



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

COMMITTEE OF THE WHOLE
Upper Level – Board Room

AGENDA

7:00 p.m. Wednesday October 16, 2024

Teams Meeting ID: **227 230 934 87**

Passcode: **DUaAt7**

Join Online: <https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>

[Click here to join the meeting](#)

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 Microsoft Teams. 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 hour before the start of the meeting.

CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL

I. PUBLIC COMMENT

Limit remarks to three minutes.

II. PRESENTATION

III. NEW BUSINESS

- A. Fiscal Year 26 Town Fund Budget Proposal Review and Discussion.
- B. Consideration of Township Elected Officials pay for the next term.
- C. Discussion on Township Pet Policy.

IV. ANNOUNCEMENTS

October 14, 2024 – Township Closed Columbus/ Indigenous Peoples Day

October 23, 2024 - Regular Meeting of the Board, 7PM Town Hall

October 24, 2024- Township's Trunk or Treat event

October 25, 2024 – Lavelle Law Food Drop

October 28-November 1, 2024 – Coats for Kids Collection

November 5, 2024- General Election Day- Township is polling location

November 14, 2024 – Veterans Luncheon, Chandlers Chop House, 12-3PM

November 20, 2024 – Regular Meeting of the Board, 7PM Town Hall

V. ADJOURNMENT

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.

Township of Schaumburg
Profit & Loss Budget vs. Actual - Town Fund
March through August 2024

	<u>Mar - Aug 24</u>	<u>Budget</u>	FY26 Changes- Proposed
Income			
10 · Town Fund - Revenue			
11R · Property Taxes			
1141012 · Property Tax	3,535,786.82	5,200,000.00	
1142000 · Pers Property Replacement Tax	97,985.41	230,000.00	
Total 11R · Property Taxes	<u>3,633,772.23</u>	<u>5,430,000.00</u>	
12R · Interest Income			
1243010 · Interest Income	105,926.52	75,000.00	
1243020 · Unrealized Gains/Loss	-2,217.08		
Total 12R · Interest Income	<u>103,709.44</u>	<u>75,000.00</u>	
15R · Disability/Snrs			
1548052 · ITAC Program Income	731.61	12,000.00	
1548056 · LIHEAP Income	3,587.00	25,000.00	
1548062 · Grant Funding	5,751.00	8,000.00	
1548065 · Event Program Fees	54,789.63	47,000.00	
Total 15R · Disability/Snrs	<u>64,859.24</u>	<u>92,000.00</u>	
17R · Transportation			
1748062 · Bus Fare Donation Income	12,200.00	8,000.00	
Total 17R · Transportation	<u>12,200.00</u>	<u>8,000.00</u>	
19R · Other			
1944050 · Rent TWP Facilities	150.00	500.00	
1948026 · Passport Income			
New Passports	52,353.01		
Photos	25,971.35		
Renews	6,311.53		
1948026 · Passport Income - Other	0.00	110,000.00	
Total 1948026 · Passport Income	<u>84,635.89</u>	<u>110,000.00</u>	
1948030 · MHB Income	0.00	4,500.00	
1948080 · Other Income	921.53	1,500.00	

Township of Schaumburg Profit & Loss Budget vs. Actual - Town Fund March through August 2024

	<u>Mar - Aug 24</u>	<u>Budget</u>		
Total 19R · Other	85,707.42	116,500.00		
Total 10 · Town Fund - Revenue	3,900,248.33	5,721,500.00		
Total Income	3,900,248.33	5,721,500.00		
Gross Profit	3,900,248.33	5,721,500.00		
Expense				
100 · Town Expenditures				
09OFF · Officials				
1111011 · Elected Officials Compensations	54,350.82	107,863.00	\$ 108,000.00	
Total 09OFF · Officials	54,350.82	107,863.00		
10ADMIN · Administration				
11ADMIN · Administration Expense Salaries				
1111110 · Sales - Town Admin	349,713.62	725,000.00	\$ 770,000.00	all salaries reflect a 7% increase
Total 11ADMIN · Administration Expense Salaries	349,713.62	725,000.00		
12ADMIN · Employee Expenses				
1221053 · Human Resources Services	1,234.89	8,000.00	\$ 6,000.00	
1261014 · Pre-Emp/ Screening Charges	3,358.06	6,000.00	\$ 8,000.00	
1561015 · Safety Programs	122.16	3,000.00	\$ 3,000.00	
Total 12ADMIN · Employee Expenses	4,715.11	17,000.00		
14ADMIN · Auditing				
1421010 · Legal Services	13,514.79	25,000.00	\$ 30,000.00	legal fees increasing per firm's letter
1421020 · Auditing	13,450.00	10,000.00	\$ 15,000.00	
1421030 · Accounting Services	37,588.23	75,000.00	\$ 75,000.00	
Total 14ADMIN · Auditing	64,553.02	110,000.00		
15ADMIN · Insurance				
1524000 · State Unemployment Insurance	13,995.00	14,601.50	\$ 18,000.00	
1524010 · Worker's Compensation Insurance	31,612.00	40,000.00	\$ 40,000.00	

Township of Schaumburg Profit & Loss Budget vs. Actual - Town Fund March through August 2024

