug), by not using the drug for prescribed purposes, not taking the drug according to prescribed dosages at the workplace, while otherwise conducting Township business, whether on or off the Township premises.
- Being impaired by, or under the influence of, alcohol, cannabis, illegal drugs, or controlled substances at the workplace, while otherwise conducting Township business, whether on or off the Township premises.
- Other conduct off-the-job that is inconsistent with this policy, and which adversely affects an employee's job performance, the safety of other employees and the public, and the public's trust, such as the illegal manufacture, distribution, dispensation, sale, possession, or use of illegal drugs or controlled substances.

The Township will not penalize an employee or applicant solely for his/her status as a registered qualifying patient or registered designated caregiver under the Compassionate Use of Medical Cannabis Program Act, unless failing to do so would put the Township in violation of federal law or unless failing to do so would cause it to lose a monetary or licensing-related benefit under federal law or rules. The Township prohibits the use and storage of both medical and recreational cannabis on its property, at all workplaces and in any employer-owned vehicles.

Individuals who are registered users of medical cannabis in accordance with the Compassionate Use of Medical Cannabis Program Act and individuals who use cannabis in accordance with the Cannabis Regulation and Tax Act may not report to work under the influence of cannabis. This policy prohibits the undertaking of any task under the influence of cannabis, when doing so would constitute negligence, professional malpractice or professional misconduct. Any violation of this policy may result in immediate discharge and may subject an employee to legal action.

Employees who drive commercial motor vehicles, operate or repair heavy or large mobile equipment or perform other safety-sensitive functions including drivers and facility/ maintenance staff, in addition to the prohibitions above must not consume alcohol for four hours prior to duty time and up to eight hours following an accident or until the employee undergoes a post-accident test, whichever comes first.

9.2 Definitions

For purposes of this Policy and Procedures, the following definitions apply:

- **“Alcohol”** means any substance containing any form of alcohol, including, but not limited to ethanol, methanol, propanol, and isopropanol.
- **“Cannabis”** is defined as provided in the Cannabis Control Act (720ILCS 550/1 *et seq.*), which provisions are specifically incorporated in this Policy/Procedure by reference.
- **“Controlled Substance”** means a controlled substance and Schedules I – V of Section 812 of Title 21, of the United States Code, which provisions are specifically incorporated in this Policy/Procedure by reference.
- **“Criminal Drug Statute”** means a criminal statute involving the manufacture, distribution, dispensation, possession, or use of any controlled substance or cannabis.
- **“Township Property”** means any building, office, common area, open space, vehicle, parking lot, or other area owned, leased, managed, used, or controlled by the Township. Township Property also includes property used by Township’s patrons while on Township sponsored events, or field trips, or property of others, when presence therein by the Township employee is related to employment with the Township.
- **“Drugs”** means illegal drugs, **cannabis**, and controlled substances.
- **“Legal Drugs”** means prescription drugs and over-the-counter drugs, which have been obtained legally and are being used in the manner and for the purpose for which they were prescribed or manufactured.
- **“Medical Facility”** means any physician, laboratory, clinic, hospital, or other similar entity.
- **“Policy”** means Township of Schaumburg Alcohol and Drug-Free Workplace Policy.
- **“Procedure”** means Township of Schaumburg Alcohol and Drug-Free Workplace Procedure.
- **“Positive Alcohol Test”** means that it has been determined through medical testing that the blood alcohol content is at least 0.04, or a refusal to submit to testing.
- **“Positive Drug Test”** means the specimen submitted contains traces of any of the following five drugs being tested for: marijuana, cocaine, amphetamines, opiates, and phencyclidine.
- **“Possess”** means to have either in or on an employee’s person, personal desk, files, or other similar area.
- **“Refusal to Submit”** to alcohol or controlled substances test means any of the following:
 - Fails to provide adequate urine, breath, or blood, or such similar substance as the medical facility or legal counsel may recommend for testing without a valid medical explanation after receiving notice of the requirements for testing.
 - Engages in any conduct that clearly obstructs the testing process.
 - Refuses to go to a testing site to be tested.

“Under the Influence” means that alcohol or drugs affect the employee in any determinable manner. Disciplinary action, up to and including termination from employment may be based on the conclusion that an employee is or was under the influence as established by a medical professional’s opinion, a scientifically valid test, specific articulable symptoms observed in the workplace by a reliable witness. A registered qualifying user of medical cannabis under the Compassionate Use of Medical Cannabis Program Act must first be given a reasonable opportunity to contest the basis of the suspected

impairment before being subject to discipline based on the employer's good faith belief of impairment. A user of cannabis under the Cannabis Regulation and Tax Act must also first be given a reasonable opportunity to contest the basis of the suspected impairment before being subject to discipline based on the employer's good faith belief of impairment.

9.3 Voluntary Treatment

It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action. The Township will not discipline an employee who voluntarily seeks treatment for a substance abuse problem, if the employee is not in violation of the Township's Drug and Alcohol Policy, or other rules of conduct. Seeking such assistance will not be a defense for violating the Township's Drug and Alcohol Policy, nor will it excuse or limit the employee's obligation to meet the Township's policies, rules of conduct, and standards, including, but not limited to those regarding attendance, job performance, and safe and sober behavior on the job.

- Employees who suffer from alcohol or drug abuse are encouraged to consult voluntarily with Township management and undergo appropriate medical treatment.
- Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's group health plan.
- Township management will attempt to keep such voluntary discussions and medical treatment confidential in accordance with this Procedure.

9.4 Screening and Testing

The screening or testing initiated by the Township will be conducted by a medical facility selected by the Township at the Township's expense. The screening or testing may require an analysis of the employee's breath, urine, blood, or such similar substance as the medical facility or legal counsel may recommend. Under circumstances established by the National Institute on Drug Abuse (NIDA) and the Department of Health and Human Services (DHHS), if the collector has reason to believe that the specimen is: 1) not that of the donor, or 2) has been adulterated or altered, the donor may be asked to provide a fresh specimen in the presence of a witness within eight hours.

Collected specimens shall be tested for evidence of marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP) use. Employees who undergo alcohol or drug screening or testing will be given the opportunity, prior to the collection of the specimen or other testing, to disclose the use of legal drugs, and to explain the circumstances of their use. If an initial test is positive, a second test will be conducted from the same sample. A confirmed positive drug and/or alcohol test may result in disciplinary action, up to and including discharge.

Drug and Alcohol Testing of any employee is to be conducted at a time and place of the Township's choice based on any of the following reasons:

- **Pre-Employment:** Drug and alcohol testing may be conducted for prospective employees, as a final prerequisite in the Township's employment selection procedure. All applicants for positions in which Township vehicles are driven will partake in pre-employment testing.
- **Post-Accident:** Drug and alcohol testing will be conducted for individuals involved in any "qualifying accident," as defined below, based on the individual circumstances surrounding the accident and

the employee's conduct. Testing will take place as soon as possible following the accident. Intentional delay in reporting an accident will be grounds for disciplinary action up to and including discharge from employment.

- For purposes of this Policy, "qualifying accident" means any work-related accident resulting in:
 - The death of a human being; and/or
 - Bodily injury to any person who, as a result of the injury, receives professional medical treatment; and/or
 - Property damage in the amount of \$1,000.00, or greater, based on reliable estimates;Where the Township has reasonable cause to believe that an employee's drug or alcohol use may have contributed to cause the accident.
- **Reasonable cause:** Drug and Alcohol testing will be required if a supervisor, has reasonable cause to believe that the individual is under the influence of alcohol, or a legal or illegal drug. The Township will transport the individual to the testing site. The individual will then be taken home. Reasonable cause may be determined based on: specific objective facts (provided by reliable, and credible sources, or independently corroborated) and rational inferences that may be drawn from these facts; and/or physical symptoms of being under the influence of alcohol or drugs, such as abnormal or erratic behavior/speech, or body odors.

The results of any breath, blood, urine, analysis shall be kept strictly confidential among the tested individual, the clinic, any outside laboratory used by the clinic for analysis, and the Township. However, the Township may use the results to decide upon an action to be taken towards tested individuals, or to the extent necessary to defend its actions in any subsequent legal or other proceeding.

Depending upon the circumstances and the employee's work history/record, the Township may offer an employee who violated this policy, or tests positive, the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up testing at times and frequencies determined by the Township. If the employee either does not complete their rehabilitation program, or tests positive after completing the rehabilitation program, they will be subject to immediate discharge from employment.

Human Resources is aware that the above is circumstance specific. Therefore, each situation will be addressed on a case-by-case basis. When testing under the circumstances of reasonable cause, or post-accident, the employee will not be permitted to return to work until the test results are received from the testing laboratory:

- If the test results are negative, and the employee has not otherwise violated any work rules, the employee will be paid for time lost while awaiting test results.
- A positive test may result in disciplinary action, up to and including discharge.

If, at any time, an employee, or prospective employee, refuses to submit to testing, it will be treated as a positive test and the appropriate procedures will be followed, which may include non-qualification for a position, discipline, treatment, or discharge from employment.

Use of legal drugs

Any employee who performs safety-sensitive functions and has taken a legal drug must report the nature of side effects of such legal drug to their immediate supervisor, if the legal drug may cause drowsiness, or if it may alter judgment, perception, or reaction time, or otherwise impair the employee's

ability to safely perform the duties of the employee's job. The burden is on the employee to ascertain from the employee's doctor or pharmacist whether the legal drug may have such a potential side effect. The information will be retained by the Township, in a confidential manner, and shall be disclosed only to persons who need to know. The employee's immediate supervisor, after conferring with the department, shall decide whether the employee may safely continue to perform the job while using the legal drug, or if the employee must be sent/taken home and benefit time used, if available. Failure to disclose the use of such legal drugs may be cause for discipline, up to and including dismissal.

Notice of Convictions

Any employee who is convicted of, or assigned supervision or probation, for violating any federal or state criminal drug statute must notify Human Resources and/or direct supervisor within five days of such court action. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession, or use of any controlled substance. Failure to notify Human Resources may subject the employee to disciplinary action, up to and including dismissal.

9.5 Discipline/Penalties for Violation

In addition to, or as an alternative, depending on the circumstances as determined by the Township and its sole discretion, the Township may require the employee to successfully complete an alcohol and/or drug abuse assistance or rehabilitation program approved for such purposes by the Township, and by a federal, state, or local law enforcement or other appropriate agency. Employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the Township.

Participation in a treatment program will not protect the employee from disciplinary actions should job performance remain unsatisfactory. Where the Township decides to discipline an employee solely on its determination that the employee is under the influence or impaired by drugs or alcohol without obtaining a medical professional opinion or scientifically valid test, the Township will offer the employee an opportunity to contest the basis for the determination that the employee is under the influence or impaired prior to imposing final discipline.

Depending upon the circumstances and the employee's work history/record, the Township may offer an employee who violated this policy, or tests positive, the opportunity to return to work on a last chance basis pursuant to mutually agreeable terms, which could include follow-up testing at times and frequencies determined by the Township. If the employee either does not complete their rehabilitation program, or tests positive after completing the rehabilitation program, they will be subject to immediate discharge from employment.

SECTION 10: SAFE WORKPLACE POLICY

10.1 Violence Free Workplace Policy

The Township is committed to promoting a safe work environment free of violence, harassment and intimidation. Behaviors that are abusive, obscene or considered to be threatening conduct or communication that is intended to harass, annoy, alarm, torment, embarrass or injure another will not be tolerated.

- While on duty or on Township property, employees shall not use obscene or abusive language or offensive gestures in their communication with coworkers or members of the public; employees shall not by oral, written, electronic or other means of communication threaten or intimidate coworkers or members of the public; and employees shall not physically endanger, intimidate or injure coworkers or members of the public.

Such conduct will not be tolerated. Employees who engage in such conduct will be subject to discipline, up to and including termination.

Township employees are required to report incidents of threats or acts of physical violence of which they are aware directly to their Department Head, Human Resources or the Township Administrator. Each incident of violent behavior, whether the incident is committed by another employee or a member of the public, must be reported to the Department Head, Human Resources or Township Administrator immediately.

If an employee is aware of a threat of imminent physical harm to themselves, another employee or member of the public, the employee should attempt to remove themselves from the dangerous situation and immediately notify appropriate emergency personnel by engaging the nearest panic button, and/or calling "911." The employee must report this emergency call immediately to their supervisor or, in the event the immediate supervisor is not available to another management employee immediately.

In critical incidents in which a serious threat or injury occurs, emergency responders such as police or fire personnel must be immediately notified.

10.2 Weapons Policy

Employees of the Township are prohibited from the use or open or concealed carrying or storing of firearms or weapons on or in any building owned, leased or controlled by the Township; any vehicle or equipment owned, leased or controlled by the Township; any public area under the control of the Township; or at any time or in any area that is associated with Township employment, while they are acting within the scope of his or her employment. The Township is aligned with the Illinois Concealed Carry Act, which permits a license holder to store a firearm concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area.

The term "weapons" includes, but is not limited to: all firearms; any knife with a blade length of three inches or more; a switch blade knife; a stun gun or taser; metal knuckles; a pneumatic gun, spring gun, paint ball gun, or BB gun; any bomb, bomb-shell, grenade, bottle or other container containing an explosive or noxious substance for like purposes (other than an object containing a non-lethal noxious liquid gas or substance designed solely for personal defense carried by a person 18 years of age or older); any other

weapon identified in subsection (a) of Section 24-1 of the Illinois Criminal Code, or any object or chemical whose purpose or the use of which is to cause harm to another person.

