



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

THE BOARD OF TRUSTEES
Upper Level – Board Room

February 26, 2025
7:00 p.m.

Teams Meeting ID: **260 145 173 755**

Passcode: **Hqev8S**

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@schtn.org at least one (1) hour before the start of the meeting.

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- I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL**
 - II. PUBLIC COMMENT**
(Remarks limited to three minutes)
 - III. PRESENTATION**
VETERANS HONOR ROLL
 - IV. APPROVAL OF MINUTES**
 - A. Approval of the January 22, 2025 Board Meeting Minutes
 - V. DEPARTMENT/ COMMITTEE/APPOINTING AUTHORITY REPORTS**
 - A. Kenneth Young Center
 - B. DEI Committee
 - C. Mental Health Board
 - D. Disability and Senior Services Department
 1. Disability and Senior Services Committee
 - E. Transportation Department
 - F. Welfare Services Department
 - G. Community Relations
 - H. Assessors Department
 - I. Administrative Services / Clerks Report
 - VI. HIGHWAY COMMISSIONER'S REPORT**
 - VII. SUPERVISOR'S 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. ADMINISTRATOR'S REPORT

X. OLD BUSINESS

XI. NEW BUSINESS

- A. Approval of the 2025 Annual Town Hall meeting Agenda.
- B. Approval of the 2025 updated Township Policy Manual.
- C. Approval of the Township Operating Procedure in event of ICE visit.
- D. Approval of Ordinance No. 2024/2025 #3, an Ordinance Making Appropriations for the General Town Fund, General Assistance Fund and Capital Fund Final Budget for Fiscal Year Commencing on the 1st Day of March 2025 and Ending on the 28th Day of February 2026 for the Town of Schaumburg, Cook County, Illinois.
- E. Approval of Ordinance No. 2024/2025 #6, an Ordinance Making Appropriations for the Road and Bridge Fund Final Budget for Fiscal Year Commencing on the 1st Day of March 2025 and Ending on the 28th Day of February 2026, for the Town of Schaumburg, Cook County, Illinois.
- F. Approval of Ordinance 2024/2025 #4, Making Appropriations for the Mental Health Board Fund Final Budget for Fiscal Year Commencing on the 1st Day of March 2025 and Ending on the 28th Day of February 2026 for the Town of Schaumburg, Cook County, Illinois.

XII. APPROVAL OF BILLS

A. Town Fund Warrant	2024-2025 #12	\$ 363,515.76
B. Road & Bridge Warrant	2024-2025 #12	\$ 42,097.89
C. Welfare Services Warrant	2024-2025 #12	\$ 63,148.06
D. Capital Warrant	2024-2025 #12	\$ 138,234.32

XIII. ANNOUNCEMENTS

March 19, 2025 – Committee of the Whole, 6:30PM Town Hall

Township Ribbon Cutting & Open House 6:30-8:30PM

March 26, 2025 - Regular Board of Trustees Meeting, 7PM Town Hall

April 1, 2025- Local Consolidated Election Day- Township is a polling place

April 8, 2025 – Annual Town Meeting, 6PM Town Hall

May 19, 2025- Township Board Swearing In.

XIV. SUPERVISOR AND TRUSTEE COMMENTS

XV. EXECUTIVE SESSION

XVI. 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.

MINUTES OF THE
TOWNSHIP OF SCHAUMBURG – BOARD OF TRUSTEES
STATE OF ILLINOIS
Cook County
Town of Schaumburg

THE BOARD OF TOWN TRUSTEES met at the office of the Town Clerk located at One Illinois Boulevard, Hoffman Estates, IL 60169-3314 on January 22, 2025.

Officials Present:

Timothy M. Heneghan	Supervisor - Remote
W. Robert Vinnedge	Clerk (Excused Absence)
Robert N. Fiorio	Trustee – 7:04pm
Demetrius J. Gibson	Trustee - Remote
Lauren Saternus	Trustee - Remote
Matthew J. Steward	Trustee - Remote

The following business was transacted.

Supervisor Heneghan called to order the Regular Board of Trustees Meeting at 7:00 p.m. and the Pledge of Allegiance followed.

Supervisor Heneghan stated, with the excused absence of both the Clerk and the first Deputy Clerk, the second Deputy Clerk Patti Dionesotes, Deputy Administrator, will be serving as the Clerk this evening.

He also noted that tonight's meeting will be abbreviated, and we will only be addressing Time Sensitive items.

Deputy Clerk Dionesotes called the roll.

MINUTES

Motioned by Trustee Gibson and seconded by Trustee Steward to approve the Minutes from the October 16, 2024, Committee of the Whole, the December 18, 2024 Regular Board Meeting of the Board, and the January 15, 2025 Public Hearings for the Mental Health Board, Road & Bridge, Town, General Assistance and Capital Tentative Fund Budgets. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saternus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

NEW BUSINESS

Moved by Trustee Sternus and seconded by Trustee Fiorio to approve Ordinance No. 2024/2025 #3, 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 2025 and Ending on the 28th Day of February 2026 for the Town of Schaumburg, Cook County, Illinois. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saternus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

Moved by Trustee Sternus and seconded by Trustee Gibson to approve Ordinance No. 2024/2025 #06, an Ordinance Making Appropriations for the Road and Bridge Fund Tentative Budget for Fiscal Year Commencing on the 1st Day of March 2025 and Ending on the 28th Day of February

2026, for the Town of Schaumburg, Cook County, Illinois. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saturnus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

Moved by Trustee Sternus and seconded by Trustee Gibson to approve Ordinance 2024/2025 #04, Making Appropriations for the Mental Health Board Fund Tentative Budget for Fiscal Year Commencing on the 1st Day of March 2025 and Ending on the 28th Day of February 2026 for the Town of Schaumburg, Cook County, Illinois. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saturnus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

Moved by Trustee Sternus and seconded by Trustee Gibson to approve to reappoint Binoy Thomas to the Mental Health Board for a term of February 1, 2025, through January 31, 2029. This would be his first official year term, as Binoy stepped into this position to fulfill the vacancy with the passing of Ken Haycock. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saturnus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

APPROVAL OF BILLS

Moved by Trustee Gibson and seconded by Trustee Fiorio to approve Town Fund Warrant 2024-2025 #11 in the amount of \$324,499.29. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saturnus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

Moved by Trustee Gibson and seconded by Trustee Sternus to approve Road & Bridge Warrant 2024-2025 #11 in the amount of \$34,389.93. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saturnus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

Moved by Trustee Gibson and seconded by Trustee Fiorio to approve Welfare Services Warrant 2024-2025 #11 in the amount of \$234,381.51. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saturnus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

Moved by Trustee Gibson and seconded by Trustee Fiorio to approve Capital Fund Warrant 2024-2025 #11 in the amount of \$45,254.33. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saturnus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

ANNOUNCEMENTS

February 17, 2025 – Township Closed, President Day

February 19, 2025 - Committee of the Whole, 7PM Town Hall

February 26, 2025 – Regular Meeting of the Board, 7PM Town Hall

March 19, 2025 - Reception, 6:30PM Town Hall

February 19, 2025 - Committee of the Whole, 7PM Town Hall

Township Open House & Ribbon Cutting 6PM

March 26, 2025 – Regular Meeting of the Board, 7PM Town Hall

SUPERVISOR REPORT

Supervisor Heneghan stated his appreciation to all employees, Dave and Nick from the Road District, Facilities team Doug and Patrick and our contractor team, especially the foreman George. All pulled together during today's crisis.

ADJOURNMENT

There being no further business, Trustee Fiorio moved to adjourn the meeting at 7:29 p.m. and Trustee Stewart seconded the motion. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saturnus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

APPROVAL CERTIFICATION

I hereby certify the approval of the forgoing Minutes of the Township of Schaumburg.

Clerk

Date _____

MENTAL HEALTH BOARD

Report for January 2025

Board Highlights

- Compiled Board questions for FY26 applicant Q&A with the Board and updated FY26 funding plan for continued funding discussions.
- Completed Board Review updates in Submittable workflow for applications discussed at December and January meetings.
- Final funding decisions were made by the Board and funding decision letters were sent to FY26 applicants.
 - \$1,424,340 awarded to 33 programs across 23 agencies and 2 consultants.
- Attended the Grand at Twin Lakes Mental Health Fair.
- Attended January ACMHAI meetings for: IDD Committee, Legislative Committee, and Children's Behavioral Health Committee
- Finalized MHB FY26 budget – attended public hearing and Trustee meeting regarding appropriation ordinance.
- Worked with ReferralGPS on updated proposal.
- Met with Good Works LLC regarding first steps of Leadership Advisory Forum – identified and contacted 10 agencies to participate in FY26 forum.
- Worked to get MHB article in the Daily Herald.

Schaumburg Township Mission Statement:

As authorized by the statutes of the State of Illinois, the mission of the Township of Schaumburg is to provide social and other services to meet the needs of the community in a fiscally responsible manner.

DISABILITY & SENIOR SERVICES

Report for January 2025

Service Provided	January 2025	FYTD 2025	January 2024	FYTD 2024
<i>Administration</i>				
Client Contacts	298	3,853	451	5,078
Information & Referrals	73	1,740	221	2,137
Advocacy	2	42	14	109
Case Management	53	691	52	681
Notary	18	757	54	722
<i>ITAC (Illinois Telecommunications Access Corp.)</i>				
Phone Testing Appointments	0	47	3	53
ITAC Outreach Events	0	5	0	12
<i>Benefit Assistance</i>				
Medicare Counseling	68	897	82	988
Dept of Human Services (SNAP, Medicaid, MSP)	10	131	12	97
Benefit Access Applications	28	280	15	360
RTA Applications (Free Ride and Reduced Fare)	10	175	14	151
Parking Placards	29	265	32	270
<i>CEDA Programs</i>				
LIHEAP/PIPP/Furnace/LIHWAP/Weatherization	118	629	73	959
<i>Programming</i>				
Programs	56	635	42	590
Participants	933	9,391	730	10,713
<i>Volunteers</i>				
New Volunteers	0	0	0	7
Total Volunteers (unduplicated)	32	486	58	578
Volunteer Hours	266	1,994	192	4373.5
<i>Staff Development</i>				
Webinars, Conferences, and Trainings	0	199	18	133

Department Highlights

- Programming highlights:
 - Savannah trip scheduled for May 18-24 is fully booked with 47 residents attending.
 - Fitness classes saw an increase in attendance upon return to the Township building.
 - Deaf Social Support Group on January 15 had 50 attendees.
 - 7 residents volunteered their time at Feed My Starving Children on January 29.
 - Residents love the newly renovated programming spaces.
- Assistant Director Borja partnered with Administrative Assistant Stewart to ensure the new phone system was set up and functional to schedule AARP appointments.
- Due to the pipe burst on January 22, DSS started scheduling appointments one day later, January 23. All 200 February appointments were filled by January 29. There will be enough appointment slots to assist approximately 520 taxpayers this year.

Schaumburg Township Mission Statement:

The mission of the Township of Schaumburg is to provide quality resources, assistance and information to empower our diverse community through innovative programming, data-driven decision-making, and fiscally mindful leadership.

DISABILITY & SENIOR SERVICES

Report for January 2025

- Assistant Director Borja and Social Services Specialist De Marchi participated in a meeting with AgeOptions and other stakeholders regarding client issues with their Medicaid spenddown. Both were asked to continue with the group to work towards a fix with DHS.
- Outreach completed this month:
 - January 8 - Presentation at Emerald Village promoting DSS services and programs.
 - January 15 - Medicare 101 presentation at Elk Grove Village
 - January 21 – Medicare Basics presentation
 - January 22 - LIHEAP outreach event at the Reserve of Woodfield in partnership with Welfare Services
- Community Meetings attended:
 - January 8 – Illinois Association of Township Administrators
 - January 17 - Hoarding Task Force Meeting
 - January 18 - Chicagoland Deaf Seniors Meeting
 - January 31 – Alzheimer’s Association Advocacy Meeting
- Training attended:
 - January 16 – AARP Scheduling

Upcoming Events

- March 10 – Deaf Services Breakfast Social, 9:30am, Checker’s Pancake House
- March 12 – The 25t Annual Putnam County Spelling Bee, 10:30am, Copley Theatre
- March 17 – St. Patrick’s Day Lunch, 11:30am
- March 18 – Medicare Medicaid Alignment Initiative Presentation., 11:30am
- March 19 - I and You, 10am, Citadel Theatre Company
- March 19 – DSS Coffee Chat, 10am
- March 19 – Deaf Social Support Group, 10am
- March 25 – Senior Breakfast Social, 8am, First Watch
- March 28 – Deaf Tax Day with AARP, 9am

Schaumburg Township Mission Statement:

The mission of the Township of Schaumburg is to provide quality resources, assistance and information to empower our diverse community through innovative programming, data-driven decision-making, and fiscally mindful leadership.

TRANSPORTATION SCHEDULING SERVICE AGREEMENT

This Business Alliance Agreement (this “Agreement”) dated as of **February 12, 2025** (the “Effective Date”), is between Charitable Adult Rides, a California non-profit corporation (hereinafter “CARS/ON THE GO”) and **Township of Schaumburg**, a non-profit corporation/government entity (hereinafter “PARTNER”) also referred to herein individually as a “Party” and collectively as the “Parties.”

RECITALS

WHEREAS, CARS/ON THE GO has substantial know-how and experience in the provision of ride scheduling services and logistics;

WHEREAS, PARTNER has significant and substantial know-how and experience in offering transportation services;

WHEREAS, the Parties wish to establish an alliance (the “Alliance”) to serve as a framework for cooperation between them, and to leverage each Party’s respective know-how and experience for the Parties’ mutual benefit;

WHEREAS, the Parties intend that the alliance will: (i) promote the further development of the business of CARS/ON THE GO and PARTNER; and (ii) facilitate the development and expansion of business between the parties;

NOW, THEREFORE, in consideration of the promises and mutual covenants hereinafter set forth, the Parties hereto hereby agree as follows:

This Agreement describes the PARTNER relationship (“Transportation Scheduling Services”) between CARS/ON THE GO and PARTNER. This Agreement will be effective upon the signature of both CARS/ON THE GO and the PARTNER.

It is mutually agreed upon and understood by CARS/ON THE GO and PARTNER that CARS/ON THE GO and PARTNER will work in a coordinated fashion for the fulfillment of Transportation Scheduling Services as described herein.

1. OBJECTIVES

CARS/ON THE GO shall assess and analyze the transportation-related goals of the PARTNER and provide recommendations on opportunities to achieve these goals with appropriate ride scheduling solutions.

2. RELATIONSHIP OF PARTIES

This agreement does not create a joint venture, partnership, or principal-agent relationship between the parties, and nothing in this agreement may be used to imply such a relationship. Neither party has the right, power, or authority to obligate or bind the other in any manner unless authorized in writing by the other party in a specific instance. No employees of a party are under the control, management, or supervision of the other and are not intended to be employees of the other for purposes of any federal, state, or local laws or regulations including, but not limited to, those covering unemployment insurance, employment taxes, and workers' compensation. Employees of one party are also not intended to be employees of the other party for purposes of fringe benefits provided to employees of the other party.

3. TERM

The term of this Agreement shall be effective for one (1) year from the Effective Date, unless terminated earlier as provided in this Agreement. The Agreement will renew automatically for additional one-year term(s) unless either Party provides notice of termination or non-renewal at least twenty-one (21) days before the end of the current Agreement. If the Agreement automatically renews for an additional one year term under the current terms pursuant to this section and without an Amendment being entered into between Parties, PARTNER will pay CARS/ON THE GO the agreed to rate under Section 7 of this Agreement. In addition, the Effective Date will advance one calendar year.

4. MARKETING

The Parties agree to cooperate for the purpose of creating mutually acceptable marketing for Transportation Scheduling Services. Both Parties license use of their name, trademark and logo for the limited purposes associated with the activities associated with this Agreement and for no other purpose. In the event that CARS/ON THE GO markets, including advertising or public relations on behalf of PARTNER, content shall be approved in writing by PARTNER prior to implementation or subsequent modifications, reasonable consent not to be withheld by PARTNER.

5. CARS/ON THE GO'S SERVICES

CARS/ON THE GO will act on behalf of the Parties to provide the following services:

- i. Call Center. CARS/ON THE GO will facilitate call center services staffed by Transportation Service Representatives (TSR's) to support PARTNER'S ride requests, to include receiving ride requests from PARTNER, sending ride requests to ride-share drivers, calling rider when ride-share driver is on the way to the pick-up location, monitoring rider and driver connection. CARS/ON THE GO will be available to assist riders with canceled and missed rides.

- ii. Toll-Free Telephone Number. CARS/ON THE GO will establish a toll-free telephone number for the purpose of receiving telephone calls from PARTNER and to provide outgoing calls to PARTNER'S riders. CARS/ON THE GO will staff the toll-free telephone number during the term of this Agreement every Monday through Sunday, excepting predetermined holidays, from the hours of 04:00 a.m. to 10:00 p.m. (Pacific Time). CARS/ON THE GO will provide inbound and outbound calls and schedule rides for PARTNER during the specified hours of operation.
- iii. Call Center Responsibilities. CARS/ON THE GO and/or CARS/ON THE GO overflow call center will provide inbound and outbound calls and provide scheduling services for ride requests from PARTNER as follows:
 - a. CARS/ON THE GO, acting on behalf of the Parties will, upon notification of a ride, facilitate calls for PARTNER'S riders/clients requiring transportation to and from designated destinations.
 - b. CARS/ON THE GO, acting on behalf of the Parties, will arrange for rider pick-up by a licensed and insured vendor of CARS/ON THE GO's choosing that is available and also most appropriate in CARS/ON THE GO's discretion.
 - c. CARS/ON THE GO, on behalf of the Parties, will set pick-up appointments at the convenience of the rider at the earliest practicable time, unless otherwise delayed for reasons beyond the control of either party.
 - d. CARS/ON THE GO, acting on behalf of the Parties, will respond to rider queries and assist in resolving service issues, including, but not limited to, scheduling changes and cancellations for pre-arranged transportation needs.
 - e. PARTNER will be informed of CARS/ON THE GO recommendation to reject/dismiss a rider, and will only inactivate the rider with the approval of PARTNER.
 - f. The Parties will cooperate to send ride receipts as may be required.
 - g. PARTNER will provide services that responds to their growth and change as needed.
- iv. Software Platform. CARS/ON THE GO will provide a proprietary software platform, including a web-based portal, to support:
 - a. PARTNER'S riders requiring transportation to and from designated destinations, and

- b. PARTNER in obtaining client, usage, billing and other data and reports.
 - c. PARTNER may schedule rides on-demand or in advance using the software platform.
- v. Software Platform Responsibilities. CARS/ON THE GO will maintain and upgrade a user-friendly software platform that allows PARTNER and its riders to schedule rides and obtain related service data as follows:
 - a. CARS/ON THE GO, acting on behalf of the Parties, will arrange for rider by a licensed and insured vendor of CARS/ON THE GO's choosing that is available and also most appropriate in CARS/ON THE GO's discretion.
 - b. CARS/ON THE GO will provide training to onboard PARTNER and will provide ongoing technical support as needed.
 - c. CARS/ON THE GO, acting on behalf of the Parties, will respond to rider queries and assist in resolving service issues, including, but not limited to, scheduling changes and cancellations for pre-arranged transportation needs.
 - d. PARTNER will be informed of CARS/ON THE GO recommendation to reject/dismiss a rider, and will only inactivate the rider with the approval of PARTNER.
 - e. PARTNER will be provided a service that responds to their growth and change as needed.
- vi. Transportation Support Representative ("TSR Supervision"). At all times, there will be a Supervisor either on duty or on call to manage the Transportation Support Representative ("TSR") team. This includes coordinating workflow, communication to TSRs, oversight of individual TSR performance, and training.
- vii. Non-arrival or No-show of a Driver. In cases of a non-arrival or no-show of a driver, CARS/ON THE GO on behalf of the Parties will assume responsibility of attempting to contact pre-arranged transportation to determine status. If pre-arranged transportation cannot be determined, CARS/ON THE GO agrees to provide transportation services through a licensed and insured vendor company of CARS/ON THE GO's choosing that is available, and also most appropriate. All costs associated with alternative transportation are at PARTNER'S expense, including transportation costs and associated fees.

- viii. Labor Costs. CARS/ON THE GO, on behalf of all Parties, will provide staffing, training, and management of TSRs.
- ix. Hard Costs. CARS/ON THE GO, on behalf of all Parties, will provide facility and call center furnishings & equipment.
- x. Technology Costs. CARS/ON THE GO, acting on behalf of all Parties, will plan, upgrade and maintain call center platform technology.
- xi. Growth/Change Costs. CARS/ON THE GO will work with PARTNER as they grow their transportation program and encounter change.

6. PARTNER'S RESPONSIBILITIES

- i. Emergency Contact. PARTNER will provide CARS/ON THE GO with an emergency contact for escalation and problems by location.
- ii. Rider Database. PARTNER will maintain and provide CARS/ON THE GO with a database of eligible riders.

7. FEES FOR SERVICES

The Parties agree to the following transportation cost and fees:

- i. Deposit. PARTNER will provide a refundable deposit equal to two months of anticipated ride-share fare costs; a total of **_\$12,420_**. Deposit funds can be increased or decrease based on actual results. CARS/ON THE GO may charge against the Deposit to pay any outstanding invoices to PARTNER.
 - a. Deposit, less outstanding invoices, will be returned to PARTNER upon termination of this agreement.
 - b. Deposit may be used by PARTNER to pay invoices after 1 (one) year of on time payment of CARS/ON THE GO invoices.
- ii. Onboarding/Training/Set-up. PARTNER will pay CARS/ON THE GO a fee of \$999.00 to set-up, train and onboard PARTNER's team to the CARS/ON THE GO platform.
- iii. Ride-Share Segment Fees. PARTNER will pay CARS/ON THE GO a flat fee of \$3.75 per ride-share ride segment (one-way trip). The Ride-Share Ride Segment Fee will apply to any ride segment scheduled in the software and sent to a ride-share vendor company of CARS/ON THE GO.

- iv. Non-Emergency Medical Transport (NEMT) Segment Fees. PARTNER will pay CARS/ON THE GO a flat fee of \$4.25 per NEMT ride segment (one-way trip). The NEMT Ride Segment Fee will apply to any ride segment scheduled in the software and sent to a NEMT transportation provider vendor of CARS/ON THE GO.
- v. Ride-Share Fare. PARTNER will pay CARS/ON THE GO for the cost of ride-share fares when ride-share network of drivers are used to provide rides.
- vi. NEMT Ride Fare. PARTNER will pay CARS/ON THE GO for the agreed upon cost of NEMT ride fare as applicable. Schedule A is an example of PARTNER costs associated with utilizing NEMT transportation providers.
- vii. Cancellation Fees.
 - a. PARTNER will pay CARS/ON THE GO for the cost of ride-share and/or NEMT cancellation fees when ride-share and/or NEMT drivers are used to provide rides and a cancellation fee is incurred through no fault of the CARS/ON THE GO team.
 - b. PARTNER will pay CARS/ON THE GO a software use cancellation fee of .40¢ per ride segment when scheduled trips are cancelled in the software 24 hours before the requested pick-up time.
- viii. Call Center. PARTNER will pay CARS/ON THE GO \$1.15 per minute for Call Center time incurred.
- ix. Support Services. CARS/ON THE GO will provide PARTNER with administration of Transportation Scheduling Services for the PARTNER including assistance with new rider enrollment, maintaining rider eligibilities, editing, and updating rider data, and problem-solving issues as they arise. CARS/ON THE GO includes four (4) program administration hours per month. Additional hours can be secured for \$35/hour.

8. INVOICING/REPORTING

The Parties agree that the following written reports shall be required and shared, to-wit:

- i. Invoicing. CARS/ON THE GO will provide PARTNER an itemized monthly billing statement including the previous 30 days of scheduled transportation ride services incurred by PARTNER on or before the 10th of each month. PARTNER agrees to submit payment to CARS/ON THE GO based on a net 30-days basis from the receipt of said invoice(s).
- ii. Reporting. CARS/ON THE GO will provide PARTNER secure access to pertinent

data and information in real time. CARS/ON THE GO and PARTNER will collectively determine the required data to be provided to PARTNER. PARTNER will monitor and manage its ride transportation administration.

9. EMPLOYMENT ELIGIBILITY VERIFICATION

By signing this agreement, CARS/ON THE GO affirms that his or her business does not employ, contract, or subcontract with any individuals who are not authorized to work in the United States.

10. INTELLECTUAL PROPERTY

This agreement does not give either party any ownership rights or interest in the other party's trade name, trademarks, copyrights, patents, trade secrets, know-how, proprietary data, confidential information, or other intellectual property. Each party agrees to comply with the instructions of the other regarding the use of the other party's intellectual property in the promotion of the other party's product, including properly marking promotional material with the other party's trademarks and copyrights and properly marking samples of products on which the other party holds one or more patents whether issued or pending.

- i. Marketing. The Parties agree to cooperate for the purpose of creating mutually acceptable marketing for the purposes of promoting the partnership between the parties and campaigns, approved by both Parties, to gain rider awareness. Both Parties agree to license their names, trademarks and logos for the limited purpose associated with the activities associated with this Agreement, and for the period of time during which this Agreement is in effect and not terminated, and for no other purpose.

11. INDEMNIFICATION

Each of the parties agrees to indemnify and hold harmless the other party and its agents and employees from and against all claims, demands, obligations, and liabilities of any nature whatsoever, and all related costs and expenses including reasonable attorney's fees, resulting solely and directly from the indemnifying party's breach of this agreement, negligence, or willful misconduct. No indemnification is required for any claim or liability resulting from the breach of this agreement by the party seeking indemnification or resulting from the negligence of misconduct of either the party seeking indemnification or a third party. Each party agrees to give the other prompt written notice of any claim or other matter as to which it believes this indemnification provision applies. The indemnifying party has the right to defend against any such claim with counsel of its own choosing and to settle or compromise such claim as it deems appropriate. Each party also agrees to cooperate with the other in the defense of any such claim or other matter.

