



**TOWNSHIP OF SCHAUMBURG**  
1 Illinois Boulevard, Hoffman Estates, IL 60169  
Upper Level – Board Room  
**REGULAR MEETING OF THE BOARD**

**July 23, 2025**  
**7:00 PM**

Teams: [Join the meeting](#) Join Online: <https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>

ID: 260 145 173 755 Passcode: Hqev8S

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 the Township Administrator, Melissa Williams [mwilliams@schtnw.org](mailto:mwilliams@schtnw.org) at least one 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. Veterans Honor Roll**

*Airman 3<sup>rd</sup> Class Herbert B. Joseph ~ United States Air Force ~ 1957-1963*

**IV. Presentation**

**V. Approval of the Minutes**

A. Approval of the Minutes of June 25, 2025, Regular Meeting of the Board.

**VI. Department / Committee / Appointing Authority Reports**

- A. Kenneth Young Center – *Verbal Only*
- B. DEI Committee - *Verbal Only*
- C. Disability and Senior Services Department / DSS Committee
- D. Transportation Department
- E. Welfare Services Department
- F. Community Relations
- G. Assessors Department
- H. Administrative Services / Clerks Office

**VII. Highway Commissioner 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)285-4520 or by email at [bcordes@schtnw.org](mailto:bcordes@schtnw.org), as soon as possible and at least 48 hours before the scheduled meeting.*

**VIII. Supervisor's Report**

**IX. Financial Report**

**X. Administrator's Report**

**XI. Old Business**

**XII. New Business**

- A. Approval to rehire Sebastian Picasso to the position of Resident Assistant and Passport Services starting July 15, 2025.
- B. Approval of hiring Roger Wills as full-time Driver starting July 16, 2025.
- C. Notice of promotion of Kevin Summers to Fleet Coordinator/Driver starting July 16, 2025.
- D. Approval of Personnel Policy Manual Rev. 07-25 with updates to Section 1.6.
- E. Approval of Ordinance 2025-2026 #2 – an Ordinance establishing Open Meetings Act Remote Attendance.
- F. Approval of Attic Insulation.

**XIII. Approval of the Bills**

A. Town Fund Warrant	2025-2026 #5	\$ 411,743.54
B. Welfare Services Warrant	2025-2026 #5	\$ 75,532.97
C. Capital Fund Warrant	2025-2026 #5	\$ 263,145.70
D. Road & Bridge Warrant	2025-2026 #5	\$ 40,665.46

**XIV. Announcements**

August 2, 2025 – Pack the Bus, Target, 2621 W. Schaumburg Rd., 9am – 3pm, Pictures 10am  
August 20, 2025 – Committee of the Whole, 7pm  
August 27, 2025 – Regular Meeting of the Board, 7pm  
September 1, 2025 – Township Closed, Labor Day  
September 1, 2025 – Septemberfest Parade, 10am – Noon  
September 6, 2025 – Rabies Clinic, 10am – 1pm  
September 17, 2025 – Committee of the Whole, 7pm  
September 24, 2025 – Regular Meeting of the Board, 7pm  
September 27, 2025 – Passport Event with Congressman Krishnamoorthi, 9am – 1pm

**XV. Board Comments**

**XVI. Executive Session**

**XVII. Adjournment**

**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 June 25, 2025.

<b>Officials Present:</b>	Timothy M. Heneghan	Supervisor
	Kathleen Reed	Clerk
	Holly Fath	Trustee
	Robert Fiorio	Trustee (Remote, joined 7:35 p.m.)
	Demetrius J. Gibson	Trustee
	Tom Pirovano	Trustee

The following business was transacted:

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

Clerk Reed called the roll.

**Approval of the Minutes**

Motioned by Trustee Fath and seconded by Trustee Pirovano to approve the Minutes from the May 28, 2025 Regular Board Meeting of the Board. Roll Call: Trustee Fath-Aye, Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Pirovano -Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

**Old Business**

Revisions to the Disability and Senior Services Code of Conduct.  
Review of law firm selection.