The term “firearms” includes, but is not limited to, any loaded or unloaded: handgun; machine gun; rifle; shotgun; pistol; revolver; or any device, by whatever name known, which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas or escape of gas.

SECTION 11: TECHNOLOGY

11.1 Technology Resources Policy

Performance of job duties can involve the use of Township technology resources. These resources, such as networks, servers, workstations, telephones, databases, services, such as the Internet and email, remote access, cell phones, or access to internet service providers, or other similar network systems and communications devices that may be used for Township business, are the sole property of the Township, and are intended for Township business use. **Users have no expectation of privacy in the use of Township technology resources, including the creation, entry, receipt, storage, or transmission of data.** Users should also have no expectation of controlling what software, security mechanisms, or technology the Township deems necessary to maintain the safety and security of its network and data.

- All data generated by, created, entered, received, stored, or transmitted via the Township's technology resources is Township property, and the Township may, without prior notice, access, search, monitor, inspect, review, or disclose all such data, and use of technology resources.
- Users specifically consent to the access by and disclosure to the Township of information created, entered, transmitted, or received via the Township's technology resources that is stored by a third-party electronic communication service or remote computing service, and have no expectation of privacy in such information.
- Any unauthorized or inappropriate use of these technology resources, or unauthorized or inappropriate access to information stored on or through such resources, may result in disciplinary action, up to and including termination.

11.2 Electronic Communications

The Township functions as a local government agency. As such, all Township relevant content must be saved and accessible at any time per the rules and guidelines including but not limited to records retention, and FOIA requests. Consistent with the above guidelines, the Township in its discretion as owner of the email system and other messaging system or communication, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over such systems and networks, for any reason and without the permission of any employee.

- It is essential that all users of the email system know and understand the Township's policy regarding the use of email. Employees may use the Township's communication equipment and services for conducting matters of the Township only.
- Even if employees use a password to access the email system or other system or network, the confidentiality of any message stored in, created, received, or sent from Township technology resources and communication devices still cannot be assured. Use of passwords, or other security measures, does not in any way diminish the Township's rights to access materials on its system or create any privacy rights of employees in the messages and files on the system. Employees may not send or forward any communications which masks or misrepresents their identity as the sender or which is encrypted except as authorized by management.
- Even though the Township has the right to retrieve and read any email and other messages, those messages should still be treated as confidential by other employees and accessed only by the

intended recipient. *Employees are not authorized to retrieve or read any email or other messages that are not sent to them.*

- Employees are reminded to be courteous to other users of the system, and always to conduct themselves in a professional manner. Emails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write email and other electronic communications with no less care, judgment, and responsibility, than they would use for letters or internal memoranda.
- The Township's conduct policies, including the policy against sexual or other harassment, apply fully to its technology resources, email and other messaging systems. Any violation of those policies is grounds for discipline, up to and including discharge. Therefore, no message or other content should be created, sent, or received if it contains intimidating, hostile, or offensive material concerning race, color, religion, sex, sexual orientation, age, national origin, disability, or any other classification protected by law.
- The Township's technology resources, email system, or other messaging systems and communication networks, may not be used to solicit or proselytize others for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.

Users should routinely delete outdated or otherwise unnecessary emails, messages, and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs. Emails that are deleted must in no way be covered under the records retention policies. Employees should be aware, that deletion of any email messages or files will not truly eliminate the messages from the system. All email and other messages are stored in a central backup system in the normal course of data management, and toward addressing any records requests.

- Employees must exercise caution when opening emails with any external attachments originating from any unknown source, as they may contain viruses.
- Chain mail and junk mail should not be forwarded, and should be deleted upon discovery, as they can contain viruses or spyware.

11.3 Personal Electronic Devices

Employees must be aware that all personal devices that are connected to the Township's network, or otherwise used for Township business, are subject to the Township's policies, technical standards, and protocol. As the use of personal electronic devices for work is neither recommended nor a requirement of the Township, employees assume all responsibility for the use of personal technology resources for Township business. The Township is not liable for and will not reimburse employees for any loss or damage to personal technology resources used during Township business hours.

- Employees who utilize personal computers and/or electronic storage or communication devices to conduct any Township business must allow the Township access to such devices for purposes of complying with requests for information under the Freedom of Information Act, and as otherwise required to conduct Township business. This access to personal devices includes access to any messages related to Township business to comply with the Freedom of Information Act.
- Upon separation from employment, employees will be required to allow the Township to recapture any Township data and property from the employee's personal technology resources.

11.4 Computer and Cell Phones

As with all Township assets, computer systems, hardware, and software are provided and intended to be used for authorized business use. Non-business use of Township computers is prohibited; however, reasonable, incidental, and occasional use of the Township computers, may be permitted if it does not interfere with the performance of any employee's work, or burden or compromise the effectiveness of the Township computers.

Any personal use of the Township computers is subject to Township policies, including the provisions of this policy, which permit monitoring all use of Township technology resources.

- Use of the Township computers to receive, copy or transmit information, software, or other materials protected by copyright law, or information which the Township considers confidential or trade secrets, is prohibited. No employee should install any software or download any files without management approval.
- Employees may not use cellular phones for talking or texting while driving Township vehicles, or while engaged in Township business in any vehicle. They must pull over to the side of the road, or use a hands-free device, if permitted, under applicable law.
- Any employee found to be in violation of this policy is subject to disciplinary action. Employees learning of misuse of the Township computers should report it to their supervisor.

11.5 Passwords

Each individual who is granted access to a Township email account has an obligation to protect the security of the email system. Each user should keep their password secret from all others and may change their password at any time. The only individual with the power to access and change another's password is the Township's IT System Administrator or their designated representative—who will do so only for legitimate operating reasons, or at the request of the authorized user involved (e.g., to review and retrieve emails; or if a user should forget their password and be unable to gain access to their own email account).

11.6 Internet Policy

The Township provides access to the internet for authorized users to support the business purposes of the Township. No use of the Internet should conflict with the primary business purposes of the Township, or with applicable laws and regulations. As a condition of continued employment, each user is personally responsible to ensure that this policy is followed.

The Township may monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual. There is no individual expectation of privacy in terms of their usage of the Internet via Township computers. In addition, the Township restricts access to sites that it deems are not necessary for business purposes.

- Employees are prohibited from encrypting files on their computers or taking any steps that block access to files other than the use of Township passwords or approved encryption programs. Employees must maintain passwords and logon codes toward protecting Township data.
- The Township's connection to the internet ***may not be used*** for any of the following activities:
 - To access, create, transmit, print, or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as

harassment, or disparagement, based on race, color, national origin, sex, sexual orientation, age, disability, or religious or political beliefs or any other protected class. This includes sexually-oriented messages or images.

- Downloading, disseminating or posting of copyrighted material that is available on the internet to the Township's network is an infringement of copyright law. Permission to copy the material must be obtained from the publisher.
- Without prior approval, software should not be downloaded from the internet, as the download could introduce a computer virus to the Township's network. In addition, copyright laws may cover the software and the downloading could be an infringement of copyright law.
- Employees should safeguard against using the internet to transmit personal comments or statements through email, or to post information to newsgroups that may be mistaken as the position of the Township.
- Employees should guard against the disclosure of confidential information using the internet, email or newsgroups.
- The internet should not be used to send, or participate in any misinformation spreading, pyramid schemes, or other illegal schemes.
- The internet should not be used to proselytize or solicit others for commercial purposes, causes, outside organizations, chain messages, or other non-job-related purposes.
- The internet provides access to many sites that charge a subscription usage fee to access and use the information on that site. All items that are charged to the Township are subject to the same approval process as other business-related expenses. Requests for approval to access a subscription-based site should be submitted to the employee's supervisor or the Director of Administrative Services for preapproval. If costs are appropriately incurred on behalf of the Township, the user may submit the charges for reimbursement and expense reports, subject to customary review by the Finance Department.
- If you have questions regarding any of the policy guidelines listed above, please contact your supervisor or the Township Administrator.

11. 7 Personal Social Media Use Policy

At the Township, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

11.8 Guidelines

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chatroom, whether or not associated or affiliated with the Township, as well as any other form of electronic communication.

The same principles and guidelines found in the Township’s policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects residents, customers, suppliers, people who work on behalf of the Township or the Township’s legitimate business interests may result in disciplinary action up to and including termination.

- **Know and follow the rules:** The same rules found in this Handbook apply to your activities online. Carefully read these guidelines paying specific attention to the Township’s Anti-Harassment/Anti-Discrimination policy in this Personnel Policy. Ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.
- **Be respectful:** Always be fair and courteous to fellow employees, residents, customers, vendors, suppliers or people who work on behalf of the Township. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage residents, customers, members, employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Township policy.
- **Be honest and accurate:** Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Township, its residents, fellow employees, members, customers, suppliers, or people working on behalf of the Township.
- **Post only appropriate and respectful content:**
 - Maintain the confidentiality of the Township’s private or confidential information.
 - Do not create a link from your blog, website, or other social networking site to a Township website without identifying yourself as a Township employee.
 - Express only your personal opinions. Never represent yourself as a spokesperson for the Township. If the Township is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Township, fellow employees, residents, members, customers, suppliers or people working on behalf of the Township.
 - If you do publish a blog or post online related to the work you do or subjects associated with the Township, make it clear that you are not speaking on behalf of the Township. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the Township.”

Using social media at work

Refrain from using social media while on work time or on equipment provided by the Township unless it is work-related as authorized by your manager or consistent with Township policies. Do not use the Township's email addresses to register on social networks, blogs or other online tools utilized for personal use. Employees are prohibited from disclosing confidential Township records or information on social media. Confidential information and records includes information that is prohibited by law from being disclosed as well as records that are protected against disclosure under the exemptions to the Illinois Freedom of Information Act.

Retaliation is prohibited

The Township prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Nothing in this policy is intended to infringe on an employee's right to engage in protected, concerted action under the Public Labor Relations Act. Likewise, nothing in this policy is intended to infringe on an employee's rights under the state or federal constitutions. If you have questions or need further guidance, please contact Human Resources.

11. 9 Security and Workplace Searches Electronic Surveillance

Township of Schaumburg has deployed an electronic surveillance system as an element of its loss control program. The electronic surveillance system does not intrude on private places, such as bathrooms. Various monitors and information recorded shall be viewed only by staff, administrative personnel, and others as required by law or based upon the legitimate operating needs of the Township. This information is proprietary to Township of Schaumburg and may only be released to or viewed by others upon authorization of the Township Supervisor, Township Administrator, Human Resources, or their designee. Unauthorized release of information may result in disciplinary action, up to and including suspension or termination.

11. 10 Workplace Searches

Employees do not have an expectation of privacy as to any Township property. All Township property, including offices, desks, files, file cabinets, lockers, Township vehicles, whether locked or unlocked, are the property of the Township and are issued for the use of employees only during their employment with the Township. The Township reserves the right to search all Township property, including any employee's office, desk, files, file cabinet, locker, or any other Township area or article on Township premises, at any time, including Township vehicles, whether or not such property is locked or unlocked and whether or not the lock is Township owned or employee owned.

While the Township will ordinarily attempt to make such inspections with the employee's consent or in the employee's presence, the Township has the right to conduct such inspections without prior consent or notice. ***Employees who refuse to cooperate in an inspection or search, as well as employees who are found to be in possession of stolen property, unauthorized weapons, any unauthorized work-related documents or files, any Township property, or drugs or alcohol, will be sent immediately to the Township Administrator and be subjected to disciplinary action, up to and including termination.***

The Township is not responsible for loss of or damage to personal property on the job.

SECTION 12: OTHER IMPORTANT POLICIES

12.1 Miscellaneous

- **Professional representation at community events:** It is the policy of the Township to encourage employees to participate in community service affairs of charitable, educational, religious, fraternal, business, and civic organizations. Guidelines for attendance at these events are as follows:
 - Employee participation in community activities must not adversely affect the employee's job performance.
 - Time spent on community affairs, when not undertaken at the request of the employee's supervisor, should normally be outside of the employee's regular working hours and therefore, will not be considered hours of work for pay purposes.
 - The Department Head, the Township Administrator, or the Township Board may identify certain community activities in which it wants to be represented and then designate the employees it will sponsor for participation or membership in such organizations.
 - Employees designated will represent the Township in the organization and will be expected to promote the Township's interests.
 - Under these circumstances, time spent on the community activity will be considered hours worked for pay purposes.
 - Employee-initiated participation in community affairs that involves an extended period of time away from the job will be handled on a case-by-case basis upon consultation with the employee's Department Head and the Township Administrator.
 - Reimbursement for the expenses or fees involved in community activities should be handled in accordance with the Travel, Meal & Lodging Expense Reimbursement Policy.
 - Employees have a responsibility when expressing personal opinions in a public forum (in person or online) to make it clear that the opinion is a personal one and not one representing the Township.
 - Any public communication which might be considered as representing the Township's position must come from the appropriate elected official or staff member.
 - Employees engaging in political activities must do so as individuals on their own time, not as representatives of the Township, and may make no representations otherwise.
 - Employees are not to discuss internal confidential affairs in any public forum.
- **Solicitation** will not be permitted during working time or during non-working time in areas where it will disturb other employees who are working. Distribution or circulation of printed material by employees will not be permitted during working time, nor at any time in work areas. "Working time" refers to that portion of any workday during which an employee is supposed to be performing any actual job duties; it does not include other duty-free periods of time. Solicitation and distribution by non-employees in non-public areas of Township property is strictly prohibited.