- i. Insurance. It is agreed that both parties will maintain a policy of automobile insurance

in the amount of no less than \$3,000,000 and general liability insurance in the amount of no less than \$3,000,000 plus worker's compensation insurance and all other insurance required by law, with such carriers, coverage amounts, and deductibles as are commercially reasonable under the circumstances and shall name the other Party as an additional insured under such policies. Proof of same shall be provided by the Parties within 30 days of executing the Agreement.

12. **DATA AND SECURITY**

CARS/ON THE GO uses proprietary, high-tech, HIPAA compliant software. CARS/ON THE GO protects the privacy and security of certain types of client information that we may receive, access or transmit, such as Protected Health Information (PHI), as defined under HIPAA Personal Information as defined in the California Information Practices Act Personally Identifiable Information (PII), as defined in the Information Exchange Agreement between the State of California and the Social Security Administration. CARS/ON THE GO, however, is compelled by law to release information under any of the following circumstances: based on a court order; in cases of suspected elder abuse, dependent adult abuse; or, when it appears that a client is contemplating or has committed a crime or harmful act to themselves or others.

- i. PARTNER agrees CARS/ON THE GO may request ground transportation provided by third parties for enrolled riders.
- ii. CARS/ON THE GO may receive, create, transmit or maintain certain personal data about riders who are provided transportation services and such data might include PHI subject to HIPAA;and
- iii. The purpose of this clause is to satisfy the standards and requirements of HIPAA, if and to the extent applicable, with regard to PHI that CARS/ON THE GO may create, receive, transmit, or maintain from or on PARTNER's behalf.
- iv. CARS/ON THE GO does not use or disclose PHI other than as permitted or required by this agreement or law.
- v. CARS/ON THE GO uses appropriate safeguards with respect to electronic PHI, to prevent use or disclosure of PHI other than as provided for in this agreement.
- vi. CARS/ON THE GO promptly, as required by HIPAA, will report to PARTNER any use or disclosure of PHI not provided for by this agreement of which it becomes aware as required by the Health Insurance Portability and Accountability Act of 1996.
- vii. CARS/ON THE GO uses industry standard protocols and information security controls to secure client information and prevent identity theft, including but not limited to two-factor authentication software login, high-tech HIPAA compliant software, staff HIPAA training, and continuing risk assessment.

13. **DUTIES AND RESPONSIBILITIES**

- i. Compliance with Laws. The Parties are tax-exempt organizations, and each agrees it

will comply with all applicable laws and regulations and must be registered in every jurisdiction where required to solicit support from the public and agrees to do so.

- ii. Mutual Disclosure. The Parties acknowledge the uncertainty of the results of engaging in this joint activity.
- iii. Inspection of Records. The Parties shall be entitled to inspect the relevant records of the other regarding this joint activity provided same is accomplished during normal business hours upon adequate notice.
- iv. Equipment. The Parties will work with third parties as may be necessary to provide the equipment that may be required.
- v. Relationship. The Parties enter into this Agreement for the purpose of their mutual benefit. Neither party shall have the right to incur any obligation in the name of the other without prior consent to do so.
- vi. Confidentiality and Non-Disclosure. The Parties agree to keep the terms and conditions of this Agreement confidential and shall not disseminate this Agreement, nor any documents or reports related to this Memorandum, to any other third party, other than such disclosures required for financial accounting purposes, or the Attorney General, Internal Revenue Service, or regulating authority, or as required by law under the Illinois Freedom of Information Act. The Parties shall keep all written information received from the other as confidential information unless clearly labeled "non-confidential," unless such information otherwise becomes public as a result of the conduct of parties other than the Parties or is clearly intended to be used in advertising.
- vii. Respect for Goodwill. The Parties will conduct themselves at all times with due regard to the goodwill associated with their respective names.
- viii. Limitation of Liability. In no event shall either party be liable for any loss of profits, loss of revenues, special, incidental, indirect, speculative, exemplary or consequential damages arising from this agreement and irrespective of whether PARTNER or CARS/ON THE GO has advance notice or advance knowledge of the possibility of such damages. Any damage awarded or claimed shall be limited to out of pocket losses only. The foregoing shall not apply to the indemnification obligations set forth herein.

14. WARRANTIES OF THE PARTIES

Each of the Parties represents and warrants as follows:

- i. Organization. It is a non-profit corporation duly organized and validly existing under the laws of the jurisdiction of its incorporation, and has the corporate power and

authority to enter into and perform this Agreement.

- ii. Authorization. It has taken all corporate action necessary for the authorization, execution and delivery of this Agreement and for the performance of all of its obligations hereunder, and this Agreement when fully executed and delivered shall constitute a valid, legally binding and enforceable obligation enforceable against it in accordance with its terms.
- iii. Government and Other Consents. Other than any licenses, permits, certifications or authorizations which may be required in connection with the Alliance, no consent, authorization, license, permit, registration or approval of, or exemption or other action by, any Governmental Authority, or any other Person is required in connection with its execution, delivery and performance of this Agreement, or if any such consent is required, it has satisfied the applicable requirements.
- iv. Effect of Agreement. The execution, delivery and performance of this Agreement will not:
 - a. violate its Articles of Incorporation or any provision of applicable law;
 - b. violate any applicable judgment, order, writ, injunction or decree of any court; or
 - c. result in the creation of any lien, pledge, mortgage, claim, charge or encumbrance upon any of its assets.
- v. Litigation. There are no actions, suits or proceedings pending or, to its knowledge, threatened, against it before any governmental authority which questions its right to enter into or perform this Agreement or which question the validity of this Agreement.

15. TERMINATION OF AGREEMENT

This Agreement may be cancelled by either Party hereto: (a) upon either party's loss of tax-exempt status, or dissolution or liquidation; or (b) by either party with thirty (30) days prior written notice; or (c) at any time with the mutual written consent of the Parties. Upon termination, the Parties will share such information as may be required within thirty (30) days so that each party will have final and full accountings and distribution of confidential information as may be reasonably necessary.

16. DISPUTE RESOLUTION

All disputes between the Parties arising out of this Agreement shall be settled by the Parties amicably through good faith discussions upon the written request of any Party. In the event that

any such dispute cannot be resolved thereby within a period of 20 days after such notice has been given, such dispute shall be finally settled by arbitration in San Diego, California at Judicate West, in accordance with the rules then in effect of CA Code of Civil Procedure 1141.10 et seq. The arbitrator shall have the authority to grant specific performance, and to allocate between the Parties the costs of arbitration in such equitable manner as the arbitrator may determine. The prevailing party in the arbitration shall be entitled to receive reimbursement of its reasonable expenses and attorney's fees incurred in connection therewith. Judgment upon the award so rendered may be entered in the San Diego County Superior Court or application may be made to such court for judicial acceptance of any award and an order of enforcement, as the case may be.

17. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the state of Illinois.

18. BINDING EFFECT

The provisions of this agreement are binding upon and will inure to the benefit of the successors and assigns of the parties.

19. SUCCESSORS AND ASSIGNS

Neither Party shall have the right to assign its rights or obligations under this Agreement without the express written consent of the other party. This Agreement shall inure to the benefit of, and shall be binding upon, such permitted assigns.

20. FULL AND COMPLETE AGREEMENT

This Agreement constitutes the full and entire understanding and agreement among the Parties with regard to the subject matter hereof and supersedes any other prior or contemporaneous oral or written understandings or agreements among the Parties hereto. Any term of this Agreement may be amended and the observance of any term of this Agreement may be waived (either generally or in a particular instance and either retroactively or prospectively), only with the written consent of the Parties expressly referring to this agreement and the terms to be waived.

21. NO WAIVER

No failure to exercise and no delay in exercising any right, power or privilege granted under this Agreement shall operate as a waiver of such right, power or privilege. No single or partial exercise of any right, power or privilege granted under this Agreement shall preclude any other or further exercise thereof or the exercise of any other right, power or privilege. The rights and remedies provided in this Agreement are cumulative and are not exclusive of any rights or remedies provided by law.

22. SEVERABILITY

If any provision in this Agreement shall be found or be held to be invalid or unenforceable then the meaning of said provision shall be construed, to the extent feasible, so as to render the provision enforceable, and if no feasible interpretation would save such provision, it shall be severed from the remainder of this Agreement which shall remain in full force and effect unless the severed provision is essential and material to the rights or benefits received by any Party. In such event, the Parties shall use best efforts to negotiate, in good faith, a substitute, valid and enforceable provision or agreement which most nearly affects the Parties' intent in entering into this Agreement.

23. FURTHER ASSURANCES

The Parties shall each perform such acts, execute and deliver such instruments and documents, and do all such other things as may be reasonably necessary to accomplish the transactions contemplated in this Agreement.

24. INDEPENDENT CONTRACTORS

The Parties are independent contractors. Nothing contained herein or done in pursuance of this Agreement shall constitute any Party the agent of any other Party for purposes of entering into legal contracts or otherwise exercising legal rights on behalf of any other Party.

25. NO BENEFICIARIES

Nothing herein express or implied, is intended to or shall be construed to confer upon or give to any person, firm, corporation or legal entity, other than the Parties, any interests, rights, remedies or other benefits with respect to or in connection with any agreement or provision contained herein or contemplated hereby.

26. COUNTERPARTS

This Agreement may be executed in any number of counterparts and such counterparts may be exchanged by the Parties by facsimile or other electronic means. Each counterpart shall constitute an original instrument, but all such separate counterparts shall constitute only one and the same instrument.

27. NOTICES AND OTHER COMMUNICATIONS

Any and all notices, requests, demands and other communications required or otherwise contemplated to be made under this Agreement shall be in writing and shall be provided by one or more of the following means and shall be deemed to have been duly given: (a) if delivered

personally, when received, (b) if transmitted by e-mail, on the date of transmission with receipt of a transmittal confirmation.

All such notices, requests, demands and other communications shall be addressed as follows:

If to CARS/ON THE GO:

Address: 4669 Murphy Canyon Road, Suite 200 San Diego, CA 92123

Phone Number: (858) 300-2955 (Maureen Glaser)

E-mail address: maureen@otgrides.org ; CC: amyw@otgrides.org

Attention: Maureen Glaser ; CC: Amy Weir

If to PARTNER:

Name of PARTNER: Township of Schaumburg

Address of PARTNER: 1 Illinois Boulevard, Hoffman Estates, IL 60169

Phone Number: (847) 825-4555 (Melissa Williams)

E-mail address: mwilliams@schaumburgtownship.org

Attention: Melissa Williams, Township Administrator

or to such other address or means as a Party may have specified to the other Party in writing delivered in accordance with this Section 25.

28. CONTRACTOR CERTIFICATIONS. CARS/ON THE GO agrees to execute and acknowledges the Contractor Certifications, attached hereto as Exhibit A, which certifications are a material representation of fact upon which reliance is placed by the Township in entering into this Agreement with CARS/ON THE GO.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be duly executed as of the date set forth below.

Charitable Adult Rides & Services, Inc.

4669 Murphy Canyon Road, Suite 200
San Diego, CA 92123

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: CHIEF EXECUTIVE OFFICER

Title: _____

Date: _____

Date: _____

Please specify the point of contact for return of the signed copy of this agreement to your organization:

Salutation Mr. Ms.

Name _____

Title _____

Phone _____

Email _____

Internal Office Use Only:

Effective (start) Date: _____

Scanned By: _____

Date: _____

EXHIBIT A

CONTRACTOR CERTIFICATIONS

The assurances hereinafter made by the Contractor are each a material representation of fact upon which reliance is placed by the Township of Schaumburg in entering into the contract with the Contractor. The Township of Schaumburg may terminate the contract if it is later determined that the Contractor rendered a false or erroneous assurance; and the surety providing the performance bond shall be responsible for the completion of the contract.

I, HOWARD A. RETALAC, hereby certify that I am the CEO,
(Name of Person Certifying) (Office of Person Certifying)
of Charitable Adult Relief Services, and as such hereby represent and warrant to the
(Name of Contractor)

Township of Schaumburg, a unit of local government, as follows:

- I. The Contractor, if it is a partnership, its general partners are and if it is a corporation, its shareholders holding more than five percent (5%) of the outstanding shares of the corporation, its officers and directors are:
 - (A) not delinquent in the payment of taxes to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1-1;
 - (B) not barred from contracting as a result of a violation of either Section 33E-3 (bid rigging) or 33E-4 (bid-rotating) of the Criminal Code of 1961 (720 ILCS 5/33E-3 and 5/33E-4);
 - (C) not in default, as defined in 5ILCS 385/2, on an educational loan, as defined in 5ILCS 385/1;
- II. The Contractor hereby represents and warrants to the Township of Schaumburg, that as a condition of any agreement with the Township of Schaumburg, that the Contractor is under no legal prohibition on contracting with the Township of Schaumburg, has no known conflicts of interest and further specifically certifies that:
 - (A) The Contractor is not delinquent in any obligation to the Illinois Department of Employment Security;
 - (B) pursuant to 30 ILCS 580/1 *et seq.* ("Drug-Free Workplace Act"), will provide a drug-free workplace by:
 - (1) Publishing a statement:
 - a. Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance including cannabis, is prohibited in the Contractor's workplace;

- b. Specifying the actions that will be taken against employees for violations of such prohibition;
 - c. Notifying the employee that, as a condition of employment on such Contract, the employee will;
 - i. Abide by the terms of the statement;
 - ii. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
- (2) Establishing a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The Contractor's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance program; and
 - d. The penalties that may be imposed upon employees for drug violations;
- (3) Making it a requirement to give a copy of the statement required by Section II(B)(1) to each employee engaged in the performance of the Contract, and to post the statement in a prominent place in the workplace;
- (4) Notifying the Department within ten (10) days after receiving notice under subsection c.ii., of Section II(B)(1) from an employee or otherwise receiving actual notice of such conviction;
- (5) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by 30 ILCS 580/5;
- (6) Assisting employees in selecting a course of action in the event drug counseling treatment and rehabilitation is required and indicating that a trained referral team is in place;
- (7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of this section;
- (C) The Contractor provides equal employment opportunities in accordance with the Illinois Human Rights Act (775 ILCS 580/1 et seq.) and is in compliance with 775

ILCS 5/2-105(A)(4) requiring a written sexual harassment policy.

- (D) Has not excluded and will not exclude from participation in, denied the benefits of, subjected to discrimination under, or denied employment to any person in connection with any activity funded under the contract on the basis of race, color, age, religion, national origin, disability, or sex;
- (E) Certifies that no Township of Schaumburg officer, spouse or dependent child of a Township of Schaumburg officer, agent on behalf of any Township of Schaumburg officer or trust in which a Township of Schaumburg officer, the spouse or dependent child of a Township of Schaumburg officer or a beneficiary is a holder of any interest in the Contractor; or, if the Contractor's stock is traded on a nationally recognized securities market, that no Township of Schaumburg officer, spouse or dependent child of a Township of Schaumburg officer, agent on behalf of any Township of Schaumburg officer or trust in which a Township of Schaumburg officer, the spouse or dependent child of a Township of Schaumburg officer or a beneficiary is a holder of more than one percent (1%) of the Contractor, but if any Township of Schaumburg officer, spouse or dependent child of a Township of Schaumburg officer, agent on behalf of any Township of Schaumburg officer or trust in which a Township of Schaumburg officer, the spouse or dependent child of a Township of Schaumburg officer or a beneficiary is a holder of less than one percent (1%) of the Contractor, the Contractor has disclosed to the Township of Schaumburg in writing the name(s) of the holder of such interest.
- (F) No officer or employee of the Township has solicited any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer from the Contractor in violation of Township of Schaumburg Ordinance No. 2003/2004 - 1, entitled "An Ordinance Implementing the Provisions of the State Officials and Employees Ethics Act (5 ILCS 430/1-1 *et seq.*) for the Township of Schaumburg";
- (G) The Contractor has not given to any officer or employee of the Township any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer in violation of Township of Schaumburg Ordinance No. 2003/2004 - 1, entitled "An Ordinance Implementing the Provisions of the State Officials and Employees Ethics Act (5 ILCS 430/1-1 *et seq.*) for the Township of Schaumburg";
- (H) In compliance with the Substance Abuse Prevention on Public Works Projects Act is a party to a collective bargaining agreement dealing with the subject matter of the Substance Abuse Prevention on Public Works Projects Act or has in place and is enforcing a written program which meets or exceeds the program requirements

of the Substance Abuse Prevention on Public Works Projects Act;

- (I) Neither the Contractor nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person and that the Contractor and its principals, shareholders, members, partners, or affiliates, as applicable, are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person.

If any certification made by the Contractor or term or condition in this contract changes, the Contractor shall notify the Township of Schaumburg in writing within seven (7) days.

Dated: 02/12, 2025

Contractor: [Signature]

By: HOWARD N. PEARL
(Authorized Agent of Contractor)

Title: CEO

STATE OF CALIFORNIA)
) ss.
COUNTY OF SAN DIEGO)

On 2/12/2025 before me, KASSANDRA LEONA NORIEGA
(name and title of officer)

Personally appeared HOWARD PEARL
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature [Signature] (Seal)



TRANSPORTATION DEPARTMENT

Report for January 2025

Service Provided	January 2025	FYTD 2025	January 2024	FYTD 2024
<i>Administration</i>				
Individuals Served (unduplicated)	184	2,336	157	2,509
One Way Rides	1281	15,230	1429	18,130
Fares Collected	587	7,926	1,017	14,558
Fuel Consumption (gallons)	1,574	17,338	1,537	16,260
Out-of-Township	464	5,973	423	7,109
Mileage	7,644	85,406	7,126	87,602
<i>Ride Type</i>		0		
Dialysis	335	4,087	503	5,234
Disabled Services	188	2,107	180	2,155
Groceries	166	2,519	257	514
Medical	506	5,158	355	5,363
Nutrition	56	1,158	126	1,907
TWP	95	1,437	143	2,384
CRC	6	122	19	221
Clearbrook	161	1,741	144	1,775
CNN	21	110	8	371
<i>Wheel Chair Rides</i>	231	2,594	217	2,935
TRIP - Registration	4	23	8	30
New Rider Registration	35	294	30	281
TRIP Quarterly Rides	128	1,494	40	468

Department Highlights

- On January 29, 2025, Driver Richard Delboccio did an in-house trip where he transported 6 Schaumburg residents to Feed My Starving Children in Schaumburg and then to Egg Harbor for lunch.
- The Transportation Department hired Peter Jensen as a driver.

Upcoming Events

- The Transportation Department has 3 trips in February and 1 in-house trip.

Schaumburg Township Mission Statement:

As authorized by the statutes of the State of Illinois, the mission of the Township of Schaumburg is to provide social and other services to meet the needs of the community in a fiscally responsible manner.

TRANSPORTATION DEPARTMENT

Report for January 2025

Schaumburg Township Mission Statement:

As authorized by the statutes of the State of Illinois, the mission of the Township of Schaumburg is to provide social and other services to meet the needs of the community in a fiscally responsible manner.

DEPARTMENT OF WELFARE SERVICES

Report for January 2025

SERVICE PROVIDED	JANUARY 2025	FYTD 2025	JANUARY 2024	FYTD 2024
<i>Administration</i>				
Resources and Referrals	252	2,876	407	2,893
<i>Financial Assistance</i>				
General Assistance Clients	3	3	1	1
General Assistance Contacts	10	59	2	26
Emergency Assistance Approved Applications	5	42	6	70
Emergency Assistance Contacts	30	339	39	404
<i>Utility Assistance Applications</i>				
Low Income Home Energy Assistance Program, Percentage Income Payment Plan, Weatherization, Furnace, and Energy Savings Kits	123	998	133	857
<i>Social Services Applications</i>				
Supplemental Assistance Nutrition Program, Access to Care, Medicaid & Mobile Dental Clinic	19	197	29	157
<i>Food Pantry</i>				
Households Served (Shopping & Emergency Prepacks)	1,284	13,564	1,099	11,957
Household Members Served	3,825	39,736	3,383	35,940
New Clients	82	1,100	94	1,142
<i>Volunteer Hours</i>	761.75	7,994.75	562.5	5,258.25

Department Highlights:

- The “winning” Cook County Sheriff’s office, located in Maywood, dropped off over 2,000 lbs. of donations from their annual holiday collection.
- The Greater Chicago Food Depository’s Benefit Access Network (BAN) contract was updated and signed. This contract outlines the partnership between BAN and the Township of Schaumburg’s casework team, who assist residents with public benefits support such as SNAP, the Supplemental Food Assistance Program and Medicaid.
- Caseworker Barrera completed her notary recertification. The Township of Schaumburg notary team complete 46 notaries in January.
- Director Nelson, Associate Director McGinn, Case Manager Fillmore and Caseworker Barrera attended the IL Township Officials General Assistance Caseworkers Social Security training.
- Caseworker Barrera and Specialist De Marchi from DSS provided The Preserve at Woodfield, located in Rolling Meadows, onsite outreach and casework. This successful event supported 11 residents day of and many more through information and resource distribution. The Preserve has scheduled another Township of Schaumburg visit in February.
- The food pantry saw an average monthly increase of 16% in 2024.
- The casework team saw a 52% increase in social services support and an 18% in emergency assistance inquiries in 2024.

Schaumburg Township Mission Statement:

As authorized by the statutes of the State of Illinois, the mission of the Township of Schaumburg is to provide quality resources, assistance, and information to empower our diverse community through innovative programming, data-driven decision-making, and fiscally mindful leadership.

SCHAUMBURG TOWNSHIP EMERGENCY ASSISTANCE

Income Standard and Payment Level Chart

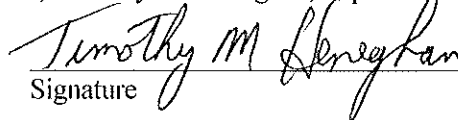
Household Size	2025 Monthly Federal Poverty Level	200% FPL/Adopted Township Net Income Level
1	\$1,304	\$2,608
2	\$1,762	\$3,525
3	\$2,220	\$4,441
4	\$2,679	\$5,358
5	\$3,137	\$6,275
6	\$3,595	\$7,191
7	\$4,054	\$8,108
8	\$4,512	\$9,025
9	\$4,970	\$9,941
10	\$5,429	\$10,858

Add \$917 to Adopted Township Net for each additional person in household.

Net Income Equals the Gross Monthly Income, Minus Income Disregard, Actual Day Care Cost, and Other Mandatory Work-Related Deductions.

Household Size	Maximum Payment Level
1	\$1,200
2	\$1,400
3	\$1,600
4 or more	\$1,800

I, Timothy M. Heneghan, Supervisor of Schaumburg Township, hereby approve of these changes.


Signature

2-18-25
Date

Effective March 1st, 2025



TOWNSHIP OF SCHAUMBURG

One Illinois Blvd, Hoffman Estates IL, 60169
847-884-0030 | schaumburgtownship.org

Mobile Dental Clinic (MDC)

In collaboration with Endeavor Health, Schaumburg Township offers dental services to residents without access to a dentist due to financial barriers. The Mobile Dental Clinic provides low-cost dental care for the entire family.

Required documentation for all MDC applicants:

___ 1. **Proof of Identity for each MDC applicant (one of the following)**

- Driver's License
- State ID
- Birth Certificate for minors

___ 2. **Proof of Address (one of the following)**

- Mortgage Statement
- Lease
- Utility Bill (address must be visible)

___ 3. **Proof of Support or Income**

- Pay Stubs for Current 30-Day Period
- Unemployment Benefits for Current 30-Day Period
- Social Security Benefit Letter
- Verification of Other Income or Letter of Support

___ 4. **Proof of Health Insurance**

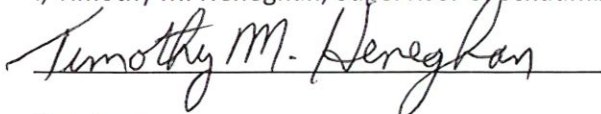
- Medicaid card if applicable

Township of Schaumburg's adopted MDC Income Guidelines/200% FPL

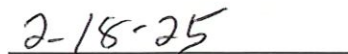
<u>Family Size</u>	<u>Monthly Gross Income</u>
1	\$2,608
2	\$3,525
3	\$4,441
4	\$5,358
5	\$6,275
6	\$7,191
7	\$8,108
8	\$9,025
9	\$9,941

Add \$917 to adopted Township guidelines for each additional person in the household.

I, Timothy M. Heneghan, Supervisor of Schaumburg Township, hereby approve these changes.



Signature



Date

Supervisor Timothy M. Heneghan	Trustee Robert N. Fiorio, MBA
Clerk W. Robert Vinnedge	Trustee Demetrius J. Gibson, MBA
Assessor John R. Lawson, C.I.A.O.	Trustee Lauren Saternus
Highway Commissioner Scott M. Kegaris	Trustee Matthew J. Steward, JD, MBA

COMMUNITY RELATIONS

Report for January 2025

Service Provided	January 2025	FYTD 2025	January 2024	FYTD 2024
<i>Facebook</i>				
Total Followers	5,145	5,145	4,567	4,567
Total Page Likes	N/A*	N/A*	6,699	6,699
Page Reach	75,296	494,857	14,402	194,152
<i>Instagram</i>				
Total Followers	372	372	180	180
Total Profile Visits	86	699	48	309
Total Reach	511	6,363	136	1,008

*These numbers are not available. As of June 2024, Meta is no longer tracking page likes.