**New Business**

Moved by Trustee Gibson and seconded by Trustee Pirovano to approve Holly Fath as the Trustee Liaison to the Mental Health Board with a term of June 1, 2025 to May 31, 2029. Roll Call: Trustee Fath-Aye, Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Pirovano -Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

Moved by Trustee Fiorio and seconded by Trustee Pirovano to approve the appointment of Donna Rogers to the Disability and Senior Services Committee with a term of June 1, 2025 through May 31, 2028. Roll Call: Trustee Fath Aye, Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Pirovano -Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

Moved by Trustee Fath and seconded by Trustee Fiorio to approve the purchase approve to the purchase orders for two (2) gas buses, each in the amount of \$130,631.00, totaling \$261,262.00. Roll Call: Trustee Fath-Aye, Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Pirovano -Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

Moved by Trustee Pirovano and seconded by Trustee Gibson to approve Resolution 2025-2025 #4, a Resolution Designating Freedom of Information Act Officers Patti Dionesotes and Clerk Kathleen Reed for the Township of Schaumburg. Roll Call: Trustee Fath-Aye, Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Pirovano -Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

Moved by Trustee Pirovano and seconded by Trustee Gibson to approve Resolution 2025-2025 #5, a Resolution Designating Open Meetings Act Compliance Officers Patti Dionesotes and Clerk Kathleen Reed for the Township of Schaumburg. Roll Call: Trustee Fath-Aye, Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Pirovano -Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

Moved by Trustee Pirovano and seconded by Trustee Fiorio to approve Lizeth Bailon as the Assistant Director of Programming of Disability and Senior Services starting June 30, 2025. Roll Call: Trustee Fath-Aye, Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Pirovano -Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

Moved by Trustee Gibson and seconded by Trustee Pirovano to Approve Resolution 2025-2026 #6, “A Resolution to Approve the Award of the Contract for the Schaumburg Township Residential Refuse and Recycling Collections Service Commencing July 2025 through June 30, 2030”; **and**

That the bid proposal attached to said Resolution as Exhibit A be approved, for the annual and per month cost per residential customer as follows:

<u>Year 1:</u>	<u>\$21.99/month</u>	<u>&amp;</u>	<u>\$263.88/year</u>
<u>Year 2:</u>	<u>\$22.65/month</u>	<u>&amp;</u>	<u>\$271.80/year</u>
<u>Year 3:</u>	<u>\$23.33/month</u>	<u>&amp;</u>	<u>\$279.95/year</u>
<u>Year 4:</u>	<u>\$24.03/month</u>	<u>&amp;</u>	<u>\$288.35/year</u>
<u>Year 5:</u>	<u>\$24.93/month</u>	<u>&amp;</u>	<u>\$299.16/year; <b><u>and</u></b></u>

That the Contract for said Residential Refuse and Recycling Collections Service be awarded to “Flood Bros Disposal Co.,” as the lowest responsible and responsive bidder; **and**  
That the Township Supervisor and Township Clerk be authorized to sign and attest, respectively, the Contract attached to said Resolution as Exhibit B on behalf of the Township. Roll Call:

Trustee Fath-Aye, Trustee Fiorio-Aye, Trustee Gibson -Aye, Trustee Pirovano -Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

Moved by Trustee Fath and seconded by Trustee Pirovano to approve the appointment of Township Attorney Airdo and Werwas, Roll Call: Trustee Fath-Aye, Trustee Fiorio-Aye, Trustee Gibson-Nay, Trustee Pirovano-Aye, Supervisor Heneghan-Aye. Ayes-4, Nays-1. **Motion carried.**

Moved by Trustee Fiorio and seconded by Trustee Gibson to approve the Disability and Senior Services Code of Conduct. Roll Call: Trustee Fath-Aye, Trustee Fiorio-Aye, Trustee Gibson -Aye, Trustee Pirovano -Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

Moved by Trustee Fiorio and seconded by Trustee Gibson to approve the main level office 201-I as the Clerk's working office. Roll Call: Trustee Fath-Aye, Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Pirovano -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 2025-2026 #4 in the amount of \$650,040.74. Roll Call: Trustee Fath-Aye, Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Pirovano -Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

Moved by Trustee Pirovano and seconded by Trustee Gibson to approve Welfare Services Warrant 2025-2026 #4 in the amount of \$79,760.33. Roll Call: Trustee Fath-Aye, Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Pirovano -Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

Moved by Trustee Fiorio and seconded by Trustee Fath to approve Capital Fund Warrant 2025-2026 #4 in the amount of \$0.0 Roll Call: Trustee Fath-Aye, Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Pirovano -Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

Moved by Trustee Fath and seconded by Trustee Gibson to approve Road & Bridge Warrant 2025-2026 #4 in the amount of \$35,451.93. Roll Call: Trustee Fath-Aye, Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Pirovano -Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

### **Announcements**

June 26, 2025 – TOCC Annual Conference 5:00 p.m. Double Tree, Oak Brook

July 4, 2025 – Township Closed for Independence Day

July 16, 2025- Committee of the Whole, 7:00 p.m.