12.2 Smoking Policy

The Township of Schaumburg is a smoke-free workplace, per applicable state and local laws.

12.3 Whistleblower Policy

The information disclosed under this section will include reporting of any violation or suspected violation of federal, state or local laws, Township policy by a Township employee, or independent contractor, which presents a substantial and specific danger to interests of the Township. Additionally, information disclosed, which indicates acts or suspected acts of neglect, gross waste of funds or neglect of duty committed by an agency, will be included.

Definitions: As used in this section, the following words or terms will have the meanings indicated:

- “Employee” means any person hired by the Township after completing the onboarding personnel procedures required by Township.
- “Independent contractor” means any person or business other than a Township employee, who provides goods and/or services to the Township and enters into a contractual agreement with the Township.
- “Adverse personnel action” means discharge, suspension, transfer, demotion, reprimand, warning, withholding or reduction of salary or benefits of employee, or any other adverse action taken against an employee within the terms and conditions of employment by the Township; or suspension or cancellation of contract of an independent contractor.

Neither the Township, nor its supervisors, will take or recommend to the Township to take adverse personnel actions against an employee for disclosing information pursuant to the provisions of this policy.

The Township will not participate in any type of adverse personnel action that affects the rights or interests of an independent contractor in retaliation for the contractor’s disclosure of the information under this policy. The information will be disclosed to the appropriate entity having the authority to investigate, police, manage, or otherwise remedy the violation or act.

This policy, along with the Defense of Trade Secrets Act of 2016, protects employees and other persons who disclose information on their own motive in a written and signed complaint to a Township, state agency or federal government, or who are requested to participate in an investigation, hearing or other inquiry conducted by the Township, state agency or federal government. The provisions of this policy will not be applicable when an employee or independent contractor discloses information known to be false. Any employee who is subject to adverse personnel action has the right to report or file a complaint by contacting Human Resources.

12.4 Confidentiality Policy

During the course of your employment, you may work with information that is confidential and proprietary, that may include: personal information and files on other employees, Township residents or anyone who utilizes our services; information that is prohibited from being disclosed by federal or state law, and other records that are exempt from disclosure by the Freedom of Information Act. Employees are prohibited from disclosing confidential information or records. Nothing in the policy is intended nor

should be interpreted as infringing in any way on any of your right to engage in concerted, protected activity or your rights under the First Amendment or any other rights.

Maintaining this confidentiality is an important part of Township services. You must protect this Confidential Information by safeguarding it when in use, filing it properly when not in use, and discussing it only with those who have a legitimate business need to know. Your supervisor or anyone authorized by the Township may access any files, information or other Confidential Information as defined in this policy, at any time, without notice to or permission by you. The duty to maintain confidentiality extends after your separation from the Township. Any employee who discloses Confidential Information to anyone in violation of this policy will be subject to discipline, up to and including immediate termination.

12.5 Workplace Pet Policy

Pets make our lives better in so many ways. In the workforce environment, they can create fun, happiness, and encourage interactions among employees, and residents. Pets are also a duty, and the opportunity to have them at our workplace is a privilege all participants must respect. To take part in our pets-at-work option, employees must agree to honor this workplace pet policy. Schaumburg Township is responsible for assuring the health and safety of all employees and residents.

- A pet owner wishing to bring a pet to the office should first obtain written permission from their immediate supervisor and provide that to Human Resources (the approval needs to be submitted on an annual basis).
 - Any decision to allow a pet to come to the office, or to exclude a pet from the office, will be made by the owner's immediate supervisor or Human Resources. *At any time the pet or owner fail to follow policy, the approval can be placed on hold or rejected.*
- Pets are permitted either 2 full days, or up to 4 half-day visits per week, as approved by the department's leadership. Visitations should be planned with consideration of avoiding scheduled meetings, events, and/or construction.
- If supervisor approval is obtained, the pet owner must also complete a Pet Profile and Waiver of Liability Form and submit the completed form to Human Resources.

There is an exception in cases involving *trained/certified therapy and service animals*, which should be referred to Human Resources:

An employee who requires the help of a service animal, defined by 28 CFR 36.104 as "Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability", will be permitted to bring a service animal to the office, provided that the animal's presence does not create a danger to others and does not impose an undue hardship upon the Township.

Pet Requirements: To participate, pets must be:

- At least 3 months old.
- Up to date on vaccinations required by state law.
- Free of any communicable infections or any parasites such as fleas.
- House-trained, clean and well-groomed.

- Obedient, well-socialized, and with no history of biting, excessive barking or other vocalization, chasing, or aggressive behavior.
- Microchipped, to help locate and return them in case they would run away while visiting these scenarios will be recorded.
- Spayed or neutered.
- Covered under their owner's homeowners/renter's insurance policy, which must cover dog bites.

Pet Parent Responsibilities: To comply with our workplace pet policy, pet parents who want to bring their pets to work must agree to:

- Review, execute and submit a Pet Profile and Waiver of Liability Form, as attached to this Policy.
- Be 100% responsible and liable for their pet's behavior, well-being, hygiene, and happiness the entire time it is visiting.
 - All animals must be in the continuous full control and physical presence/ proximity of their owners.
 - The employee must be the official owner of the pet in the workplace.
- Maintain homeowners/renters' insurance that covers dog bites, or injuries associated with any pet in the workplace.
- Provide annual proof of vaccination and health for their visiting pets.
- Keep their pet with them and controlled throughout the day.
 - All pets must be leashed at all times in community areas (main lobby, common areas).
 - Once in an office with a door or dog gate, the pet can be off leash *as long as those in the closed space agree that the dog or other pet can be loose.*
 - Owners are expected to clean up, completely and immediately, after any accidents by their animals.
- Provide and maintain required care items: leash/collar/harness, food/water dishes, chew toys (please no squeaky/noisy toys), pet bed/ blanket, and crate/gate, accident clean up materials.
- Ensure that their pet's behavior does not interfere with other employees' comfort or ability to do their work.
 - Be respectful of other employees, and their pets, to ensure everyone can be as successful and productive as possible at work.
- Keep pets out of pet-free areas (bathrooms, kitchen/break areas, offices designated as such).
- Take their pet home at any time if the pet's behavior or health makes it a distraction, nuisance, or danger to anyone else, or if asked to do so by their manager.
 - Keep pets at home on days when the employee would be unable to fully manage the pet at work (e.g., an all-day meeting) or the pet is ill.

Managing Issues: Any individual with a grievance regarding an animal at the office should bring the matter to the attention of the owner's immediate supervisor or Human Resources.

Concerns related to visiting pets or the workplace pet policy should be handled in the following way:

- Talk with the pet parent and work to resolve issues mutually.
- Escalate the issue to the pet owner's supervisor.

- Escalate the issue to Human Resources.

An employee who brings an animal to the office is completely and solely liable for any personal injuries or any damage to personal property caused by the animal. Any repair or cleaning/maintenance costs incurred by an animal will be charged in full to the owner. Schaumburg Township shall not be liable for loss of, or injury to, any animal brought to the workplace.

Township of Schaumburg
Workplace Pet Policy
Pet Profile and Acknowledgement and Waiver of Liability Form

Employee / Pet Owner's Name: _____

Pet's Name: _____

Breed: _____

Age of Pet: _____

How long have you owned him/her? _____

Spayed or Neutered? Yes or No

Male or Female? _____

Microchipped? Yes or No

Microchip Identification Code: _____

Is your pet potty-trained? Yes or No

Any food restrictions?

Does your pet have any current health concerns?

Has your pet ever displayed any aggressive tendencies (growling, lunging, nipping, biting, scratching, etc.) towards humans or pets? If yes, please explain.

Do you anticipate chewing problems (wires, trash, food, etc.) Yes or No. If yes, please explain.

Did you disclose all pertinent health or behavioral concerns?

Please explain any other information that the Township should be aware of:

Homeowners Insurance Information (proof of insurance and pet coverage must be attached):



ACKNOWLEDGEMENT AND WAIVER OF LIABILITY:

In consideration of being permitted to bring one's pet to the work place, I _____ (the pet owner) acknowledge that I have read and understand the Township of Schaumburg Workplace Pet Policy and agree to abide by its terms, and confirm that the information set forth in the Pet Profile set forth above is true and correct, and do hereby unconditionally release, indemnify, waive, discharge and agree

to hold harmless the Township of Schaumburg and all of its officers and employees, from any loss, damage, liability and expense, including court costs and attorney fees, that may be incurred as a result of injuries, including death to persons or pets, or damage to property, directly or indirectly associated with the owner bringing his/her pet to the work place, whether caused by the negligence of other staff or guests, or otherwise.

Additionally, I am willing to accept that my pet may be the aggressor in a fight; willing and agree to accept responsibility for any costs incurred if my pet bites or injures another person or destroys individual or Township property, willing and agree to provide evidence of my homeowner's/renter's insurance policy if requested by management, and willing and agree to accept cues from co-workers about my pet's behavior, without defensiveness, if concerns are brought forward to me about my pet.

BY SIGNING THIS AUTHORIZATION AND RELEASE, THE PET OWNER EXPRESSLY ACKNOWLEDGES AND REPRESENTS that he/she has carefully read the foregoing terms and conditions, understands the contents thereof and signs voluntarily; he/she is at least eighteen (18) years of age and fully competent; and executes this Authorization and Release intending that he/she, his/her spouse and family members, and his/her heirs, assigns and personal representatives if deceased, be legally bound by same.

Employee, Pet Owner

Township of Schaumburg Employee Handbook Receipt

This handbook is not intended to create nor be construed to constitute a contract between the Township and one or all of its employees. The contents of the Handbook are presented as a matter of information only. While the Township believes in the plans, policies, or procedures described herein, they are not conditions of employment. The Township reserves the rights to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time, with or without notice.

I further acknowledge the at-will nature of my employment relationship, and that either the Township, or I can terminate my employment and compensation, with or without cause, and with or without notice, at any time.


I understand that it is my responsibility to read, and I have read the contents of the Township of Schaumburg Employee Handbook so that I am aware of the Township's personnel policies. I also acknowledge my obligation as an employee to abide by all applicable policies and rules promulgated by the Township.

Employee's Name:

Employee's Signature:

Date:

Please return this receipt to Human Resources for inclusion in your personnel file.



TOWNSHIP OF SCHAUMBURG

Proclamation

In Recognition of
“Black History Month”

WHEREAS, Black History Month was founded by Dr. Carter G. Woodson as “Negro History Week” in February 1926 and was first expanded to a month-long observance in 1976 by President Gerald Ford; and

WHEREAS, Black History Month is a powerful reminder of the historical and ongoing oppression and racism endured by Black Americans; and

WHEREAS, The observance of Black History Month is a time to not only reckon with the past but to celebrate and commemorate the profound courage, continued resilience and vital contributions Black Americans have made to our community and country; and

WHEREAS, The Township of Schaumburg is committed to advancing representation and belonging of People of Color through its internal Diversity, Equity & Inclusion work and Diversity, Equity & Inclusion Committee; and

WHEREAS, the Township of Schaumburg will continue to honor the legacies of Black Americans, reflect on America’s history and pursue opportunities to recognize the achievements of the Black community; and

NOW, THEREFORE, BE IT PROCLAIMED that we, Supervisor Heneghan and Township of Schaumburg Trustees, on this 24th day of January, do hereby proclaim the month of February 2024 as **Black History Month** in the Township of Schaumburg.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Township of Schaumburg to be affixed this 24th day of January 2024.

Timothy M. Heneghan, Township Supervisor

Schaumburg Township

Board Warrant Report

From 12/9/23 - 1/19/24

	<u>Town</u>	<u>Welfare Services</u>	<u>Capital</u>
Per Attached List of Voucher to be Paid:			
Accounts Payable			
	Subtotal <u>394,118.73</u>	Subtotal <u>28,213.75</u>	Subtotal <u>570,487.52</u>
Employee and Official Salaries			
	Subtotal <u>238,928.10</u>	Subtotal <u>63,368.90</u>	Subtotal <u>n/a</u>
Total Fund	<u><u>633,046.83</u></u>	<u><u>91,582.65</u></u>	<u><u>570,487.52</u></u>

All expenditures set forth herein and in the attached "Township of Schaumburg Board Audit Report – All Funds" have been approved for payment by the Township Board and are hereby attested to by the Township Clerk on this 24th day of January, 2024.