Department Highlights:

- The Township's Deaf Services Facebook page has 638 followers. The highest performing post shared news that the Deaf Services Department moved to the Upper Level at the Township.
- Coordinated with Department Head team on updating the public on the building and programming/service status following the pipe burst.
- Completed the online room registration form for the public. It is now live on the website.
- Assisted programming staff to develop templates for new meeting space directional signage.
- Developed a Township highlights and services presentation for Supervisor Heneghan.
- Attended the Township Communicators of Illinois Meeting on Archive Social.
- Continued coordination of signage for renovated spaces at the Township building.
- Completed website calendar and staff identification materials standard operating procedure (SOP) documents. Updated the media request SOP.
- Began work on the Open House event.
- Finalized the January/February Deaf Line newsletter and February Town Crier. Started April Town Crier.
- Finalized the weekly Senior eNews, bimonthly Disability eNews and monthly General eNews and Internal eNews.
- Promoted and developed materials for:
 - Food Pantry Donations
 - Burst Pipe Updates
 - Cook County Board of Review Appeals
 - Cook County Board of Review Appeals Seminar
 - Volunteer Breakfast Invite
 - Benefit Visit to Emerald Village
 - D54 Kindergarten Registration
 - Group Volunteer Opportunities
 - Breakfast Social
 - Ella Fitzgerald
 - Tax-Aide Updates
 - Spelling Bee
 - All About Health
 - Notary Services
 - Pace Transit Survey
 - Medicare Presentation
 - Nurse Services
 - Passport Services
 - Deaf Services
 - I and You
 - Feed My Starving Children
 - Veteran Honor Roll
 - Transportation Services
 - DSS Coffee Chat
 - In-person Bingo
 - Return to In-House Programming
 - The Waitress
 - Holiday Closings

Schaumburg Township Mission Statement:

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ASSESSOR'S OFFICE

Report for January 2025

Service Provided	January 2025	FYTD 2025	December 2024	FYTD 2024
<i>Administration</i>				
Office Visits	482	1,504	20	119
Phone Calls	0	436	105	331
Building Permits	12	0	19	235
Sales Recording	239	1,041	596	19
Change of Name / Address	5	0	3	11
Property Tax Appeals	890	1,455	0	266
Certificate of Errors	152	485	78	42
Notary	9	3	5	25
Variances	4	4	7	1
<i>Exemptions</i>				
Homeowner Exemptions	25	332	13	11
Senior Homeowner Exemptions	19	858	37	19
Senior Freeze Exemptions	43	187	23	5
Disabled Person & Veteran Exemptions	15	235	6	7
Miscellaneous Exemptions - Affidavit Forms	203	203	37	37

Department Highlights:

- On January 6th, Assessor John R. Lawson and Chief Deputy Morales participated in the Property Tax Appeal Seminar Workshop co-hosted by Cook County Board of Review Commissioner George Cardenas and Cook County Commissioner Kevin Morrison at the Schaumburg District 54 Professional Learning Center. We had more than 65 residents attend the annual evening event.
- On January 7th, this was the last day for residents to file a residential appeal with the Cook County Board of Review to seek a reduction on their property assessment on next year's property tax bill.
- On January 7th, Chief Deputy Morales participated in a Department Head meeting to discuss the on-going building improvements, staff updates, including respective departmental budgetary information.
- On January 15th, Chief Deputy Morales participated along with department directors participated in the monthly budget meetings with Administrator Williams.
- On January 24th, the county Treasurer announced amid increasing concerns that rapid increases in property tax bills would drive residents from their homes, state officials are boosting a program that lets senior citizens defer paying their property tax bills. The Senior Citizens Real Estate Tax Deferral Program works like a loan. The homeowners "borrow" money to pay property taxes from the state, which pays the tax bills and charges 3% simple annual interest.

Schaumburg Township Mission Statement:

The mission of the Township of Schaumburg is to provide quality resources, assistance, and information to empower our diverse community through innovative programming, data-driven decision-making, and fiscally mindful leadership.

CLERKS OFFICE / DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for January 2025

Service Provided	January 2025	FYTD 2025	January 2024	FYTD 2024
<i>Clerk's Office</i>				
Passport Applications	436	2,835	415	2,666
Passport Application Deposit	\$15,254	\$99,236	\$14,538	\$95,335
Photos	375	4,379	637	3,277
Photos Deposit	\$3,746	\$43,793	\$6,371	\$32,944
Renew Mailing	79	1,042	132	10,214
Renewal Deposit	\$790	\$10,424	\$1,320	\$7,691
Total Passport Fee Deposits	\$19,790	\$153,453	\$22,229	\$135,970
Notary Public	4	165	19	282
FOIA Requests (started May 23)	5	38	4	
<i>Percent of Budget Expended (91.63% of year)</i>				
Percent of Budget Town	4.60%	74.80%	6.40%	71.10%
Percent of Budget Welfare Services	5.00%	61.30%	13.20%	79.50%
Percent of Budget R & B	2.40%	47.90%	3.40%	38.50%
Percent of Capital Fund	0.80%	55.60%	6.80%	61.40%

Department Highlights

- Ceiling tiles were updated in all levels of the hallways and the main lobby completing the fresh new look for the Township.
- January 22, 2025 a sprinkler head broke sending water to flood the Assessors office, Administration, Disability and Seniors, upper and main level hallways. A tremendous amount of damage Furniture, carpet, walls and a few PC's. Staff all pitched in to move items out of damaged areas. The Road District team and facilities team went above and beyond in helping to collect the water. Our contractors were in the building working on the ceiling tile replacement and 4 of their team pitched right in to help.
 - Facilities Manager Rees had the sprinkler team out immediately to stop the water and repair the sprinkler head.
 - Administrator Williams immediately contacted the Township insurance company and started that process.
 - The outstanding relationship we have our contractor, Alph Chicago had their management team here within an hour after Director Dionesotes called them.
 - Once here and they reviewed our damage, they called in a mitigation team Magdan Construction which was here and hour and half later.
 - Between Alph and Magden, fans and air purifiers were set up. Plastic laid to protect what we could, walls were cut to prevent mold, etc. etc.
 - All in all, the staff and the professionals put in an outstanding effort and a bad situation has been handled in the best possible way.
 - There is a long way to go yet and we are looking at months of work ahead, but we are confident we will move forward.

Schaumburg Township Mission Statement:

The mission of the Township of Schaumburg is to provide quality resources, assistance and information to empower our diverse community through innovative programming, data-driven decision-making, and fiscally mindful leadership.



Financial Statements

For the 11 Month(s) Ending January 31, 2025

SCHAUMBURG TOWNSHIP

Financial Summary

For the 11 Month(s) Ending January 31, 2025

92% of Year

REVENUE	Town	Welfare Services	Road & Bridge	Capital	MHB	Total	Budget	Pct. Of Budget	Prior Yr Total	Pct. Of Budget
Property Taxes	4,875,686	850,684	828,659	-	2,045,907	8,600,936	8,870,000	97%	6,758,338	27%
Replacement Taxes	144,519	-	19,127	-	-	163,646	260,000	63%	308,736	-47%
Interest	211,755	62,983	91,686	-	-	366,424	145,500	252%	370,587	-1%
Rental	600	-	-	-	-	600	500	120%	-	n/a
Donations/Grants	9,040	73,181	-	-	-	82,221	312,500	26%	103,697	-21%
Charges for Services	275,744	-	-	-	-	275,744	216,000	128%	202,342	36%
Other	-	25,100	23,340	58,619	210	107,269	622,100	17%	245	43605%
Transfers From Other Funds	-	-	-	1,158,516	-	1,158,516	2,317,032	50%	1,330,000	-13%
Total	5,517,342	1,011,949	962,812	1,217,135	2,046,117	10,755,355	12,743,632	84%	9,073,945	19%
Budget	5,721,500	952,500	932,100	3,137,032	2,000,500	12,743,632				
Pct. Of Budget	96%	106%	103%	39%	102%	84%				
EXPENDITURES										
Officials	95,277	-	-	-	-	95,277	107,863	88%	100,002	-5%
Salaries and Expenses	1,959,957	495,310	217,466	-	60,806	2,733,539	3,191,813	86%	2,291,126	19%
Audit & Legal	109,754	-	16,422	-	8,093	134,268	191,000	70%	136,875	-2%
FICA/Medicare	146,873	38,668	18,545	-	6,590	210,676	242,572	87%	178,962	18%
Insurance	591,979	121,595	34,664	-	22,902	771,140	1,004,550	77%	753,879	2%
Commodities	190,026	8,803	3,000	-	1,676	203,506	283,350	72%	158,735	28%
Postage	27,950	451	25	-	15	28,441	33,100	86%	26,911	6%
Utilities	90,431	-	9,619	-	-	100,050	132,500	76%	94,491	6%
Data Processing	134,870	5,175	-	-	13,907	153,952	179,000	86%	146,155	5%
Uniforms	2,640	-	-	-	-	2,640	6,200	43%	2,070	28%
Building	118,973	-	-	-	-	118,973	155,900	76%	145,409	-18%
Mileage	3,344	947	4,358	-	316	8,964	15,250	59%	7,054	27%
Vehicle	178,833	3,411	-	-	-	182,243	154,000	118%	139,318	31%
Programs/Misc	172,109	68,910	3,069	-	500	244,587	244,000	100%	266,725	-8%
Other Expenses	-	0	-	-	-	-	5,000	0%	-	0%
Illinois Grants	-	-	-	-	-	-	2	0%	-	0%
Safety Programs	9,755	-	-	-	-	9,755	10,500	93%	7,883	24%
Professional Improvement	112,628	2,487	2,778	-	-	117,894	159,700	74%	114,174	3%
IMRF	118,073	30,862	14,244	-	5,276	168,454	254,640	66%	275,811	-39%
General Assistance	-	6,302	-	-	-	6,302	104,966	6%	2,848	0%
Emergency Assistance	-	54,658	-	-	-	54,658	196,100	28%	89,911	-39%
Human Services	143,752	22,917	-	-	1,034,874	1,201,542	1,898,500	63%	795,020	51%
Road Maintenance	-	-	420,811	-	-	420,811	950,000	44%	227,067	85%
Capital Outlay	-	316,925	39,421	2,046,390	-	2,402,735	4,450,000	54%	1,632,222	47%
Contingency	27,793	220	-	-	-	28,013	59,500	47%	29,665	-6%
Transfer to Capital	1,158,516	-	-	-	-	1,158,516	2,317,032	50%	1,330,000	0%
Total	5,393,531	1,177,640	784,422	2,046,390	1,154,955	10,556,938	16,347,037	65%	8,952,314	18%
Budget	7,217,000	1,920,511	1,619,906	3,680,000	1,909,620	16,347,037				
Pct. Of Budget	75%	61%	48%	56%	60%	65%				
SURPLUS (DEFICIT)	123,811	(165,692)	178,390	(829,255)	891,162	198,416	(3,603,406)		121,631	
BEGINNING Fund Balance	2,837,016	1,316,986	1,172,395	902,889	-	6,229,286				
ENDING Fund Balance	2,960,827	1,151,294	1,350,785	73,634	891,162	6,427,702				

SCHAUMBURG TOWNSHIP
Town Fund by Department
For the 11 Month(s) Ending January 31, 2025

92% of Year

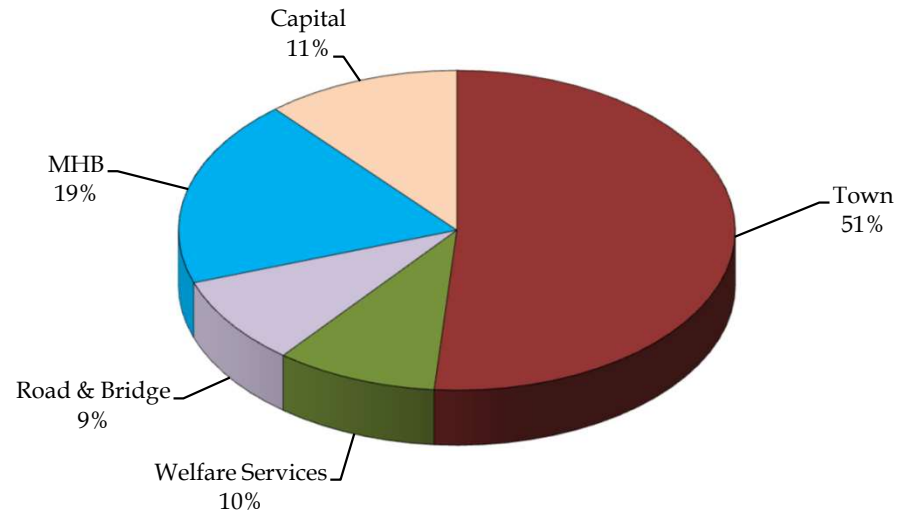
REVENUE	Admin	Assessor	Mental Health	Community Relations	Disability/Seniors	Transportation	Other	Human Services	Total	Budget	Pct. Of Budget
Property Taxes	4,875,686	-	-	-	-	-	-	-	4,875,686	5,200,000	94%
Replacement Taxes	144,519	-	-	-	-	-	-	-	144,519	230,000	63%
Interest	211,755	-	-	-	-	-	-	-	211,755	75,000	282%
Rental	-	-	-	-	-	-	600	-	600	500	120%
Donations/Grants	-	-	-	-	9,040	-	-	-	9,040	-	n/a
Charges for Services	-	-	-	-	107,985	13,400	154,359	-	275,744	216,000	128%
Total	5,231,959	-	-	-	117,024	13,400	154,959	-	5,517,342	5,721,500	96%
Budget	5,505,000	-	-	-	92,000	8,000	116,500	-	5,721,500		
Pct. Of Budget	95%	n/a	n/a		127%	168%	133%	n/a	96%		
EXPENDITURES											
Officials	95,277	-	-	-	-	-	-	-	95,277	107,863	88%
Salaries and Expenses	670,542	203,989	-	-	528,260	557,166	-	-	1,959,957	2,226,500	88%
Audit & Legal	109,754	-	-	-	-	-	-	-	109,754	110,000	100%
FICA/ Medicare	48,189	17,614	-	-	37,222	43,849	-	-	146,873	169,065	87%
Insurance	427,225	27,420	-	-	83,592	53,743	-	-	591,979	727,602	81%
Commodities	45,183	2,164	-	117,381	24,930	368	-	-	190,026	203,150	94%
Postage	17,470	380	-	-	10,094	6	-	-	27,950	30,600	91%
Utilities	90,431	-	-	-	-	-	-	-	90,431	117,000	77%
Data Processing	114,342	1,025	-	-	15,000	4,503	-	-	134,870	170,600	79%
Uniforms	1,424	-	-	-	-	1,216	-	-	2,640	6,200	43%
Building	118,806	-	-	-	-	167	-	-	118,973	155,900	76%
Mileage	2,474	-	-	-	870	-	-	-	3,344	7,750	43%
Vehicle	1,666	-	-	-	-	177,167	-	-	178,833	149,500	120%
Programs/Misc	35,048	-	-	-	137,061	-	-	-	172,109	136,000	127%
Safety Programs	7,355	-	-	2,400	-	-	-	-	9,755	10,500	93%
Professional Improvement	91,786	4,101	-	10,901	5,840	-	-	-	112,628	154,000	73%
IMRF	38,247	13,980	-	-	29,543	36,302	-	-	118,073	186,739	63%
Human Services	-	-	-	-	-	-	-	143,752	143,752	173,500	83%
Contract Services	24,595	-	-	-	-	2,876	-	-	27,471	55,000	50%
Contingency		225	-	-	97	-	-	-	322	2,500	13%
Transfer to Capital	1,158,516	-	-	-	-	-	-	-	1,158,516	2,317,032	50%
Total	3,098,330	270,898	-	130,682	872,508	877,362	-	143,752	5,393,531	7,217,000	75%
Budget	4,616,006	357,614	-	142,000	921,640	1,006,240	-	173,500	7,217,000		
Pct. Of Budget	67%	76%	n/a	92%	95%	87%	n/a	83%	75%		
SURPLUS (DEFICIT)	2,133,629	(270,898)	-	(130,682)	(755,484)	(863,962)	154,959	(143,752)	123,811	(1,495,500)	

SCHAUMBURG TOWNSHIP

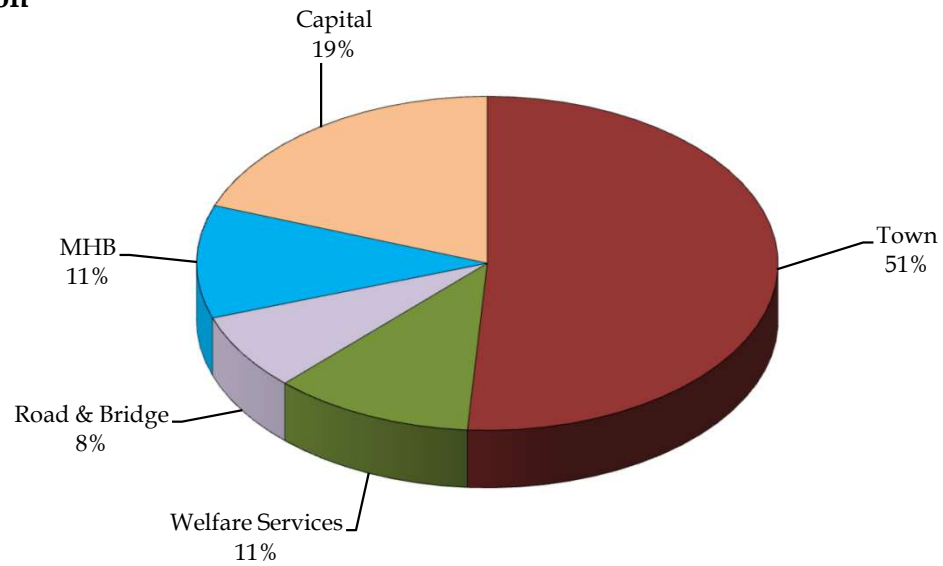
Fund Distribution Graphs

For the 11 Month(s) Ending January 31, 2025

Revenue - Fund Distribution



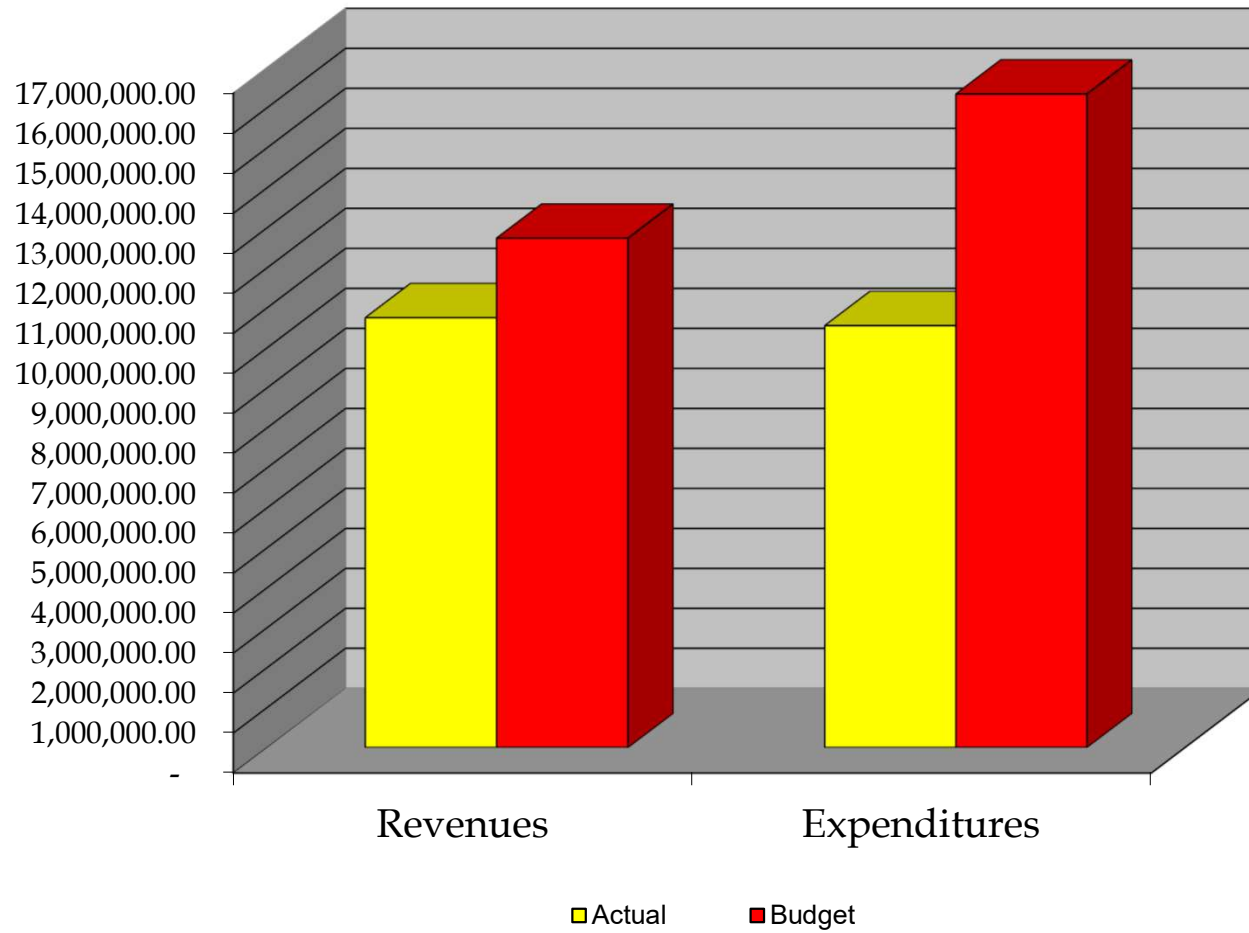
Expenditure - Fund Distribution



SCHAUMBURG TOWNSHIP

Budget vs. Actual

For the 11 Month(s) Ending January 31, 2025



SCHAUMBURG TOWNSHIP

Bank Accounts and Investments

For the 11 Month(s) Ending January 31, 2025

SCHAUMBURG TOWNSHIP

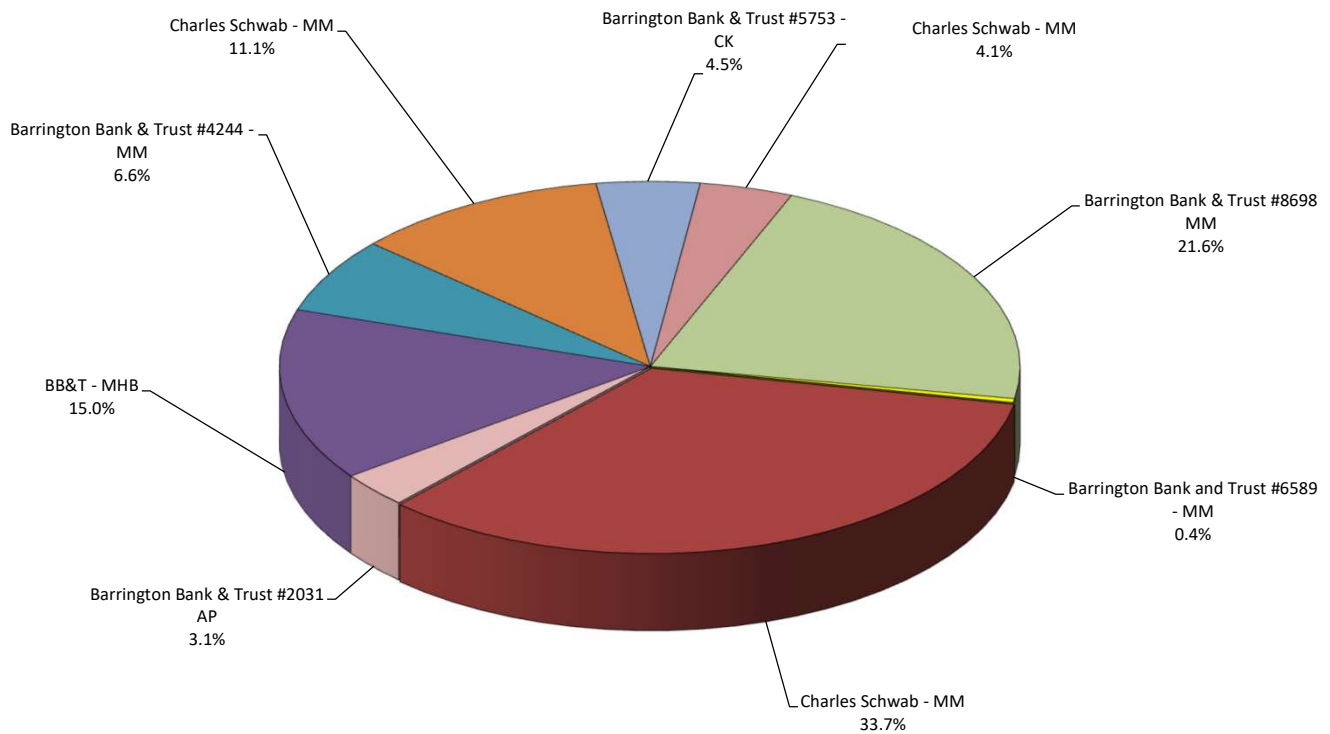
Bank Accounts & CD Rates

For the 11 Month(s) Ending January 31, 2025

92%

Current Bank Balances and Rates

No.	Bank	Fund	Balance	Current Interest Rate
1	Barrington Bank and Trust #6589 - MM	Town	\$ 23,875.30	4.65%
2	Charles Schwab - MM	Town	\$ 2,277,169.41	Various
3	Barrington Bank & Trust #2031 AP	Town	\$ 208,383.93	n/a
4	BB&T - MHB	MHB	\$ 1,014,933.73	n/a
5	Barrington Bank & Trust #4244 - MM	GA	\$ 443,977.63	4.65%
6	Charles Schwab - MM	GA	\$ 750,904.59	Various
7	Barrington Bank & Trust #5753 - CK	GA	\$ 304,180.32	n/a
8	Charles Schwab - MM	R&B	\$ 274,464.88	Various
9	Barrington Bank & Trust #8698 MM	R&B	\$ 1,455,876.11	4.65%
TOTAL			\$ 6,753,765.90	