July 23, 2025- Regular Meeting of the Board. 7:00 p.m.

August 2, 2025- Pack the Bus, Target, 2621 W. Schaumburg Road 9:00 a.m. to 3:00 p.m.

### **Board Comments**

Trustee Gibson indicated that Highway Commissioner Buelow intends to sell a truck to Mendota Brothers and wants to ensure that this matter is clarified before the June 2025 Board Meeting.

Members of the Board and Township attorney Mark Kimzey discussed payments made by prior Highway Commissioner Scott Kegarise, Boards' audits of bills, statewide issues, and possible legislative bills.

**Executive Session**

Moved by Trustee Gibson and seconded by Trustee Pirovano to go into Executive Session at 8:27 p.m. pursuant to the Open Meetings Act Section 2(c): To consider "the appointment, employment, compensation, discipline, performance, or dismissal of specific employee for the public body" and (3) The selection of a person to fill a public office, as defined in the Act, including a vacancy in a public office, when the public body is given power to appoint, under law or ordinance, or the discipline, performance, or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance". Roll Call: Trustee Fath-Aye, Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Pirovano -Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried**

Moved to return to open session at 10:02 p.m. by Trustee Gibson and seconded by Trustee Fiorio. Roll Call: Trustee Fath-Aye, Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Pirovano - Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried**

**Adjournment**

There being no further business, Trustee Gibson moved to adjourn the meeting at 10:03 p.m. and seconded by Trustee Fiorio. Roll Call: Trustee Fath-Aye, Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Pirovano -Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried**

<b>Approval Certification</b>
I hereby certify the approval of the foregoing Minutes of the Township of Schaumburg
Clerk
Date

# DISABILITY & SENIOR SERVICES

Report for June 2025

Service Provided	June 2025	FYTD 2026	June 2024	FYTD 2025
<i>Administration</i>				
Client Contacts	139	723	357	1,677
Information & Referrals	106	345	157	754
Advocacy	0	4	7	37
Case Management	22	164	47	265
<i>ITAC (Illinois Telecommunications Access Corp.)</i>				
Phone Testing Appointments	0	6	5	22
ITAC Outreach Events	0	3	1	3
<i>Benefit Assistance</i>				
Medicare Counseling	36	154	48	197
Dept of Human Services (SNAP, Medicaid, MSP)	11	48	15	70
Benefit Access Applications	23	93	16	105
RTA Applications (Free Ride and Reduced Fare)	11	44	8	67
Parking Placards	25	105	23	98
<i>CEDA Programs</i>				
LIHEAP/PIPP/Furnace/LIHWAP/Weatherization	1	53	24	122
<i>Programming</i>				
Programs	75	275	53	253
Participants	1,154	5,146	808	4,006
<i>Volunteers</i>				
New Volunteers	1	8	0	0
Total Volunteers (unduplicated)	28	134	71	245
Volunteer Hours	224	973	143	541
<i>Staff Development</i>				
Webinars, Conferences, and Trainings	61	110	60	99

## Department Highlights

- Director Cordes and MHB Executive Director Hobson-Robb met with Mark Menke, LPC to discuss drop-in counseling services for Township residents.
- Program Highlights:
  - June 4 – Buddy Holly Tribute
  - June 5 – Home Safe Home Presentation
  - June 9 – Deaf Services Cooking Class
  - June 9-10 – AARP Driver's Safety Class
  - June 11 – The Marvelous Wonderettes
  - June 11 – Summer Make and Take
  - June 12 – Vaccination Clinic
  - June 12 – Deaf Services Breakfast Social
  - June 17 – Music Night
  - June 18 – Deaf Social Support Group Indoor Picnic
  - June 25 – Always Something There