Supervisor

Township Clerk, Attest

Trustee

Trustee

Trustee

Trustee

Township of Schaumburg Board Audit Report - Town GA and Capital December 9, 2023 through January 19, 2024

Type	Date	Num	Name	Memo	Account	Amount
10 · Town Fund - Revenue						
11R · Property Taxes						
1142000 · Pers Property Replacement Tax						
Bill	12/11/2023	PPRT- 12/11	Schaumburg Towns...	September PPRT for August 2023	1142000 · Pers Property Replaceme...	18,263.78
Bill	01/08/2024	October PPRT for...	Schaumburg Towns...	October PPRT for September 2...	1142000 · Pers Property Replaceme...	40,386.78
Total 1142000 · Pers Property Replacement Tax						58,650.56
Total 11R · Property Taxes						58,650.56
Total 10 · Town Fund - Revenue						58,650.56
100 · Town Expenditures						
10ADMIN · Administration						
12ADMIN · Employee Expenses						
1221053 · Human Resources Services						
Bill	12/12/2023	11/30/23	FNBO-1467	Linkedin Pro	1221053 · Human Resources Services	69.99
Bill	01/08/2024	12/31/23	FNBO-9400	LinkedIn- GA/Pantry, Passport, ...	1221053 · Human Resources Services	350.00
Total 1221053 · Human Resources Services						419.99
1261014 · Pre-Empl / Screening Charges						
Bill	12/11/2023	378257	Justifacts Credential...	background checks	1261014 · Pre-Empl / Screening Cha...	186.64
Bill	01/08/2024	379528	Justifacts Credential...	background checks	1261014 · Pre-Empl / Screening Cha...	279.69
Total 1261014 · Pre-Empl / Screening Charges						466.33
Total 12ADMIN · Employee Expenses						886.32
14ADMIN · Auditing						
1421010 · Legal Services						
Bill	12/28/2023	33249	Del Galdo Law Grou...	November 2023 Legal	1421010 · Legal Services	210.00
Bill	01/08/2024	90174	Storino, Ramello & ...	November 2023 Legal	1421010 · Legal Services	3,104.65
Total 1421010 · Legal Services						3,314.65
1421030 · Accounting Services						
Bill	01/03/2024		Nyhart		1421030 · Accounting Services	3,675.00
Bill	01/08/2024	2319	Gov Accounting, Inc.	December 2023	1421030 · Accounting Services	5,950.00
Check	12/20/2023	ACH 12.20	Paylocity	Fees	1421030 · Accounting Services	869.19
Total 1421030 · Accounting Services						10,494.19
Total 14ADMIN · Auditing						13,808.84
15ADMIN · Insurance						
1524020 · Property/ Casulty Insurance						
Bill	12/12/2023	33567	Arachas Group LLC	General Liability Policy #UTS25...	1524020 · Property/ Casulty Insurance	11,255.00
Total 1524020 · Property/ Casulty Insurance						11,255.00

Township of Schaumburg
Board Audit Report - Town GA and Capital
 December 9, 2023 through January 19, 2024

Type	Date	Num	Name	Memo	Account	Amount
1524030 · Health/ Dental Insurance						
Bill	01/16/2024	January 2024	Blue Cross Blue Shi...	January 2024	1524030 · Health/ Dental Insurance	36,726.87
Total 1524030 · Health/ Dental Insurance						36,726.87
1524035 · Life/ Disability Insurance						
Bill	12/28/2023	January 2024	Principal Life Ins. Co...	Admin- January 2024	1524035 · Life/ Disability Insurance	998.99
Total 1524035 · Life/ Disability Insurance						998.99
1524037 · Employee Fitness/Wellness Prog						
Bill	01/08/2024	Fitness Aug-Dec	Luis Lizcano	Fitness membership August-De...	1524037 · Employee Fitness/Wellne...	179.70
Total 1524037 · Employee Fitness/Wellness Prog						179.70
Total 15ADMIN · Insurance						49,160.56
17ADMIN · Commodities						
1731010 · Office Supplies						
Bill	12/11/2023	11/30/23	FNBO-2578	Amazon- Desk calendar refills fo...	1731010 · Office Supplies	25.80
Bill	12/11/2023	11/30/23	FNBO-2578	Amazon- Office supplies for WS	1731010 · Office Supplies	104.62
Bill	12/11/2023	11/30/23	FNBO-2578	Walmart- Batteries and toner for...	1731010 · Office Supplies	84.77
Bill	12/11/2023	11/30/23	FNBO-2578	Amazon- Sticky notes and file s...	1731010 · Office Supplies	41.78
Bill	12/11/2023	11/30/23	FNBO-2578	Walmart- Minute paper	1731010 · Office Supplies	133.90
Bill	12/11/2023	11/30/23	FNBO-2836	Amazon- Lobby supplies	1731010 · Office Supplies	64.76
Bill	12/11/2023	11/30/23	FNBO-2836	Primark- Hangers for lobby	1731010 · Office Supplies	13.20
Bill	12/11/2023	11/30/23	FNBO-2836	Michaels- Holiday decorations	1731010 · Office Supplies	170.92
Bill	12/11/2023	11/30/23	FNBO-2836	Amazon- Holiday decorations	1731010 · Office Supplies	42.65
Bill	12/18/2023	777667411	The Home Depot Pro	Paper products for building	1731010 · Office Supplies	606.41
Bill	12/18/2023	777178765	The Home Depot Pro	Soap for dispensers	1731010 · Office Supplies	140.34
Bill	12/18/2023	925956-0	Runco Office Supply	Paper towels for building	1731010 · Office Supplies	113.97
Bill	01/08/2024	781350392	The Home Depot Pro	Soap refills	1731010 · Office Supplies	49.44
Bill	01/08/2024	927369-0	Runco Office Supply	Office supplies for Welfare Servi...	1731010 · Office Supplies	92.97
Bill	01/08/2024	927075-0	Runco Office Supply	Calendars for Assessors office	1731010 · Office Supplies	46.62
Bill	01/08/2024	12/31/23	FNBO-2836	Amazon- Mouse pad, DVD play...	1731010 · Office Supplies	49.86
Bill	01/08/2024	12/31/23	FNBO-2578	Amazon- Extra notary journals	1731010 · Office Supplies	41.97
Bill	01/08/2024	12/31/23	FNBO-2578	Amazon- Passport photo supplie...	1731010 · Office Supplies	80.98
Bill	01/08/2024	12/31/23	FNBO-2578	Unique Photo- Passport photo kit	1731010 · Office Supplies	466.94
Bill	01/08/2024	12/31/23	FNBO-2578	Walmart- Passport photo holder...	1731010 · Office Supplies	295.99
Bill	01/08/2024	12/31/23	FNBO-2578	Amazon- Office supplies for Wel...	1731010 · Office Supplies	48.30
Bill	01/08/2024	12/31/23	FNBO-2578	National Notary- Notary package...	1731010 · Office Supplies	236.28
Bill	01/08/2024	12/31/23	FNBO-2578	Amazon- Office supplies for Ad...	1731010 · Office Supplies	105.97
Total 1731010 · Office Supplies						3,058.44
1731012 · Copier						
Bill	12/11/2023	136549	Macquarie Equipme...	Printer lease - November 2023	1731012 · Copier	275.80
Bill	12/12/2023	17191099	Quadient, INC	printer ink	1731012 · Copier	342.00
Bill	12/28/2023	392388	Image Systems & B...	Removal of old copier	1731012 · Copier	99.00
Bill	01/08/2024	392541	Image Systems & B...	ML copier 9/20/23-12/19/23	1731012 · Copier	534.38

Township of Schaumburg Board Audit Report - Town GA and Capital December 9, 2023 through January 19, 2024

Type	Date	Num	Name	Memo	Account	Amount
Bill	01/08/2024	392542	Image Systems & B...	UL copier 12/20/23-3/19/24	1731012 · Copier	579.60
Bill	01/08/2024	145179	Macquarie Equipme...	December 2023- UL copier	1731012 · Copier	275.80
Bill	01/08/2024	145068	Macquarie Equipme...	December 2023- GA copier	1731012 · Copier	426.00
Total 1731012 · Copier						2,532.58
1732000 · Office Equipment/Furnishings						
Bill	12/12/2023	11/30/23	FNBO-4143	Amazon - chair - Sharon	1732000 · Office Equipment/Furnishi...	179.99
Total 1732000 · Office Equipment/Furnishings						179.99
Total 17ADMIN · Commodities						5,771.01
19ADMIN · Postage						
1935010 · Postage						
Bill	12/11/2023	Q1081101	Quadient, INC	Postage machine lease Dec 202...	1935010 · Postage	337.17
Bill	01/08/2024	Q1113651	Quadient Leasing U...	Postage lease	1935010 · Postage	57.15
Bill	01/08/2024	December 2023	Quadient Finance U...	December 2023 Postage Refil	1935010 · Postage	829.15
Total 1935010 · Postage						1,223.47
Total 19ADMIN · Postage						1,223.47
21ADMIN · Utilities						
1141030 · Water						
Bill	12/11/2023	9/26/23-10/31/23	Village of Hoffman E...	9/26/23-10/31/23	1141030 · Water	468.28
Bill	01/08/2024	10/31/23/12/01/23	Village of Hoffman E...	10/31/23-12/01/23	1141030 · Water	404.95
Total 1141030 · Water						873.23
1336010 · Telephone / Fax						
Bill	12/11/2023	SUN60953	SundogIT, Inc.	December 2023 - Phone	1336010 · Telephone / Fax	2,242.01
Bill	12/11/2023	Nov-Dec 2023 Ph...	Jenna Koeppen	Nov-Dec 2023 phone reimb	1336010 · Telephone / Fax	70.00
Bill	12/11/2023	11/30/23	FNBO-2578	Ring Central 11/8/23-12/7/23	1336010 · Telephone / Fax	40.46
Bill	12/18/2023	9951395502	Verizon Wireless-Ac...	Admin- 11/11/23-12/10/23	1336010 · Telephone / Fax	109.12
Bill	12/19/2023	July-Dec 2023 cell	Patricia Dionesotes	July - Dec, 2023 cell phone reimb	1336010 · Telephone / Fax	210.00
Bill	12/28/2023	233480104	ACC Business	December 2023	1336010 · Telephone / Fax	1,019.17
Bill	01/08/2024	SUN61325	SundogIT, Inc.	January 2024- Phone	1336010 · Telephone / Fax	2,242.01
Bill	01/08/2024	12/31/23	FNBO-2578	Ring Central- 12/8/23-1/7/24	1336010 · Telephone / Fax	40.46
Bill	01/08/2024	1057	Constellation Telecom	POT lines- January 2024	1336010 · Telephone / Fax	382.00
Bill	01/08/2024	Phone Nov-Jan	Maldonado, Melvin	November 2023 - January 2024 ...	1336010 · Telephone / Fax	146.91
Bill	01/08/2024	Phone Dec 23-Ja...	Luis Lizcano	December 2023 - January 2024 ...	1336010 · Telephone / Fax	240.58
Bill	01/16/2024	Jan. 2024 cell reimb	Jenna Koeppen	Jan. 2024 cell reimb	1336010 · Telephone / Fax	35.00
Total 1336010 · Telephone / Fax						6,777.72
Total 21ADMIN · Utilities						7,650.95
23ADMIN · Data Processing						
1333009 · Web Support						
Bill	12/11/2023	11/30/23	FNBO-4921	Mailchimp - enewsletter	1333009 · Web Support	65.00

Township of Schaumburg
Board Audit Report - Town GA and Capital
December 9, 2023 through January 19, 2024

Type	Date	Num	Name	Memo	Account	Amount
Bill	12/11/2023	11/30/23	FNBO-4921	Dreamco Design	1333009 · Web Support	69.95
Bill	01/08/2024	12/31/23	FNBO-4921	Mailchimp - enewsletter	1333009 · Web Support	70.50
Bill	01/08/2024	12/31/23	FNBO-4921	Hoosuite- Subscription	1333009 · Web Support	594.00
Bill	01/08/2024	12/31/23	FNBO-4921	Dreamco Design- Subscription	1333009 · Web Support	69.95
Bill	01/08/2024	12/31/23	FNBO-4921	Daily Herald- Subscription	1333009 · Web Support	119.00
Total 1333009 · Web Support						988.40
1333014 · IT Equipment, Software & Suppor						
Bill	12/11/2023	SUN60841	SundogIT, Inc.	Domain name hosting - annual b...	1333014 · IT Equipment, Software &...	30.00
Bill	12/11/2023	SUN60892	SundogIT, Inc.	December 2023 - Office 365	1333014 · IT Equipment, Software &...	1,045.50
Bill	12/11/2023	SUN61017	SundogIT, Inc.	December 2023 - Total care	1333014 · IT Equipment, Software &...	5,866.50
Bill	12/11/2023	SUN61040	SundogIT, Inc.	Server battery backups	1333014 · IT Equipment, Software &...	5,245.57
Bill	12/11/2023	11/30/23	FNBO-9400	Watchfire Signs- Outdoor marqu...	1333014 · IT Equipment, Software &...	200.00
Bill	12/18/2023	2020	S & P Integrated Sol...	Installed dedicated port for cam...	1333014 · IT Equipment, Software &...	1,868.00
Bill	01/08/2024	SUN61309	SundogIT, Inc.	January 2024- Total care	1333014 · IT Equipment, Software &...	6,067.30
Bill	01/08/2024	SUN61183	SundogIT, Inc.	January 2024- Office 365	1333014 · IT Equipment, Software &...	1,078.83
Bill	01/08/2024	SUN61095	SundogIT, Inc.	Battery replacement server UPS	1333014 · IT Equipment, Software &...	540.00
Bill	01/08/2024	NR99238	CDW Government, I...	Lobby ipad	1333014 · IT Equipment, Software &...	1,091.75
Bill	01/08/2024	12/31/23	FNBO-2836	Amazon- DVD player- RM 214 e...	1333014 · IT Equipment, Software &...	29.97
Bill	01/08/2024	12/31/23	FNBO-2836	Amazon- DVD player return	1333014 · IT Equipment, Software &...	-29.97
Bill	01/08/2024	SUN61378	SundogIT, Inc.	Laptop- Luis	1333014 · IT Equipment, Software &...	1,234.97
Total 1333014 · IT Equipment, Software & Suppor						24,268.42
Total 23ADMIN · Data Processing						25,256.82
25ADMIN · Uniforms						
1542000 · Uniform Clothing Expense						
Bill	12/18/2023	32829	European Sports	Jacket & sweatshirt	1542000 · Uniform Clothing Expense	108.75
Bill	01/08/2024	12/31/23	FNBO-5229	Amazon- Sweatshirt	1542000 · Uniform Clothing Expense	159.98
Total 1542000 · Uniform Clothing Expense						268.73
Total 25ADMIN · Uniforms						268.73
27ADMIN · Building Expenses						
1742010 · Scavenger Service						
Bill	12/11/2023	11674056T092	Groot Industries, Inc.	December 2023	1742010 · Scavenger Service	883.50
Bill	12/11/2023	12-3171	International Extermi...	December 2023 Pest Control	1742010 · Scavenger Service	120.00
Bill	01/08/2024	11845767T092	Groot Industries, Inc.	Decemner 2023-January 2024	1742010 · Scavenger Service	1,023.38
Total 1742010 · Scavenger Service						2,026.88
1742020 · Fire/ Security System						
Bill	01/08/2024	167184	SMG Security Holdi...	FY24 December Services	1742020 · Fire/ Security System	523.95
Total 1742020 · Fire/ Security System						523.95
1742030 · Building Equipment/Supplies						
Bill	12/11/2023	11/30/23	FNBO-5229	Amazon- Milwaukee diamond bit...	1742030 · Building Equipment/Suppl...	65.77