SCHAUMBURG TOWNSHIP

Detailed Financial Statements

For the 11 Month(s) Ending January 31, 2025

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

	January	YTD	Budget	\$ Over Budget	% of Budget
Income					
10 · Town Fund - Revenue					
11R · Property Taxes					
1141012 · Property Tax Current Year	0.00	4,875,685.56	5,200,000.00	-324,314.44	93.76%
1142000 · Pers Property Replacement Taxes	18,604.55	144,518.56	230,000.00	-85,481.44	62.83%
Total 11R · Property Taxes	18,604.55	5,020,204.12	5,430,000.00	-409,795.88	92.45%
12R · Interest Income					
1243010 · Interest Income INV Operations	17,016.24	211,617.14	75,000.00	136,617.14	282.16%
1243020 · Unrealized Gains/Loss	-4,078.82	137.76	0.00	137.76	100.0%
Total 12R · Interest Income	12,937.42	211,754.90	75,000.00	136,754.90	282.34%
15R · Disability/Seniors					
1548052 · ITAC Program Income	130.00	5,725.00	12,000.00	-6,275.00	47.71%
1548056 · LIHEAP Income	1,373.00	7,107.00	25,000.00	-17,893.00	28.43%
1548062 · Grant Funding	0.00	9,039.50	8,000.00	1,039.50	112.99%
1548065 · Event Program Fees	13,809.68	95,152.61	47,000.00	48,152.61	202.45%
Total 15R · Disabled/Seniors	15,312.68	117,024.11	92,000.00	25,024.11	127.2%
17R · Transportation					
1748062 · Bus Fare Donation Income	0.00	13,400.00	8,000.00	5,400.00	167.5%
Total 17R · Transportation	0.00	13,400.00	8,000.00	5,400.00	167.5%
19R · Other					
1944050 · Rent TWP Facilities	0.00	600.00	500.00	100.00	120.0%
1948026 · Passport Income 2-1-08	19,790.45	153,437.42	110,000.00	43,437.42	139.49%
1948033 · MHB Income	0.00	0.00	4,500.00	-4,500.00	0.0%
1948080 · Other Income	0.00	921.53	1,500.00	-578.47	61.44%
Total 19R · Other	19,790.45	154,958.95	116,500.00	38,458.95	133.01%
Total 10 · Town Fund - Revenue	66,645.10	5,517,342.08	5,721,500.00	-204,157.92	96.43%
Total Income	66,645.10	5,517,342.08	5,721,500.00	-204,157.92	96.43%
Gross Profit	66,645.10	5,517,342.08	5,721,500.00	-204,157.92	96.43%
Expense					
100 · Town Expenditures					
09OFF · Officials					
1111011 · Elected Officials Compensations	8,951.90	95,276.51	107,863.00	-12,586.49	88.33%
Total 09OFF · Officials	8,951.90	95,276.51	107,863.00	-12,586.49	88.33%
10ADMIN · Administration					
11ADMIN · Administration Expenses Salaries					
1111110 · Salaries - Town Admin	43,858.46	661,728.30	725,000.00	-63,271.70	91.27%
Total 11ADMIN · Administration Expenses Salaries	43,858.46	661,728.30	725,000.00	-63,271.70	91.27%
12ADMIN · Employee Expenses					
1221053 · Human Resources Consulting	378.33	3,199.12	8,000.00	-4,800.88	39.99%
1261014 · Employee Screening - Admin	488.13	5,492.67	6,000.00	-507.33	91.55%
1561015 · Safety Programs	0.00	122.16	3,000.00	-2,877.84	4.07%
Total 12ADMIN · Employee Expenses	866.46	8,813.95	17,000.00	-8,186.05	51.85%
14ADMIN · Auditing					
1421010 · Legal Services	82.00	15,740.14	25,000.00	-9,259.86	62.96%
1421020 · Auditing	0.00	13,450.00	10,000.00	3,450.00	134.5%
1421030 · Accounting Services	7,091.69	80,563.37	75,000.00	5,563.37	107.42%
Total 14ADMIN · Auditing	7,173.69	109,753.51	110,000.00	-246.49	99.78%
15ADMIN · Insurance					
1524000 · State Unemployment Insurance	0.00	4,546.40	14,601.50	-10,055.10	31.14%
1524010 · Worker's Compensation Insurance	0.00	52,521.00	40,000.00	12,521.00	131.3%
1524020 · Property/ Casualty Insurance	0.00	118,532.00	120,000.00	-1,468.00	98.78%
1524030 · Health/ Dental Insurance	42,345.77	248,104.40	325,000.00	-76,895.60	76.34%
1524035 · Life/ Disability Insurance	-88.22	3,520.96	10,000.00	-6,479.04	35.21%
1524040 · Medicare Insurance	828.44	9,468.78	10,512.50	-1,043.72	90.07%

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

	January	YTD	Budget	\$ Over Budget	% of Budget
1524041 · Fed Ins Contrbtn Act (FICA)	3,391.82	38,720.15	44,950.00	-6,229.85	86.14%
Total 15ADMIN · Insurance	46,477.81	475,413.69	565,064.00	-89,650.31	84.13%
17ADMIN · Commodities					
1731010 · Office Supplies	-723.52	17,014.09	20,000.00	-2,985.91	85.07%
1731012 · Office Printer & Copier Paper	666.42	10,160.69	10,000.00	160.69	101.61%
1732000 · Office Equipment/Furnishings	0.00	18,008.54	18,000.00	8.54	100.05%
Total 17ADMIN · Commodities	-57.10	45,183.32	48,000.00	-2,816.68	94.13%
19ADMIN · Postage					
1935010 · Postage	1,430.25	17,470.00	18,000.00	-530.00	97.06%
Total 19ADMIN · Postage	1,430.25	17,470.00	18,000.00	-530.00	97.06%
21ADMIN · Utilities					
1141020 · Electric	0.00	30,819.16	60,000.00	-29,180.84	51.37%
1141030 · Water	375.81	8,673.45	12,000.00	-3,326.55	72.28%
1333010 · Fiber Network/Internet	0.00	10,260.17	25,000.00	-14,739.83	41.04%
1336010 · Telephone	1,416.09	40,677.92	20,000.00	20,677.92	203.39%
Total 21ADMIN · Utilities	1,791.90	90,430.70	117,000.00	-26,569.30	77.29%
23ADMIN · Data Processing					
133009 · Web Support	0.00	0.00	0.00	0.00	0.0%
1333014 · IT Equipment, Software & Support	19,371.39	114,342.31	150,000.00	-35,657.69	76.23%
Total 23ADMIN · Data Processing	19,371.39	114,342.31	150,000.00	-35,657.69	76.23%
25ADMIN · Uniforms					
1542000 · Uniform Clothing Expense	251.58	1,424.31	5,000.00	-3,575.69	28.49%
Total 25ADMIN · Uniforms	251.58	1,424.31	5,000.00	-3,575.69	28.49%
27ADMIN · Building Expenses					
1742010 · Scavenger Service	1,044.32	8,311.98	10,000.00	-1,688.02	83.12%
1742020 · Fire/ Security System	571.86	6,021.68	8,500.00	-2,478.32	70.84%
1742030 · Maintenance Equipment/Supplies	1,099.88	27,415.45	50,000.00	-22,584.55	54.83%
1742041 · Maintenance Contracts	4,920.00	77,056.81	86,000.00	-8,943.19	89.6%
Total 27ADMIN · Building Expenses	7,636.06	118,805.92	154,500.00	-35,694.08	76.9%
29ADMIN · Mileage					
1550110 · Travel	0.00	2,473.70	5,000.00	-2,526.30	49.47%
Total 29ADMIN · Mileage	0.00	2,473.70	5,000.00	-2,526.30	49.47%
31ADMIN · Vehicle Repair					
1151010 · Fuel & Auto Repair	0.00	1,666.02	2,500.00	-833.98	66.64%
Total 31ADMIN · Vehicle Repair	0.00	1,666.02	2,500.00	-833.98	66.64%
33ADMIN · Misc					
1361012 · Special Events Miscellaneous	1,636.88	29,970.85	30,000.00	-29.15	99.9%
1361015 · Veterans Recognition Expenses	54.45	5,077.36	10,000.00	-4,922.64	50.77%
1365100 · Transfer to Capital	0.00	1,158,515.75	2,317,031.50	-1,158,515.75	50.0%
Total 33ADMIN · Misc	1,691.33	1,193,563.96	2,357,031.50	-1,163,467.54	50.64%
35ADMIN · Programs					
1561100 · Special Accomdtn's/Translation Servic	0.00	7,355.00	7,500.00	-145.00	98.07%
Total 35ADMIN · Programs	0.00	7,355.00	7,500.00	-145.00	98.07%
37ADMIN · Professional Improvement					
1762011 · Prof Imprv Town / DEI Training	5,856.99	91,786.16	125,000.00	-33,213.84	73.43%
Total 37ADMIN · Professional Improvement	5,856.99	91,786.16	125,000.00	-33,213.84	73.43%
39ADMIN · Pension					
1921075 · IMRF Expense	139.53	38,247.47	51,547.50	-13,300.03	74.2%
Total 39ADMIN · Pension	139.53	38,247.47	51,547.50	-13,300.03	74.2%
99ADMIN · Contingency					

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

	January	YTD	Budget	\$ Over Budget	% of Budget
1699900 · Contingency	2,989.81	24,594.78	50,000.00	-25,405.22	49.19%
Total 99ADMIN · Contingency	2,989.81	24,594.78	50,000.00	-25,405.22	49.19%
Total 10ADMIN · Administration	139,478.16	3,003,053.10	4,508,143.00	-1,505,089.90	66.61%
20ASSES · Assessor					
21ASSES · Salaries					
1212010 · Salaries - Assessor	17,125.25	203,989.10	265,000.00	-61,010.90	76.98%
Total 21ASSES · Salaries	17,125.25	203,989.10	265,000.00	-61,010.90	76.98%
22ASSES · Data Processing					
1233014 · Computer Maintenance County	0.00	1,025.00	1,000.00	25.00	102.5%
Total 22ASSES · Data Processing	0.00	1,025.00	1,000.00	25.00	102.5%
25ASSES · Mileage					
1550121 · Transportation/ Mileage Asses	0.00	0.00	750.00	-750.00	0.0%
Total 25ASSES · Mileage	0.00	0.00	750.00	-750.00	0.0%
26ASSES · Professional Improvement					
1662011 · Professional Imprv Assessor	813.41	4,101.11	8,000.00	-3,898.89	51.26%
Total 26ASSES · Professional Improvement	813.41	4,101.11	8,000.00	-3,898.89	51.26%
27ASSES · Commodities					
1431010 · Office Supplies	0.00	1,720.81	2,000.00	-279.19	86.04%
1432010 · Office Equipment	0.00	443.17	750.00	-306.83	59.09%
1534010 · Printing/ Publishing	0.00	0.00	500.00	-500.00	0.0%
Total 27ASSES · Commodities	0.00	2,163.98	3,250.00	-1,086.02	66.58%
28ASSES · Contingency					
1799900 · Contingency	0.00	225.00	500.00	-275.00	45.0%
Total 28ASSES · Contingency	0.00	225.00	500.00	-275.00	45.0%
29ASSES · Postage					
1835010 · Postage	0.00	380.21	500.00	-119.79	76.04%
Total 29ASSES · Postage	0.00	380.21	500.00	-119.79	76.04%
34ASSES · Benefits					
1514030 · Health/Dental Insurance	4,299.72	25,192.14	33,000.00	-7,807.86	76.34%
1514035 · Life/Disability Insurance	-44.11	1,760.48	5,000.00	-3,239.52	35.21%
1514037 · IMRF Expense	51.00	13,980.11	18,841.50	-4,861.39	74.2%
1514038 · Medicare Insurance	302.81	3,461.00	3,842.50	-381.50	90.07%
1514041 · FICA	1,239.77	14,152.88	16,430.00	-2,277.12	86.14%
1514042 · Unemployment	0.00	467.05	1,500.00	-1,032.95	31.14%
Total 34ASSES · BENEFITS	5,849.19	59,013.66	78,614.00	-19,600.34	75.07%
Total 20ASSES · Assessor	23,787.85	270,898.06	357,614.00	-86,715.94	75.75%
40COMR · Community Relations					
41COMR · Commodities					
1734010 · Town Crier	9,000.00	103,458.47	110,000.00	-6,541.53	94.05%
1734011 · Printing	0.00	4,833.36	5,000.00	-166.64	96.67%
1734013 · Web Support	303.20	9,088.97	10,000.00	-911.03	90.89%
Total 41COMR · Commodities	9,303.20	117,380.80	125,000.00	-7,619.20	93.91%
42COMR · Misc					
1362019 · Contingency	0.00	0.00	1,000.00	-1,000.00	0.0%
1362020 · Subscriptions	135.00	2,400.18	3,000.00	-599.82	80.01%
Total 42COMR · Misc	135.00	2,400.18	4,000.00	-1,599.82	60.01%
43COMR · Community Outreach					
1762020 · Public Relations	0.00	10,901.18	13,000.00	-2,098.82	83.86%
Total 43COMR · Community Outreach	0.00	10,901.18	13,000.00	-2,098.82	83.86%
Total 43COMR · Community Relations	9,438.20	130,682.16	142,000.00	-11,317.84	92.03%

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

	January	YTD	Budget	\$ Over Budget	% of Budget
50DISAB · Disability/Senior Services					
19DISAB/SEN · Contingency					
1999900 · Contingency	0.00	97.19	1,000.00	-902.81	9.72%
Total 19DISAB/SEN · Contingency	0.00	97.19	1,000.00	-902.81	9.72%
29DISAB/SEN · Mileage					
1950140 · Transportation/ Mileage	0.00	869.98	2,000.00	-1,130.02	43.5%
Total 29DISAB/SEN · Mileage	0.00	869.98	2,000.00	-1,130.02	43.5%
33DISAB/SEN · Misc					
1361010 · Program Expenses	6,895.43	130,420.81	80,000.00	50,420.81	163.03%
1361011 · Client Assistance	0.00	0.00	4,000.00	-4,000.00	0.0%
1361200 · Interpreting Services	350.00	6,640.00	8,000.00	-1,360.00	83.0%
Total 33DISAB/SEN · Misc	7,245.43	137,060.81	92,000.00	45,060.81	148.98%
51DISAB/SEN · Salaries					
1114110 · Salaries - Disability	44,981.98	528,259.50	560,000.00	-31,740.50	94.33%
Total 51DISAB/SEN · Salaries	44,981.98	528,259.50	560,000.00	-31,740.50	94.33%
53DISAB/SEN · Software					
1433017 · Software	0.00	15,000.00	15,000.00	0.00	100.0%
Total 53DISAB/SEN · Software	0.00	15,000.00	15,000.00	0.00	100.0%
54DISAB/SEN · Benefits					
1114030 · Health/Dental Insurance	13,029.47	76,339.82	100,000.00	-23,660.18	76.34%
1114035 · Life/Disability Insurance	-88.22	3,520.96	10,000.00	-6,479.04	35.21%

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

	January	YTD	Budget	\$ Over Budget	% of Budget
1114037 · IMRF Expense	107.77	29,542.87	39,816.00	-10,273.13	74.2%
1114038 · Medicare Insurance	639.89	7,313.81	8,120.00	-806.19	90.07%
1114041 · FICA	2,619.89	29,907.98	34,720.00	-4,812.02	86.14%
1114042 · Unemployment	0.00	3,731.40	11,984.00	-8,252.60	31.14%
Total 54DISAB/SEN · BENEFITS	16,308.80	150,356.84	204,640.00	-54,283.16	73.47%
56DISAB/SEN · Professional Improvement					
1662010 · Professional Imprv	0.00	5,840.02	8,000.00	-2,159.98	73.0%
Total 56DISAB/SEN · Professional Improvement	0.00	5,840.02	8,000.00	-2,159.98	73.0%
57DISAB/SEN · Commodities					
1531010 · Office Supplies	0.00	729.81	1,000.00	-270.19	72.98%
1634010 · Printing/ Publishing	3,951.05	24,199.84	26,000.00	-1,800.16	93.08%
Total 57DISAB/SEN · Commodities	3,951.05	24,929.65	27,000.00	-2,070.35	92.33%
59DISAB/SEN · Postage					
1635010 · Postage	1,865.90	10,093.97	12,000.00	-1,906.03	84.12%
Total 59DISAB/SEN · Postage	1,865.90	10,093.97	12,000.00	-1,906.03	84.12%
Total 50DISAB/SEN · Disability Senior Services	74,353.16	872,507.96	921,640.00	-49,132.04	94.67%

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

	January	YTD	Budget	\$ Over Budget	% of Budget
65TRANS · Transportation					
12TRANS · Employee Expense					
1261040 · Employee Screening	285.00	2,349.00	2,500.00	-151.00	93.96%
Total 12TRANS · Employee Expense	285.00	2,349.00	2,500.00	-151.00	93.96%
15TRANS · Salaries					
1514010 · Salaries - Transportation	48,694.01	554,816.99	660,000.00	-105,183.01	84.06%
Total 15TRANS · Salaries	48,694.01	554,816.99	660,000.00	-105,183.01	84.06%
19TRANS · Mileage					
1950150 · Transportation Mileage	0.00	167.00	400.00	-233.00	41.75%
1962011 · Professional Improvement Trans	0.00	0.00	1,000.00	-1,000.00	0.0%
Total 19TRANS · Mileage	0.00	167.00	1,400.00	-1,233.00	11.93%
53TRANS · Vehicle					
1351010 · Fuel	3,434.57	46,155.47	60,000.00	-13,844.53	76.93%
1351011 · Bus Maintenance & Supplies	7,763.23	128,739.70	85,000.00	43,739.70	151.46%
1351020 · Communications	0.00	2,271.47	2,000.00	271.47	113.57%
Total 53TRANS · Vehicle	11,197.80	177,166.64	147,000.00	30,166.64	120.52%
58TRANS · Benefits					
1584030 · Health/Dental Insurance	7,857.68	45,823.89	60,000.00	-14,176.11	76.37%
1584035 · Life/Disability Insurance	-88.22	3,520.96	10,000.00	-6,479.04	35.21%
1584037 · IMRF Expense	131.85	36,302.38	48,926.00	-12,623.62	74.2%
1584038 · Medicare Insurance	754.16	8,619.85	9,570.00	-950.15	90.07%
1584041 · FICA	3,047.73	35,228.69	40,920.00	-5,691.31	86.09%
1584042 · Unemployment	0.00	4,397.72	14,124.00	-9,726.28	31.14%
Total 58TRANS · BENEFITS	11,703.20	133,893.49	183,540.00	-49,646.51	72.95%
59TRANS · Contingency					
1999910 · Contingency	134.61	2,876.35	5,000.00	-2,123.65	57.53%
Total 59TRANS · Contingency	134.61	2,876.35	5,000.00	-2,123.65	57.53%
61TRANS · Commodities					
1131010 · Office Supplies	0.00	206.66	400.00	-193.34	51.67%
1132010 · Equipment	0.00	161.59	500.00	-338.41	32.32%
Total 61TRANS · Commodities	0.00	368.25	900.00	-531.75	40.92%
62TRANS · Uniform					
1242000 · Uniform Expense	0.00	1,215.90	1,200.00	15.90	101.33%
Total 62TRANS · Uniform	0.00	1,215.90	1,200.00	15.90	101.33%
63TRANS · Data Processing					
1333017 · Transportation Software	0.00	4,502.50	4,600.00	-97.50	97.88%
Total 63TRANS · Data Processing	0.00	4,502.50	4,600.00	-97.50	97.88%
69TRANS · Postage					
6935011 · Postage	0.00	5.96	100.00	-94.04	5.96%
Total 69TRANS · Postage	0.00	5.96	100.00	-94.04	5.96%
Total 65TRANS · Transportation	72,014.62	877,362.08	1,006,240.00	-128,877.92	87.19%

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

	January	YTD	Budget	\$ Over Budget	% of Budget
91HUMAN · Human Services					
1193010 · Kenneth W Young Centers	0.00	0.00	0.00	0.00	0.0%
1193020 · Boys and Girls Club	0.00	0.00	0.00	0.00	0.0%
1193040 · Life Span Dometic Violence	0.00	0.00	0.00	0.00	0.0%
1193041 · Life Span Advocacy Outreach	0.00	5,000.00	5,000.00	0.00	100.0%
1193050 · Alexian/ Share Substance Abuse	0.00	0.00	0.00	0.00	0.0%
1193070 · Northwest Casa	0.00	0.00	0.00	0.00	0.0%
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	0.00	0.00	11,000.00	-11,000.00	0.0%
1194050 · Kenneth Young	0.00	0.00	0.00	0.00	0.0%
1194070 · The Bridge	0.00	0.00	5,000.00	-5,000.00	0.0%
1195010 · Clearbrook Center	0.00	0.00	0.00	0.00	0.0%
1195012 · Partners In Adult Learning	0.00	0.00	0.00	0.00	0.0%
1195030 · Resources For Community Living	0.00	0.00	0.00	0.00	0.0%
1195040 · Little City Frmly Countryside	0.00	0.00	0.00	0.00	0.0%
1195080 · Hands On Suburban Chicago	0.00	0.00	0.00	0.00	0.0%
1195081 · Center For Enriched Living	0.00	0.00	0.00	0.00	0.0%
1196020 · RSVP	0.00	5,000.00	5,000.00	0.00	100.0%
1196021 · Connections to Care	0.00	3,500.00	3,500.00	0.00	100.0%
1198000 · Wings Program	0.00	11,250.00	15,000.00	-3,750.00	75.0%
1198010 · Suburban Primary Health Care	0.00	10,000.00	10,000.00	0.00	100.0%
1198011 · Connections of Illinois Inc	0.00	10,000.00	10,000.00	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 · Bridgepoint	0.00	10,000.00	10,000.00	0.00	100.0%
1198070 · Fellowship Housing	0.00	7,500.00	7,500.00	0.00	100.0%
1198071 · Community Resource Nurse	7,848.00	44,001.60	54,000.00	-9,998.40	81.48%
1198072 · Employment Assistance	0.00	0.00	0.00	0.00	0.0%
1198073 · NWSRA	0.00	0.00	0.00	0.00	0.0%
1198075 · Family Forward	0.00	6,500.00	6,500.00	0.00	100.0%
1198076 · Schaumburg Police	0.00	5,000.00	5,000.00	0.00	100.0%
Total 91HUMAN · Human Services	7,848.00	143,751.60	173,500.00	-29,748.40	82.85%
Total 100 · Town Expenditures	335,871.89	5,393,531.47	7,217,000.00	-1,823,468.53	74.73%
Total Expense	335,871.89	5,393,531.47	7,217,000.00	-1,823,468.53	74.73%
Net Income	-269,226.79	123,810.61	-1,495,500.00	1,619,310.61	-8.28%

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

	January	YTD	Budget	\$ Over Budget	% of Budget
Income					
20 · General Assistance Fund - Rev					
20R · Property Taxes					
2141012 · Property Taxes Current Year	0.00	850,684.39	820,000.00	30,684.39	103.74%
Total 20R · Property Taxes	0.00	850,684.39	820,000.00	30,684.39	103.74%
21R · Interest Income					
2143010 · Interest Income Investments	5,221.60	66,279.20	20,000.00	46,279.20	331.4%
2143020 · Unrealized Gains/Loss	-1,732.62	-3,295.84	0.00	-3,295.84	100.0%
Total 21R · Interest Income	5,221.60	62,983.36	20,000.00	42,983.36	314.92%
23R · Other Income					
2948080 · Other Income	0.00	25,100.00	0.00	25,100.00	100.0%
Total 22R · Other Income	0.00	25,100.00	0.00	25,100.00	100.0%
23R · Donations					
2348040 · G A Donations Received	0.00	50,000.00	100,000.00	-50,000.00	50.0%
2348046 · GA Liheap Income	2,129.00	9,675.00	10,000.00	-325.00	96.75%
2348048 · GA Grant Income	768.00	9,698.00	2,000.00	7,698.00	484.9%
2348075 · GA SSI Reimbursements	0.00	3,808.00	500.00	3,308.00	761.6%
Total 23R · Donations	2,897.00	73,181.00	112,500.00	-39,319.00	65.05%
Total 20 · General Assistance Fund - Rev	8,118.60	1,011,948.75	952,500.00	59,448.75	106.24%
Total Income	8,118.60	1,011,948.75	952,500.00	59,448.75	106.24%
Gross Profit	8,118.60	1,011,948.75	952,500.00	59,448.75	106.24%
Expense					
201 · General Assistance Expenditures					
11MEDIC · Medicare Expense					
2124040 · Medicare	649.59	7,424.60	8,243.00	-818.40	90.07%
2124041 · Fed Ins Contrbn Acct (FICA)	2,736.85	31,243.16	36,270.00	-5,026.84	86.14%
Total 11MEDIC · Medicare Expense	3,386.44	38,667.76	44,513.00	-5,845.24	86.87%
280GEN · General Assistance					
11GEN · General Assistance Expense Sala					
2114010 · Salaries - GA	43,321.44	495,310.14	585,000.00	-89,689.86	84.67%
Total 11GEN · General Assistance Expense Sala	43,321.44	495,310.14	585,000.00	-89,689.86	84.67%
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	0.00	0.00	2,000.00	-2,000.00	0.0%
Total 14GEN · Auditing	0.00	0.00	2,000.00	-2,000.00	0.0%
15GEN · Insurance					
2524000 · State Unemployment Insurance	0.00	1,239.54	3,981.00	-2,741.46	31.14%
2524030 · Health Dental Life Disblty Ins	20,541.93	120,355.44	157,657.50	-37,302.06	76.34%
Total 15GEN · Insurance	20,541.93	121,594.98	161,638.50	-40,043.52	75.23%
17GEN · Commodities					
2831010 · Office Supplies	138.18	5,250.33	10,000.00	-4,749.67	52.5%
2832010 · Panty Equipment	0.00	3,552.59	10,000.00	-6,447.41	35.53%
Total 17GEN · Commodities	138.18	8,802.92	20,000.00	-11,197.08	44.02%
19GEN · Postage					
2935010 · Postage	0.00	450.96	1,000.00	-549.04	45.1%
Total 19GEN · Postage	0.00	450.96	1,000.00	-549.04	45.1%