*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 June 2025

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- June 25 – Deaf Services trip to Museum of Illusions
- Training Attended:
  - June 3 - Unpacking Discrimination in the Workplace
  - June 3 – SHIP Bimonthly Call (6 staff)
  - June 4 – The Intersection of Artificial Intelligence and Disability Rights
  - June 9 – The Intersection of Race, Disability, and the ADA
  - June 17 – Illinois Medicaid Appeals Webinar (2 staff)
  - June 18 – Making the Connection: Transportation, Aging and the ADA Webinar
  - June 25 – Understanding and Supporting ADHD in the Workplace
  - June 25 – Collecting Medicare Part D Enrollment Outcomes
  - June 26 – Township Officials of Cook County Conference
  - June 30 – Fair Housing for Tenants with Disabilities Webinar
  - All Month – CEDA PIPP Recertification Training (5 staff)
  - All Month – ASL Training w/Deaf Services (entire DSS Team)
- Community Meetings Attended:
  - June 3 – AARP Tax Aide Meeting (2 staff)
  - June 12 – Illinois Township Senior Services Association (2 staff)
  - June 13 – Benefit Access Group Monthly Meeting
  - June 16 – AABD Spenddown Meeting (2 staff)
  - June 18 – Paint A Thon Meeting
- Outreach Events:
  - June 17 – Medicare Basics Presentation
  - June 24 – City of Hope Cancer Center Tour & Outreach

### **Upcoming Events**

- August 4-5 – AARP Driver's Safety Class, 9am
- August 6 – Twisted Melodies, 10:15am, Northlight Theater
- August 6 – Assistive Technology and You, 6pm
- August 11 – Deaf Services Cooking Class, 5pm
- August 13 – Lucille Ball Portrayal, 9:30am, Jacob Henry Mansion
- August 15 – Riverboat Cruise, 9:15am, St. Charles
- August 19 – Ice Cream Social, 2pm
- August 20 – Elgin History Museum, 9:30am
- August 20 – DSS Coffee Chat Presentation: Loneliness, 10am
- August 20 – Deaf Social Support Group, 10am
- August 21 – Deaf Services Young Adult Pizza Social, 5:30pm
- August 26 – Original Medicare vs. Medicare Advantage Presentation, 11:30am
- August 26 – A Guide to the Markets, 10am
- August 27 – Murder and Mayhem Walking Tour, 9:15am
- August 28 – Deaf Services Trip to Chicago Fed Money Museum, 8am
- August 30 – Septemberfest Free Rides for Individuals with Disabilities, 9am

### *Schaumburg Township Mission Statement:*

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Service Provided	June 2025	FYTD 2026	June 2024	FYTD 2025
<i>Administration</i>				
Individuals Served (unduplicated)	196	859	211	837
One Way Rides	1313	5677	1275	5591
Fares Collected	1,184	3,803	558	2,810
Fuel Consumption (gallons)	1,412	5,988	1,591	5,960
Out-of-Township	608	2,165	583	2,339
Mileage	7,439	32,158	7,278	30,675
<i>Ride Type</i>		0		0
Dialysis	270	1,112	376	1,647
Disabled Services	193	851	166	737
Groceries	164	733	249	1,041
Medical	545	2,184	358	1,733
Nutrition	106	539	84	377
TWP	223	835	176	528
CRC	14	44	8	40
Clearbrook	161	703	151	647
CNN	97	198	10	28
<i>Wheel Chair Rides</i>	202	906	270	927
TRIP - Registration	3	9	0	5
New Rider Registration	19	99	25	92
TRIP Quarterly Rides	78	336	116	464

### **Department Highlights**

- On July 23<sup>rd</sup> Driver Patricia Donovan transported 16 Schaumburg senior residents to the Drury Lane in Oak Brook.
- On July 30<sup>th</sup> Driver Rich Del Boccio will Transport 18 Schaumburg seniors to the Metropolis Theater in Arlington Hts.
- On July 10<sup>th</sup> we transported 10 seniors for lunch at Lou's Malnati's restaurant.

### **Upcoming Events**

- The Transportation Department has 5 trips in August for our senior Dept.
- On August 22<sup>nd</sup> we are transporting 15 seniors from Popular Creek.

# DEPARTMENT OF WELFARE SERVICES

Report for June 2025

SERVICE PROVIDED	JUNE 2025	FYTD 2026	JUNE 2024	FYTD 2025
<i>Administration</i>				
Resources and Referrals	225	942	236	1,009
<i>Financial Assistance</i>				
General Assistance Clients	5	5	2	2
General Assistance Contacts	2	18	6	24
Emergency Assistance Approved Applications	2	10	2	15
Emergency Assistance Contacts	38	90	19	167
<i>Utility Assistance Applications</i>				
Low Income Home Energy Assistance Program, Percentage Income Payment Plan, Weatherization, Furnace, and Energy Savings Kits	4 LIHEAP funding exhausted 5/28/25	115	46	213
<i>Social Services Applications</i>				
Supplemental Assistance Nutrition Program, Access to Care, Medicaid & Mobile Dental Clinic	7	59	10	74
<i>Food Pantry</i>				
Households Served (Shopping & Emergency Prepacks)	1,220	5,116	1,046	4,648
Household Members Served	3,516	15,060	2,999	13,677
New Clients	77	355	78	352
<i>Volunteer Hours</i>	899	3,353.5	806.5	2,880.25