	<u>Mar - Aug 24</u>	<u>Budget</u>	FY26 Changes- Proposed	
1524020 · Property/ Casulty Insurance	55,421.00	120,000.00	\$ 130,000.00	
1524030 · Health/ Dental Insurance	112,450.72	325,000.00	\$ 350,000.00	
1524035 · Life/ Disability Insurance	1,377.09	10,000.00	\$ 10,000.00	
1524037 · Employee Fitness/Wellness Prog	2,231.56		\$ 5,000.00	
1524040 · Medicare Insurance	7,641.51	10,512.50	\$ 15,000.00	
1524041 · Social Security	31,911.57	44,950.00	\$ 50,000.00	
Total 15ADMIN · Insurance	256,640.45	565,064.00		
17ADMIN · Commodities				
1731010 · Office Supplies	7,529.00	20,000.00	\$ 15,000.00	
1731012 · Office Printer / Copy Paper	5,934.30	10,000.00	\$ 15,000.00	
1732000 · Office Equipment/Furnishings	18,008.54	18,000.00	\$ 18,000.00	
Total 17ADMIN · Commodities	31,471.84	48,000.00		
19ADMIN · Postage				
1935010 · Postage	9,438.81	18,000.00	\$ 20,000.00	
Total 19ADMIN · Postage	9,438.81	18,000.00		
21ADMIN · Utilities				
1141020 · Electric	16,315.38	60,000.00	\$ 45,000.00	
1141030 · Water	3,283.03	12,000.00	\$ 10,000.00	
1333010 · Fiber Network / Internet	6,115.02	25,000.00	\$ 15,000.00	
1336010 · Telephone	20,915.28	20,000.00	\$ 25,000.00	
Total 21ADMIN · Utilities	46,628.71	117,000.00		
23ADMIN · Data Processing				
1333009 · Web Support	0.00	0.00		
1333014 · IT Equipment, Software & Suppor	74,772.96	150,000.00	\$ 170,000.00	
Total 23ADMIN · Data Processing	74,772.96	150,000.00		
25ADMIN · Uniforms				
1542000 · Uniform Clothing Expense	1,006.33	5,000.00	\$ 5,000.00	
Total 25ADMIN · Uniforms	1,006.33	5,000.00		
27ADMIN · Building Expenses				

Township of Schaumburg Profit & Loss Budget vs. Actual - Town Fund March through August 2024

	<u>Mar - Aug 24</u>	<u>Budget</u>	FY26 Changes- Proposed	
1742010 · Scavenger Service	4,164.70	10,000.00	\$ 10,000.00	
1742020 · Fire/ Security System	3,275.96	8,500.00	\$ 8,500.00	
1742030 · Building Equipment/Supplies	11,692.97	50,000.00	\$ 40,000.00	
1742041 · Repairs/Maint./Maint. Contrts	69,170.16	86,000.00	\$ 90,000.00	40%
Total 27ADMIN · Building Expenses	88,303.79	154,500.00		
29ADMIN · Mileage				
1550110 · Travel	993.91	5,000.00	\$ 5,000.00	
Total 29ADMIN · Mileage	993.91	5,000.00		
31ADMIN · Vehicle Repair				
1151010 · Fuel & Auto Repair	0.00	2,500.00	\$ 1,500.00	
Total 31ADMIN · Vehicle Repair	0.00	2,500.00		
33ADMIN · Misc				
1361012 · Special Events Miscellaneous	10,941.73	30,000.00	\$ 30,000.00	
1361015 · Veterans Recognition Expenses	492.94	10,000.00	\$ 10,000.00	
1365100 · Transfer to Capital	0.00	2,317,031.50	\$ 600,000.00	plan for 2 gas buses and any final construction change orders
Total 33ADMIN · Misc	11,434.67	2,357,031.50		
35ADMIN · Programs				
1561100 · Special Accmdtn's/Translation	1,857.42	7,500.00	\$ 8,000.00	
Total 35ADMIN · Programs	1,857.42	7,500.00		
37ADMIN · Professional Improvement				
1762011 · Prof Imprv Town / DEI Training	52,475.53	125,000.00	\$ 50,000.00	reduction from DEI contract balanced with expanded employee annual training requirements

Township of Schaumburg Profit & Loss Budget vs. Actual - Town Fund March through August 2024

	<u>Mar - Aug 24</u>	<u>Budget</u>	FY26 Changes- Proposed	
Total 37ADMIN · Professional Improvement	52,475.53	125,000.00		
39ADMIN · Pension				
1921075 · IMRF	18,591.38	51,547.50	\$ 55,000.00	
1921076 · 401A Contribution	0.00			
Total 39ADMIN · Pension	18,591.38	51,547.50		
99ADMIN · Contingency				
1699900 · Contingency	11,468.00	50,000.00	\$ 50,000.00	
Total 99ADMIN · Contingency	11,468.00	50,000.00		
Total 10ADMIN · Administration	1,024,065.55	4,508,143.00		
20ASSES · Assessor				
21ASSES · Salaries				
1212010 · Salaries - Assessor	110,099.07	265,000.00	\$ 283,500.00	7%
Total 21ASSES · Salaries	110,099.07	265,000.00		
22ASSES · Data Processing				
1233014 · Computer Maintenance County	775.00	1,000.00	\$ 1,000.00	
Total 22ASSES · Data Processing	775.00	1,000.00		
25ASSES · Mileage				
1550121 · Transportation/ Mileage Asses	0.00	750.00	\$ 500.00	
Total 25ASSES · Mileage	0.00	750.00		
26ASSES · Professional Improvement				
1662011 · Professional Imprv Assesor	2,468.45	8,000.00	\$ 8,000.00	
Total 26ASSES · Professional Improvement	2,468.45	8,000.00		
27ASSES · Commodities				
1431010 · Office Supplies	1,311.63	2,000.00	\$ 1,000.00	
1432010 · Office Equipment	33.99	750.00	\$ 750.00	
1534010 · Printing/ Publishing	0.00	500.00	\$ 500.00	
Total 27ASSES · Commodities	1,345.62	3,250.00		
28ASSES · Contingency				
1799900 · Contingency	0.00	500.00	\$ 500.00	

Township of Schaumburg
Profit & Loss Budget vs. Actual - Town Fund
March through August 2024