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

	January	YTD	Budget	\$ Over Budget	% of Budget
23GEN · Data Processing					
2733017 · Data Proc Software & Maint	0.00	5,175.00	8,400.00	-3,225.00	61.61%
Total 23GEN · Data Processing	0.00	5,175.00	8,400.00	-3,225.00	61.61%
25GEN · Transportation/ Mileage					
2550110 · Transportation / Mileage	0.00	946.91	1,500.00	-553.09	63.13%
Total 25GEN · Transportation/ Mileage	0.00	946.91	1,500.00	-553.09	63.13%
31GEN · Vehicle Expense					
2851010 · Fuel	104.73	1,010.96	2,000.00	-989.04	50.55%
2851013 · Vehicle Maintenance	0.00	2,399.85	2,500.00	-100.15	95.99%
Total 31GEN · Vehicle Expense	104.73	3,410.81	4,500.00	-1,089.19	75.8%
37GEN · Professional Improvement					
2762010 · Professional Improvement	294.53	2,487.47	2,500.00	-12.53	99.5%
Total 37GEN · Professional Improvement	294.53	2,487.47	2,500.00	-12.53	99.5%
39GEN · IMRF					
2021075 · IMRF Expense	112.58	30,861.75	41,593.50	-10,731.75	74.2%
Total 39GEN · Pension	112.58	30,861.75	41,593.50	-10,731.75	74.2%
53GEN · Other Expenses					
2321050 · General Assistance Appeal	0.00	0.00	500.00	-500.00	0.0%
2321051 · Contingency	21.41	219.80	1,000.00	-780.20	21.98%
2321060 · Food Pantry Supplies	12,497.00	111,823.10	300,000.00	-188,176.90	37.27%
2321061 · Food Pantry Vehicle	4,140.06	159,800.06	250,000.00	-90,199.94	63.92%
2321062 · Walk in Fridge	0.00	45,301.97	70,000.00	-24,698.03	64.72%
Total 53GEN · Other Expenses	16,658.47	317,144.93	621,500.00	-304,355.07	51.03%
57GEN · Other Assistance					
2761010 · Special Assistance	0.00	68,909.64	100,000.00	-31,090.36	68.91%
Total 57GEN · Other Assistance	0.00	68,909.64	100,000.00	-31,090.36	68.91%
59GEN · General Assistance					
2970011 · Food	0.00	1,960.00	9,230.00	-7,270.00	21.24%
2970012 · Shelter	363.50	3,410.45	60,000.00	-56,589.55	5.68%
2970013 · Utilities	200.00	692.00	12,000.00	-11,308.00	5.77%
2970016 · Personal Essentials	0.00	0.00	2,880.00	-2,880.00	0.0%
2970017 · Prescriptions	0.00	0.00	0.00	0.00	0.0%
2970018 · Medical Care	0.00	0.00	5,000.00	-5,000.00	0.0%
2970020 · Transportations	150.00	240.00	10,800.00	-10,560.00	2.22%
2970024 · Cobra Ins/ Med Supplies	0.00	0.00	0.00	0.00	0.0%
2971000 · Hospitalization	0.00	0.00	0.00	0.00	0.0%
2972000 · Burial Expenses	0.00	0.00	2,056.00	-2,056.00	0.0%
2973000 · Vocational Service	0.00	0.00	3,000.00	-3,000.00	0.0%
Total 59GEN · General Assistance	713.50	6,302.45	104,966.00	-98,663.55	6.0%
61GEN · Emergency Assistance					
2171012 · Shelter EA	5,000.00	46,842.14	120,000.00	-73,157.86	39.04%
2171013 · Utilities EA	1,800.00	7,815.88	75,000.00	-67,184.12	10.42%
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	6,800.00	54,658.02	196,100.00	-141,441.98	27.87%
91GEN · Human Services					
2198017 · NW Comm Health Care Mob Dent	4,166.66	22,916.63	25,000.00	-2,083.37	91.67%
Total 91GEN · Human Services	4,166.66	22,916.63	25,000.00	-2,083.37	91.67%
Total 280GEN · General Assistance	92,852.02	1,138,972.61	1,875,998.00	-737,025.39	60.71%
Total 201 · General Assistance Expenditures	96,238.46	1,177,640.37	1,920,511.00	-742,870.63	61.32%
Total Expense	96,238.46	1,177,640.37	1,920,511.00	-742,870.63	61.32%
Net Income	-88,119.86	-165,691.62	-968,011.00	802,319.38	17.12%

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

7

	January	YTD	Budget	\$ Over Budget	% of Budget
Income					
30 · Road And Bridge Fund - Revenue					
30R · Property Taxes					
3041012 · Property Tax Current Year	0.00	828,659.09	850,000.00	-21,340.91	97.49%
3042000 · Personal Prop Replcmnt Tax	2,462.35	19,127.39	30,000.00	-10,872.61	63.76%
Total 30R · Property Taxes	2,462.35	847,786.48	880,000.00	-32,213.52	96.34%
31R · Other					
3048060 · Traffic Violations Fines	0.00	0.00	400.00	-400.00	0.0%
3048070 · Driveway Permit Income	0.00	100.44	200.00	-99.56	50.22%
3948080 · Other Income	0.00	23,239.40	1,500.00	21,739.40	1,549.29%
Total 31R · Other	0.00	23,339.84	2,100.00	21,239.84	1,111.42%
38R · Interest Income					
3843010 · Interest Income	6,473.52	91,438.38	50,000.00	41,438.38	182.88%
3843030 · Unrealized Gains/Loss	-197.52	247.60	0.00	247.60	100.0%
Total 38R · Interest Income	6,276.00	91,685.98	50,000.00	41,685.98	183.37%
Total 30 · Road And Bridge Fund - Revenue	8,738.35	962,812.30	932,100.00	30,712.30	103.3%
Total Income	8,738.35	962,812.30	932,100.00	30,712.30	103.3%
Gross Profit	8,738.35	962,812.30	932,100.00	30,712.30	103.3%
Expense					
301 · Road And Bridge Expenditures					
15ROAD · Medicare					
3224040 · Medicare	318.82	3,644.01	4,045.68	-401.67	90.07%
3224041 · Social Security FICA	1,305.33	14,901.26	17,298.78	-2,397.52	86.14%
Total 15ROAD · Medicare	1,624.15	18,545.27	21,344.46	-2,799.19	86.89%
90ROADB · Road And Bridge					
10ROADB · Utilities					
3036010 · Telephone R & B	846.42	4,448.20	6,000.00	-1,551.80	74.14%
3041010 · Gas Utilities	199.81	827.02	3,000.00	-2,172.98	27.57%
3041022 · Electric Utilities	275.36	2,897.25	4,300.00	-1,402.75	67.38%
3041030 · Water Utilities	134.50	1,446.99	2,200.00	-753.01	65.77%
Total 10ROADB · Utilities	1,456.09	9,619.46	15,500.00	-5,880.54	62.06%
11ROADB · Salaries					
3411014 · Highway Commissioner	728.00	8,309.76	9,012.50	-702.74	92.2%
3419110 · Salaries R&B	18,194.16	209,156.43	270,000.00	-60,843.57	77.47%
Total 11ROADB · Salaries	18,922.16	217,466.19	279,012.50	-61,546.31	77.94%
12ROADB · Employee Expenses					
3161017 · Employee Screening - R&B	0.00	0.00	1,000.00	-1,000.00	0.0%
Total 12ROADB · Employee Expenses	0.00	0.00	1,000.00	-1,000.00	0.0%
14ROADB · Contractual					
3421010 · Legal Services	0.00	2,295.60	45,000.00	-42,704.40	5.1%
3421020 · Auditing	0.00	0.00	4,000.00	-4,000.00	0.0%
3421030 · Bonding	0.00	0.00	2,000.00	-2,000.00	0.0%
3421040 · Engineering	0.00	14,125.90	20,000.00	-5,874.10	70.63%
Total 14ROADB · Contractual	0.00	16,421.50	71,000.00	-54,578.50	23.13%
15ROADB · Insurance					
3524000 · State Unemployment Insurance	0.00	311.37	1,000.00	-688.63	31.14%
3524010 · Workers Compensation Ins	0.00	0.00	14,000.00	-14,000.00	0.0%
3524020 · Property & Casualty Ins	0.00	0.00	25,000.00	-25,000.00	0.0%
3524030 · Health/ Dental/ Life/ Dsblty	5,863.26	34,352.92	45,000.00	-10,647.08	76.34%
Total 15ROADB · Insurance	5,863.26	34,664.29	85,000.00	-50,335.71	40.78%
17ROADB · Commodities					
3722012 · Bank Charges And Fees	0.00	0.00	150.00	-150.00	0.0%

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

7

	January	YTD	Budget	\$ Over Budget	% of Budget
3731010 · Office Supplies R&B	39.00	161.05	1,000.00	-838.95	16.11%
3732010 · Office Equipment	799.99	2,722.71	4,000.00	-1,277.29	68.07%
3732020 · Office Furniture	0.00	0.00	1,000.00	-1,000.00	0.0%
3734010 · Printing/ Publishing	0.00	116.55	5,000.00	-4,883.45	2.33%
Total 17ROADB · Commodities	838.99	3,000.31	11,150.00	-8,149.69	26.91%
19ROADB · Postage					
3935010 · Postage	0.00	25.00	500.00	-475.00	5.0%
Total 19ROADB · Postage	0.00	25.00	500.00	-475.00	5.0%
29ROADB · Mileage					
3950170 · Transportation/ Mileage	503.12	4,357.53	5,000.00	-642.47	87.15%
Total 29ROADB · Mileage	503.12	4,357.53	5,000.00	-642.47	87.15%
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	0.00	981.72	3,000.00	-2,018.28	32.72%
3461012 · Special Events - Misc	0.00	2,086.79	4,000.00	-1,913.21	52.17%
3461013 · Sunshine Fund Expenses	0.00	0.00	1,000.00	-1,000.00	0.0%
Total 33ROADB · Other	0.00	3,068.51	8,000.00	-4,931.49	38.36%
34ROADB · Illinios Grants					
3887100 · Grant Street Repairs	0.00	0.00	1.00	-1.00	0.0%
3887200 · Grant Road Improvmnt	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	89.38	2,778.38	2,200.00	578.38	126.29%
Total 37ROADB · Professional Improvement	89.38	2,778.38	2,200.00	578.38	126.29%
39ROADB · Pension					
3321075 · IMRF Expense	51.97	14,243.89	19,197.00	-4,953.11	74.2%
Total 39ROADB · Pension	51.97	14,243.89	19,197.00	-4,953.11	74.2%
75ROADB · Road Maintenance					
3581010 · Contract Work	0.00	376,326.65	450,000.00	-73,673.35	83.63%
3581020 · Rental Machinery	0.00	0.00	2,000.00	-2,000.00	0.0%
3581030 · Materials & Supplies	0.00	10,908.24	50,000.00	-39,091.76	21.82%
3581040 · Gas & Oil	318.97	4,319.09	7,000.00	-2,680.91	61.7%
3581050 · Refuse Disposal	0.00	0.00	1,000.00	-1,000.00	0.0%
3581060 · Tools & Supplies	93.31	2,581.00	6,000.00	-3,419.00	43.02%
3582000 · Personal Safety Equipment	0.00	0.00	5,000.00	-5,000.00	0.0%
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	10,390.32	13,618.70	35,000.00	-21,381.30	38.91%
3584000 · Street Lights	318.52	2,530.23	3,000.00	-469.77	84.34%
3585000 · Purchase Of Machinery	0.00	6,404.97	350,000.00	-343,595.03	1.83%
3586010 · Repair Mach Major Outside	0.00	3,535.57	20,000.00	-16,464.43	17.68%
3586020 · Repair Mach Upkeep/ Maint	0.00	423.02	6,000.00	-5,576.98	7.05%
3586030 · Repair Machinery Tools	0.00	163.90	4,000.00	-3,836.10	4.1%
Total 75ROADB · Road Maintenance	11,121.12	420,811.37	950,000.00	-529,188.63	44.3%
92ROADB · Capital Improvement					
3292019 · Spring South Road Project	0.00	39,420.50	150,000.00	-110,579.50	26.28%
Total 92ROADB · Capital Improvement	0.00	39,420.50	150,000.00	-110,579.50	26.28%
Total 90ROADB · Road And Bridge	40,470.24	765,876.93	1,598,561.50	-832,684.57	47.91%
Total 301 · Road And Bridge Expenditures	42,094.39	784,422.20	1,619,905.96	-835,483.76	48.42%
Total Expense	42,094.39	784,422.20	1,619,905.96	-835,483.76	48.42%
Net Income	-33,356.04	178,390.10	-687,805.96	866,196.06	-25.94%

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

	January	YTD	Budget	\$ Over Budget	% of Budget
Income					
40 · Capital Fund - Revenue					
4043000 · Transfer in	0.00	1,158,515.75	2,317,031.50	-2,317,031.50	50.0%
4043001 · Legislative Grants	0.00	0.00	200,000.00	-200,000.00	0.0%
4043002 · KYC Office	0.00	0.00	250,000.00	-250,000.00	0.0%
4043003 · Solar Project	5,336.60	58,619.07	370,000.00	-364,663.40	15.84%
Total 40 · Capital Fund - Revenue	<u>5,336.60</u>	<u>1,217,134.82</u>	<u>3,137,031.50</u>	<u>-3,131,694.90</u>	<u>0.17%</u>
Total Income	<u>5,336.60</u>	<u>1,217,134.82</u>	<u>3,137,031.50</u>	<u>-3,131,694.90</u>	<u>0.17%</u>
	5,336.60	1,217,134.82	3,137,031.50	-3,131,694.90	0.17%
Expense					
401 · Capital Fund - Expenditures					
4045000 · Vehicle	0.00	1,186,000.00	1,400,000.00	-214,000.00	84.71%
4045016 · EV Infrastructure	450.00	450.00	600,000.00	-599,550.00	0.08%
4045017 · Second Floor Renovation	30,524.98	844,139.61	1,400,000.00	-555,860.39	60.3%
4045018 · Parking Lot	0.00	15,800.00	30,000.00	-14,200.00	52.67%
4045019 · KYC Storage Room	0.00	-	250,000.00	-250,000.00	0.0%
Total 401 · Capital Fund - Expenditures	<u>30,974.98</u>	<u>2,046,389.61</u>	<u>3,680,000.00</u>	<u>-1,633,610.39</u>	<u>55.61%</u>
Total Expense	<u>30,974.98</u>	<u>2,046,389.61</u>	<u>3,680,000.00</u>	<u>-1,633,610.39</u>	<u>55.61%</u>
Net Income	<u><u>-25,638.38</u></u>	<u><u>-829,254.79</u></u>	<u><u>-542,968.50</u></u>	<u><u>-1,498,084.51</u></u>	

Township of Schaumburg

Profit and Loss Budget vs Actual - MHB

	January	YTD	Budget	\$ Over Budget	% of Budget
Income					
50 · MHB Fund - Revenue					
5051012 · Propert Tax	15.74	2,045,906.60	2,000,000.00	45,906.60	102.3%
5051013 · Interest	-	-	500.00	-500.00	0.0%
5051014 · Donations	-	210.00	-	210.00	100.0%
Total 50 · MHB Fund - Revenue	15.74	2,046,116.60	2,000,500.00	45,616.60	102.28%
Expense					
50 · MHB Expenditures					
Admin					
504500 · Schaumburg Township Services	-	-	4,500.00	-4,500.00	0.0%
5045001 · Legal Services	-	8,093.40	8,000.00	93.40	101.17%
5045002 · Professional Development	-	-	1,000.00	-1,000.00	0.0%
Total 50 Admin Expense	-	8,093.40	13,500.00	-5,406.60	59.95%
Commodities					
5046000 · Travel	-	315.51	1,000.00	-684.49	31.55%
5046001 · Office Supplies	(111.82)	778.92	2,500.00	-1,721.08	31.16%
5046002 · Postage	-	14.60	1,000.00	-985.40	1.46%
5046003 · Equipment/Database	-	13,907.45	4,500.00	9,407.45	309.05%
5046004 · Community Relations	-	-	3,000.00	-3,000.00	0.0%
5046005 · Member Dues	-	500.00	5,050.00	-4,550.00	9.9%
5046006 · Prof Needs Assessment	-	-	20,000.00	-20,000.00	0.0%
5046007 · Special Events	-	744.01	12,000.00	-11,255.99	6.2%
5046008 · Printing	-	153.50	2,000.00	-1,846.50	7.68%
Total 50 · Commodities - Expense	(111.82)	16,413.99	51,050.00	-34,636.01	32.15%
Salaries/Benefits					
5047000 · Salaries	21,470.18	60,709.62	100,000.00	-39,290.38	60.71%
5047001 · Insurance	3,908.84	22,901.94	30,000.00	-7,098.06	76.34%
5047002 · Unemployment	-	96.52	310.00	-213.48	31.14%
5047003 · IMRF	19.84	5,275.51	7,110.00	-1,834.49	74.2%
5047004 · Social Security/Medicare	577.25	6,589.75	7,650.00	-1,060.25	86.14%
Total 50 · Salaries/Benefits - Expense	25,976.11	95,573.34	145,070.00	-49,496.66	65.88%
Service Contracts					
504800 · Service Contracts	88,777.65	1,034,873.89	1,700,000.00	-665,126.11	60.88%
Total 50 · MHB Fund - Expense	114,641.94	1,154,954.62	1,909,620.00	-754,665.38	60.48%
Net Income	(114,626.20)	891,161.98	90,880.00	800,281.98	

Statement Period
January 1-31, 2025



Account Summary

Ending Account Value as of 01/31

\$123,336.45

Beginning Account Value as of 01/01

\$121,606.25



Statement Period
January 1-31, 2025



Account Summary

Ending Account Value as of 01/31

\$39,618.74

Beginning Account Value as of 01/01

\$39,534.00



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Accrual Basis

Township of Schaumburg
Board Audit Report - Town GA Capital
January 18 through February 21, 2025

Type	Date	Num	Name	Memo	Account	Amount
10 · Town Fund - Revenue						
11R · Property Taxes						
1142000 · Pers Property Replacement Taxe						
Bill	01/21/2025	PPRT December ...	Schaumburg Towns...	PPRT December 2024	1142000 · Pers Property Replaceme...	29,099.42
Total 1142000 · Pers Property Replacement Taxe						29,099.42
Total 11R · Property Taxes						29,099.42
Total 10 · Town Fund - Revenue						29,099.42
100 · Town Expenditures						
10ADMIN · Administration						
12ADMIN · Employee Expenses						
1221053 · Human Resources Services						
Bill	02/04/2025	98271	The Finer Line, Inc.	name badge, name plate - Kate ...	1221053 · Human Resources Services	45.67
Bill	02/10/2025	81344	Plum Grove Printers	Office name plates	1221053 · Human Resources Services	33.14
Bill	02/10/2025	194202	Pet Benefit Solutions	Employees pet benefits	1221053 · Human Resources Services	60.50
Total 1221053 · Human Resources Services						139.31
1261014 · Pre-Empl / Screening Charges						
Bill	01/21/2025	12/31/24	FNBO-1467	Linkedin	1261014 · Pre-Empl / Screening Cha...	69.99
Bill	01/21/2025	12/31/24	FNBO-1467	Indeed	1261014 · Pre-Empl / Screening Cha...	250.00
Bill	02/10/2025	1/31/25	FNBO-1467	Linkedin- Subscription	1261014 · Pre-Empl / Screening Cha...	69.99
Bill	02/10/2025	1/31/25	FNBO-1467	Indeed	1261014 · Pre-Empl / Screening Cha...	250.00
Bill	02/10/2025	398437	Justifacts Credential...	Background checks	1261014 · Pre-Empl / Screening Cha...	292.50
Total 1261014 · Pre-Empl / Screening Charges						932.48
Total 12ADMIN · Employee Expenses						1,071.79
14ADMIN · Auditing						
1421010 · Legal Services						
Bill	01/28/2025	92641	Storino, Ramello & ...	December 2024 legal fees	1421010 · Legal Services	82.00
Total 1421010 · Legal Services						82.00
1421030 · Accounting Services						
Bill	02/03/2025	2792	Gov Accounting, Inc.	January 2025	1421030 · Accounting Services	5,950.00
Total 1421030 · Accounting Services						5,950.00
Total 14ADMIN · Auditing						6,032.00
15ADMIN · Insurance						
1524020 · Property/ Casulty Insurance						
Bill	02/11/2025	S-INV005890	Illinois Counties Ris...	Unemployment Premium-Policy ...	1524020 · Property/ Casulty Insurance	962.00
Total 1524020 · Property/ Casulty Insurance						962.00

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Accrual Basis

Township of Schaumburg
Board Audit Report - Town GA Capital
January 18 through February 21, 2025

Type	Date	Num	Name	Memo	Account	Amount
1524030 · Health/ Dental Insurance						
Bill	01/21/2025	January 2025 TOS	Blue Cross Blue Shi...	January 2025 Health TOS	1524030 · Health/ Dental Insurance	38,841.48
Bill	01/21/2025	February 2025 TOS	Blue Cross Blue Shi...	February 2025 TOS	1524030 · Health/ Dental Insurance	40,930.30
Bill	01/27/2025	Work Injury	Northwest Communi...	Work Injury- Rees	1524030 · Health/ Dental Insurance	533.60
Bill	01/27/2025	February 2025	Principal Life Ins. Co...	February 2025 Vision and Dental	1524030 · Health/ Dental Insurance	3,258.73
Bill	01/27/2025	February 2025	Principal Life Ins. Co...	February 2025 Vision and Dental	1524030 · Health/ Dental Insurance	1,068.09
Total 1524030 · Health/ Dental Insurance						84,632.20
Total 15ADMIN · Insurance						85,594.20
17ADMIN · Commodities						
1731010 · Office Supplies						
Bill	01/21/2025	12/31/24	FNBO-1467	Office Depot - office supplies - n...	1731010 · Office Supplies	241.40
Bill	01/21/2025	12/31/24	FNBO-1467	Office Depot -	1731010 · Office Supplies	710.57
Bill	01/21/2025	12/31/24	FNBO-1467	Office Depot - CREDIT	1731010 · Office Supplies	-41.22
Bill	01/21/2025	12/31/24	FNBO-1467	Office Depot - CREDIT	1731010 · Office Supplies	-76.99
Bill	02/10/2025	1/31/25	FNBO-1240	Amazon- Coffee for kitchen	1731010 · Office Supplies	34.98
Bill	02/10/2025	1/31/25	FNBO-1240	Amazon- Chalk wall erasers	1731010 · Office Supplies	8.25
Bill	02/10/2025	1/31/25	FNBO-1240	Amazon- Lysol disinfectant wipes	1731010 · Office Supplies	14.97
Bill	02/10/2025	1/31/25	FNBO-1240	Amazon- Paper towels for trans...	1731010 · Office Supplies	22.86
Bill	02/10/2025	1/31/25	FNBO-1240	Amazon- Paper towels for kitchen	1731010 · Office Supplies	30.98
Bill	02/10/2025	1/31/25	FNBO-2071	Amazon- Network tags	1731010 · Office Supplies	5.89
Bill	02/10/2025	1/31/25	FNBO-2071	Tonys Market- Tape	1731010 · Office Supplies	20.59
Bill	02/10/2025	1/31/25	FNBO-2071	Target- Disputed charge	1731010 · Office Supplies	-50.00
Bill	02/10/2025	1/31/25	FNBO-2071	Ace Hardware- Office supplies	1731010 · Office Supplies	143.27
Bill	02/18/2025	01/31/2025	FNBO-0692	TOS envelopes	1731010 · Office Supplies	230.43
Bill	02/18/2025	01/31/2025	FNBO-0692	water for Transportation	1731010 · Office Supplies	42.88
Bill	02/18/2025	01/31/2025	FNBO-0692	coffee creamer for Transportation	1731010 · Office Supplies	30.95
Bill	02/18/2025	01/31/2025	FNBO-0692	scissors, disenfectant spray and...	1731010 · Office Supplies	174.14
Bill	02/18/2025	01/31/2025	FNBO-0692	coffee and creamer for Transpor...	1731010 · Office Supplies	101.07
Total 1731010 · Office Supplies						1,645.02
1731012 · Office Printer / Copy Paper						
Bill	02/10/2025	278686	Macquarie Equipme...	ML copier lease	1731012 · Office Printer / Copy Paper	275.80
Bill	02/11/2025	279305	Macquarie Equipme...	ML copier	1731012 · Office Printer / Copy Paper	277.00
Total 1731012 · Office Printer / Copy Paper						552.80
Total 17ADMIN · Commodities						2,197.82
19ADMIN · Postage						
1935010 · Postage						
Bill	01/28/2025	1/21/25	Quadient Finance U...	postage - Janaury 2025	1935010 · Postage	1,430.25
Total 1935010 · Postage						1,430.25
Total 19ADMIN · Postage						1,430.25

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Accrual Basis

Township of Schaumburg
Board Audit Report - Town GA Capital
January 18 through February 21, 2025

Type	Date	Num	Name	Memo	Account	Amount
21ADMIN · Utilities						
1141030 · Water						
Bill	02/10/2025	12/2/24-1/2/25	Village of Hoffman E...	12/02/24-1/02/25	1141030 · Water	375.81
Total 1141030 · Water						375.81
1333010 · Fiber Network / Internet						
Bill	02/03/2025	250141787	ACC Business	Fiber network 12/11/24-1/10/25	1333010 · Fiber Network / Internet	1,026.20
Total 1333010 · Fiber Network / Internet						1,026.20
1336010 · Telephone						
Bill	01/21/2025	40004173247	Nextiva	1/14-2/13/25	1336010 · Telephone	1,103.14
Bill	02/03/2025	Cell Phone Reimb.	Patricia Dionesotes	Cell Phone Reimbursement Mar...	1336010 · Telephone	600.00
Bill	02/03/2025	6103252309	Verizon Wireless-44...	12/11/24-1/10/25	1336010 · Telephone	208.34
Bill	01/31/2025	3501	Constellation Telecom	February 2025 Voice Services	1336010 · Telephone	79.53
Bill	02/04/2025	Jan 2025 cell	Jenna Koeppen	January 2025 cell reimb	1336010 · Telephone	35.00
Bill	02/11/2025	Sept, Oct, Nov cell	Patrick J Bennett	Sept, Oct, Nov cell reimb	1336010 · Telephone	105.00
Bill	02/11/2025	Sept. Oct. Nov. cell	Luis Lizcano	Sept. Oct. Nov. cell reimb	1336010 · Telephone	105.00
Bill	02/18/2025	Cell phone reimb	Melissa Williams	Cell phone reimb - Sept., Nov., ...	1336010 · Telephone	175.00
Bill	02/18/2025	Cell reimb -12 mos	Rebecca Cordes	Cell reimb -12 mos	1336010 · Telephone	420.00
Bill	02/18/2025	01/31/2025	FNBO-0692	Ring Central	1336010 · Telephone	40.32
Total 1336010 · Telephone						2,871.33
Total 21ADMIN · Utilities						4,273.34
23ADMIN · Data Processing						
1333014 · IT Equipment, Software & Suppor						
Bill	02/10/2025	SUN270477	SundogIT, Inc.	February 2025 Office 365	1333014 · IT Equipment, Software &...	1,135.80
Bill	02/10/2025	1/31/25	FNBO-2071	CDW- Monitor	1333014 · IT Equipment, Software &...	204.59
Bill	02/10/2025	1/31/25	FNBO-2071	Amazon- Podium setup	1333014 · IT Equipment, Software &...	12.59
Bill	02/10/2025	1/31/25	FNBO-2071	Amazon- Podium setup	1333014 · IT Equipment, Software &...	17.69
Bill	02/10/2025	1/31/25	FNBO-2071	Amazon- Podium setup	1333014 · IT Equipment, Software &...	30.38
Bill	02/10/2025	1/31/25	FNBO-2071	Amazon- Patch cables	1333014 · IT Equipment, Software &...	67.66
Bill	02/10/2025	1/31/25	FNBO-2071	Build A Sign- Switch for phones ...	1333014 · IT Equipment, Software &...	30.98
Bill	02/10/2025	1/31/25	FNBO-2071	Amazon- Switch for phones DSS	1333014 · IT Equipment, Software &...	39.99
Bill	02/10/2025	1/31/25	FNBO-2071	Amazon- Power supply for switch	1333014 · IT Equipment, Software &...	23.50
Bill	02/10/2025	1/31/25	FNBO-2071	Headsets Direct- Headset DSS	1333014 · IT Equipment, Software &...	273.72
Total 1333014 · IT Equipment, Software & Suppor						1,836.90
Total 23ADMIN · Data Processing						1,836.90