## **Department Highlights:**

- Director Nelson attended a Connections of IL meeting to educate and discuss further collaboration. Connections of IL is a volunteer run, Township of Schaumburg funded agency, who support township residents in areas of need.
- The Township received an award letter from the Community and Economic Development Association of Cook County (CEDA) for the Energy Utility Bill Assistance Program and Home Weatherization – as a Partner Energy Intake Site. Program year 26 is slated to begin in the fall.
- The WS casework team participated in a domestic violence training with April Flores-Brayton, a Wings Program representative. Wings is a Township of Schaumburg funded agency partner.
- Associate Director McGinn, Case Manager Fillmore and Caseworker Barrera attended the Township Officials of Cook County (TOCC) Associate Member GA Caseworker Group lunch and learn on Clients & Criminal Backgrounds at Lemont Township.
- Caseworker Barrera represented the Township at the Brightpoint Summer Party resource event.
- Supervisor Heneghan and Supervisor Rogenski attended the Schaumburg AM Rotary breakfast and accept a \$1,000 food pantry donation.
- The team said goodbye and thank you to Dominican University interns Jessica Niemiec and Angel Miramontes for their hard work, dedication and commitment to the community.
- Director Nelson attended the TOCC Conference in Oak Brook for learning and collaboration.

*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.*

# COMMUNITY RELATIONS

## Report for June 2025

Service Provided	June 2025	FYTD 2026	June 2024	FYTD 2025
<i>Facebook</i>				
Total Followers	5,638	5,638	4,734	4,734
Page Reach	47,901	164,885	24,376	71,383
<i>Instagram</i>				
Total Followers	508	508	259	259
Total Profile Visits	141	422	55	167
Total Reach	1,143	2,100	587	1,170

### Department Highlights:

- The Township's Deaf Services Facebook page has 644 followers. The highest performing post was a support group event recap.
- Assisted with the Daily Herald inquiry regarding the potential Road & Bridge website.
- Presented on making engaging cell phone videos at the Annual Township Officials of Cook County Conference.
- Monitored coverage, comments and feedback from a First Amendment auditor and responded where appropriate.
- Collaborated with Welfare Services to make a video highlighting healthy recipes using food pantry food.
- Began prepping for the Hoffman Estates 4<sup>th</sup> of July parade and signed up for the Septemberfest parade and courtesy booths.
- Attended the annual Juneteenth celebration.
- Updated the Township website's transparency page to include bidding information.
- Completed the Digital Display and Pay Pal Drop Down Standard Operating Procedures.
- Worked with DreamCo Design to update the Township website.
- Finalized the July/August Access Point and July 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
  - Open Staff Positions
  - Property Tax Bill Timing
  - TOCC Annual Conference
  - Nurse Services
  - Veteran Honor
  - Veteran Coffee Social
  - Walking Group
  - Chairobics
  - Summer Celebration
  - Tai Chi
  - Breakfast Social
  - Juneteenth
  - Bridges to Memory
  - Senior Music Night
  - Schaumburg Farmer's Market
  - Citizens Utility Clinic
  - Deaf Social Support Group
  - Summer Meals Program
  - Pantry Staples Recipe Demo
  - Blood Drive
  - Electric Buses
  - Disability & Senior Services Committee Coffee Chat
  - Atlantic City, New York and Philadelphia Trip
  - Shred Day
  - Make & Take
  - Diamond Painting
  - Lobby Bookshelf
  - All About Health
  - Deaf Services Cooking Class
  - AARP Safe Driving
  - Vaccination Clinic
  - Bingo
  - eNewsletters
  - LIHEAP Funding
  - Summer Celebration

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## ASSESSOR'S OFFICE

### Report for June 2025

Service Provided	June 2025	FYTD 2025	June 2024	FYTD 2024
<i>Administration</i>				
Office Visits	150	1,504	20	119
Phone Calls	0	436	105	1,882
Building Permits	201	0	19	1,314
Sales Recording	266	1,041	596	19
Change of Name / Address	2	0	3	11
Property Tax Appeals	0	455	0	266
Certificate of Errors	21	485	78	89
Notary	26	3	5	42
Variances	8	21	15	25
<i>Exemptions</i>				
Homeowner Exemptions	17	32	13	419
Senior Homeowner Exemptions	11	58	37	521
Senior Freeze Exemptions	10	87	23	210
Disabled Person & Veteran Exemptions	5	35	6	116
Miscellaneous Exemptions - Affidavit Forms	125	125	133	133