Township of Schaumburg Board Audit Report - Town GA and Capital December 9, 2023 through January 19, 2024

Type	Date	Num	Name	Memo	Account	Amount
Bill	12/11/2023	11/30/23	FNBO-5229	Amazon- Anchor ploy set	1742030 · Building Equipment/Suppl...	15.58
Bill	12/11/2023	11/30/23	FNBO-5229	Amazon- Post driver	1742030 · Building Equipment/Suppl...	77.40
Bill	01/08/2024	12/31/23	FNBO-5229	Amazon- Vacuum parts, door st...	1742030 · Building Equipment/Suppl...	58.34
Bill	01/08/2024	12/31/23	FNBO-5229	Amazon- Door stop, command s...	1742030 · Building Equipment/Suppl...	39.52
Bill	01/08/2024	12/31/23	FNBO-5229	Home Depot- Carpet adhesive f...	1742030 · Building Equipment/Suppl...	36.98
Bill	01/08/2024	12/31/23	FNBO-5229	Amazon- Electrical screws, car j...	1742030 · Building Equipment/Suppl...	275.00
Bill	01/08/2024	12/31/23	FNBO-5229	Amazon- Socket organizer kit, di...	1742030 · Building Equipment/Suppl...	47.34
Total 1742030 · Building Equipment/Supplies						615.93
1742041 · Maintenance Contracts						
Bill	12/18/2023	4769	Uni-Max Manageme...	December 2023 custodial services	1742041 · Maintenance Contracts	2,550.00
Bill	01/08/2024	314223058	Trane U.S. Inc.	Office VAV box not working	1742041 · Maintenance Contracts	1,030.00
Bill	01/08/2024	01-2319	International Extermi...	January 2024 Pest Control	1742041 · Maintenance Contracts	120.00
Total 1742041 · Maintenance Contracts						3,700.00
1742042 · Building Repairs						
Bill	12/11/2023	42436	Divine Signs and Gr...	Outdoor signage	1742042 · Building Repairs	1,335.00
Bill	12/11/2023	11/30/23	FNBO-2836	Pet Waste Eliminator- Outdoor d...	1742042 · Building Repairs	180.83
Bill	12/12/2023	13645	DoorsDoneRight	weather stripping for main entra...	1742042 · Building Repairs	380.00
Bill	12/28/2023	780033122	The Home Depot Pro	Maintenance materials repair	1742042 · Building Repairs	126.27
Bill	01/08/2024	36225	Corcoran	Repair main entrance heater	1742042 · Building Repairs	640.00
Bill	01/08/2024	36422	Corcoran	Repair main entrance heater	1742042 · Building Repairs	886.96
Bill	01/16/2024	171282881	Uline	Food Pantry collection bin	1742042 · Building Repairs	518.90
Total 1742042 · Building Repairs						4,067.96
Total 27ADMIN · Building Expenses						10,934.72
29ADMIN · Mileage						
1550110 · Travel						
Bill	12/18/2023	Mileage 12/14/23	Jenna Koeppen	Mileage reimbursement 12/14/23	1550110 · Travel	13.19
Bill	01/08/2024	12/31/23	FNBO-9400	American Airlines- Jenna COMR...	1550110 · Travel	287.10
Total 1550110 · Travel						300.29
Total 29ADMIN · Mileage						300.29
33ADMIN · Misc						
1322012 · Miscellaneous						
Check	12/31/2023			Service Charge	1322012 · Miscellaneous	182.29
Total 1322012 · Miscellaneous						182.29
1361012 · Special Events Miscellaneous						
Bill	12/11/2023	11/30/23	FNBO-2836	Amazon- Retirement gift for Kim...	1361012 · Special Events Miscellane...	42.74
Bill	12/11/2023	11/30/23	FNBO-2836	Jewel- Employee retirement	1361012 · Special Events Miscellane...	23.97
Bill	12/11/2023	11/30/23	FNBO-2836	Imprint- Lobby opening give awa...	1361012 · Special Events Miscellane...	170.00
Bill	12/11/2023	11/30/23	FNBO-2836	Amazon- Balloons for grand ope...	1361012 · Special Events Miscellane...	75.34
Bill	12/11/2023	11/30/23	FNBO-9400	Panera- Department head meeti...	1361012 · Special Events Miscellane...	155.71

Township of Schaumburg Board Audit Report - Town GA and Capital December 9, 2023 through January 19, 2024

Type	Date	Num	Name	Memo	Account	Amount
Bill	12/11/2023	11/30/23	FNBO-9400	Italian Pizza Kitchen- MHB meet...	1361012 · Special Events Miscellane...	130.60
Bill	12/11/2023	11/30/23	FNBO-9400	PupSocks- Staff holiday gifts	1361012 · Special Events Miscellane...	77.90
Bill	12/12/2023	11/30/23	FNBO-4143	Target - Truck or Treat contest p...	1361012 · Special Events Miscellane...	116.30
Bill	12/12/2023	11/30/23	FNBO-4143	Party City - Ribbon cutting	1361012 · Special Events Miscellane...	27.90
Bill	12/12/2023	11/30/23	FNBO-4143	BoneFish - Trunk or Treat Depar...	1361012 · Special Events Miscellane...	272.64
Bill	01/08/2024	274967	Daily Herald Media ...	Budget posting FY24 for FY25 b...	1361012 · Special Events Miscellane...	275.40
Bill	01/08/2024	12/31/23	FNBO-9400	Graze Craze- Lobby reopening c...	1361012 · Special Events Miscellane...	765.00
Bill	01/08/2024	12/31/23	FNBO-9400	Original Pancake House- New st...	1361012 · Special Events Miscellane...	76.68
Bill	01/08/2024	12/31/23	FNBO-9400	Amazon- Holiday sign	1361012 · Special Events Miscellane...	25.98
Bill	01/08/2024	12/31/23	FNBO-2836	Jewel- Clerk office, lobby decora...	1361012 · Special Events Miscellane...	14.81
Bill	01/08/2024	12/31/23	FNBO-2836	Hobby Lobby- Lobby decor	1361012 · Special Events Miscellane...	63.94
Bill	01/08/2024	12/31/23	FNBO-2836	Menards- Lobby decor	1361012 · Special Events Miscellane...	204.98
Bill	01/08/2024	12/31/23	FNBO-2836	Dollar Tree- Ribbon cutting event	1361012 · Special Events Miscellane...	22.50
Bill	01/08/2024	12/31/23	FNBO-2836	Dollar Tree- Ribbon cutting event	1361012 · Special Events Miscellane...	3.75
Bill	01/08/2024	12/31/23	FNBO-2836	Ollies- Ribbon cutting event	1361012 · Special Events Miscellane...	4.98
Bill	01/08/2024	12/31/23	FNBO-2836	Party City- Ribbon cutting event	1361012 · Special Events Miscellane...	15.60
Bill	01/08/2024	12/31/23	FNBO-2836	Dollar Tree- Ribbon cutting event	1361012 · Special Events Miscellane...	23.75
Bill	01/08/2024	12/31/23	FNBO-2836	Jewel- Ribbon cutting event	1361012 · Special Events Miscellane...	162.94
Bill	01/08/2024	12/31/23	FNBO-2836	Amazon- Lobby decor	1361012 · Special Events Miscellane...	2,500.00
Bill	01/08/2024	12/31/23	FNBO-2836	Dollar Tree- Staff holiday gifts	1361012 · Special Events Miscellane...	23.38
Bill	01/08/2024	12/31/23	FNBO-2836	Amazon- Staff holiday gifts	1361012 · Special Events Miscellane...	50.00
Bill	01/08/2024	12/31/23	FNBO-2836	Panera- Holiday lunch	1361012 · Special Events Miscellane...	306.83
Bill	01/08/2024	12/31/23	FNBO-2836	Amazon- Staff holiday gifts	1361012 · Special Events Miscellane...	150.00
Bill	01/08/2024	12/31/23	FNBO-2578	Walmart- Drinks for ribbon cuttin...	1361012 · Special Events Miscellane...	98.12
Bill	01/08/2024	12/31/23	FNBO-2578	Walmart- Drinks for ribbon cuttin...	1361012 · Special Events Miscellane...	43.88
Total 1361012 · Special Events Miscellaneous						5,925.62
1361015 · Veterans Recognition Expenses						
Bill	12/11/2023	11/30/23	FNBO-9400	Chandler's- Veteran's dinner	1361015 · Veterans Recognition Exp...	6,010.00
Bill	12/12/2023	18575	A1 Trophies & Awards	Veterans honor roll plaque and p...	1361015 · Veterans Recognition Exp...	54.45
Total 1361015 · Veterans Recognition Expenses						6,064.45
Total 33ADMIN · Misc						12,172.36
35ADMIN · Programs						
1561015 · Safety Programs						
Bill	12/11/2023	11/30/23	FNBO-5229	Coro Medical	1561015 · Safety Programs	718.00
Bill	01/08/2024	12/31/23	FNBO-5229	UPS- Return AED pads	1561015 · Safety Programs	16.31
Bill	01/08/2024	12/31/23	FNBO-5229	Coro Medical- Refund for AED p...	1561015 · Safety Programs	-168.00
Bill	01/08/2024	12/31/23	FNBO-5229	Amazon- Neosporin ointment fir...	1561015 · Safety Programs	45.09
Total 1561015 · Safety Programs						611.40
1561100 · Special Accmdtn's/Translation						
Bill	12/11/2023	42497	Divine Signs and Gr...	Public notices ADA sign	1561100 · Special Accmdtn's/Transl...	78.00
Bill	12/11/2023	11/30/23	FNBO-9400	Read- Meeting transcription appl...	1561100 · Special Accmdtn's/Transl...	29.75
Bill	01/08/2024	288784	CivicPlus LLC	Website accessibility software	1561100 · Special Accmdtn's/Transl...	3,950.00

Township of Schaumburg
Board Audit Report - Town GA and Capital
 December 9, 2023 through January 19, 2024