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Type	Date	Num	Name	Memo	Account	Amount
25ADMIN · Uniforms						
1542000 · Uniform Clothing Expense						
Bill	02/11/2025	01/31/2025	FNBO-5229	Carhart men's jacket	1542000 · Uniform Clothing Expense	164.99
Total 1542000 · Uniform Clothing Expense						164.99
Total 25ADMIN · Uniforms						164.99
27ADMIN · Building Expenses						
1742010 · Scavenger Service						
Bill	02/11/2025	13945852T092	Groot Industries, Inc.	February 2025	1742010 · Scavenger Service	874.32
Bill	02/11/2025	02-4574	International Extermi...	February 2025	1742010 · Scavenger Service	120.00
Total 1742010 · Scavenger Service						994.32
1742020 · Fire/ Security System						
Bill	02/04/2025	IN00744053	Fox Valley Fire and ...	Sprinkler head break in Assesso...	1742020 · Fire/ Security System	1,973.07
Total 1742020 · Fire/ Security System						1,973.07
1742030 · Building Equipment/Supplies						
Bill	02/10/2025	1/31/25	FNBO-1240	Amazon- Trash and recycle bins...	1742030 · Building Equipment/Suppl...	82.73
Bill	02/10/2025	1/31/25	FNBO-2071	Walgreens- Air purifier for Admin	1742030 · Building Equipment/Suppl...	149.25
Bill	02/11/2025	01/31/2025	FNBO-5229	Stackable chair dolly	1742030 · Building Equipment/Suppl...	259.08
Bill	02/11/2025	01/31/2025	FNBO-5229	extension cord / steel wool	1742030 · Building Equipment/Suppl...	25.97
Bill	02/11/2025	01/31/2025	FNBO-5229	tri-flow lubricat/aaa batteries/tap...	1742030 · Building Equipment/Suppl...	164.71
Bill	02/11/2025	REimb shipping chg	Doug Rees	Reimb shipping chg - on person...	1742030 · Building Equipment/Suppl...	28.77
Total 1742030 · Building Equipment/Supplies						710.51
1742041 · Repairs/Maint./Maint. Contrts						
Bill	01/21/2025	5254	Uni-Max Manageme...	January 2025 janitorial	1742041 · Repairs/Maint./Maint. Con...	3,000.00
Bill	01/21/2025	EL00004106	Village of Hoffman E...	Elevator inspection 12/18/24	1742041 · Repairs/Maint./Maint. Con...	55.00
Bill	01/27/2025	5264	Uni-Max Manageme...	Emergency water clean up 1/22/...	1742041 · Repairs/Maint./Maint. Con...	100.00
Bill	02/04/2025	31480	OMNI Commercial L...	Service call - broken line for par...	1742041 · Repairs/Maint./Maint. Con...	261.25
Total 1742041 · Repairs/Maint./Maint. Contrts						3,416.25
Total 27ADMIN · Building Expenses						7,094.15
29ADMIN · Mileage						
1550110 · Travel						
Bill	02/03/2025	Mileage Reimb.	Patricia Dionesotes	Mileage Reimbursement March ...	1550110 · Travel	75.60
Total 1550110 · Travel						75.60
Total 29ADMIN · Mileage						75.60

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Type	Date	Num	Name	Memo	Account	Amount
33ADMIN · Misc						
1361012 · Special Events Miscellaneous						
Check	01/31/2025			Service Charge	1361012 · Special Events Miscellane...	482.27
Bill	02/18/2025	Employee lunch r...	Rebecca Cordes	Employee lunch reimb- 1/22/25	1361012 · Special Events Miscellane...	475.92
Bill	02/18/2025	01/31/2025	FNBO-0692	coffee creamer for Bingo	1361012 · Special Events Miscellane...	65.29
Bill	02/18/2025	01/31/2025	FNBO-0692	coffee cups for Bingo	1361012 · Special Events Miscellane...	34.98
Bill	02/18/2025	01/31/2025	FNBO-0692	coffee and coffee cup lids for Bi...	1361012 · Special Events Miscellane...	65.60
Bill	02/18/2025	01/31/2025	FNBO-0692	coffee stirrers for Bingo	1361012 · Special Events Miscellane...	7.99
Bill	02/18/2025	01/31/2025	FNBO-0692	sugar for Bingo	1361012 · Special Events Miscellane...	27.99
Total 1361012 · Special Events Miscellaneous						1,160.04
Total 33ADMIN · Misc						1,160.04
37ADMIN · Professional Improvement						
1762011 · Prof Imprv Town						
Bill	01/28/2025	1/22/25	Township Perspective	Subscription for Directors - 2/01/...	1762011 · Prof Imprv Town	400.00
Bill	02/03/2025	2025 Dues	Township Clerks As...	Clerk - 2025 Annual dues	1762011 · Prof Imprv Town	250.00
Bill	02/10/2025	1/31/25	FNBO-9400	Chicago Tribune- Subscription	1762011 · Prof Imprv Town	40.00
Bill	02/18/2025	01/31/25	FNBO-4143	2025 IL Township Management ...	1762011 · Prof Imprv Town	356.00
Total 1762011 · Prof Imprv Town						1,046.00
Total 37ADMIN · Professional Improvement						1,046.00
99ADMIN · Contingency						
1699900 · Contingency						
Bill	02/11/2025	ST-024	ALFA Chicago Inc	Required ADA parking lot impro...	1699900 · Contingency	22,855.00
Total 1699900 · Contingency						22,855.00
Total 99ADMIN · Contingency						22,855.00
Total 10ADMIN · Administration						134,832.08
20ASSES · Assessor						
26ASSES · Professional Improvement						
1662011 · Professional Imprv Assesor						
Bill	02/10/2025	1/31/25	FNBO-5127	European Sports- Uniform shirts...	1662011 · Professional Imprv Assesor	219.50
Bill	02/10/2025	1/31/25	FNBO-5127	European Sports- Uniform shirts...	1662011 · Professional Imprv Assesor	293.00
Bill	02/10/2025	1/31/25	FNBO-5127	Lou Malnati's Pizza- Lunch on la...	1662011 · Professional Imprv Assesor	75.88
Bill	02/10/2025	1/31/25	FNBO-5127	Walmart- Space heater for frigid...	1662011 · Professional Imprv Assesor	59.87
Bill	02/10/2025	1/31/25	FNBO-5127	Jewel- Snacks for office during a...	1662011 · Professional Imprv Assesor	27.59
Bill	02/10/2025	1/31/25	FNBO-5127	Jewel- Snacks for office during fl...	1662011 · Professional Imprv Assesor	11.91
Bill	02/10/2025	1/31/25	FNBO-5127	Chicago Sun-Times- New annua...	1662011 · Professional Imprv Assesor	65.00
Bill	02/10/2025	1/31/25	FNBO-5127	IL Prop Assessor Institution- Re...	1662011 · Professional Imprv Assesor	1,175.00
Total 1662011 · Professional Imprv Assesor						1,927.75
Total 26ASSES · Professional Improvement						1,927.75

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Type	Date	Num	Name	Memo	Account	Amount
27ASSES · Commodities						
1431010 · Office Supplies						
Bill	02/10/2025	1/31/25	FNBO-9400	Amazon- High contrast pens	1431010 · Office Supplies	20.97
Bill	02/10/2025	1/31/25	FNBO-9400	Amazon- Notebook/journal	1431010 · Office Supplies	23.99
Total 1431010 · Office Supplies						44.96
Total 27ASSES · Commodities						44.96
Total 20ASSES · Assessor						1,972.71
40COMR · Community Relations						
41COMR · Commodities						
1734010 · Town Crier						
Bill	01/28/2025	25-0021	Paulson Press, Inc.	The Town Crier - February 2025	1734010 · Town Crier	8,200.00
Total 1734010 · Town Crier						8,200.00
1734013 · Web Support						
Bill	02/10/2025	1/31/25	FNBO-4921	Mailchimp- eNewsletter subscrip...	1734013 · Web Support	83.25
Bill	02/10/2025	1/31/25	FNBO-4921	Dreamco Design- Subscription	1734013 · Web Support	69.95
Total 1734013 · Web Support						153.20
Total 41COMR · Commodities						8,353.20
Total 40COMR · Community Relations						8,353.20
42COMR · Misc						
1362020 · Subscriptions						
Bill	02/10/2025	1/31/25	FNBO-4921	Canva- Subscription	1362020 · Subscriptions	119.40
Total 1362020 · Subscriptions						119.40
Total 42COMR · Misc						119.40
43COMR · Community Outreach						
1762020 · Public Relations						
Bill	02/10/2025	1/31/25	FNBO-1590	Mark Your Space- Update wrap ...	1762020 · Public Relations	395.00
Total 1762020 · Public Relations						395.00
Total 43COMR · Community Outreach						395.00

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Type	Date	Num	Name	Memo	Account	Amount
50D/S · Disability/Senior Services						
33D/S · Misc						
1361010 · Program Expenses						
Bill	01/21/2025	Dep.for Programs	Drury Lane Events	Deposits for programs	1361010 · Program Expenses	614.26
Bill	01/21/2025	2/25/25 Show	Metropolis	2/25/25 Show	1361010 · Program Expenses	588.00
Bill	01/31/2025	January 2025	Cynthia Sutherland	Tai Chi Jan. 7, 14, 21, 28, 2025	1361010 · Program Expenses	140.00
Bill	01/31/2025	January 2025	Jennifer Stempien-S...	January 2025 Fit For Life classes	1361010 · Program Expenses	399.00
Bill	02/10/2025	January 2025	Camille Cronfel	January 2025 Yoga	1361010 · Program Expenses	1,025.00
Bill	02/10/2025	January 2025	Analuisza Donado	January 2025 instructor	1361010 · Program Expenses	200.00
Bill	02/10/2025	1/31/25	FNBO-2454	Walker Bros Pancake House- Br...	1361010 · Program Expenses	23.49
Bill	02/10/2025	1/31/25	FNBO-2454	Jimmy Johns- Lunch for volunte...	1361010 · Program Expenses	40.45
Bill	02/10/2025	1/31/25	FNBO-2454	Jewel Osco- Welcome cake for ...	1361010 · Program Expenses	46.99
Bill	02/18/2025	01/31/2025	FNBO-4312	pilate balls for Fit For Life	1361010 · Program Expenses	139.99
Bill	02/18/2025	01/31/2025	FNBO-4312	Monthly Senior breakfast - JK & ...	1361010 · Program Expenses	52.20
Bill	02/18/2025	01/31/2025	FNBO-4312	Senior Day Trip - Waitress	1361010 · Program Expenses	458.70
Bill	02/18/2025	01/31/2025	FNBO-4312	Senior lunches for day trip - Wai...	1361010 · Program Expenses	487.50
Bill	02/18/2025	01/31/25	FNBO-4143	2026 Event Planning Calendar	1361010 · Program Expenses	69.95
Bill	02/18/2025	01/31/25	FNBO-4143	AARP scheduling software	1361010 · Program Expenses	20.00
Bill	02/18/2025	01/31/25	FNBO-4143	exercise equipment cart	1361010 · Program Expenses	239.39
Total 1361010 · Program Expenses						4,544.92
1361200 · Interpreting Services						
Bill	02/10/2025	January 2025	Gail Bedessem	Interpreting services 1/14, 1/28, ...	1361200 · Interpreting Services	330.00
Total 1361200 · Interpreting Services						330.00
Total 33D/S · Misc						4,874.92
56D/S · Professional Improvement						
1662010 · Professional Imprv						
Bill	02/18/2025	01/31/2025	FNBO-4312	IL Township Management Acad...	1662010 · Professional Imprv	198.00
Bill	02/18/2025	01/31/25	FNBO-4143	IL Disability Services Training	1662010 · Professional Imprv	10.00
Total 1662010 · Professional Imprv						208.00
Total 56D/S · Professional Improvement						208.00
57D/S · Commodities						
1531010 · Office Supplies						
Bill	02/18/2025	01/31/25	FNBO-4143	coffee creamer	1531010 · Office Supplies	17.26
Total 1531010 · Office Supplies						17.26
Total 57D/S · Commodities						17.26
Total 50D/S · Disability/Senior Services						5,100.18

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Type	Date	Num	Name	Memo	Account	Amount
65TRANS · Transportation						
53TRANS · Vehicle						
1351010 · Fuel / Charging						
Bill	02/04/2025	RR00002018	Village of Hoffman E...	Transportation - January 2025 fuel	1351010 · Fuel / Charging	3,898.56
Total 1351010 · Fuel / Charging						3,898.56
1351011 · Bus Maintenance & Supplies						
Bill	01/21/2025	11519	Superior Diesel & A...	Bus #41 maint	1351011 · Bus Maintenance & Suppl...	645.00
Bill	01/21/2025	11518	Superior Diesel & A...	Bus #41 maint	1351011 · Bus Maintenance & Suppl...	500.05
Bill	01/21/2025	11517	Superior Diesel & A...	Bus #51 maint	1351011 · Bus Maintenance & Suppl...	557.50
Bill	01/21/2025	11520	Superior Diesel & A...	Bus #51 maint	1351011 · Bus Maintenance & Suppl...	542.50
Bill	01/21/2025	11521	Superior Diesel & A...	Bus #71 maint	1351011 · Bus Maintenance & Suppl...	1,452.25
Bill	01/28/2025	11522	Superior Diesel & A...	Bus #51 maint	1351011 · Bus Maintenance & Suppl...	795.75
Bill	01/28/2025	11523	Superior Diesel & A...	Bus #71 maint	1351011 · Bus Maintenance & Suppl...	542.50
Bill	02/03/2025	147018	Kammes Auto & Tru...	Bus #71 safety lane	1351011 · Bus Maintenance & Suppl...	45.00
Bill	02/18/2025	11524	Superior Diesel & A...	Bus #51 maint.	1351011 · Bus Maintenance & Suppl...	460.50
Bill	02/18/2025	11527	Superior Diesel & A...	Bus #62 maint	1351011 · Bus Maintenance & Suppl...	959.85
Bill	02/18/2025	11526	Superior Diesel & A...	Bus #51 maint.	1351011 · Bus Maintenance & Suppl...	2,468.80
Total 1351011 · Bus Maintenance & Supplies						8,969.70
1351020 · Communications						
Bill	02/03/2025	6103252310	Verizon Wireless-44...	12/11/24-1/10/25	1351020 · Communications	27.05
Bill	02/03/2025	6103252311	Verizon Wireless-44...	12/11/24-1/10/25	1351020 · Communications	220.22
Total 1351020 · Communications						247.27
Total 53TRANS · Vehicle						13,115.53
Total 65TRANS · Transportation						13,115.53
91HUMAN · Human Services						
1198071 · Community Resource Nurse						
Bill	02/10/2025	CINV10005975	Endeavor Health Cli...	Jan 7-16, 2025	1198071 · Community Resource Nur...	2,016.00
Bill	02/10/2025	CINV10005975	Endeavor Health Cli...	Jan 21-30, 2025	1198071 · Community Resource Nur...	2,016.00
Total 1198071 · Community Resource Nurse						4,032.00
Total 91HUMAN · Human Services						4,032.00
Total 100 · Town Expenditures						167,920.10
201 · General Assistance Expenditures						
280GEN · General Assistance						
17GEN · Commodities						
2831010 · Supplies						
Bill	02/10/2025	1/31/25	FNBO-1590	Amazon- Pantry supplies	2831010 · Supplies	87.24
Total 2831010 · Supplies						87.24

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Type	Date	Num	Name	Memo	Account	Amount
2832010 · Pantry Equipment						
Bill	02/10/2025	5752	Expert Temperature	Freezers repairs	2832010 · Pantry Equipment	675.00
Total 2832010 · Pantry Equipment						675.00
Total 17GEN · Commodities						762.24
25GEN · Transportation/ Mileage						
2550110 · Transportation / Mileage						
Bill	02/03/2025	Mileage 1/28/25	Diana Nelson	Mileage Reimbursement 1/28/25	2550110 · Transportation / Mileage	15.26
Bill	02/11/2025	1/22/25 mileage	Laura Barrera	1/22/25 mileage	2550110 · Transportation / Mileage	9.66
Total 2550110 · Transportation / Mileage						24.92
Total 25GEN · Transportation/ Mileage						24.92
31GEN · Vehicle Expense						
2851010 · Fuel						
Bill	02/04/2025	RR00002018	Village of Hoffman E...	GA - gas & diesel - January 202...	2851010 · Fuel	232.40
Total 2851010 · Fuel						232.40
Total 31GEN · Vehicle Expense						232.40
37GEN · Professional Improvement						
2762010 · Professional Improvement						
Bill	01/21/2025	Dues/ Lunch	TOCC Caseworkers ...	Dues / Caseworkers Lunch	2762010 · Professional Improvement	104.00
Bill	02/10/2025	1/31/25	FNBO-1590	NIU Outreach- 2025 IL Townshi...	2762010 · Professional Improvement	148.00
Total 2762010 · Professional Improvement						252.00
Total 37GEN · Professional Improvement						252.00
53GEN · Other Expenses						
2321051 · Contingency						
Bill	02/10/2025	1/31/25	FNBO-1590	Einstein Bros Bagel- Credit	2321051 · Contingency	-0.86
Total 2321051 · Contingency						-0.86

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Type	Date	Num	Name	Memo	Account	Amount
2321060 · Food Pantry Supplies						
Bill	01/21/2025	408973	Roots & Fruits, Inc.,	Food Pantry	2321060 · Food Pantry Supplies	713.00
Bill	01/21/2025	408974	Roots & Fruits, Inc.,	Food Pantry	2321060 · Food Pantry Supplies	294.00
Bill	01/27/2025	409010	Roots & Fruits, Inc.,	Food pantry produce	2321060 · Food Pantry Supplies	605.00
Bill	01/27/2025	01/27/25	Woodman's Food M...		2321060 · Food Pantry Supplies	2,330.88
Bill	01/28/2025	409033	Roots & Fruits, Inc.,	food pantry	2321060 · Food Pantry Supplies	343.00
Bill	02/03/2025	AO-157028-1	Greater Chicago Fo...	Food pantry	2321060 · Food Pantry Supplies	122.40
Bill	02/03/2025	409064	Roots & Fruits, Inc.,	Food pantry produce	2321060 · Food Pantry Supplies	265.00
Bill	02/03/2025	409048	Roots & Fruits, Inc.,	Food pantry produce	2321060 · Food Pantry Supplies	695.00
Bill	02/04/2025	2/4/25 - Food Pan...	Woodman's Food M...	2/4/25 - Food Pantry	2321060 · Food Pantry Supplies	4,568.88
Bill	02/04/2025	409090	Roots & Fruits, Inc.,	food pantry	2321060 · Food Pantry Supplies	685.50
Bill	02/10/2025	409105	Roots & Fruits, Inc.,	Food pantry produce	2321060 · Food Pantry Supplies	240.00
Bill	02/10/2025		Woodman's Food M...	2/10/25	2321060 · Food Pantry Supplies	2,738.88
Bill	02/10/2025	1/31/25	FNBO-1590	GiveNKind- Food pantry grocery...	2321060 · Food Pantry Supplies	353.86
Bill	02/11/2025	AO-157556-1	Greater Chicago Fo...	food pantry	2321060 · Food Pantry Supplies	193.80
Total 2321060 · Food Pantry Supplies						14,149.20
2321061 · Food Pantry Vehicle						
Bill	01/27/2025	Class C License	Marianne Rogenski	Updated Class C License- non-...	2321061 · Food Pantry Vehicle	31.00
Bill	02/10/2025	1/31/25	FNBO-0748	Illinois Secretary of State- CDL li...	2321061 · Food Pantry Vehicle	31.00
Total 2321061 · Food Pantry Vehicle						62.00
Total 53GEN · Other Expenses						14,210.34
91GEN · Human Services						
2198017 · NW Comm Health Care Mob Dent						
Bill	02/10/2025	SCH2502-09	Northwest Communi...	Dental clinic - February 2025	2198017 · NW Comm Health Care ...	2,083.33
Total 2198017 · NW Comm Health Care Mob Dent						2,083.33
Total 91GEN · Human Services						2,083.33
Total 280GEN · General Assistance						17,565.23
Total 201 · General Assistance Expenditures						17,565.23
401 · Capital Fund - Expenditures						
4045000 · EV Bus Purchase						
Bill	02/04/2025	SQ119121	Central States Bus ...	Bus wrap	4045000 · EV Bus Purchase	7,140.00
Bill	02/10/2025	AB54799786	FedEx Freight	Monitor delivery	4045000 · EV Bus Purchase	87.00
Total 4045000 · EV Bus Purchase						7,227.00

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Type	Date	Num	Name	Memo	Account	Amount
4045017 · Second Floor Renovation						
Bill	01/28/2025	44836	Divine Signs and Gr...	Building signage - 2nd floor	4045017 · Second Floor Renovation	2,755.00
Bill	02/03/2025	2464	S & P Integrated Sol...	Cameras and installation	4045017 · Second Floor Renovation	14,166.84
Bill	01/31/2025	2467	S & P Integrated Sol...	Elevator camera	4045017 · Second Floor Renovation	2,570.40
Bill	02/10/2025	1/31/25	FNBO-2071	Amazon- Office chairs	4045017 · Second Floor Renovation	219.98
Bill	02/10/2025	1/31/25	FNBO-2071	Amazon- Podium setup	4045017 · Second Floor Renovation	11.99
Bill	02/10/2025	1/31/25	FNBO-2071	Amazon- Chair mats	4045017 · Second Floor Renovation	84.89
Bill	02/10/2025	1/31/25	FNBO-2071	Uline- Tables for new meeting s...	4045017 · Second Floor Renovation	4,261.08
Bill	02/10/2025	1/31/25	FNBO-2071	Amazon- Chair mats	4045017 · Second Floor Renovation	210.67
Bill	02/10/2025	1/31/25	FNBO-9400	Woodland Manufacturing- Veter...	4045017 · Second Floor Renovation	8,861.22
Bill	02/10/2025	ST-021	ALFA Chicago Inc	Balance due 2nd Floor renovation	4045017 · Second Floor Renovation	74,520.00
Bill	02/11/2025	88653 bal due	Affordable Office Int...	Bal due upper level furniture	4045017 · Second Floor Renovation	9,345.25
Total 4045017 · Second Floor Renovation						117,007.32
4045018 · Parking Lot						
Bill	02/11/2025	ST-023	ALFA Chicago Inc	parking lot striping	4045018 · Parking Lot	14,000.00
Total 4045018 · Parking Lot						14,000.00
Total 401 · Capital Fund - Expenditures						138,234.32
TOTAL						352,819.07

9:50 AM

02/19/25

Accrual Basis

Township of Schaumburg
Board Audit Report - R&B
January 18 through February 21, 2025

Type	Date	Num	Name	Memo	Account	Amount
30 · Road And Bridge Fund - Revenue						
30R · Property Taxes						
3042000 · Personal Prop Replcmnt Tax						
Bill	01/21/2025	PPRT December ...	Village of Elk Grove	PPRT December 2024	3042000 · Personal Prop Replcmnt ...	18.10
Bill	01/21/2025	PPRT December ...	Village of Hanover P...	PPRT December 2024	3042000 · Personal Prop Replcmnt ...	32.76
Bill	01/21/2025	PPRT December ...	Village of Hoffman E...	PPRT December 2024	3042000 · Personal Prop Replcmnt ...	446.43
Bill	01/21/2025	PPRT December ...	Village of Roselle	PPRT December 2024	3042000 · Personal Prop Replcmnt ...	4.35
Bill	01/21/2025	PPRT December ...	Village of Schaumburg	PPRT December 2024	3042000 · Personal Prop Replcmnt ...	1,617.14
Total 3042000 · Personal Prop Replcmnt Tax						2,118.78
Total 30R · Property Taxes						2,118.78
Total 30 · Road And Bridge Fund - Revenue						2,118.78
301 · Road And Bridge Expenditures						
90ROADB · Road And Bridge						
10ROADB · Utilities						
3036010 · Telephone R & B						
Bill	01/28/2025	2025-1802	Julie, Inc.	Julie markings	3036010 · Telephone R & B	456.00
Bill	02/10/2025	1/28/25-2/27/25	Comcast Cable- 013...	01/28/25-02/27/25	3036010 · Telephone R & B	391.66
Total 3036010 · Telephone R & B						847.66
3041010 · Gas Utilities						
Bill	02/03/2025	12/26/24-1/24/25	Nicor Gas - R & B	12/26/24-1/24/25	3041010 · Gas Utilities	237.86
Total 3041010 · Gas Utilities						237.86
3041022 · Electric Utilities						
Bill	02/10/2025	12/23/24-1/27/25	ComEd - 7663541222	12/23/24-1/27/25	3041022 · Electric Utilities	336.93
Total 3041022 · Electric Utilities						336.93
3041030 · Water Utilities						
Bill	02/10/2025	11/24/24-1/2/25	Village of Hoffman E...	11/24/24-1/2/25	3041030 · Water Utilities	149.07
Total 3041030 · Water Utilities						149.07
Total 10ROADB · Utilities						1,571.52
15ROADB · Insurance						
3524030 · Health/ Dental/ Life/ Dsblty						
Bill	01/28/2025	Feb 2025 R & B	Blue Cross Blue Shi...	Feb 2025 R & B	3524030 · Health/ Dental/ Life/ Dsblty	2,088.42
Bill	01/28/2025	February 2025	EM Benefits	February 2025	3524030 · Health/ Dental/ Life/ Dsblty	342.96
Total 3524030 · Health/ Dental/ Life/ Dsblty						2,431.38
Total 15ROADB · Insurance						2,431.38
17ROADB · Commodities						