#### **Department Highlights:**

- On June 5<sup>th</sup>, Chief Deputy Morales participated in the Cook County Assessor's Neighborhood Housing Forum, bringing together developers, housing providers, nonprofit leaders, and other industry experts to discuss the state of housing in Chicagoland communities.
- On June 10<sup>th</sup> and 11<sup>th</sup>, Chief Deputy Morales attended a 2-day recertification training at the Kane County Government Center in Geneva.
- On June 25<sup>th</sup> -27<sup>th</sup>, Chief Deputy Morales attended his recertification classes held at NIU Rockford.
- On June 12<sup>th</sup>, Chief Deputy Morales participated in the Metropolitan Township Association's Legislative Zoom meeting to discuss Senate Bill 2504 and other pertinent legislative initiatives.
- On June 21<sup>st</sup>, Chief Deputy Morales, Board of Trustee Holly Fath, and Township Clerk Kathy Reed attended the Elected Official Training at Hanover Township to receive training on board, financial, and township rules, regulations, and laws.
- According to an analysis of assessment appeals from county Treasurer Maria Pappas, businesses in Chicago and its suburbs were granted billions in property tax reductions in recent years. As a result, homeowners paid about \$2 billion more, with a disproportionate amount falling on homeowners in minority area communities.

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# CLERKS OFFICE / DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for June 2025

Service Provided	June 2025	FYTD 2026	June 2024	FYTD 2025
<i>Clerk's Office</i>				
Passport Applications	290	1411	175	1002.375
<b>Passport Application Deposit</b>	\$10,165	\$49,395	\$6,121	\$35,083
Photos	403	1819	310	1769.902
<b>Photos Deposit</b>	\$4,035	\$18,190	\$3,102	\$17,699
Renew Mailing	93	422	78	381
<b>Renewal Deposit</b>	\$930	\$4,222	\$780	\$3,812
<b>Total Passport Fee Deposits</b>	\$15,130	\$71,807	\$10,003	\$56,594
<i>Percent of Budget Expended (33.32% of year)</i>				
Percent of Budget Town	9.50%	29.50%	6.80%	22.80%
Percent of Budget Welfare Services	5.20%	22.40%	7.10%	19.70%
Percent of Budget R & B	1.90%	14.90%	2.30%	8.00%
Percent of Capital Fund	47.90%	58.30%	0.00%	0.00%

## Department Highlights

- On June 7<sup>th</sup>, the Township held our annual Community Shred Event. We had over 200 cars come through our parking lot between 8am and 11am. Thank you to all the staff that helped that day. We certainly could not run this event without the Township team.
- The monthly Veterans Coffee and Conversation is picking up in attendance. Word of mouth and social media are getting the information out there. Veterans come to enjoy a breakfast treat, cup of coffee or two and chat about the time they were in the service. There was a request at June's event for the VSO to come and share information on navigating health benefits. VSO Shynae Murphy is planning to attend in July and support this request.
- Administrator Williams and Director Dionesotes continue to work with Insurance, Mitigator and Contractor toward approval to move forward on building renovations. Administrator Williams escalated the claim going directly to the President / Vice President of our Insurance. In turn, clarification or reimbursement was confirmed. Now the work is being scheduled, and we should have contractors her to start the work approximately July 21<sup>st</sup>.
- The new gas buses have been received. The buses are wrapped and ready and on the road.

*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 4 Month(s) Ending June 30, 2025