	<u>Mar - Aug 24</u>	<u>Budget</u>	FY26 Changes- Proposed	
Total 28ASSES · Contingency	0.00	500.00		
29ASSES · Postage				
1835010 · Postage	370.16	500.00	\$ 500.00	
Total 29ASSES · Postage	370.16	500.00		
34ASSES · Assessor Benefits				
1514030 · Health/Dental Insurance	12,119.15	33,000.00	\$ 33,000.00	
1514035 · Life/Disability Insurance	842.92	5,000.00	\$ 5,000.00	
1514036 · 401a Contribution	0.00	0.00		
1514037 · IMRF	6,795.48	18,841.50	\$ 18,850.00	
1514038 · Medicare insurance	1,489.60	3,842.50	\$ 3,840.00	
1514041 · FICA	6,090.62	16,430.00	\$ 16,000.00	
1514042 · Unemployment	0.00	1,500.00	\$ 1,500.00	
Total 34ASSES · Assessor Benefits	27,337.77	78,614.00		
Total 20ASSES · Assessor	142,396.07	357,614.00		
40COMR · Community Relations				
41COMR · Commodities				
1734010 · Town Crier	41,273.01	110,000.00	\$ 115,000.00	
1734011 · Printing	762.56	5,000.00	\$ 5,000.00	
1734013 · Web Support	6,478.15	10,000.00	\$ 12,000.00	
Total 41COMR · Commodities	48,513.72	125,000.00		
Total 40COMR · Community Relations	48,513.72	125,000.00		
42COMR · Misc				
1362019 · Contingency	0.00	1,000.00	\$ 1,000.00	
1362020 · Subscriptions	320.00	3,000.00	\$ 3,000.00	
Total 42COMR · Misc	320.00	4,000.00		
43COMR · Community Outreach				
1762020 · Public Relations	6,693.75	13,000.00	\$ 13,000.00	
Total 43COMR · Community Outreach	6,693.75	13,000.00		
50D/S · Disability/Senior Services				

Township of Schaumburg
Profit & Loss Budget vs. Actual - Town Fund
March through August 2024

	<u>Mar - Aug 24</u>	<u>Budget</u>	FY26 Changes- Proposed	
19D/S · Contingency				
1999900 · Contingency	97.19	1,000.00	\$ 1,000.00	
Total 19D/S · Contingency	97.19	1,000.00		
29D/S · Mileage				
1950140 · Transportation/ Mileage	514.06	2,000.00	\$ -	
Total 29D/S · Mileage	514.06	2,000.00		
33D/S · Misc				
1361011 HOLIDAY ASSISTANCE	0.00	4,000.00	\$ 6,000.00	
				doubled+ includes Transportation/voucher pilot potentially another 100k (could maybe split costs with MHB?)
1361010 · Program Expenses	77,096.77	80,000.00	\$ 260,000.00	
1361200 · Interpreting Services	5,135.00	8,000.00	\$ 10,000.00	
Total 33D/S · Misc	82,231.77	92,000.00		
51D/S · Salaries				
1114110 · Salaries Disability/Seniors	277,638.33	560,000.00	\$ 650,000.00	
Total 51D/S · Salaries	277,638.33	560,000.00		
53D/S · Software				
1433017 · Software	15,000.00	15,000.00	\$ 22,800.00	
Total 53D/S · Software	15,000.00	15,000.00		
54D/S · DIS/SEN Benefits				
1114030 · Health/Dental Insurance	36,724.69	100,000.00	\$ 100,000.00	
1114035 · Life/Disability Insurance	1,685.85	10,000.00	\$ 10,000.00	
1114036 · 401a Contribution	0.00	0.00		
1114037 · IMRF	14,360.25	39,816.00	\$ 39,800.00	
1114040 · Medicare Insurance	3,147.83	8,120.00	\$ 8,100.00	
1114041 · FICA	12,870.75	34,720.00	\$ 34,700.00	

Township of Schaumburg Profit & Loss Budget vs. Actual - Town Fund March through August 2024

	<u>Mar - Aug 24</u>	<u>Budget</u>	FY26 Changes- Proposed	
1114042 · Unemployment	0.00	11,984.00	\$ 12,000.00	
Total 54D/S · DIS/SEN Benefits	68,789.37	204,640.00		
56D/S · Professional Improvement				
1662010 · Professional Imprv	3,916.04	8,000.00	\$ 8,000.00	
Total 56D/S · Professional Improvement	3,916.04	8,000.00		
57D/S · Commodities				
1531010 · Office Supplies	391.83	1,000.00	\$ 1,000.00	
1634010 · Printing/ Publishing	15,782.17	26,000.00	\$ 30,000.00	
Total 57D/S · Commodities	16,174.00	27,000.00		
59D/S · Postage				
1635010 · Postage	4,173.16	12,000.00	\$ 17,000.00	
Total 59D/S · Postage	4,173.16	12,000.00		
Total 50D/S · Disability/Senior Services	468,533.92	921,640.00		
60SENI0 · Senior Citizens Services				
66SENI0 · Senior Benefits				
1664036 · 401a Contribution	0.00			
Total 66SENI0 · Senior Benefits	0.00			
Total 60SENI0 · Senior Citizens Services	0.00			
65TRANS · Transportation				
12TRANS · Employee Expense				
1261040 · Employee Screening	790.00	2,500.00	\$ 2,500.00	
Total 12TRANS · Employee Expense	790.00	2,500.00		
15TRANS · Salaries				
1514010 · Salaries - Transportation	289,888.99	660,000.00	\$ 700,000.00	
Total 15TRANS · Salaries	289,888.99	660,000.00		
19TRANS · Mileage				
1950150 · Transportation Mileage	0.00	400.00	\$ 400.00	
1962011 · Professional Improvement Trans	0.00	1,000.00	\$ 1,000.00	
Total 19TRANS · Mileage	0.00	1,400.00		

Township of Schaumburg Profit & Loss Budget vs. Actual - Town Fund March through August 2024