9:50 AM

02/19/25

Accrual Basis

Township of Schaumburg
Board Audit Report - R&B
 January 18 through February 21, 2025

Type	Date	Num	Name	Memo	Account	Amount
3731010 · Office Supplies R&B						
Bill	01/28/2025	12/19/24-01/17/25	Citi Cards	office supplies	3731010 · Office Supplies R&B	39.00
Total 3731010 · Office Supplies R&B						39.00
3732010 · Office Equipment						
Bill	01/28/2025	12/19/24-01/17/25	Citi Cards	computer	3732010 · Office Equipment	869.99
Bill	01/28/2025	12/19/24-01/17/25	Citi Cards	Costco - remove tax	3732010 · Office Equipment	-70.00
Total 3732010 · Office Equipment						799.99
Total 17ROADB · Commodities						838.99
29ROADB · Mileage						
3950170 · Transportation/ Mileage						
Bill	02/03/2025	Mileage 1/19-1/31	Scott M. Kegarise	1/19-1/25/25 mileage	3950170 · Transportation/ Mileage	53.20
Bill	02/03/2025	Mileage 1/19-1/31	Scott M. Kegarise	1/26-1/31/25 mileage	3950170 · Transportation/ Mileage	150.06
Bill	02/11/2025	2/1-2/9/25 mileage	Scott M. Kegarise	2/1-2/9/25 mileage -534 mi + tolls	3950170 · Transportation/ Mileage	379.90
Total 3950170 · Transportation/ Mileage						583.16
Total 29ROADB · Mileage						583.16
37ROADB · Professional Improvement						
3662010 · Professional Improvement R&B						
Bill	01/28/2025	12/19/24-01/17/25	Citi Cards	Village Tavern - budget meeting	3662010 · Professional Improveme...	89.38
Bill	02/03/2025	2025 Dues	Township Highway ...	2025 Dues - R & B	3662010 · Professional Improveme...	85.00
Total 3662010 · Professional Improvement R&B						174.38
Total 37ROADB · Professional Improvement						174.38
75ROADB · Road Maintenance						
3581040 · Gas & Oil						
Bill	02/03/2025	102576837	Wex Bank - R&B - 0...	January 2025 fuel	3581040 · Gas & Oil	614.78
Total 3581040 · Gas & Oil						614.78
3581060 · Tools & Supplies						
Bill	01/28/2025	12/19/24-01/17/25	Citi Cards	wipers, gloves, grease, marking p...	3581060 · Tools & Supplies	93.31
Total 3581060 · Tools & Supplies						93.31
3583020 · Snow & Ice Control MATR/ SUPPL						
Bill	01/28/2025	5403309495	Morton Salt	road salt	3583020 · Snow & Ice Control MAT...	4,380.85
Total 3583020 · Snow & Ice Control MATR/ SUPPL						4,380.85
Total 75ROADB · Road Maintenance						5,088.94
Total 90ROADB · Road And Bridge						10,688.37

Township of Schaumburg
Board Audit Report - R&B
January 18 through February 21, 2025

Type	Date	Num	Name	Memo	Account	Amount
Total 301 · Road And Bridge Expenditures						10,688.37
TOTAL						12,807.15

Township of Schaumburg
Highway Commissioners Monthly Report
For the 11 Month(s) Ending January 31, 2025

Beginning Balance	1,172,395
Revenues	962,812
Subtotal	2,135,207
Expenditures	784,422
Ending Balance	1,350,785

Attest

(Town or District Clerk)

Signed

(Highway Commissioner)



TOWNSHIP OF SCHAUMBURG
One Illinois Blvd, Hoffman Estates IL, 60169
847-884-0030 | schaumburgtownship.org

ANNUAL TOWN MEETING 2025

Vernon A. Laubenstein Town Hall
Main Level Meeting Rooms 1-4

Tuesday, April 8, 2025
at the hour of 6:00 o'clock P.M.

-
- I.** Call to Order by the Town Clerk
 - II.** Presentation of Flag & Pledge of Allegiance
 - III.** Distribution of Treasurer's Annual Report and Presentation of Township Highlights from this Fiscal Year.
 - i. Deputy Clerk – Melissa Williams*
 - IV.** Comments and Reports.
 - i. Supervisor - Honorable Timothy M. Heneghan*
 - V.** Call for Nominations for Moderator
 - VI.** Swearing in of Moderator
 - VII.** Acceptance of Minutes of the 2024 Annual Town Hall Meeting on April 9, 2024.
 - VIII.** Resolution to Set Time and Date of the 2026 Annual Town Meeting
 - IX.** Motion to Pay the Moderator
 - X.** Public Comments
 - XI.** Motion for 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.

Supervisor Timothy M. Heneghan	Trustee Robert N. Fiorio, MBA
Clerk W. Robert Vinnedge	Trustee Demetrius J. Gibson, MBA
Assessor John R. Lawson, C.I.A.O.	Trustee Lauren Saternus
Highway Commissioner Scott M. Kegarise	Trustee Matthew J. Steward, JD, MBA



Personnel Policy

Updated: February 26, 2025

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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 About the Company

Vision

The vision is to establish the Township of Schaumburg as Illinois' most responsive, dependable, inclusive, and responsible local government, while improving the lives of all those we serve.

Accountability

We are responsible to, and a reflection of, the community we serve.

Integrity

We believe in doing what is right for our clients.

Equity

We ensure all those seeking assistance are heard and cared for with honor, compassion, respect, and dignity.

Excellence

We provide high quality services in a competent, enthusiastic, professional, and ethical manner.

Community

Together with our employees and volunteers, we work cooperatively with community, state, and national agencies to use our resources responsibly and sustainably.

1.3 Mission Statement

The mission of the Township of Schaumburg is to provide quality resources, assistance, and information to empower our diverse community through innovative programming, data-driven decision-making, and fiscally mindful leadership.

1.4 Ethics Code

Township of Schaumburg will conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services, products, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our managers and staff members are expected to adhere to high standards of business and personal integrity as a representation of our business practices, at all times consistent with their duty of loyalty to the Township.

We expect that officers, directors, and staff members will not knowingly misrepresent nor speak on behalf of the Township unless specifically authorized. The confidentiality of trade secrets, proprietary information, and similar confidential commercially sensitive information (i.e., financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) about the Organization or operations, or that of our customers or partners, is to be

treated with discretion and only disseminated on a need-to-know basis (see policies relating to privacy).

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

1.5 Revisions to Handbook

This handbook is our attempt to keep you informed of the terms and conditions of your employment, including Township of Schaumburg policies and procedures. The handbook is not a contract. The Organization reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on company bulletin boards.

1.6 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.

1.7 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.

1.8 Recruitment

It is the goal of the Township to appoint the best qualified applicant for each position. Selection procedures employed by the Township will ensure the employment of the best-qualified applicants, including factors as job related education, experience, skills, and knowledge. As the Township is committed to identifying and recruiting the best-qualified applicants for each position, recruitment efforts will be planned and carried out to assure open competition.

The Township will not discriminate in the hiring process based upon any protected category.

Where employment opportunities are advertised to external applicants:

- The job posting will include the position's pay range as well as a general description of benefits and other compensation.
- The Township will announce, post, or otherwise share opportunities for promotion with all current employees within 14 days of the external announcement.

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, credit history, 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, family responsibilities, reproductive health decisions, 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-Thursdays, 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 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.

2.4 Accommodation for Pregnancy, Childbirth and Related Medical Conditions

Township of Schaumburg recognizes the importance of supporting staff members experiencing limitations related to pregnancy, childbirth, or related medical conditions by providing reasonable accommodations. We are committed to complying with the federal Pregnant Workers Fairness Act (PWFA) and any applicable state or local laws offering additional protections. 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. If leave is provided as a reasonable accommodation, it may run concurrently with leave under the federal Family and Medical Leave Act (FMLA) and/or any other applicable leave as permitted by law. 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.'

2.5 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. Please contact your leadership or Human Resources to determine the location for such use.

2.6 Americans with Disabilities Act (ADA)

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.

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.

2.7 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.

2.8 Religious Accommodation

Township of Schaumburg recognizes the diversity of religious beliefs and is committed to providing equal employment opportunities to all staff members, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, the Township complies with Title VII of the Civil Rights Act of 1964 and all applicable state and local laws that prohibit employment discrimination on the basis of religion. The Organization will reasonably accommodate the sincerely held religious beliefs of

staff members if the accommodations would resolve a conflict between the individual's religious belief or practice and a work requirement, unless doing so would create an undue hardship.

Requesting a Religious Accommodation:

If you need an accommodation because of your religious beliefs or practices, make the request with your Director or Human Resources. You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need the accommodation.
- How the accommodation will help resolve the conflict between your religious beliefs or practices (or lack thereof) and your work requirements.

After receiving your request, the Township will engage in an interactive dialogue with you to explore potential accommodations that could resolve the conflict between your religious beliefs or practices and work requirements. The Township encourages you to suggest specific reasonable accommodations. However, the Township is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Township.

The Township will not discriminate or retaliate against staff members who, in good faith, request a religious accommodation under this policy.

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 the Administrator.
- Wage increases are subject to the budgetary authority and allocation of the Board.

3.2 Attendance

Township of Schaumburg requires regular and punctual attendance by staff members. You are expected to arrive at the workplace on time and ready to perform your job. Failure to comply with this policy may result in disciplinary action, up to and including termination.

If you are not going to arrive at work or return from a break on time, you must notify your supervisor as soon as possible but (as possible) at least 60 minutes before your scheduled start time. If your supervisor is not available, contact Administrative Services.

If you must miss work due to an emergency or other unexpected circumstance, notify your Director and/or Human Resources as soon as possible. Notice should include the expected duration of your absence and your expected time or date of return. You may be required to provide documentation of the need for the absence, as permitted by applicable law.

If you become ill during your scheduled workday and need to leave before the end of your shift, notify your Director immediately. If you are unable to perform your job at an acceptable level due to illness, you may be sent home until you are well enough to work.

Absences will be considered excused if you requested the time off in accordance with Organization policies and received the required approval for the absence. Absences will be considered unexcused if you are absent from work during scheduled work hours without permission and do not receive retroactive approval. This policy applies to all absences, including full- or partial-day absences, late arrivals, and early departures. However, the Township provides a 15-minute grace period for arriving at work and when returning from lunch.

Planned absences, such as vacations or medical appointments, should be arranged as far in advance as possible. If you need to be absent during the workday, attempt to schedule outside appointments or obligations so that your absence has the smallest impact possible on business operations.

The Township reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences when permitted by applicable law. Absences resulting from approved leave, vacation, or legal requirements are exceptions to this policy.

If you fail to report to work for three or more consecutive days and have not provided proper notification, the Township will assume that you have voluntarily resigned your position and will proceed with the termination process.

3.3 Timekeeping:

All employees are expected to report hours worked or time off in an accurate manner using the Township's designated process. The Township of Schaumburg standard hours are Monday-Friday, 8:30am-5pm. Mondays and Thursdays, the Township is open until 9 pm for meetings, events, and community gatherings. Accordingly, work hours may vary at the discretion of the Township Administrator.

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.

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.

3.4 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. In accordance with Illinois law, nonexempt staff members are entitled to 24 consecutive hours of rest in every consecutive seven-day period, in addition to the regular period of rest allowed at the close of each working day. This does not apply to part-time staff members whose total work hours do not exceed 20 hours during a calendar week.

- "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.

3.5 Pay Periods

The normal pay period for the Township is a two-week, 14-day period that commences at 12:00 am Sunday and ends fourteen days later on Saturday at 11:59 pm. The normal pay date for a pay period is the Friday following the end of the pay period, paid one week in arrears, for a total of 26 pay periods per year. When a payday falls on a holiday, checks or direct deposits will be issued or made on the previous workday.

Each employee on the payroll will receive a payroll advice from (pay stub) stating their pay, deductions and accrued leave balances as of the end of the pay periods. An employee may request a copy of their prior payroll advice maintained by the Township by submitting a written request to Human Resources. Upon separation, and prior to the end of the employee's final pay period, an employee will be offered a record of all of the employee's payroll advice from the year preceding the date of separation. Human Resources will maintain a written record of the dates and responses, if any, to these offers.

3.6 Direct Deposit

Township of Schaumburg encourages all staff members to enroll in direct deposit. If you would like to take advantage of direct deposit, ask Human Resources for an application form. Typically, the bank will begin the direct deposit of your payroll within 30 calendar days after you submit your completed application.

If you have selected the direct deposit payroll service, a written explanation of your deductions

will be provided to you on paydays in lieu of a check.

3.7 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.

3.8 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 for that year (.70/mile for 2025). Contact Human Resources with questions.

- 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 Township 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.

3.9 Use of Employer Credit Cards

Employees in the possession of a credit card issued by the Township of Schaumburg will adhere to the strictest guidelines of responsibility for the protection and proper use of that card. Credit cards may only be issued to Director-level employees.

All sales receipts generated by use of the Township credit card must be submitted by the 15th of every month. The credit card may not be used for personal reasons. Use of the credit card is restricted to approved business related expenses.

Any unauthorized purchases made with a credit card issued by the Township will be the Director cardholder's responsibility and will require immediate reimbursement and may result in disciplinary action, up to and including termination.

All lost or stolen cards must be reported immediately to the Township Administrator. Failure to follow this policy may result in disciplinary action up to and including discharge.

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 completed 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. In accordance with said Act, in the event that an employee's child dies by suicide or homicide, the employee may take a maximum of six weeks of unpaid leave, including the paid leave provided by the Township as set forth above.

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. In addition to compliance with any other leave law, the follow leave is provided by the Township:

School Visitation

Every employee is entitled to leave for attendance at school conferences, behavioral meetings, or academic meetings related to the employee's child if the conference or meeting cannot be scheduled during non-work hours.

To be eligible for school visitation leave, employees must have worked the six consecutive months before the leave and have worked an average of at least 17.5 hours per week (being one-half the hours worked by a Full-Time Employee). Additionally, if applicable, employees must have exhausted all accrued vacation, personal, and other leave (excluding sick and disability leave). To obtain this leave, an employee

must provide their supervisor with a written request for leave at least seven days in advance of the conference. In emergency situations, the request must be made at least 24 hours in advance. Employees may make up any unpaid time off by working on a different day or shift as directed by their supervisor.

Although employees are allowed up to eight hours of leave per school year, employees may not take more than four hours of leave in a single day and the Township can require that the leave be scheduled so as not to unduly disrupt its operations. Each employee must submit documentation of the school visitation to their supervisor. Any employee who fails to submit a verification statement to their supervisor within two working days following the school visitation when requested may be subject to the standard disciplinary procedures imposed by the Township for unexcused absences from work.

Blood and Organ/Tissue Donor

Full-time employees who have been employed by the Township for at least six months may receive:

- Up to one hour of paid leave every 56 days to donate blood.
- Up to ten days of paid leave in any 12-month period to donate tissue such as organs, skin, bone, etc. to a living donor.

Employees may take leave only after obtaining approval from their Department Head. The Township may require employees to submit reasonable documentation supporting their leave.

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 or receive a copy of 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. The Township may require requests to be submitted in writing, and will require a written request where any person other than the employee is to review, copy, or receive copies of personnel records. This request must include a waiver and release where medical information is to be released to a representative.

While not stored with an employee's personnel file, an employee may also review relevant employment-related contracts or agreements; copies of this Handbook; and copies of any other written Township policies and procedures that concern qualifications for the employee's employment, promotion, transfer, compensation, benefits, discharge, or other disciplinary action.

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 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.
- The Township reserves the right to send employees home without pay for failure to comply with the dress code policy.

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.

Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or

harassment, immediately notify Human Resources or any member of management. 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 prohibits retaliation against staff members who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination. 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.

- 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 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).

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. To be clear, the normal chain of command need not be followed for reporting a harassment complaint, but it is encouraged. 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.

Anonymous reports will be accepted and investigated, but the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

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.

The report may be made initially either orally or in writing, but reports made orally must ultimately be reduced to writing.

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. While each investigation is unique, updates on the progress will be provided to the complainant. An outside investigator may be designated or engaged if the responsible person deems it appropriate to do so based on the facts and circumstances then known.

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.

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. Individuals who perpetuate harassing conduct may also be subject to civil penalties under State law in addition to any discipline by the Township.

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.

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 with the IDHR must be filed within 2 years of the incident. A charge with the EEOC 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.

An employee who is suddenly transferred to a lower paying job or passed over for promotion after filing a complaint with IDHR or EEOC may file a retaliation charge with either of these agencies subject to the same time limits listed above. *Administrative Contacts for Complaints*

Illinois Department of Human Rights (IDHR)

Chicago Office:

555 West Monroe Street, Suite 700
Chicago, IL 60661
312-814-6200
TTY: 866-740-3953
Fax (Charge Processing): 312-814-6251

Springfield Office:

524 South 2nd Street, Suite 300
Springfield, IL 62701
217-785-5100
TTY: 866-740-3953
Fax: 217-785-5106

Illinois Human Rights Commission (IHRC)

Chicago Office:

Michael A. Bilandic Building
160 North LaSalle Street, Suite N-1000
Chicago, IL 60601
312-814-6269
TDD: 866-832-2298
Fax: 312-814-6517

Springfield Office:

Jefferson Terrace
300 West Jefferson Street, Suite 108
Springfield, IL 62702
217-785-4350
TDD: 866-832-2298
Fax: 217-524-4877

United States Equal Employment Opportunity Commission (EEOC)

Chicago District Office:

John C. Kluczynski Federal Building
230 South Dearborn Street, Suite 1866
Chicago, IL 60604
312-872-9777
TTY: 1-800-669-6820
ASL Video Phone: 844-234-5122
Fax: 312-588-1260

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 (720 ILCS 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 Township complies with the Illinois Whistleblower Act (740 ILCS 174/) and laws prohibiting retaliation against a whistleblower. The Township strives to conduct its business with the utmost integrity and in strict accordance with all applicable Federal, State, and local laws. Accordingly, the Township will not take retaliatory action or threaten retaliation against any employee for disclosing or threatening to disclose an improper activity, policy or practice of the Township that violates a State or federal law, rule, or regulation or poses a substantial and specific danger to employees, public health, or safety. Employees are encouraged to immediately or as soon as practicable, report any improper actions, including violations of Federal, State, or local laws, committed by Township employees or its officials to the Township Administrator or their designee.

All employees are responsible for reporting improper governmental actions, as well as reporting any retaliatory conduct resulting from that action.

The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline. Employees making good faith complaints or reports that are protected by this policy will not be retaliated against. Any whistleblower who believes they are being retaliated against must contact the Township Administrator or designee immediately.

The goal of this whistleblower policy is to keep the confidentiality of the employee and protect said employee against retaliation. Where possible, the confidentiality of the employee will be maintained unless the employee's identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

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. For this policy, any reference to 'pet' is only referring to dogs. Schaumburg Township is responsible for assuring the health and safety of all employees and residents.

- A pet owner wishing to bring their dog 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.*

Dogs 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, dogs 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.
 - This is required annually.

- Be 100% responsible and liable for their pet's behavior, well-being, hygiene, and happiness the entire time it is visiting.
 - All dogs 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. If there are issues beyond a discussion with the pet parent, escalate the issue to the pet owner's supervisor. The supervisor will treat this issue as any other performance issue on the part of the pet owner. Accountability to the policy should mirror any other discipline, with coaching, verbal/written warnings, etc. Failure of the pet parent to align with the pet policy will result in the approval for that pet being revoked and further discipline to the pet parent employee as the situation requires.

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

2025 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 right 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, and all updates to the 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.

Schaumburg Township Operating Procedures for an Unannounced ICE Audit

Purpose The purpose of this procedure is to provide clear guidelines for staff in the event of an unannounced audit or visit by U.S. Immigration and Customs Enforcement (ICE). This procedure ensures compliance with applicable laws while protecting the rights of employees, clients, and the organization.

Scope These procedures apply to all Schaumburg Township employees, volunteers, and contractors who may interact with ICE agents during an unannounced visit.

1. Immediate Response to an ICE Visit

1. **Remain Calm and Professional:** If an ICE officer arrives unannounced, employees should remain calm, professional, and courteous while following the procedures outlined below.
 2. **Notify Management Immediately:**
 - Contact the Township Administrator or designated representative immediately.
 - If the Township Administrator is unavailable, notify your Department Director.
 - Request that agents remain in public space.
 - Do not provide any documents or access to records until guidance is received from an authorized representative.
 3. **Verify the Nature of the Visit:** Employees should ask ICE agents for identification and request the purpose of their visit.
 - Politely ask the agents to provide official credentials and any legal documentation (e.g., a warrant or subpoena).
 - Notify them that you need to contact an authorized representative before proceeding.
-

2. Reviewing ICE Documentation

1. **Distinguish Between a Warrant and a Subpoena:**
 - If ICE presents an **administrative warrant** (Form I-200 or I-205), **you are not required to comply** unless signed by a judge.

- If ICE presents a **judicial warrant** signed by a federal judge or magistrate, consult legal counsel before taking action.
- If ICE presents a **subpoena**, do not provide information immediately—consult legal counsel to determine appropriate compliance.

2. Politely Decline Unauthorized Entry:

- If ICE does **not** have a judicial warrant, staff should politely state that the organization does not permit voluntary access to non-public areas.
- If ICE attempts to proceed without proper authorization, state that legal counsel must be consulted before further action.

3. Communication and Legal Support

1. Do Not Answer Questions Without Legal Representation: Employees should refrain from answering any questions or providing any information without consulting legal counsel.

- If agents ask for employee information, refer them to legal counsel or the designated compliance officer.
- Do not confirm or deny the presence of specific individuals.

2. Direct All Requests for Records to Legal Counsel:

- Do not provide employment or client records without a formal review by legal counsel.
- If presented with a valid warrant for records, direct ICE agents to the designated compliance officer or legal team.

4. Protecting Client and Employee Rights

1. Ensure That Clients and Employees Understand Their Rights:

- ICE agents cannot enter non-public areas without a judicial warrant.
- Employees and clients have the right to remain silent.
- Employees are not required to disclose their immigration status or that of clients.

5. Documentation and Incident Reporting

1. Document All Interactions:

- Record the names and badge numbers of ICE agents.
- Note the date, time, and details of the visit.
- Summarize any verbal requests made by ICE.

2. Submit an Incident Report:

- A written report should be submitted to the Township Supervisor and Board within 24 hours.
- Include any copies of documents presented by ICE.

3. Review and Follow-Up:

- The Township Supervisor, Township Administrator, and legal counsel will review the incident and determine any necessary actions.
- If necessary, communicate updates to staff and affected individuals while ensuring confidentiality.

Schaumburg Township ICE Audit Incident Report

Incident Report Form

Date of Incident:

Time of Incident:

Location of Incident:

Staff Member Completing Report:

Position/Title:

Contact Information:

Names of ICE Agents (if provided):

1.

2.

3.

Badge Numbers (if provided):

1.

2.

3.

Purpose Stated by ICE Agents:

Type of Documentation Presented by ICE (if any):

☐ Judicial Warrant

☐ Administrative Warrant

☐ Subpoena

☐ Other (Specify):

Details of ICE Agent Requests and Staff Response:

Were Any Records Provided?

☐ Yes

☐ No

If Yes, Specify What Was Provided:

Were Any Individuals Named or Asked About?