# SCHAUMBURG TOWNSHIP

## Financial Summary

For the 4 Month(s) Ending June 30, 2025

33% of Year

REVENUE	Town	Welfare Services	Road & Bridge	Capital	MHB	Total	Budget	Pct. Of Budget	Prior Yr Total	Pct. Of Budget
Property Taxes	2,310,915	433,288	469,199	-	1,052,845	4,266,247	8,900,000	48%	3,664,117	16%
Replacement Taxes	42,763	-	5,660	-	-	48,423	180,000	27%	71,286	-32%
Interest	50,500	15,637	28,626	-	-	94,763	270,000	35%	119,747	-21%
Rental	375	-	-	-	-	375	500	75%	150	150%
Donations/Grants	5,000	45,993	-	-	-	50,993	115,000	44%	11,046	362%
Charges for Services	163,015	-	-	-	-	163,015	220,000	74%	119,927	36%
Other	-	-	78	5,337	-	5,415	2,650	204%	67,984	-92%
Transfers From Other Funds	-	-	-	-	-	-	444,460	0%	-	n/a
Total	2,572,569	494,918	503,562	5,337	1,052,845	4,629,231	10,132,610	46%	4,054,257	14%
Budget	5,745,500	1,010,000	932,650	444,460	2,000,000	10,132,610				
Pct. Of Budget	45%	49%	54%	1%	53%	46%				
EXPENDITURES										
Officials	37,013	-	-	-	-	37,013	108,000	34%	36,447	2%
Salaries and Expenses	752,893	182,036	74,866	-	29,213	1,039,008	3,522,313	29%	937,788	11%
Audit & Legal	49,540	-	656	-	6,427	56,623	214,500	26%	55,011	3%
FICA/Medicare	49,166	22,967	7,106	-	2,022	81,261	293,050	28%	70,347	16%
Insurance	272,837	46,629	13,423	-	4,806	337,696	1,059,029	32%	315,306	7%
Commodities	58,530	3,718	764	-	1,011	64,023	303,150	21%	76,562	-16%
Postage	12,855	142	-	-	-	12,997	39,600	33%	7,259	79%
Utilities	28,856	-	3,110	-	-	31,966	106,600	30%	23,123	38%
Data Processing	167,407	-	-	-	9,750	177,157	200,600	88%	58,031	205%
Uniforms	799	-	-	-	-	799	5,900	14%	1,736	-54%
Building	92,201	-	-	-	-	92,201	149,400	62%	58,840	57%
Mileage	897	132	1,611	-	147	2,788	14,000	20%	2,548	9%
Vehicle	42,936	815	-	-	-	43,751	158,000	28%	47,392	-8%
Programs/Misc	154,901	-	491	-	5,177	160,569	426,000	38%	132,928	21%
Other Expenses	-	0	-	-	-	-	5,000	0%	-	0%
Illinois Grants	-	-	-	-	-	-	2	0%	-	0%
Safety Programs	308	-	-	-	-	308	9,000	3%	1,583	-81%
Professional Improvement	25,532	1,280	504	-	-	27,316	91,500	30%	42,093	-35%
IMRF	65,046	18,196	16,006	-	2,322	101,571	282,832	36%	64,275	58%
General Assistance	-	4,131	-	-	-	4,131	104,966	4%	1,732	0%
Emergency Assistance	-	12,602	-	-	-	12,602	140,000	9%	19,749	-36%
Human Services	90,620	6,250	-	-	390,935	487,805	1,975,000	25%	116,659	318%
Road Maintenance	-	-	165,703	-	-	165,703	1,050,500	16%	(15,194)	-1191%
Capital Outlay	-	82,296	-	349,602	-	431,898	1,150,000	38%	84,918	409%
Contingency	(204,785)	0	-	-	-	(204,785)	109,500	-187%	13,074	-1666%
Transfer to Capital	-	-	-	-	-	-	444,460	0%	-	0%
Total	1,697,553	381,194	284,241	349,602	451,811	3,164,401	11,962,902	26%	2,152,206	47%
Budget	5,745,500	1,702,717	1,906,615	600,000	2,008,070	11,962,902				
Pct. Of Budget	30%	22%	15%	58%	22%	26%				
SURPLUS (DEFICIT)	875,016	113,724	219,321	(344,265)	601,034	1,464,829	(1,830,292)		1,557,658	
BEGINNING Fund Balance	1,804,493	1,141,212	1,236,716	639,894	710,362	5,532,676				
ENDING Fund Balance	2,679,508	1,254,937	1,456,036	295,628	1,311,395	6,997,505				