Type	Date	Num	Name	Memo	Account	Amount
Total 1561100 · Special Accmdtn's/Translation						4,057.75
Total 35ADMIN · Programs						4,669.15
37ADMIN · Professional Improvement						
1762011 · Prof Imprv Town Other						
Bill	12/11/2023	11/30/23	FNBO-2578	Crowne Plaza- TOI hotel for Tru...	1762011 · Prof Imprv Town Other	116.28
Bill	12/11/2023	11/30/23	FNBO-2578	Crowne Plaza- TOI hotel for Tru...	1762011 · Prof Imprv Town Other	232.56
Bill	12/11/2023	11/30/23	FNBO-9400	Illinois City County- Seminar reg...	1762011 · Prof Imprv Town Other	35.00
Bill	12/11/2023	11/30/23	FNBO-9400	KFC- TOI lunch	1762011 · Prof Imprv Town Other	10.69
Bill	12/11/2023	11/30/23	FNBO-9400	La Fiesta Grande- TOI dinner	1762011 · Prof Imprv Town Other	53.84
Bill	12/11/2023	11/30/23	FNBO-9400	Obed and Issacs- TOI dinner	1762011 · Prof Imprv Town Other	141.42
Bill	12/11/2023	11/30/23	FNBO-9400	Arbys- TOI lunch	1762011 · Prof Imprv Town Other	6.58
Bill	12/11/2023	11/30/23	FNBO-9400	LSP Crowne Plaza- TOI coffee	1762011 · Prof Imprv Town Other	8.31
Bill	12/11/2023	11/30/23	FNBO-9400	Crowne Plaza- Barb McGinn res...	1762011 · Prof Imprv Town Other	116.28
Bill	12/11/2023	11/30/23	FNBO-9400	Crowne Plaza- Diana Nelson res...	1762011 · Prof Imprv Town Other	116.28
Bill	12/11/2023	11/30/23	FNBO-9400	Crowne Plaza- Becky Cordes re...	1762011 · Prof Imprv Town Other	232.56
Bill	12/11/2023	11/30/23	FNBO-9400	Crowne Plaza- Mel Williams res...	1762011 · Prof Imprv Town Other	232.56
Bill	12/12/2023	11/30/23	FNBO-1467	Roosevelt Univ. PayPath- Certifi...	1762011 · Prof Imprv Town Other	3,829.56
Bill	12/12/2023	11/30/23	FNBO-1467	HR Book	1762011 · Prof Imprv Town Other	134.77
Bill	12/12/2023	11/30/23	FNBO-1467	Roosevelt Univ-Service processi...	1762011 · Prof Imprv Town Other	112.97
Bill	01/08/2024	B13009	William Rainey Harp...	December 2023 DEI work	1762011 · Prof Imprv Town Other	1,137.50
Bill	01/08/2024	12/31/23	FNBO-9400	Chicago Tribune- Digital subscri...	1762011 · Prof Imprv Town Other	15.96
Bill	01/08/2024	12/31/23	FNBO-9400	Read- Meeting transcription appl...	1762011 · Prof Imprv Town Other	29.75
Total 1762011 · Prof Imprv Town Other						6,562.87
Total 37ADMIN · Professional Improvement						6,562.87
Total 10ADMIN · Administration						138,666.09
20ASSES · Assessor						
26ASSES · Professional Improvement						
1662011 · Professional Imprv Assesor						
Bill	12/11/2023	11/30/23	FNBO-5127	Phillips Gas Station- Gas for Spr...	1662011 · Professional Imprv Assesor	30.00
Bill	12/11/2023	11/30/23	FNBO-5127	Arby's- Dinner in Springfield	1662011 · Professional Imprv Assesor	17.65
Bill	12/11/2023	11/30/23	FNBO-5127	Chili's- Dinner in Springfield	1662011 · Professional Imprv Assesor	23.82
Bill	12/11/2023	11/30/23	FNBO-5127	Taco Bell- Lunch in Bloomington	1662011 · Professional Imprv Assesor	13.17
Bill	12/11/2023	11/30/23	FNBO-5127	Crown Plaza Hotel- Hotel for co...	1662011 · Professional Imprv Assesor	232.56
Bill	01/08/2024	12/31/23	FNBO-5127	IL Prop Assess Instit- Joe's ann...	1662011 · Professional Imprv Assesor	45.00
Bill	01/08/2024	12/31/23	FNBO-5127	IL Prop Assess Instit- Joe's ann...	1662011 · Professional Imprv Assesor	980.00
Bill	01/08/2024	12/31/23	FNBO-5127	County Doughnuts- Doughnuts f...	1662011 · Professional Imprv Assesor	25.16
Bill	01/16/2024	2024 dues	CCTAA-Cook Count...	2024 dues	1662011 · Professional Imprv Assesor	475.00
Total 1662011 · Professional Imprv Assesor						1,842.36
Total 26ASSES · Professional Improvement						1,842.36
27ASSES · Commodities						
1431010 · Office Supplies						

Township of Schaumburg Board Audit Report - Town GA and Capital December 9, 2023 through January 19, 2024

Type	Date	Num	Name	Memo	Account	Amount
Bill	12/18/2023	9951395502	Verizon Wireless-Ac...	Assessors- 11/11/23-12/10/23	1431010 · Office Supplies	49.40
Total 1431010 · Office Supplies						49.40
Total 27ASSES · Commodities						49.40
Total 20ASSES · Assessor						1,891.76
40COMR · Community Relations						
41COMR · Commodities						
1734010 · Town Crier						
Bill	12/11/2023	23-0526	Paulson Press, Inc.	Town crier printing - December ...	1734010 · Town Crier	7,980.00
Bill	12/11/2023	February 2024	U.S. Postmaster	February 2024 Town Crier posta...	1734010 · Town Crier	10,865.14
Total 1734010 · Town Crier						18,845.14
Total 41COMR · Commodities						18,845.14
Total 40COMR · Community Relations						18,845.14
42COMR · Misc						
1362020 · Subscriptions						
Bill	12/11/2023	11/30/23	FNBO-9400	Royal Publishing	1362020 · Subscriptions	480.00
Bill	12/11/2023	273961	Town Square Public...	Advertisement in Hoffman Estat...	1362020 · Subscriptions	894.00
Total 1362020 · Subscriptions						1,374.00
Total 42COMR · Misc						1,374.00
50D/S · Disability/Senior Services						
29D/S · Mileage						
1950140 · Transportation/ Mileage						
Bill	01/16/2024	Mileage reimb	Phadke, Sarita	Mileage reimb - 7/11-11/14/23	1950140 · Transportation/ Mileage	184.06
Bill	01/16/2024	Mileage reimb	Phadke, Sarita	Mileage reimb - 11/17-12/14/23	1950140 · Transportation/ Mileage	14.98
Total 1950140 · Transportation/ Mileage						199.04
Total 29D/S · Mileage						199.04
33D/S · Misc						
1361010 · Program Expenses						
Bill	12/11/2023	January 2024 Ren...	St. Peter Lutheran C...	Payment for January 2024 Rental	1361010 · Program Expenses	800.00
Bill	12/11/2023	Reimbursement- ...	Phadke, Sarita	Table cover for Halloween celeb...	1361010 · Program Expenses	34.99
Bill	12/11/2023	Make and Take	Veronica Kearns	Make and Take	1361010 · Program Expenses	50.00
Bill	12/11/2023	11/30/23	FNBO-4908	Dollar Tree- Table covers for De...	1361010 · Program Expenses	15.00
Bill	12/11/2023	11/30/23	FNBO-4908	Jewel- Dinner with Santa	1361010 · Program Expenses	44.82
Bill	12/11/2023	11/30/23	FNBO-4908	Tasty Catering Corp- Credits fro...	1361010 · Program Expenses	17.60
Bill	12/11/2023	11/30/23	FNBO-4908	Tasty Catering Corp- Catering s...	1361010 · Program Expenses	936.15
Bill	12/12/2023	11/30/23	FNBO-4143	Seniors Trip - Museum of Scien...	1361010 · Program Expenses	804.00
Bill	12/12/2023	11/30/23	FNBO-4143	Craft Project TOI - Hobby Lobby	1361010 · Program Expenses	39.62
Bill	12/12/2023	11/30/23	FNBO-4143	Craft Project TOI - Dollar Tree	1361010 · Program Expenses	56.25

Township of Schaumburg
Board Audit Report - Town GA and Capital
 December 9, 2023 through January 19, 2024

Type	Date	Num	Name	Memo	Account	Amount
Bill	12/12/2023	11/30/23	FNBO-4143	Craft Project TOI - Amazon	1361010 · Program Expenses	95.87
Bill	12/12/2023	11/30/23	FNBO-4143	Craft Project TOI - Michaels's	1361010 · Program Expenses	33.25
Bill	12/12/2023	11/30/23	FNBO-4143	Craft Project TOI - Dollar Tree	1361010 · Program Expenses	88.75
Bill	12/12/2023	11/30/23	FNBO-4143	Aldi - water for Property After De...	1361010 · Program Expenses	15.95
Bill	12/12/2023	11/30/23	FNBO-4143	McDonalds - Deaf Services Bing...	1361010 · Program Expenses	500.00
Bill	12/12/2023	11/30/23	FNBO-4143	Maxfields - Deaf Services Break...	1361010 · Program Expenses	19.00
Bill	12/12/2023	11/30/23	FNBO-4143	Amazon - gift card organizer	1361010 · Program Expenses	32.99
Bill	12/12/2023	11/30/23	FNBO-4143	Temu - DS Holiday party	1361010 · Program Expenses	135.78
Bill	12/12/2023	11/30/23	FNBO-4143	Amazon - DS Holiday party	1361010 · Program Expenses	38.99
Bill	12/12/2023	11/30/23	FNBO-4143	Amazon - DS Holiday party	1361010 · Program Expenses	116.70
Bill	12/12/2023	11/30/23	FNBO-4143	Amazon - DS Holiday party	1361010 · Program Expenses	133.71
Bill	12/12/2023	11/30/23	FNBO-4143	Jacob Henry Mansion - Barbie T...	1361010 · Program Expenses	200.00
Bill	12/12/2023	11/30/23	FNBO-4143	Home Depot - Holiday Lunch	1361010 · Program Expenses	23.76
Bill	12/12/2023	11/30/23	FNBO-4143	Kohl's - Holiday lunch	1361010 · Program Expenses	111.60
Bill	12/12/2023	11/30/23	FNBO-4143	Home Goods - Holiday lunch	1361010 · Program Expenses	39.98
Bill	12/12/2023	11/30/23	FNBO-4143	Walker Bros - Breakfast w/Senio...	1361010 · Program Expenses	10.42
Bill	12/12/2023	11/30/23	FNBO-4143	Walker Bros - Breakfast w/Senio...	1361010 · Program Expenses	23.72
Bill	12/12/2023	11/30/23	FNBO-4143	Macy's - Holiday lunch	1361010 · Program Expenses	47.35
Bill	12/18/2023	PS-INV114190	Rydin	2024 Temp Disability Parking pl...	1361010 · Program Expenses	696.25
Bill	12/18/2023	2401	On Cloud Klein	Comedy performance at Valenti...	1361010 · Program Expenses	250.00
Bill	12/18/2023	Holiday Lunch	Chandler's Banquet	Final payment for Holiday lunch	1361010 · Program Expenses	3,244.00
Bill	12/19/2023	11/2023 Fit For Life	Jennifer Stempien-S...	November 2023 Fit For Life clas...	1361010 · Program Expenses	385.00
Bill	12/28/2023	December 2023	Joseana Ripari	December 2023 classes	1361010 · Program Expenses	100.00
Bill	12/28/2023	December 2023	Camille Cronfel	December 2023 Yoga	1361010 · Program Expenses	635.00
Bill	12/28/2023	Payment Room R...	Campanelli Branch ...	Payment for room rental 1/6/24-...	1361010 · Program Expenses	3,100.00
Bill	01/08/2024	Deposit	Paramont Theatre	Deposit- A Street Car Named D...	1361010 · Program Expenses	395.00
Bill	01/08/2024	In The Heights-Final	Marriott Lincolnshire	In The Heights- Final Payment	1361010 · Program Expenses	1,200.00
Bill	01/08/2024	December 2023	Sutherland, Cynthia	Tai Chi - 12/5, 12/12, 12/19, 12/26	1361010 · Program Expenses	140.00
Bill	01/16/2024	12/29/23	FNBO-4908	Marriott Theatre - In the Heights	1361010 · Program Expenses	300.00
Bill	01/16/2024	12/29/23	FNBO-4908	Walmart - Holiday Adoption	1361010 · Program Expenses	751.91
Bill	01/16/2024	12/29/23	FNBO-4908	Amazon - Camera for RTA pape...	1361010 · Program Expenses	124.95
Bill	01/16/2024	Dec 2023 classes	Jennifer Stempien-S...	Dec. 2023 Fit for Lif classes	1361010 · Program Expenses	275.00
Bill	01/16/2024	12/29/23	FNBO-4143	Chicago Wolves - Senior Trip	1361010 · Program Expenses	464.80
Bill	01/16/2024	12/29/23	FNBO-4143	Dollar Tree - Holiday Party Raffl...	1361010 · Program Expenses	13.75
Bill	01/16/2024	12/29/23	FNBO-4143	Kohl's - Holiday Party Raffle priz...	1361010 · Program Expenses	85.76
Bill	01/16/2024	12/29/23	FNBO-4143	Gordon Food Service - Holiday ...	1361010 · Program Expenses	58.97
Bill	01/16/2024	12/29/23	FNBO-4143	Titanic- The Exhibition	1361010 · Program Expenses	288.97
Bill	01/16/2024	12/29/23	FNBO-4143	Titanic- The Exhibition	1361010 · Program Expenses	400.25
Bill	01/16/2024	12/29/23	FNBO-4143	Deaf Support supplies	1361010 · Program Expenses	38.97
Bill	01/16/2024	12/29/23	FNBO-4143	Gift Cards - Deaf Support Holida...	1361010 · Program Expenses	150.00
Bill	01/16/2024	12/29/23	FNBO-4143	Adobe License	1361010 · Program Expenses	216.62
Bill	01/16/2024	12/29/23	FNBO-4143	Lou Malnati's - Deaf Support Gr...	1361010 · Program Expenses	1,027.84
Bill	01/16/2024	12/29/23	FNBO-4143	Riccardo's - Dinner w/Santa	1361010 · Program Expenses	1,034.10
Bill	01/16/2024	12/29/23	FNBO-4143	SP - Deaf Social breakfast	1361010 · Program Expenses	23.40
Bill	01/16/2024	12/29/23	FNBO-4143	coffee pot	1361010 · Program Expenses	91.16
Bill	01/16/2024	12/29/23	FNBO-4143	Deposits for Mystery at the Man...	1361010 · Program Expenses	600.00
Bill	01/16/2024	12/29/23	FNBO-4143	McDonalds - Bingo gift cards	1361010 · Program Expenses	500.00

Township of Schaumburg
Board Audit Report - Town GA and Capital
 December 9, 2023 through January 19, 2024