	<u>Mar - Aug 24</u>	<u>Budget</u>	FY26 Changes- Proposed	
53TRANS · Vehicle				
1351010 · Fuel / Charging	25,238.66	60,000.00	\$ 60,000.00	
1351011 · Bus Maintenance & Supplies	71,769.50	85,000.00	\$ 85,000.00	
1351020 · Communications	1,293.07	2,000.00	\$ 2,000.00	
Total 53TRANS · Vehicle	<u>98,301.23</u>	<u>147,000.00</u>		
58TRANS · Transportation Benefits				
1584030 · Health/Dental insurance	22,034.81	60,000.00	\$ 60,000.00	
1584035 · Life/Disability Insurance	1,685.85	10,000.00	\$ 10,000.00	
1584036 · 401a Contribution	0.00	0.00		
1584037 · IMRF	17,645.92	48,926.00	\$ 48,900.00	
1584040 · Medicare Insurance	3,709.94	9,570.00	\$ 9,000.00	
1584041 · FICA	15,169.10	40,920.00	\$ 40,000.00	
1584042 · Unemployment	0.00	14,124.00	\$ 14,200.00	
Total 58TRANS · Transportation Benefits	<u>60,245.62</u>	<u>183,540.00</u>		
59TRANS · Contingency				
1999910 · Contingency	1,471.00	5,000.00	\$ 5,000.00	
Total 59TRANS · Contingency	<u>1,471.00</u>	<u>5,000.00</u>		
61TRANS · Commodities				
1131010 · Office Supplies	163.78	400.00	\$ 400.00	
1132010 · Equipment	0.00	500.00	\$ 750.00	
Total 61TRANS · Commodities	<u>163.78</u>	<u>900.00</u>		
62TRANS · Uniform				
1242000 · Uniform Expense	776.40	1,200.00	\$ 900.00	
Total 62TRANS · Uniform	<u>776.40</u>	<u>1,200.00</u>		
63TRANS · Data Processing				
1333017 · Transportation Software	4,502.50	4,600.00	\$ 4,750.00	
Total 63TRANS · Data Processing	<u>4,502.50</u>	<u>4,600.00</u>		
69TRANS · Postage				
6935011 · Postage	3.20	100.00	\$ 100.00	

Township of Schaumburg Profit & Loss Budget vs. Actual - Town Fund March through August 2024

	<u>Mar - Aug 24</u>	<u>Budget</u>	FY26 Changes- Proposed	
Total 69TRANS · Postage	3.20	100.00		
Total 65TRANS · Transportation	456,142.72	1,006,240.00		
91HUMAN · Human Services			\$ 200,000.00	See attached FY Breakdown
1193041 · Life Span Advocacy Outreach	5,000.00	5,000.00		
1194010 · Shelter, Inc	6,000.00	6,000.00		
1194030 · The Harbour	5,000.00	5,000.00		
1194040 · Childrens Advocacy Center	0.00	11,000.00		
1194070 · The Bridge	0.00	5,000.00		
1196020 · RSVP	5,000.00	5,000.00		
1196021 · Connections to Care	3,500.00	3,500.00		
1198000 · Wings Program	3,750.00	15,000.00		
1198010 · Suburban Primary Health Care	10,000.00	8,000.00		
1198011 · Connections of Illinois Inc	10,000.00	7,000.00		
1198020 · Northwest Compass	5,000.00	5,000.00		
1198036 · Journeys The Road Home	10,000.00	10,000.00		
1198040 · Schaumburg Child & Fam Center	10,000.00	13,000.00		
1198070 · Fellowship Housing	7,500.00	5,000.00		
1198071 · Community Resource Nurse	20,107.20	59,000.00		
1198075 · Family Forward	6,500.00	6,000.00		
1198076 · Schaumburg Police	5,000.00	5,000.00		
Total 91HUMAN · Human Services	<u>112,357.20</u>	<u>173,500.00</u>		
 Total 100 · Town Expenditures	 <u>2,313,373.75</u>	 <u>7,217,000.00</u>		
 Total Expense	 2,313,373.75	 7,217,000.00	 \$ 5,907,740.00	<p>FY25 budget without a capital fund transfer (2m) was 4.9 million approximately</p> <p>FY26 proposed budget without a cap fund transfer (-600k) will be 5.3 million** (400k increase from prior year).</p>

Township of Schaumburg
Profit & Loss Budget vs. Actual - Town Fund
 March through August 2024

	<u>Mar - Aug 24</u>	<u>Budget</u>	FY26 Changes- Proposed	
Net Income	<u>1,586,874.58</u>	<u>-1,495,500.00</u>		**includes doubling the DSS program budget (and including 100k toward a voucher program pilot, increasing HS funds by 25k, and assumes roughly 7% increases to payroll

Human Services History

FY25	FY24	FY23	FY22	FY21	FY20	
\$ 173,500.00	\$ 970,062.00	\$ 1,038,296.00	\$ 1,013,133.00	\$ 1,023,642.00	\$ 1,007,158.00	prior year HS funding

2024 Township Salary Survey

Updated July 2024

Each township board and Multi-Township board is charged with setting the compensation (salary) for each elected township and Multi-Township office for the upcoming term, beginning May 19, 2025 and ending the third Monday in May 2029 (beginning January 1, 2026 for Assessors, Multi-Township Assessors and Tax Collectors and ending December 31, 2029). To aid township officials with this process, the survey assists township and Multi-Township boards throughout the state, compare salaries with those paid in other townships of similar size, assessed valuation and population (by 2024).

The results of the survey indicate the salaries of townships grouped by counties into zones (1-6), and it is recommended each township official review and consider this information prior to setting salaries for the new term of office. If you have questions on setting salaries, please consult your township attorney or contact TOI. Just remember, you **MUST** set the salaries by the statutory deadlines.

Remember that the salary is set to the position not the person.

The Attorney General's Office has stated that even discussion of the salaries for the elected officials must be done in an open meeting. The Open Meetings Act does contain a provision that allows for a closed session to discuss the salary schedules for employees. However, the Attorney General's office has said that elected township officials do not fall under the definition of "employee" and thus discussion, deliberation and the final vote on salaries for elected township officials must all be done in an open public meeting.

Statutory Guidelines

According to state law, compensation for the elected township officials shall be set by the township board at least 180 days prior to the beginning of the term of office. Compensation, which includes benefits such as health insurance coverage must be set by the board no later than November 20, 2024 and must be done in an open meeting with a public vote by the board.