☐ Yes

☐ No

If Yes, Specify Details: _____

Observations and Additional Comments:

Signatures:

Staff Member Completing Report: _____

Date: _____

Supervisor/Manager Reviewing Report: _____

Date: _____

Town of Schaumburg
Final Budget and Appropriation Ordinance
Ordinance #2024/2025#03

AN ORDINANCE MAKING APPROPRIATIONS FOR THE GENERAL TOWN FUND, GENERAL ASSISTANCE FUND,
AND CAPITAL FUND FOR THE FISCAL YEAR COMMENCING ON THE 1ST DAY OF MARCH, 2025 AND ENDING ON THE 28TH DAY OF FEBRUARY,
2026 FOR THE TOWN OF SCHAUMBURG, COOK COUNTY, ILLINIOS

BE IT ORDAINED by the Supervisor and Board of Trustees of the Town of Schaumburg, Cook County, Illinois, that:
AN ORDINANCE MAKING APPROPRIATIONS FOR THE GENERAL TOWN FUND, GENERAL ASSISTANCE AND CAPITAL FUND FOR
THE CURRENT FISCAL YEAR COMMENCING ON THE 1ST DAY OF MARCH, 2025 AND ENDING ON THE 28TH DAY OF FEBRUARY, 2026
FOR THE TOWN OF SCHAUMBURG, COOK COUNTY, ILLINOIS be and is hereby adopted as follows:

Section 1: Appropriating Clause. The sums of money designated in the following sections of this Ordinance are deemed necessary to defray all
expenses and liabilities of the Town Schaumburg for the Fiscal Year commencing on the 1st day of March, 2025 and ending on the 28th day
of February, 2026 and the same are:

Section 2: General Town Fund, General Assistance Fund, and Capital Fund

Beginning Balance March 1, 2025		3,642,258
Estimated Revenues		
Property Tax	6,050,000	
Replacement Tax	150,000	
Interest Income	220,000	
Rental	500	
Donations/Grants	115,000	
Charges for Services	220,000	
Other	0	
Transfer from Other Funds	444,460	
Total Estimated Revenues		7,199,960
Total Estimated Funds Available		10,842,218
Budgeted Expenditures		
Admin	2,761,460	
Assessor	372,490	
Community Relations	151,000	
Disability/Senior	1,216,400	
Transportation	1,044,150	
Human Services	200,000	
Welfare Services	1,702,717	
Capital	600,000	
Total Expenditures/Appropriations		8,048,217
Estimated Cash on Hand February 28, 2026		2,794,001
Expenditures/Appropriations		
Total Officials Salaries		
1111011 · Elected Officials Compensations	108,000	
Total Officials Salaries		108,000
Town Administration Salaries		
1111110 · Salary - Town Admin	770,000	
Total Town Administration Salaries		770,000
Town Employee Expense		
1221053 · Human Resources Services	6,000	
1222010 · Safety Programs	0	
1261014 · Pre Employment/Screening charges	8,000	
Total Town Employee Expense		14,000
Legal/Auditing/Accounting		
1421010 · Legal Services	30,000	
1421020 · Auditing	15,000	
1421030 · Accounting Services	79,000	
Total Legal/Auditing		124,000

Insurance Expenses		
1524000 · State Unemployment Insurance	18,000	
1524010 · Worker's Compensation Insurance	40,000	
1524020 · Property/ Casualty Insurance	130,000	
1524030 · Health/ Dental Insurance	355,000	
1524035 · Life/ Disability Insurance	10,000	
1524040 · Medicare	15,000	
1524041 · Social Security	50,000	
Total Insurance Expenses		618,000
Commodities Expenses		
1731010 · Office Supplies	15,000	
1731012 · Office Printer & Copier Paper	15,000	
1732000 · Office Equipment/ Furnishings	18,000	
Total Commodities Expenses		48,000
Postage Expenses		
1935010 · Postage	20,000	
Total Postage Expense		20,000
Utilities Expenses		
1141020 · Electric	40,000	
1141030 · Water	10,000	
1333010 · Fiber Network/Internet	15,000	
1336010 · Telephone	25,000	
Total Utilities Expenses		90,000
Data Processing Expenses		
133009 · Web Support	0	
1333010 · Internet Service	0	
1333014 · IT Equipment, Software & Support	160,000	
Total Data Processing Expenses		160,000
Uniform Expense		
1542000 · Uniform Clothing Expense	5,000	
Total Uniforms		5,000
Building Expenses		
1742010 · Scavenger Service	10,000	
1742020 · Fire/ Security System	8,500	
1742030 · Maintenance Equipment/Supplies	40,000	
1742041 · Maintenance Contracts	90,000	
1742042 · Building Repairs	0	
Total Building Expenses		148,500
Mileage Expense		
1550110 · Travel	5,000	
Total Mileage Expense		5,000
Vehicle Repair Expense		
1151010 · Fuel & Auto Repair	1,500	
Total Repair Expenses		1,500
Capital/Misc Expenses		
1361012 · Special Events Miscellaneous	30,000	
1361015 · Veterans Recognition Expenses	8,000	
1365100 · Transfer to Capital	444,460	
Total Misc Expenses		482,460

Program Expense		
1561015 · Safety Programs	3,000	
1561100 · Spcl Accmdtn's/Translation Svcs	9,000	
Total Program Expense		12,000
Professional Improvement Expenses		
1762011 · Prof Imprv Town Other/DEI Trainig	50,000	
Total Professional Improvement Expenses		50,000
Pension Expense		
1921076 · IMRF	55,000	
Total Pension Expenses		55,000
Contingency Expense		
1699900 · Contingency	50,000	
Total Contingency		50,000
Total Administration		2,761,460
Assessor		
Salaries Expenses		
1212010 · Salaries - Assessor	283,500	
Total Salaries		283,500
Commodities Expenses		
1431010 · Office Supplies	1,000	
1432010 · Office Equipment	750	
1534010 · Printing/ Publishing	500	
Total Commodities Expenses		2,250
Postage Expense		
1835010 · Postage	500	
Total Postage Expense		500
Data Processing Expense		
1233014 · Computer Maintenance County	1,050	
Total Data Processing Expense		1,050
Mileage Expense		
1550121 · Transportation/ Mileage Asses	500	
Total Mileage Expense		500
Professional Improvement Expenses		
1662011 · Professional Improvements	6,000	
Total Professional Improvement		6,000
Contingency Expenses		
1799900 · Contingency	500	
Total Contingency		500
Benefits		
1514030 · Health/Dental Insurance	33,000	
1514035 · Life/Disability Insurance	5,000	
1514036 · 401a Contribution	18,850	
1514037 · 457 Employer Match	0	
1514040 · Medicare Insurance	3,840	
1514041 · FICA	16,000	
1514010 · Unemployment	1,500	
Total Benefits		78,190
		372,490

Community Relations

Commodities Expenses		
133009 · Web Supprt	12,000	
1734010 · Town Crier	115,000	
1734011 · Printing	7,000	
Total Commodities		134,000
Misc Expenses		
1362019 Contingency	1,000	
1362020 · Subscriptions	3,000	
Total Misc		4,000
Community Outreach		
1762020 · Public Relations	13,000	
Total Community Outreach		13,000
Total Community Relations		151,000

Disability/Senior Services

Salaries Expenses		
1114110 · Salaries - Disability/SEN	650,000	
Total Salaries		650,000
Commodities Expenses		
1531010 · Office Supplies	1,000	
1634010 · Printing/ Publishing	35,000	
Total Commodities		36,000
Postage Expenses		
1635010 · Postage	17,000	
Total Postage		17,000
Software Expenses		
1433017 · Software	22,800	
Total Software		22,800
Mileage Expenses		
1950140 · Transportation/ Mileage	1,000	
Total Mileage		1,000
Misc Expenses		
1361011 · Holiday Assistance	6,000	
1361010 · Program Expenses	260,000	
1361200 · Interpreting Services	10,000	
Total Misc Expenses		276,000
Professional Improvement Expenses		
1662010 · Professional Imprv	8,000	
Total Professional Improvement		8,000
Contingency Expenses		
1999900 · Contingency	1,000	
Total Contingency		1,000
Benefits		
1114030 · Health/Dental Insurance	100,000	
1114035 · Life/Disability Insurance	10,000	
1114036 · 401a Contribution	39,800	
1114040 · Medicare Insurance	8,100	
1114041 · FICA	34,700	
1114010 · Unemployment	12,000	
Total Benefits		204,600
Total Disability/Senior Services		1,216,400

Transportation

Salaries Expenses		
1514010 · Salaries - Transportation	700,000	
Total Salaries		700,000
Employee Expenses		
1261040 · Employee Screening	2,000	
Total Employee Expenses		2,000
Commodities Expenses		
1131010 · Office Supplies	400	
1132010 · Equipment	500	
Total Commodities		900
Postage Expenses		
6935011 · Postage	100	
Total Postage		100
Data Processing Expenses		
1333017 · Transportation Software	4,750	
Total Data Processing Expense		4,750
Uniforms Expenses		
1242000 · Uniform Expense	900	
Total Uniforms		900
Mileage Expenses		
1950150 · Transportation Mileage	400	
1962011 · Professional Improvement Trans	500	
Total Mileage		900
Vehicle Expenses		
1351010 · Fuel	60,000	
1351011 · Bus Maintenance & Supplies	85,000	
1351020 · Communications	2,500	
Total Vehicle		147,500
Contingency Expenses		
1999910 · Contingency	5,000	
Total Contingency		5,000
Benefits		
1514030 · Health/Dental Insurance	60,000	
1514035 · Life/Disability Insurance	10,000	
1514036 · 401a Contribution	48,900	
1514037 · 457 Employer Match	0	
1514040 · Medicare Insurance	9,000	
1514041 · FICA	40,000	
1514010 · Unemployment	14,200	
Total Benefits		182,100
Total Transportation Expenses		1,044,150

Human services Expenses		
1193010 · Kenneth W Young Centers	0	
1193020 · Boys and Girls Club	0	
1193040 · Life Span Domestic Violence Counseling	0	
1193041 · Life Span Advocacy Outreach	0	
1193050 · Share Substance Abuse	0	
1193070 · Northwest Casa	0	
1194010 · Shelter, Inc	0	
1194030 · The Harbour	0	
1194040 · Childrens Advocacy Center	0	
1194050 · Kenneth Young	0	
1194070 · The Bridge	0	
1195010 · Clearbrook Center	0	
1195012 · Partners In Adult Learning	0	
1195030 · Resources For Community Living	0	
1195040 · Little City Frmrly Countryside	0	
1195080 · Hands On Suburban Chicago	0	
1195081 · Center For Enriched Living	0	
1196020 · RSVP	0	
1196021 · Corrections to Care	0	
1198000 · Wings Program	0	
1198010 · Suburban Primary Health Care	0	
1198011 · Connections of Illinois Inc	0	
1198020 · Northwest Compass	0	
1198036 · Journeys The Road Home	0	
1198040 · Bridgepoint	0	
1198070 · Fellowship Housing	0	
1198071 · Community Resource Nurse	0	
1198072 · Employment Assistance	0	
1198073 · NWSRA	0	
1198074 · JCPS Chicago	0	
1198075 · Family Forward	0	
1198076 · Schaumburg Police	200,000	
Total Human services		200,000
Total Human services		200,000
Total Expenses		5,745,500
Total Revenues		5,745,500
Surplus/(Deficit)		0
General Assistance		
Medicare Expenses		
2124040 · Medicare	9,177	
2124041 · Social Security	74,083	
		83,260
Salaries Expenses		
2114010 · Salaries - GA	679,500	
Total Salaries		679,500
Employee Expense		
2261020 · Employee Screening - G.A.	200	
2261021 · Client Screening - GAO	100	
Total Employee		300
Auditing Expense		
2421020 · Auditing	2,000	
Total Auditing		2,000

Insurance Expenses		
2524000 ·State Unemployment Insurance	4,180	
2524030 ·Health Dental Life Disblty Ins	165,539	
2524050 ·Catastrophic Ins For Home Relf	0	
Total Insurance		169,719
Commodities Expenses		
2831010 ·Supplies	10,000	
2832010 ·Pantry Equipment	10,000	
Total Commodities		20,000
Postage Expense		
2935010 ·Postage	500	
Total Postage		500
Data Processing Expenses		
2733017 ·Data Proc Software & Maint	12,000	
Total Data Processing		12,000
Transportation Mileage Expenses		
2550110 ·Transportation / Mileage	1,500	
Total Transportation Mileage		1,500
Vehicle Expense		
2851010 ·Fuel	4,000	
2851013 ·Vehicle Purchase and Maintenance	5,000	
Total Vehicle Expense		9,000
Professional Improvement Expense		
2762010 ·Professional Improvement	8,000	
Total Professional Improvement		8,000
Pension Expenses		
2021074 ·IMRF	45,472	
Total Pension		45,472
Other Expenses		
2321050 ·General Assistance Appeal	500	
2321051 ·Contingency	1,000	
2321052 ·Food Pantry Supplies	300,000	
2321053 ·Food Pantry Vehicle	0	
2321053 ·Food Pantry Walk In Fridge	0	
Total Other		301,500
Other Assistance Expense		
2761010 ·Special Assistance	100,000	
Total Other Assistance		100,000
General Assistance Expense		
2970011 ·Food	9,230	
2970012 ·Shelter	60,000	
2970013 ·Utilities	12,000	
2970016 ·Personal Essentials	2,880	
2970017 ·Prescriptions	0	
2970018 ·Medical Care	5,000	
2970020 ·Transportations	10,800	
2970024 ·Cobra Ins/ Med Supplies	0	
2971000 ·Hospitalization	0	
2972000 ·Burial Expenses	2,056	
2973000 ·Vocational Service	3,000	
Total General Assistance		104,966
Emergency Assistance Expenses		
2171012 ·Shelter EA	100,000	
2171013 ·Utilities EA	40,000	
2171017 ·Prescription Other EA	0	
2171026 ·Transportation	0	
Total Emergency Assistance		140,000
Human Services Expense		
2198017 ·NW Comm Health Care Mob Dent	25,000	
Total Human Services		25,000
Total General Assistance		1,702,717
Total Expenses		1,702,717
Total Revenues		1,010,000
Surplus/(Deficit)		(692,717)
Capital Fund		
Capital Expenditures		

4045000 · Transportation Bus Purchase	525,000	
4045016 · EV Infrastructure	0	
4045017 · Second Floor Renovation	0	
4045018 · Parking Lot ADA Compliant	75,000	
4045019 · KYC Storage Room	0	
Total Capital		600,000
Total Expenses		600,000
Total Revenues		444,460
Surplus/(Deficit)		(155,540)

Section 3: Appropriation of Funds Received by Gift. That all funds received by the town of Schaumburg by gift are hereby appropriated for the purposes for which such amounts have been heretofore budgeted and appropriated in the manner and form required by law.

Section 4: That should any part or portion of this Ordinance be declared and adjudged invalid or unconstitutional, such declaration and adjudication shall be severable and shall affect only that part or portion and shall not affect any other parts or provisions thereof.

Section 5: That the Board of Trustees find as follows:

A. That the estimated cash on hand at the beginning of the fiscal year commencing March 1, 2025 and terminating February 28, 2026 including General Town Fund, General Assistance Fund, and Capital is \$3,642,258

B. That an estimation of the cash expected to be received by the Town of Schaumburg during the fiscal year of March 1, 2025 through February 28, 2026 which includes estimated personal property replacement tax funds, funds received pursuant to tax levies and special tax levies and special tax levies and other income is \$7,199,960

C. That the estimated expenditures to be made by the Town of Schaumburg for the fiscal year commencing March 1, 2025 and ending February 28, 2026 shall be \$8,048,217

D. The estimated unencumbered Town of Schaumburg funds expected to be on hand at the end of the fiscal year ending February 28, 2026 is \$2,794,001.00

Section 7: That this Ordinance shall be in full force and effect from and after its passage, approval and publication to law.

Section 8: That Section 5 shall be and is a Summary of the Annual Appropriation Ordinance of this General Town Fund, General Assistance Fund, and Capital Fund passed by the Board of Trustees as required by law and shall be in full force and effect from and after this date.

Section 9: That a certified copy of the Final Budget and Appropriation Ordinance must be filed with the County Clerk within thirty (30) days after adoption.

ADOPTED This 26th day of February, 2025 pursuant to a roll call vote by the Board of Trustees of the Township of Schaumburg, Cook County, Illinois.

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED: _____
Timothy M. Heneghani, Schaumburg Township Supervisor

ATTEST: _____
W. Robert Vinnedge, Schaumburg Township Clerk

**Town of Schaumburg Road & Bridge Fund
Final Budget and Appropriation Ordinance
Ordinance #2024/2025#06**

AN ORDINANCE MAKING APPROPRIATIONS FOR ROAD & BRIDGE PURPOSES FOR
THE FISCAL YEAR COMMENCING ON THE 1ST DAY OF MARCH, 2025 AND ENDING ON
THE 28TH DAY OF FEBRUARY, 2026 FOR THE TOWN OF SCHAUMBURG,
COOK COUNTY, ILLINIOS

BE IT ORDAINED by the Supervisor and Board of Trustee of the Town of Schaumburg, Cook County,
Illinois, that:

**AN ORDINANCE MAKING APPROPRIATIONS FOR ROAD & BRIDGE PURPOSES FOR THE FISCAL
YEAR COMMENCING ON THE 1ST DAY OF MARCH, 2025 AND ENDING ON THE 28TH DAY OF
FEBRUARY, 2026 FOR THE TOWN OF SCHAUMBURG, COOK COUNTY, ILLINOIS**
be and is hereby adopted as follows:

Section 1: Appropriating Clause. The sums of money designated in the following sections of this
Ordinance are deemed necessary to defray all expenses and liabilities of the Town of Schaumburg for
Road & Bridge purposes for the fiscal year commencing on the 1st day of March, 2025 and ending day of 28th
February, 2026, and the same are hereby appropriated:

Beginning Balance on March 1, 2025	1,289,249
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Estimated Revenues

Property Tax	850,000
Replacement Tax	30,000
Interest Income	50,000
Other	2,650

Total Estimated Revenues	932,650
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Total Estimated Funds Available	2,221,899
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Section 2: Road & Bridge Fund

Medicare

3224040 · Medicare	5,500
3224041 · Social Security	20,000

Total Medicare	25,500
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Utilities

3036010 · Telephone R & B	6,000
3041010 · Gas Utilities	3,500
3041022 · Electric Utilities	4,600
3041030 · Water Utilities	2,500

Total Utilities	16,600
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Salaries

3411014 · Highway Commissioner	9,013
3419110 · Salaries R&B	320,000

Total Salaries	329,013
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Contractual

3421010 · Legal Services	45,000
3421020 · Auditing	4,000
3421030 · Bonding	2,000
3421040 · Engineering	25,000

Total Contractual	76,000
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Insurance		
352400 · State Unemployment Insurance	1,000	
3524010 · Workers Compensation Ins	14,000	
3524020 · Property & Casualty Ins	25,000	
3524030 · Health/ Dental/ Life/ Dsbly	48,000	
Total Insurance		88,000
Commodities		
3722012 · Bank Charges And Fees	500	
3731010 · Office Supplies R&B	1,000	
3732010 · Office Equipment	4,000	
3732020 · Office Furniture	1,000	
3734010 · Printing/ Publishing	5,000	
Total Commodities		11,500
Postage		
3935010 · Postage	500	
Total Postage		500
Mileage		
3950170 · Transportation/ Mileage	5,000	
Total Mileage		5,000
Other		
3442020 · Security System	3,000	
3461012 · Special Events - Misc	4,000	
3461013 · Sunshine Fund Expenses	1,000	
Total Other		8,000
Professional Improvement		
3662010 · Professional Improvement R&B	4,000	
Total Professional Improvement		4,000
Pension		
3321074 · IMRF	40,000	
Total Pension		40,000
Road Maintenance		
3581010 · Contract Work	550,000	
3581020 · Rental Machinery	2,000	
3581030 · Materials & Supplies	50,000	
3581040 · Gas & Oil	10,000	
3581050 · Refuse Disposal	1,000	
3581060 · Tools & Supplies	6,000	
3582000 · Personal Safety Equipment	2,000	
3582010 · Personnel Testing	1,000	
3583010 · Snow & Ice Control - Contract	10,000	
3583020 · Snow & Ice Control MATR/ SUPPL	35,000	
3584000 · Street Lights	3,500	
3585000 · Purchase Of Machinery	350,000	
3586010 · Repair Mach Major Outside	20,000	
3586020 · Repair Mach Upkeep/ Maint	6,000	
3586030 · Repair Machinery Tools	4,000	
Total Road Maintenance		1,050,500
Capital Improvement		
3292019 · Spring South Road Project	250,000	
Total Capital Improvement		250,000
Contingency		
3299900 · Contingency	1,000	
Total Contingency		1,000
Total Road & Bridge Expenses		1,906,615
Total Expenses		1,906,615
Total Revenues		932,650
Surplus/(Deficit)		(973,965)

Section 3: That should any part or portion of this Ordinance be declared and adjudged invalid or unconstitutional, such declaration and adjudication shall be severable and shall affect only that part or portion and shall not affect any other parts or provisions thereof.

Section 4: That the Supervisor and Board Trustees find as follows:

- A. That the estimated cash on hand at the beginning of the fiscal year commencing March 1, 2025 and terminating February 28, 2026, for Road & Bridge purposes is \$1,289,249
- B. That an estimation of the cash expected to be received by the Town of Schaumburg during the fiscal year of March 1, 2025 through February 28, 2026, which includes estimated personal property replacement tax funds, funds received pursuant to tax levies and special tax levies and other income is \$932,650
- C. That the estimated expenditures to be made for the fiscal year commencing March 1, 2025 and ending February 28, 2026, for Road & Bridge purposes shall be \$1,906,615
- D. The estimated unencumbered cash expected to be on hand at the end of the fiscal year ending February 28, 2026 is \$335,284

Section 5: That the Town Clerk be and is hereby directed to publish this ordinance in the form required by law.

Section 6: That this Ordinance shall be in full force and effect from and after its passage, approval and publication according to law.

Section 7: That section 3 shall be and is a Summary of the Annual Appropriation Ordinance of this Road District, passed by the Board of Trustees as required by law and shall be in full force and effect from and after this date.

Section 8: That a certified copy of the final Budget and Appropriation Ordinance must be filed with the County Clerk within (30) days after adoption.

ADOPTED this 26th day of February, 2025 pursuant to a roll call vote by the Board of Trustees of Schaumburg Township, Cook County, Illinois.

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED: _____
Timothy M. Heneghan, Schaumburg Township Supervisor

ATTEST:

W. Robert Vinnedge, Schaumburg Township Clerk

ACKNOWLEDGED:

Scott M. Kegarse, Schaumburg Township Highway Commissioner

Town of Schaumburg
Final Budget and Appropriation Ordinance
Ordinance #2024/2025#04

AN ORDINANCE MAKING APPROPRIATIONS FOR THE MENTAL HEALTH BOARD FUND
FOR THE FISCAL YEAR COMMENCING ON THE 1ST DAY OF MARCH, 2025 AND ENDING ON THE 28TH DAY OF FEBRUARY, 2026
FOR THE TOWN OF SCHAUMBURG, COOK COUNTY, ILLINIOS

BE IT ORDAINED by the Supervisor and Board of Trustees of the Town of Schaumburg, Cook County, Illinois, that:
AN ORDINANCE MAKING APPROPRIATIONS FOR THE MENTAL HEALTH BOARD FUND FOR
THE CURRENT FISCAL YEAR COMMENCING ON THE 1ST DAY OF MARCH, 2025 AND ENDING ON THE 28TH DAY OF FEBRUARY, 2026
FOR THE TOWN OF SCHAUMBURG, COOK COUNTY, ILLINOIS be and is hereby adopted as follows:

Section 1: Appropriating Clause. The sums of money designated in the following sections of this Ordinance are deemed necessary to defray all
expenses and liabilities of the Town Schaumburg for the Fiscal Year commencing on the 1st day of March, 2025 and ending on the 28th day
of February, 2026 and the same are:

Section 2: Mental Health Board Fund

Beginning Balance March 1, 2025		797,768
Estimated Revenues		
Property Tax	2,000,000	
Interest Income	0	
Total Estimated Revenues		2,000,000
Total Estimated Funds Available		2,797,768
Budgeted Expenditures		
Admin	19,500	
Commodities	53,500	
Salaries/ Benefits	135,070	
Contingency	50,000	
Service Contracts	1,750,000	
Total Expenditures/ Appropriations		2,008,070
Estimated Cash on Hand February 28, 2026		789,698
Expenditures/ Appropriations		
 MHB Fund		
Admin Expense		
5045000 · Schaumburg Township Services	4,500	
5045001 · Legal Services	12,500	
5045002 · Professional Development	2,500	
Total Admin		19,500
 Commodities		
5045003 · Travel	1,000	
5045004 · Office Supplies	2,500	
5045005 · Postage	1,000	
5045006 · Equipment/Database	16,500	
5045007 · Community Relations	1,500	
5045008 · Member Dues	6,000	
5045009 · Prof Needs Assessment	20,000	
5045010 · Special Events	3,000	
5045011 · Printing	2,000	
Total Commodities		53,500
 Salaries Benefits		
5045012 · Salaries	90,000	
5045013 · Insurance	30,000	
5045014 · Unemployment	310	
5045015 · IMRF	7,110	
5045016 · Social Security/Medicare	7,650	
		135,070
 Contingency		
5045100 · Contingency	50,000	
Total Contingency		50,000
 Service Contracts		
5054020 Service Contracts	1,750,000	
Total Service Contracts		1,750,000
 Total Expenses		2,008,070
Total Revenues		2,000,000
Surplus/(Deficit)		(8,070)

Section 3: Appropriation of Funds Received by Gift. That all funds received by the town of Schaumburg by gift are hereby appropriated for the purposes for which such amounts have been heretofore budgeted and appropriated in the manner and form required by law.

Section 4: That should any part or portion of this Ordinance be declared and adjudged invalid or unconstitutional, such declaration and adjudication shall be severable and shall affect only that part or portion and shall not affect any other parts or provisions thereof.

Section 5: That the Board of Trustees find as follows:

A. That the estimated cash on hand at the beginning of the fiscal year commencing March 1, 2025 and terminating February 28, 2026 for Mental Health Board and purposes is \$797,768

B. That an estimation of the cash expected to be received by the Town of Schaumburg during the fiscal year of March 1, 2025 through February 28, 2026 which includes estimated personal property replacement tax funds, funds received pursuant to tax levies and special tax levies and special tax levies and other income is \$2,000,000

C. That the estimated expenditures to be made by the Town of Schaumburg for the fiscal year commencing March 1, 2025 and ending February 28, 2026 shall be \$2,008,070

D. The estimated unencumbered Town of Schaumburg funds expected to be on hand at the end of the fiscal year ending February 28, 2026 is \$789,698

Section 7: That this Ordinance shall be in full force and effect from and after its passage, approval and publication to law.

Section 8: That Section 5 shall be and is a Summary of the Annual Appropriation Ordinance of the Mental Health Board Fund passed by the Board of Trustees as required by law and shall be in full force and effect from and after this date.

Section 9: That a certified copy of the Final Budget and Appropriation Ordinance must be filed with the County Clerk within thirty (30) days after adoption.

ADOPTED This 26th day of February, 2025 pursuant to a roll call vote by the Board of Trustees of the Township of Schaumburg, Cook County, Illinois.

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED: _____
Timothy M. Heneghani, Schaumburg Township Supervisor

ATTEST: _____
W. Robert Vinnedge, Schaumburg Township Clerk

Schaumburg Township

Board Warrant Report

From 1/18/24- 2/21/25

	Town	Welfare Services	Capital
Per Attached List of Voucher to be Paid:			
Accounts Payable			
	Subtotal 197,019.52	Subtotal 17,565.23	Subtotal 138,234.32
Employee and Official Salaries			
	Subtotal 166,496.24	Subtotal 45,582.83	Subtotal n/a
Total Fund	363,515.76	63,148.06	138,234.32

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 26th day of February 2025.

Supervisor

Township Clerk, Attest

Trustee

Trustee

Trustee

Trustee

Schaumburg Township

Board Warrant Report

From 1/18/24- 2/21/25

Road & Bridge

Per Attached List of Voucher to be Paid:

Accounts Payable

Subtotal 12,807.15

Employee and Official Salaries

Subtotal 29,290.74

Total Fund

42,097.89

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 26th day of February 2025.

Supervisor

Township Clerk, Attest

Trustee

Trustee

Trustee

Trustee

Highway Commissioner