Type	Date	Num	Name	Memo	Account	Amount
Total 1361010 · Program Expenses						21,057.95
Total 33D/S · Misc						21,057.95
56D/S · Professional Improvement						
1662010 · Professional Imprv						
Bill	12/12/2023	11/30/23	FNBO-4143	Expedia - travel for OnAging 202...	1662010 · Professional Imprv	11.52
Bill	12/12/2023	11/30/23	FNBO-4143	Expedia - travel for OnAging 202...	1662010 · Professional Imprv	51.97
Bill	12/12/2023	11/30/23	FNBO-4143	American - travel for OnAging 2...	1662010 · Professional Imprv	313.90
Bill	12/12/2023	11/30/23	FNBO-4143	United- travel for OnAging 2024 ...	1662010 · Professional Imprv	334.90
Bill	01/16/2024	12/29/23	FNBO-4908	Cafe Zupas - Staff Appreciation	1662010 · Professional Imprv	137.58
Bill	01/16/2024	12/29/23	FNBO-4143	Bonefish - Rebate	1662010 · Professional Imprv	-10.91
Bill	01/16/2024	12/29/23	FNBO-4143	Dept Holiday Gift - will be returned	1662010 · Professional Imprv	215.88
Bill	01/16/2024	12/29/23	FNBO-4143	Dept Holiday Gift - will be returned	1662010 · Professional Imprv	48.96
Bill	01/16/2024	12/29/23	FNBO-4143	Target - Dept Holiday gift	1662010 · Professional Imprv	169.70
Total 1662010 · Professional Imprv						1,273.50
Total 56D/S · Professional Improvement						1,273.50
57D/S · Commodities						
1531010 · Office Supplies						
Bill	12/12/2023	11/30/23	FNBO-4143	Amazon - office supplies	1531010 · Office Supplies	66.49
Total 1531010 · Office Supplies						66.49
1634010 · Printing/ Publishing						
Bill	01/16/2024	74310	Plum Grove Printers	Jan/Feb 2024 Deaf Line	1634010 · Printing/ Publishing	624.20
Total 1634010 · Printing/ Publishing						624.20
Total 57D/S · Commodities						690.69
Total 50D/S · Disability/Senior Services						23,221.18
65TRANS · Transportation						
53TRANS · Vehicle						
1351010 · Fuel / Charging						
Bill	12/11/2023	11/30/23	FNBO-0935	Walmart- Snow brushes for bus...	1351010 · Fuel / Charging	38.41
Bill	12/12/2023	RR00001947	Village of Hoffman E...	Transportation - November 2023...	1351010 · Fuel / Charging	4,203.60
Bill	01/08/2024	12/31/23	FNBO-0935	Friendly Ford- Dog house weath...	1351010 · Fuel / Charging	174.62
Bill	01/08/2024	12/31/23	FNBO-0935	Dunkin- Dozen donuts and coffee	1351010 · Fuel / Charging	19.47
Bill	01/08/2024	12/31/23	FNBO-0935	Rosati's- Christmas department ...	1351010 · Fuel / Charging	199.13
Bill	01/08/2024	12/31/23	FNBO-0935	Walmart- Drinking water and Du...	1351010 · Fuel / Charging	122.10
Bill	01/16/2024	RR00001950	Village of Hoffman E...	Transportation - December 2023...	1351010 · Fuel / Charging	3,521.66
Total 1351010 · Fuel / Charging						8,278.99
1351011 · Bus Maintenance & Supplies						
Bill	12/11/2023	11083	Superior Diesel & A...	Bus #41 maint	1351011 · Bus Maintenance & Suppl...	1,342.55
Bill	12/11/2023	11082	Superior Diesel & A...	Bus #71 maint	1351011 · Bus Maintenance & Suppl...	1,224.50

Township of Schaumburg
Board Audit Report - Town GA and Capital
December 9, 2023 through January 19, 2024

Type	Date	Num	Name	Memo	Account	Amount
Bill	12/12/2023	6561333462034	Advance Auto Parts	Parts for buses	1351011 · Bus Maintenance & Suppl...	313.40
Bill	12/19/2023	11086	Superior Diesel & A...	Bus #72 maint	1351011 · Bus Maintenance & Suppl...	1,462.50
Bill	12/28/2023	6561335462964	Advance Auto Parts	Lock for storage shed	1351011 · Bus Maintenance & Suppl...	12.49
Bill	01/08/2024	143302	Kammes Auto & Tru...	Bus #72 saftety lane inspection	1351011 · Bus Maintenance & Suppl...	45.00
Bill	01/08/2024	10792	Superior Diesel & A...	Bus #71 maint	1351011 · Bus Maintenance & Suppl...	1,252.45
Bill	01/16/2024	11048	Superior Diesel & A...	Bus #71	1351011 · Bus Maintenance & Suppl...	468.68
Bill	01/16/2024	11054	Superior Diesel & A...	Bus #91	1351011 · Bus Maintenance & Suppl...	69.95
Bill	01/16/2024	10956	Superior Diesel & A...	Bus #61	1351011 · Bus Maintenance & Suppl...	69.95
Bill	01/16/2024	11053	Superior Diesel & A...	Bus #51	1351011 · Bus Maintenance & Suppl...	1,574.27
Bill	01/16/2024	6561333541953	Advance Auto Parts	windshield wiper fluid	1351011 · Bus Maintenance & Suppl...	28.74
Total 1351011 · Bus Maintenance & Supplies						7,864.48
1351020 · Communications						
Bill	12/18/2023	9951395503	Verizon Wireless-Ac...	11/11/23-12/10/23	1351020 · Communications	27.22
Bill	12/18/2023	9951395504	Verizon Wireless-Ac...	11/11/23-12/10/23	1351020 · Communications	111.76
Total 1351020 · Communications						138.98
Total 53TRANS · Vehicle						16,282.45
61TRANS · Commodities						
1131010 · Office Supplies						
Bill	12/11/2023	11/30/23	FNBO-0935	Walmart- Drinking water	1131010 · Office Supplies	32.16
Bill	01/08/2024	12/31/23	FNBO-0935	Roselle Ace Hardware- Key Mas...	1131010 · Office Supplies	10.90
Total 1131010 · Office Supplies						43.06
Total 61TRANS · Commodities						43.06
62TRANS · Uniform						
1242000 · Uniform Expense						
Bill	12/18/2023	32806	European Sports	Shirts	1242000 · Uniform Expense	160.00
Total 1242000 · Uniform Expense						160.00
Total 62TRANS · Uniform						160.00
63TRANS · Data Processing						
1333017 · Transportation Software						
Bill	01/08/2024	CINV-042833	Ecolane USA, Inc.	Ecolane Annual Software Mainte...	1333017 · Transportation Software	4,502.50
Total 1333017 · Transportation Software						4,502.50
Total 63TRANS · Data Processing						4,502.50
Total 65TRANS · Transportation						20,988.01
91HUMAN · Human Services						
1193010 · Kenneth W Young Centers						
Bill	12/11/2023	8459	Kenneth W. Young ...	November 2023 Grant allocation...	1193010 · Kenneth W Young Centers	10,416.00

Township of Schaumburg Board Audit Report - Town GA and Capital December 9, 2023 through January 19, 2024

Type	Date	Num	Name	Memo	Account	Amount
Bill	01/16/2024	5461	Kenneth W. Young ...	December 2023 Grant Allocation	1193010 · Kenneth W Young Centers	10,416.00
Total 1193010 · Kenneth W Young Centers						20,832.00
1193040 · Life Span Domestic Violence						
Bill	12/12/2023	November 2023	Life Span	November 2023 Grant allocation	1193040 · Life Span Domestic Viole...	1,666.67
Bill	01/16/2024	December 2023	Life Span	December 2023 Grant Allocation	1193040 · Life Span Domestic Viole...	1,666.67
Total 1193040 · Life Span Domestic Violence						3,333.34
1193050 · Alexian/ Share Substance Abuse						
Bill	12/11/2023	November 2023	The Share Program	November 2023 Grant allocation	1193050 · Alexian/ Share Substance...	4,166.67
Bill	01/08/2024	December 2023	The Share Program	December 2023 Grant allocation	1193050 · Alexian/ Share Substance...	4,166.67
Total 1193050 · Alexian/ Share Substance Abuse						8,333.34
1193070 · Northwest Casa						
Bill	12/18/2023	November 2023	Northwest Casa	November 2023 Grant Allocation	1193070 · Northwest Casa	2,083.33
Total 1193070 · Northwest Casa						2,083.33
1194040 · Childrens Advocacy Center						
Bill	12/12/2023	November 2023	The Children's Advo...	November 2023 Grant Allocation	1194040 · Childrens Advocacy Center	916.66
Bill	01/16/2024	December 2023	The Children's Advo...	December 2023 Grant allocation	1194040 · Childrens Advocacy Center	916.66
Total 1194040 · Childrens Advocacy Center						1,833.32
1194050 · Kenneth Young						
Bill	12/11/2023	8458	Kenneth W. Young ...	November 2023 Grant allocation...	1194050 · Kenneth Young	44,700.00
Bill	01/16/2024	8460	Kenneth W. Young ...	December 2023 Grant Allocation	1194050 · Kenneth Young	44,700.00
Total 1194050 · Kenneth Young						89,400.00
1198000 · Wings Program						
Bill	12/12/2023	11302323	WINGS Program, Inc.	November 2023 Grant Allocation	1198000 · Wings Program	1,250.00
Bill	01/16/2024	December 2023	WINGS Program, Inc.	December 2023 Grant Allocation	1198000 · Wings Program	1,250.00
Total 1198000 · Wings Program						2,500.00
1198040 · Schaumburg Child & Fam Center						
Bill	12/12/2023	November 2023	Brightpoint	November 2023 Grant Allocation	1198040 · Schaumburg Child & Fam...	1,083.33
Bill	01/08/2024	December 2023	Brightpoint	December 2023 Grant Allocation	1198040 · Schaumburg Child & Fam...	1,083.33
Total 1198040 · Schaumburg Child & Fam Center						2,166.66
Total 91HUMAN · Human Services						130,481.99
Total 100 · Town Expenditures						335,468.17
201 · General Assistance Expenditures						
280GEN · General Assistance						
15GEN · Insurance						

Township of Schaumburg
Board Audit Report - Town GA and Capital
 December 9, 2023 through January 19, 2024

Type	Date	Num	Name	Memo	Account	Amount
2524030 · Health Dental Life Disblty Ins						
Bill	12/28/2023	January 2024	Principal Life Ins. Co...	Rogenski- January 2024	2524030 · Health Dental Life Disblty ...	53.29
Total 2524030 · Health Dental Life Disblty Ins						53.29
Total 15GEN · Insurance						53.29
17GEN · Commodities						
2831010 · Supplies						
Bill	12/11/2023	11/30/23	FNBO-7713	Amazon- Labels	2831010 · Supplies	71.67
Bill	12/11/2023	11/30/23	FNBO-7713	Amazon- Labels and batteries	2831010 · Supplies	99.07
Bill	12/11/2023	11/30/23	FNBO-7713	Amazon- Workboots J. Woods	2831010 · Supplies	139.95
Bill	01/08/2024	12/31/23	FNBO-7713	Amazon- Label printer	2831010 · Supplies	204.49
Bill	01/08/2024	12/31/23	FNBO-0748	US Postal Services- Postage st...	2831010 · Supplies	290.40
Total 2831010 · Supplies						805.58
2832010 · Pantry Equipment						
Bill	12/18/2023	9951395502	Verizon Wireless-Ac...	GA- 11/11/23-12/10/23	2832010 · Pantry Equipment	98.80
Total 2832010 · Pantry Equipment						98.80
Total 17GEN · Commodities						904.38
31GEN · Vehicle Expense						
2851010 · Fuel						
Bill	12/12/2023	RR00001947	Village of Hoffman E...	GA - November 2023 Fuel	2851010 · Fuel	117.99
Bill	01/16/2024	RR00001950	Village of Hoffman E...	GA - December 2023 Fuel	2851010 · Fuel	108.20
Total 2851010 · Fuel						226.19
Total 31GEN · Vehicle Expense						226.19
37GEN · Professional Improvement						
2762010 · Professional Improvement						
Bill	12/28/2023	Feb 2024 Res Ro...	Township Officials o...	February 2024- training for Nels...	2762010 · Professional Improvement	64.00
Total 2762010 · Professional Improvement						64.00
Total 37GEN · Professional Improvement						64.00
53GEN · Other Expenses						
2321051 · Contingency						
Bill	01/08/2024	12/31/23	FNBO-7713	Old Town Pizza- Adopt a Family...	2321051 · Contingency	116.11
Bill	01/08/2024	12/31/23	FNBO-7713	Uber Eats- Team building breakf...	2321051 · Contingency	210.31
Bill	01/08/2024	12/31/23	FNBO-7713	Eistein Bros Bagels- Breakfast f...	2321051 · Contingency	22.52
Bill	01/08/2024	12/31/23	FNBO-7713	Einstein Bros Bagels- Credit	2321051 · Contingency	-0.90
Total 2321051 · Contingency						348.04
Total 53GEN · Other Expenses						348.04

Township of Schaumburg
Board Audit Report - Town GA and Capital
 December 9, 2023 through January 19, 2024