According to state law, compensation set for the Multi-Township Assessor and Multi-Township assessment district (MTAD) board members must be set at least 150 days before the election. Salaries for the Multi-Township Assessor and MTAD board members must be done in an open meeting with a public vote by the MTAD board no later than November 2, 2024.

Again, any health insurance benefit provided is considered part of the compensation package and needs to be set at the same time salary for the position is set. Health insurance payments must be made directly to the provider and not be paid directly to the elected official as a form of reimbursement.

Please remember that salaries may only be legally established by statute. For each elected official, here is what the statutes say:

Office	Minimum Salary	Maximum Salary
Supervisor	None	None
Road Dist. Treasurer (Supervisor)	\$100.00	\$1,000.00
Township Clerk	None	None
Assessor or Multi-Township Assessor	None	None
Highway Commissioner	\$3,000 Minimum Annual Salary	None
Trustees*	None	None
Tax Collectors	None	None

(only three counties as of the new term will have township tax collectors. They are Madison, Peoria, and Will.)

*(Multi-Township Board of Trustees, which is the Supervisor and Clerk from each township in the MTAD, may receive additional compensation for their service, set by the Multi-Township board, in an amount not to exceed \$25/day for each day of service)

Zone Breakdowns

Zone 1

<i>Cook</i>	<i>Kane</i>	<i>McHenry</i>
<i>DuPage</i>	<i>Lake</i>	<i>Will</i>

Zone 2

<i>Boone</i>	<i>Kankakee</i>	<i>Lee</i>
<i>DeKalb</i>	<i>Kendall</i>	<i>Ogle</i>
<i>Grundy</i>	<i>LaSalle</i>	<i>Winnebago</i>

Zone 3

<i>Bureau</i>	<i>Jo Daviess</i>	<i>Putnam</i>
<i>Carroll</i>	<i>Knox</i>	<i>Rock Island</i>
<i>Fulton</i>	<i>Marshall</i>	<i>Stark</i>
<i>Hancock</i>	<i>Mercer</i>	<i>Stephenson</i>
<i>Henderson</i>	<i>McDonough</i>	<i>Warren</i>
<i>Henry</i>	<i>Peoria</i>	<i>Whiteside</i>

Zone 4

<i>Adams</i>	<i>Greene</i>	<i>Montgomery</i>
<i>Bond</i>	<i>Jackson</i>	<i>Pike</i>
<i>Brown</i>	<i>Jersey</i>	<i>Sangamon</i>
<i>Cass</i>	<i>Macoupin</i>	<i>Schuyler</i>
<i>Christian</i>	<i>Madison</i>	<i>St. Clair</i>
<i>Clinton</i>	<i>Mason</i>	<i>Washington</i>

Zone 5

<i>Clark</i>	<i>Franklin</i>	<i>Marion</i>
<i>Clay</i>	<i>Gallatin</i>	<i>Richland</i>
<i>Crawford</i>	<i>Hamilton</i>	<i>Saline</i>
<i>Cumberland</i>	<i>Jasper</i>	<i>Shelby</i>
<i>Effingham</i>	<i>Jefferson</i>	<i>Wayne</i>
<i>Fayette</i>	<i>Lawrence</i>	<i>White</i>

Zone 6

<i>Champaign</i>	<i>Iroquois</i>	<i>Moultrie</i>
<i>Coles</i>	<i>Livingston</i>	<i>Piatt</i>
<i>DeWitt</i>	<i>Logan</i>	<i>Tazewell</i>
<i>Douglas</i>	<i>Macon</i>	<i>Vermilion</i>
<i>Edgar</i>	<i>McLean</i>	<i>Woodford</i>
<i>Ford</i>		

Supervisors, Clerks & Trustees

Generally speaking, Supervisors and Township Clerks are paid annual salaries. However, these offices may be paid on a per diem basis. In addition to their salary, a Supervisor may be compensated for serving as Road District Treasurer. The salary as road district treasurer may not be less than \$100 nor more than \$1,000 per year. This must also be set at the same time as the other township officials' salaries and must be paid out of the town fund. Trustees may be paid either an annual salary, or on a per diem (per meeting) basis.

Highway Commissioners

Highway Commissioners may be paid an annual salary (minimum of \$3,000) or a per diem salary but NOT a combination of both. Highway Commissioners may not legally be paid an hourly rate or overtime for hours in excess of an established number. It should be understood that per diem payments are for all duties carried out in a single 24-hour period. However, if a per diem is established, the township board must be prepared to pay the per diem for every day of the year including Sundays and holidays.

Assessors

Township Assessors and Multi-Township Assessors may also be paid a per diem or an annual salary. There is no provision though for a per-parcel payment, even if per-parcel compensation is utilized for establishing a fair annual salary. The salary ranges for Assessors shown in the survey results do not include reimbursement of official expenses incurred by travel, training, education, postage, etc., required for administering the office of Assessor or Multi-Township Assessor.

Survey Results

The results of this survey will aid your township in comparing your salaries with those paid in townships of approximately the same population and assessed valuation. Please keep in mind the salaries set remain in effect for the four-year term beginning May 19, 2025 (January 1, 2026 for Assessors, Multi-Township Assessors and collectors). Note that it is acceptable to establish incremental increases (or decreases) for each of the four years, but the compensation must be set by the respective boards prior to the last day to set salaries for the 2025 township election as outlined above.

Zone Breakdown

We have broken the state down into 6 Zones, the above table lists which counties in what Zone. Looking at the table labeled *Zone Breakdown by Population*, you will see how the population breaks down for each Zone. The first column lists which **Zone** is being reported with the final column stating how many townships in that Zone reported. The in between columns list a population range, for example 0-499, 5000-9999, 100000-20000. Each cell in the table lists how many townships, per zone, reported their population. For example, in Zone 2, 27 townships reported a population of 500-999.