Type	Date	Num	Name	Memo	Account	Amount
57GEN · Other Assistance						
2761010 · Special Assistance						
Bill	12/11/2023	11/30/23	FNBO-5229	Valli- Food for food pantry	2761010 · Special Assistance	601.00
Bill	12/11/2023	11/30/23	FNBO-7713	Valli- Produce for pantry	2761010 · Special Assistance	1,173.50
Bill	12/11/2023	11/30/23	FNBO-7713	Valli - Produce for pantry	2761010 · Special Assistance	1,013.00
Bill	12/11/2023	11/30/23	FNBO-7713	GiveNKind- Food pantry items	2761010 · Special Assistance	518.50
Bill	12/11/2023	11/30/23	FNBO-7713	Valli- Produce for pantry	2761010 · Special Assistance	529.00
Bill	12/11/2023	11/30/23	FNBO-7713	Amazon- Toy gifts purchased fro...	2761010 · Special Assistance	703.40
Bill	12/11/2023	11/30/23	FNBO-7713	Valli- Produce for pantry	2761010 · Special Assistance	520.00
Bill	12/12/2023	AO-130685-1	Greater Chicago Fo...	Food Pantry	2761010 · Special Assistance	521.75
Bill	12/12/2023	11/30/23	FNBO-0748	Valli - Food Pantry produce	2761010 · Special Assistance	648.00
Bill	12/12/2023	11/30/23	FNBO-0748	Valli - Food Pantry produce	2761010 · Special Assistance	551.00
Bill	12/12/2023	11/30/23	FNBO-0748	Valli - Food Pantry produce	2761010 · Special Assistance	421.00
Bill	12/15/2023		Woodman's Food M...		2761010 · Special Assistance	1,728.36
Bill	12/18/2023	AO-131358-1	Greater Chicago Fo...	Food pantry	2761010 · Special Assistance	521.75
Bill	12/28/2023	AO-131977-1	Greater Chicago Fo...	Food pantry purchase	2761010 · Special Assistance	521.75
Bill	01/05/2024		Woodman's Food M...		2761010 · Special Assistance	3,652.80
Bill	01/08/2024	54026774	The Home Depot Pro	Food pantry paper goods	2761010 · Special Assistance	1,729.60
Bill	01/08/2024	AO-132206-1	Greater Chicago Fo...	Food pantry purchase	2761010 · Special Assistance	593.03
Bill	01/08/2024	12/31/23	FNBO-7713	Valli- Produce for pantry	2761010 · Special Assistance	1,489.50
Bill	01/08/2024	12/31/23	FNBO-7713	Valli- Produce for pantry	2761010 · Special Assistance	1,552.00
Bill	01/08/2024	12/31/23	FNBO-7713	Valli- Produce for pantry	2761010 · Special Assistance	1,470.50
Bill	01/08/2024	12/31/23	FNBO-7713	Valli- Produce for pantry	2761010 · Special Assistance	954.98
Bill	01/08/2024	12/31/23	FNBO-7713	GiveNKind- Credit for items not r...	2761010 · Special Assistance	-11.00
Bill	01/08/2024	12/31/23	FNBO-7713	Valli- Credit for error	2761010 · Special Assistance	-10.98
Bill	01/08/2024	AO-132746-1	Greater Chicago Fo...	Food pantry purchase	2761010 · Special Assistance	521.75
Bill	01/08/2024	12/31/23	FNBO-0748	Valli - Food Pantry produce	2761010 · Special Assistance	537.00
Total 2761010 · Special Assistance						22,451.19
Total 57GEN · Other Assistance						22,451.19
91GEN · Human Services						
2198017 · NW Comm Health Care Mob Dent						
Bill	12/11/2023	SCH2312-07	Northwest Communi...	December 2023 Dental	2198017 · NW Comm Health Care ...	2,083.33
Bill	01/08/2024	SCH2401-08	Northwest Communi...	January 2024 Dental	2198017 · NW Comm Health Care ...	2,083.33
Total 2198017 · NW Comm Health Care Mob Dent						4,166.66
Total 91GEN · Human Services						4,166.66
Total 280GEN · General Assistance						28,213.75
Total 201 · General Assistance Expenditures						28,213.75
401 · Capital Fund - Expenditures						
4045000 · Vehicle						
Bill	12/18/2023	1051	Polara USA Inc.	50% deposit EV infrastructure	4045000 · Vehicle	321,955.00
Bill	01/08/2024	92927	Jamerson & Bauwens	EV infrastructure- partial payment	4045000 · Vehicle	165,000.00

9:55 AM

01/17/24

Accrual Basis

Township of Schaumburg
Board Audit Report - Town GA and Capital
December 9, 2023 through January 19, 2024

Type	Date	Num	Name	Memo	Account	Amount
Bill	01/16/2024	42640	Divine Signs and Gr...	FOIA signage	4045000 · Vehicle	150.00
Total 4045000 · Vehicle						487,105.00
4045005 · Phone System						
Bill	01/08/2024	CW58894	SundogIT, Inc.	Voice install	4045005 · Phone System	6,900.00
Total 4045005 · Phone System						6,900.00
4045015 · Building Improvements/Upgrades						
Bill	12/18/2023	ST-011-V1	ALFA Chicago Inc	4th partial architect design fee (...	4045015 · Building Improvements/U...	33,575.00
Bill	12/18/2023	7077	Verde Solutions LLC	Solar payment - Final completio...	4045015 · Building Improvements/U...	35,900.60
Total 4045015 · Building Improvements/Upgrades						69,475.60
4045020 · Main LevelLobby Update						
Bill	12/18/2023	ST-010-V1	ALFA Chicago Inc	November 2023 lobby billing	4045020 · Main LevelLobby Update	6,916.52
Bill	01/08/2024	780916946	The Home Depot Pro	Bathroom tissue fixtures	4045020 · Main LevelLobby Update	90.40
Total 4045020 · Main LevelLobby Update						7,006.92
Total 401 · Capital Fund - Expenditures						570,487.52
TOTAL						992,820.00

Schaumburg Township

Board Warrant Report

From 12/9/23 - 1/19/24

Road & Bridge

Per Attached List of Voucher to be Paid:

Accounts Payable

Subtotal 12,161.69

Employee and Official Salaries

Subtotal 29,940.37

Total Fund

42,102.06

All expenditures set forth herein and in the attached "Township of Schaumburg Board Audit Report – All Funds" have been approved for payment by the Township Board and are hereby attested to by the Township Clerk on this 24th day of January, 2024.

Supervisor

Township Clerk, Attest

Trustee

Trustee

Trustee

Trustee

Highway Commissioner

**Township of Schaumburg
Board Audit Report - R&B
December 9, 2023 through January 19, 2024**

Type	Date	Num	Name	Memo	Account	Amount
30 · Road And Bridge Fund - Revenue						
30R · Property Taxes						
3042000 · Personal Prop Replcmnt Tax						
Bill	12/11/2023	PPRT - 12/11/23	Village of Schaumburg	September PPRT for August 2023	3042000 · Personal Prop Replcmnt ...	1,014.97
Bill	12/11/2023	PPRT- 12/11/23	Village of Hoffman E...	September PPRT for August 2023	3042000 · Personal Prop Replcmnt ...	280.20
Bill	12/11/2023	PPRT- 12/11/23	Village of Hanover P...	September PPRT for August 2023	3042000 · Personal Prop Replcmnt ...	20.56
Bill	12/11/2023	PPRT- 12/11/23	Village of Roselle	September PPRT for August 2023	3042000 · Personal Prop Replcmnt ...	2.73
Bill	12/11/2023	PPRT- 12/11/23	Village of Elk Grove	September PPRT for August 2023	3042000 · Personal Prop Replcmnt ...	11.36
Total 3042000 · Personal Prop Replcmnt Tax						1,329.82
Total 30R · Property Taxes						1,329.82
Total 30 · Road And Bridge Fund - Revenue						1,329.82
301 · Road And Bridge Expenditures						
90ROADB · Road And Bridge						
10ROADB · Utilities						
3036010 · Telephone R & B						
Bill	01/08/2024	12/28/23-01/27/24	Comcast Cable- 013...	12/28/23-01/27/24	3036010 · Telephone R & B	361.09
Total 3036010 · Telephone R & B						361.09
3041010 · Gas Utilities						
Bill	01/08/2024	11/27/23-12/27/23	Nicor Gas - R & B	Gas for garage - 11/27/23-12/27/23	3041010 · Gas Utilities	179.15
Total 3041010 · Gas Utilities						179.15
3041022 · Electric Utilities						
Bill	12/28/2023	11/20/23-12/21/23	ComEd-1967745009	R & B - 11/20/23-12/21/23	3041022 · Electric Utilities	227.80
Total 3041022 · Electric Utilities						227.80
3041030 · Water Utilities						
Bill	12/11/2023	10/1/23-11/12/23	Village of Hoffman E...	10/1/23-11/12/23	3041030 · Water Utilities	148.51
Bill	01/08/2024	11/12/23-11/30/23	Village of Hoffman E...	11/12/23-11/30/23	3041030 · Water Utilities	149.07
Total 3041030 · Water Utilities						297.58
Total 10ROADB · Utilities						1,065.62
14ROADB · Contractual						
3421010 · Legal Services						
Bill	01/08/2024	90175	Storino, Ramello & ...	R&B- November 2023 Legal	3421010 · Legal Services	213.40
Total 3421010 · Legal Services						213.40
Total 14ROADB · Contractual						213.40
15ROADB · Insurance						
3524000 · State Unemployment Insurance						

**Township of Schaumburg
Board Audit Report - R&B
December 9, 2023 through January 19, 2024**

Type	Date	Num	Name	Memo	Account	Amount
Bill	01/08/2024	Unemployment 20...	IL Dept of Employm...	Unemployment 2023- R&B	3524000 · State Unemployment Ins...	360.99
Total 3524000 · State Unemployment Insurance						360.99
3524030 · Health/ Dental/ Life/ Dsblty						
Bill	12/28/2023	January 2024 R&B	Blue Cross Blue Shi...	January 2024 - R & B	3524030 · Health/ Dental/ Life/ Dsblty	1,617.72
Bill	12/28/2023	01/01/24-03/31/24	Dearborn National Li...	January-March 2024 Health Insur...	3524030 · Health/ Dental/ Life/ Dsblty	473.24
Bill	12/28/2023	January 2024	Euclid Managers - ...	January 2024	3524030 · Health/ Dental/ Life/ Dsblty	333.32
Total 3524030 · Health/ Dental/ Life/ Dsblty						2,424.28
Total 15ROADB · Insurance						2,785.27
29ROADB · Mileage						
3950170 · Transportation/ Mileage						
Bill	12/18/2023	Mileage Reimb.	Kegarise, Scott M.	10/21-10/27	3950170 · Transportation/ Mileage	53.75
Bill	12/18/2023	Mileage Reimb.	Kegarise, Scott M.	10/28-11/3	3950170 · Transportation/ Mileage	30.00
Bill	12/18/2023	Mileage Reimb.	Kegarise, Scott M.	11/4-11/16	3950170 · Transportation/ Mileage	38.61
Bill	12/18/2023	Mileage Reimb.	Kegarise, Scott M.	11/17-11/22	3950170 · Transportation/ Mileage	23.75
Bill	12/18/2023	Mileage Reimb.	Kegarise, Scott M.	11/23-11/31	3950170 · Transportation/ Mileage	23.75
Bill	12/18/2023	Mileage Reimb.	Kegarise, Scott M.	12/1-12/8	3950170 · Transportation/ Mileage	28.50
Total 3950170 · Transportation/ Mileage						198.36
Total 29ROADB · Mileage						198.36
33ROADB · Other						
3442020 · Security System						
Bill	12/18/2023	39622021	Johnson Controls S...	01/01/24-03/31/24 security	3442020 · Security System	245.43
Total 3442020 · Security System						245.43
Total 33ROADB · Other						245.43
75ROADB · Road Maintenance						
3581010 · Contract Work						
Bill	12/28/2023	98982	Reliable Fire & Secu...	R & B - Electric to back floor prev...	3581010 · Contract Work	749.46
Total 3581010 · Contract Work						749.46
3581040 · Gas & Oil						
Bill	01/08/2024	94201956	Wex Bank - R&B - 0...	December 2023 Fuel	3581040 · Gas & Oil	176.03
Total 3581040 · Gas & Oil						176.03
3582000 · Personal Saftey Equipment						
Bill	12/18/2023	11888	HI Viz, Inc.	Jackets	3582000 · Personal Saftey Equipm...	170.00
Total 3582000 · Personal Saftey Equipment						170.00
3583020 · Snow & Ice Control MATR/ SUPPL						
Bill	01/16/2024	2908998336	Cargill Salt Road Sa...	Salt	3583020 · Snow & Ice Control MAT...	3,164.98

9:57 AM

01/17/24

Accrual Basis

**Township of Schaumburg
Board Audit Report - R&B
December 9, 2023 through January 19, 2024**

Type	Date	Num	Name	Memo	Account	Amount
Bill	01/16/2024	2909008199	Cargill Salt Road Sa...	Salt	3583020 · Snow & Ice Control MAT...	1,534.23
Total 3583020 · Snow & Ice Control MATR/ SUPPL						4,699.21
3584000 · Street Lights						
Bill	12/11/2023	10/25/23-11/27/23	ComEd-0559144035	R & B - 10/25/23-11/27/23	3584000 · Street Lights	257.23
Bill	01/16/2024	01/03/24	ComEd-0559144035	R & B - 11/27-12/28/23	3584000 · Street Lights	271.86
Total 3584000 · Street Lights						529.09
Total 75ROADB · Road Maintenance						6,323.79
Total 90ROADB · Road And Bridge						10,831.87
Total 301 · Road And Bridge Expenditures						10,831.87
TOTAL						12,161.69