The next table is the *Zone Breakdown by EAV*, EAV stands for Equalized Assessed Value. This table breaks down by zone’s assessed value. The first column lists which **Zone** is being reported with the final column stating how many townships in that Zone reported. The in between columns list an EAV range in the millions, for example 0-4.9 million, 75-99.9 million, 800+ million. Each cell in the table lists how many townships, per zone, reported their EAV. For example, in Zone 3, 14 townships reported an EAV of 50-74.9 million.

Zone Breakdown by Population												
Figure Shown is Number of Townships Responding												
Zones	0-499	500-999	1000-1999	2000-3499	3500-4999	5000-9999	10000-24999	25000-49999	50000-74999	75000-99999	100000-200000	Total Twps.
	pop	pop	pop	pop	pop	pop	pop	pop	pop	pop	pop	
Zone 1	0	2	7	4	4	8	16	15	11	8	5	80
Zone 2	23	27	19	10	9	14	9	6	1	0	0	118
Zone 3	61	48	43	18	5	7	9	0	0	0	0	191
Zone 4	51	36	30	22	10	23	3	8	0	0	0	183
Zone 5	33	30	24	11	6	5	5	0	1	0	0	115
Zone 6	43	37	31	15	12	8	11	3	1	1	0	162

Zone Breakdown by EAV												
Figure Shown is Number of Townships Responding												
Zones	0-4.9	5-9.9	10-19.9	20-49.9	50-74.9	75-99.9	100-149.9	150-199.9	200-499.9	500-799.9	800 & Up	Total Twps.
	million	million	million	million	million	million	million	million	million	million	million	
Zone 1	4	0	0	3	3	4	2	3	8	7	41	75
Zone 2	5	1	8	32	8	10	10	8	10	3	4	99
Zone 3	3	8	46	68	14	6	5	3	8	1	0	162
Zone 4	7	8	39	56	11	3	7	6	9	3	4	153
Zone 5	7	14	32	26	7	2	3	1	2	0	0	94
Zone 6	7	1	26	55	17	7	10	5	8	4	1	141

Supervisors

As past surveys have illustrated, salaries in **Zone I** are generally higher than the other zones. This zone includes Cook and the “collar” counties. According to the survey results, over 93% of the supervisors in **Zone I** make at least \$10,000 a year, with 48% receiving more than \$30,000. Of the supervisors in **Zone II**, over 40% of those responding are paid more than \$10,000 and only 5% receive \$30,000 or more. A bulk of the supervisors receive a salary between \$1,000 and \$10,000 in **Zones III, IV, V, and VI** with **Zone III** 84%, **Zone IV** 70%, **Zone V** 76%, and **Zone VI** 70% respectively. In addition, 62% of those supervisors who responded also receive compensation as Road District Treasurer in **Zone I** receive up to \$1,000 as road district treasurer, with 40% in **Zone II**, 32% in **Zone III**, 40% in **Zone IV**, 26% in **Zone V**, and 36% in **Zone VI** receiving the same compensation.

Township Clerks

As with supervisors, the township clerks in **Zone I** receive a greater salary than that of the township clerks in the other zones. Approximately 96% of the township clerks responding to the survey in **Zone I** receive at least \$5,000. In fact, in **Zone I** a vast majority of township clerks, nearly 80% receive an annual salary between \$5,000 and \$20,000. In **Zone II**, 45% of the township clerks responding receive less than \$5,000 in salary with only 53% falling in the \$5,000 to \$20,000 range. A majority of township clerks responding receive less than \$5,000 per year in **Zone III** 79%, **Zone IV** 62%, **Zone V** 81%, and **Zone VI** 54%.

Trustees

Respondents showed a mix of per diem and annual basis for Trustees compensation. It appears that Trustees compensation is a reflection of the population figures, with **Zone I** experiencing the highest range. All Zones, except **Zones I** and **II** show a majority of trustee compensation in the below \$1,000 range.

Highway Commissioners

Results indicate that in **Zone I**, 100% of the highway commissioners earn \$10,000 or more and 82% receive over \$30,000. Similarly, in **Zone II**, 81% receive \$10,000 or more with 56% receiving over \$30,000. The information illustrates that highway commissioners in the \$10,000 or more range are as follows: **Zone III** 95%, **Zone IV** 92%, **Zone V** 87%, and in **Zone VI** 96%. It is safe to say that a significant number of highway commissioners serve full time. This explains the distribution of funds when comparing to other officials.

Assessors

In **Zone I**, the largest percentage of Assessor (single) salaries lie in the over \$30,000 range, at 69% of the respondents. The Assessor position is generally considered a full-time post in **Zone I**. **Zone II** had 49 Assessor (single) responding with 91% being over \$10,000 range of which 57% is over \$30,000. **Zone II** showed 45 Multi-Township Assessors responding; the largest percentage in the \$10,000 to \$19,999 range at 60%. **Zone III** had 40 Assessor (single) responses. Though they ranged from \$1,000 to over \$30,000, the highest percentage was over \$5,000 to \$19,999. **Zone III** had 89 Multi-Township Assessor responses; the highest percentage in the \$5,000-\$19,999 range. **Zone IV** had 52 Assessor (single) responses and 62 Multi-Township Assessor responses. The Assessor ranged from the \$1,000 to over \$30,000 with the largest percentage for Assessor in the \$5,000-\$19,999 range and Multi-Township Assessor in the \$5,000 to \$19,999 range. **Zone V** had 28 Assessor (single) responses with the highest percentages in the \$5,000 to \$9,999 range. **Zone V** Multi-Township Assessors responded with 57 with the vast majority making \$5,000 to \$9,999. **Zone VI** had 46 Assessor (single) responses with the majority in the \$5,000 to \$9,999 range and it had 85 Multi-Township Assessor responses with majority in the \$5,000 to \$19,999 range.

Salaries for township and Multi-Township Assessors show a lot of disparity between **Zone I** and all the other zones. Again, although a per-parcel salary is not permitted by statute, you may want to consider the number of parcels to help make a more reasonable salary determination for the Assessor. This information may be obtained from your Assessor or your chief county assessment officer.

ZONE 1																					
113 Surveys Sent											82 (72.56%) Surveys Returned										
		How Paid				Salary Ranges															
Office	Responses Received	Annual	Per Diem or Per Mtg	Both Annual & Per Diem Mtg	0	500	1,000	5,000	10,000	20,000	30,000	40,000	50,000	60,000	70,000	80,000	90,000	100,000+	Health Insurance Provided	Retirement Program Provided	
Sup.	81	98.77%	0%	1.23%	0%	0%	2.47%	3.70%	22.22%	23.46%	11.11%	13.58%	9.88%	2.47%	6.17%	3.70%	1.23%	0%	21	32	
Twp Clerk	81	98.77%	0%	1.23%	0%	0%	3.70%	34.57%	45.68%	12.35%	0%	1.23%	0%	2.47%	0%	0%	0%	0%	6	9	
Hwy Comm	67	100%	0%	0%	0%	0%	0%	0%	5.97%	11.94%	8.96%	13.43%	8.96%	11.94%	8.96%	11.94%	13.43%	4.48%	31	37	
Asse.	78	100%	0%	0%	0%	0%	0%	5.13%	5.13%	20.51%	12.82%	7.69%	6.41%	5.13%	12.82%	8.97%	10.26%	5.13%	33	43	
Multi-Asse.	2	100%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	Included w/ Assessor total	Included w/ Assessor total	
Trust.	78	87.18%	10.26%	2.56%	0%	11.54%	64.10%	21.79%	2.56%	0%	0%	0%	0%	0%	0%	0%	0%	0%	3	3	
Collec.	5	100%	0%	0%	20%	40%	40%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	2	0	
Road Treas	50	100%	0%	0%	16%	6.00%	78.00%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	NA	NA	

ZONE 2

168 Surveys Sent

123 (73.21%) Surveys Returned

Office	Responses Received	How Paid			Salary Ranges											Health Insurance Provided	Retirement Program Provided
		Annual	Per Diem or Per Mtg	Both Annual & Per Diem/Mtg	0 - 499	500 - 999	1,000 - 4,999	5,000 - 9,999	10,000 - 19,999	20,000 - 29,999	30,000 - 39,999	40,000 - 49,999	50,000 - 59,999	60,000+			
Sup.	122	99.18%	0%	0.82%	0%	0%	11.48%	47.54%	22.13%	13.93%	1.64%	3.28%	0%	0%	10	12	
Twp Clerk	122	99.18%	0%	0.82%	0%	0%	45.08%	43.44%	9.84%	1.64%	0%	0%	0%	0%	2	6	
Hwy. Comm	119	97.50%	0.83%	1.67%	0%	0%	0.83%	3.33%	13.33%	25.83%	20%	13.33%	10.83%	11.67%	15	32	
Assessor	49	100%	0%	0%	0%	0%	4.08%	4.08%	14.29%	20.41%	18.37%	12.24%	4.08%	22.45%	11	20	
Multi-Assessor	45	100%	0%	0%	2.22%	2.22%	0%	8.89%	60%	11.11%	4.44%	0%	2.22%	8.89%	Included w/ Assessor total	Included w/ Assessor total	
Trustees	123	59.35%	22.76%	17.89%	5.69%	47.15%	44.72%	2.44%	0%	0%	0%	0%	0%	0%	2	1	
Collectors																	
Road Treas	49	100%	0%	0%	8.16%	30.61%	61.22%	0%	0%	0%	0%	0%	0%	0%	NA	NA	

ZONE 3

318 Surveys Sent

203 (63.83%) Surveys Returned

Office	Responses Received	How Paid			Salary Ranges											Health Insurance Provided	Retirement Program Provided
		Annual	Per Diem or Per Mtg	Both Annual & Per Diem/Mtg	0 - 499	500 - 999	1,000 - 4,999	5,000 - 9,999	10,000 - 19,999	20,000 - 29,999	30,000 - 39,999	40,000 - 49,999	50,000 - 59,999	60,000+			
Supervisor	200	92.00%	0.50%	7.50%	0%	1.00%	45.00%	37.50%	10.50%	1.50%	1.00%	0%	2.50%	1.00%	9	13	
Twp Clerk	201	92.04%	0.50%	7.46%	0.50%	1.99%	76.62%	16.42%	4.48%	0%	0%	0%	0%	0%	5	3	
Hwy. Comm.	190	98.95%	0.53%	0.53%	0%	0%	0.53%	3.68%	14.74%	29.47%	27.89%	13.68%	6.32%	3.68%	15	25	
Assessor	40	95.00%	0%	5.00%	0%	0%	15.00%	25.00%	25.00%	10%	2.50%	5.00%	2.50%	15.00%	10	14	
Multi-Assessor	89	100%	0%	0%	0%	0%	11.24%	37.08%	35.96%	4.49%	4.49%	3.37%	2.25%	1.12%	Included w/ Assessor total	Included w/ Assessor total	
Trustees	200	70%	23.00%	7.00%	26.50%	59.50%	12.00%	0.50%	1.50%	0%	0%	0%	0%	0%	5	0	
Collectors																	
Road Treas	63	96.83%	1.59%	1.59%	20.63%	23.81%	55.56%	0%	0%	0%	0%	0%	0%	0%	NA	NA	

ZONE 4

304 Surveys Sent

191 (62.82%) Surveys Returned

Office	Responses Received	How Paid			Salary Ranges											Health Insurance Provided	Retirement Program Provided
		Annual	Per Diem or Per Mtg	Both Annual & Per Diem/Mtg	0 - 499	500 - 999	1,000 - 4,999	5,000 - 9,999	10,000 - 19,999	20,000 - 29,999	30,000 - 39,999	40,000 - 49,999	50,000 - 59,999	60,000+			
Sup	190	91.05%	1.58%	7.37%	1.05%	0%	35.79%	33.16%	16.84%	7.37%	1.58%	1.58%	1.58%	1.05%	14	25	
Twp Clerk	190	88.95%	7.37%	3.68%	1.05%	2.11%	59.47%	27.89%	7.37%	1.58%	0%	0%	0.53%	0%	6	10	
Hwy Comm	185	95.14%	2.70%	2.16%	0.54%	0%	4.32%	2.70%	26.49%	23.78%	21.08%	10.27%	4.86%	5.95%	18	48	
Assessor	52	90.38%	0%	9.62%	1.92%	0%	13.46%	28.85%	25.00%	11.54%	0%	3.85%	5.77%	9.62%	8	11	
Multi-Assessor	62	100%	0%	0%	0%	0%	16.13%	33.87%	41.94%	1.61%	6.45%	0%	0%	0%	Included w/ Assessor total	Included w/ Assessor total	
Trustees	191	73.82%	0%	26.18%	16.75%	42.41%	38.74%	2.09%	0%	0%	0%	0%	0%	0%	3	5	
Collectors																	
Road Treas	64	94.12%	0%	5.88%	11.76%	22.06%	60.29%	0%	0%	0%	0%	0%	0%	0%	NA	NA	

ZONE 5

244 Surveys Sent

126 (51.63%) Surveys Returned

Office	Responses Received	How Paid			Salary Ranges											Health Insurance Provided	Retirement Program Provided
		Annual	Per Diem or Per Mtg	Both Annual & Per Diem/Mtg	0 - 499	500 - 999	1,000 - 4,999	5,000 - 9,999	10,000 - 19,999	20,000 - 29,999	30,000 - 39,999	40,000 - 49,999	50,000 - 59,999	60,000+			
Sup.	123	95.93%	1.63%	2.44%	0.81%	0%	48.78%	26.83%	19.51%	3.25%	0.81%	0%	0%	0%	5	17	
Twp Clerk	124	91.94%	4.84%	3.23%	0%	4.84%	76.61%	16.13%	2.42%	0%	0%	0%	0%	0%	4	8	
Hwy Comm	123	99.19%	0%	0.81%	0%	0%	3.25%	8.13%	30.89%	31.71%	11.38%	9.76%	4.88%	0%	14	32	
Assessor	28	100%	0%	0%	0%	0%	20.69%	34.48%	27.59%	0%	0%	6.90%	6.90%	0%	4	2	
Multi-Assessor	57	100%	0%	0%	0%	0%	35.09%	47.37%	17.54%	0%	0%	0%	0%	0%	Included w/ Assessor total	Included w/ Assessor total	
Trustees	125	75.20%	17.60%	7.20%	21.60%	48.00%	28.80%	1.60%	0%	0%	0%	0%	0%	0%	4	7	
Collectors																	
Road Treas	32	100%	0%	0%	18.75%	28.13%	53.13%	0%	0%	0%	0%	0%	0%	0%	NA	NA	

ZONE 6

283 Surveys Sent

173 (61.13%) Surveys Returned

Office	Responses Received	How Paid			Salary Ranges											Health Insurance Provided	Retirement Program Provided
		Annual	Per Diem or Per Mtg	Both Annual & Per Diem/Mtg	0 - 499	500 - 999	1,000 - 4,999	5,000 - 9,999	10,000 - 19,999	20,000 - 29,999	30,000 - 39,999	40,000 - 49,999	50,000 - 59,999	60,000+			
Sup	171	97.66%	0%	2.34%	0%	0.58%	20.47%	49.12%	21.64%	3.51%	0.58%	1.17%	0%	2.92%	10	22	
Twp Clerk	173	97.11%	1.16%	1.73%	0.58%	0.58%	52.60%	37.57%	8.09%	0.58%	0%	0%	0%	0%	5	12	
Hway Comm	167	98.20%	0.60%	1.20%	0%	0%	1.80%	1.80%	6.59%	26.95%	25.15%	14.37%	10.78%	12.57%	41	72	
Assessor	46	97.83%	2.17%	0%	0%	0%	2.17%	34.78%	21.74%	8.70%	8.70%	4.35%	4.35%	15.22%	11	14	
Multi-Assessor	85	100%	0%	0%	1.18%	1.18%	7.06%	37.65%	38.82%	9.41%	0%	2.35%	2.35%	0%	Included w/ Assessor total	Included w/ Assessor total	
Trustees	168	69.94%	18.50%	11.56%	8.09%	61.27%	26.59%	1.16%	0%	0%	0%	0%	0%	0%	5	3	
Collectors																	
Road Treas	62	98.39%	1.61%	0%	16.13%	9.68%	74.19%	0%	0%	0%	0%	0%	0%	0%	NA	NA	

Coterminous Townships

18 Surveys Sent

9 (50%) Surveys Returned

Office	Responses Received	How Paid			Salary Ranges											Health Insurance Provided	Retirement Program Provided
		Annual	Per Diem or Per Mtg	Both Annual & Per Diem/Mtg	0 - 499	500 - 999	1,000 - 4,999	5,000 - 9,999	10,000 - 19,999	20,000 - 29,999	30,000 - 39,999	40,000 - 49,999	50,000 - 59,999	60,000+			
Sup	8	100%	0%	0%	0%	0%	12.50%	0%	0%	0%	0%	37.50%	0%	50%	6	7	
Twp Clerk	8	87.50%	0%	12.50%	0%	12.50%	62.50%	12.50%	12.50%	0%	0%	0%	0%	0%	1	1	
Hway Comm	1	100%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0	0	
Assessor	8	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	12.50%	0%	87.50%	7	7	
Multi-Assessor	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	Included w/ Assessor total	Included w/ Assessor total	
Trustees	7	57.14%	14.29%	28.57%	28.57%	42.86%	28.57%	0%	0%	0%	0%	0%	0%	0%	0	2	
Collectors																	
Road Treas	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	NA	NA	

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