**SCHAUMBURG TOWNSHIP**  
**Town Fund by Department**  
For the 4 Month(s) Ending June 30, 2025

33% of Year

REVENUE	Admin	Assessor	Community Relations	Disability/Seniors	Transportation	Other	Human Services	Total	Budget	Pct. Of Budget
Property Taxes	2,310,915	-	-	-	-	-	-	2,310,915	5,200,000	44%
Replacement Taxes	42,763	-	-	-	-	-	-	42,763	150,000	29%
Interest	50,500	-	-	-	-	-	-	50,500	175,000	29%
Rental	-	-	-	-	-	375	-	375	500	75%
Donations/Grants	-	-	-	5,000	-	-	-	5,000	-	n/a
Charges for Services	-	-	-	71,242	-	91,773	-	163,015	220,000	74%
Total	2,404,179	-	-	76,242	-	92,148	-	2,572,569	5,745,500	45%
Budget	5,525,000	-	-	83,000	12,000	125,500	-	5,745,500		
Pct. Of Budget	44%	n/a		92%	0%	73%	n/a	45%		
<b>EXPENDITURES</b>										
Officials	37,013	-	-	-	-	-	-	37,013	108,000	34%
Salaries and Expenses	250,871	74,851	-	206,403	220,768	-	-	752,893	2,422,500	31%
Audit & Legal	49,540	-	-	-	-	-	-	49,540	124,000	40%
FICA/Medicare	18,140	5,517	-	11,897	13,613	-	-	49,166	176,640	28%
Insurance	194,855	12,228	-	37,773	27,981	-	-	272,837	771,000	35%
Commodities	9,995	1,584	42,021	4,930	-	-	-	58,530	220,150	27%
Postage	6,901	34	-	5,907	13	-	-	12,855	37,600	34%
Utilities	28,856	-	-	-	-	-	-	28,856	90,000	32%
Data Processing	144,607	-	-	22,800	-	-	-	167,407	188,600	89%
Uniforms	799	-	-	-	-	-	-	799	5,900	14%
Building	92,201	-	-	-	-	-	-	92,201	149,400	62%
Mileage	897	-	-	-	-	-	-	897	6,500	14%
Vehicle	235	-	-	-	42,701	-	-	42,936	149,000	29%
Programs/Misc	22,462	-	-	132,439	-	-	-	154,901	318,000	49%
Safety Programs	308	-	-	-	-	-	-	308	9,000	3%
Professional Improvement	22,311	803	300	2,119	-	-	-	25,532	77,000	33%
IMRF	22,009	7,543	-	15,926	19,568	-	-	65,046	190,250	34%
Human Services	-	-	-	-	-	-	90,620	90,620	200,000	45%
Contract Services	(205,043)	-	-	-	151	-	-	(204,892)	5,000	-4098%
Contingency	-	-	-	108	-	-	-	108	52,500	0%
Transfer to Capital	-	-	-	-	-	-	-	-	444,460	0%
Total	696,956	102,559	42,321	440,302	324,795	-	90,620	1,697,553	5,745,500	30%
Budget	2,761,460	372,490	151,000	1,216,400	1,044,150	-	200,000	5,745,500		
Pct. Of Budget	25%	28%	28%	36%	31%	n/a	45%	30%		
<b>SURPLUS (DEFICIT)</b>	<b>1,707,223</b>	<b>(102,559)</b>	<b>(42,321)</b>	<b>(364,060)</b>	<b>(324,795)</b>	<b>92,148</b>	<b>(90,620)</b>	<b>875,016</b>	<b>-</b>	

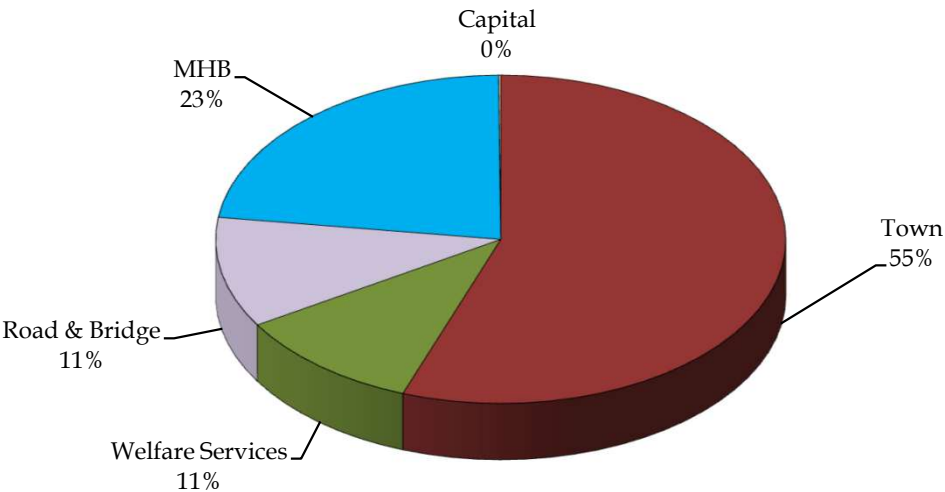


SCHAUMBURG TOWNSHIP

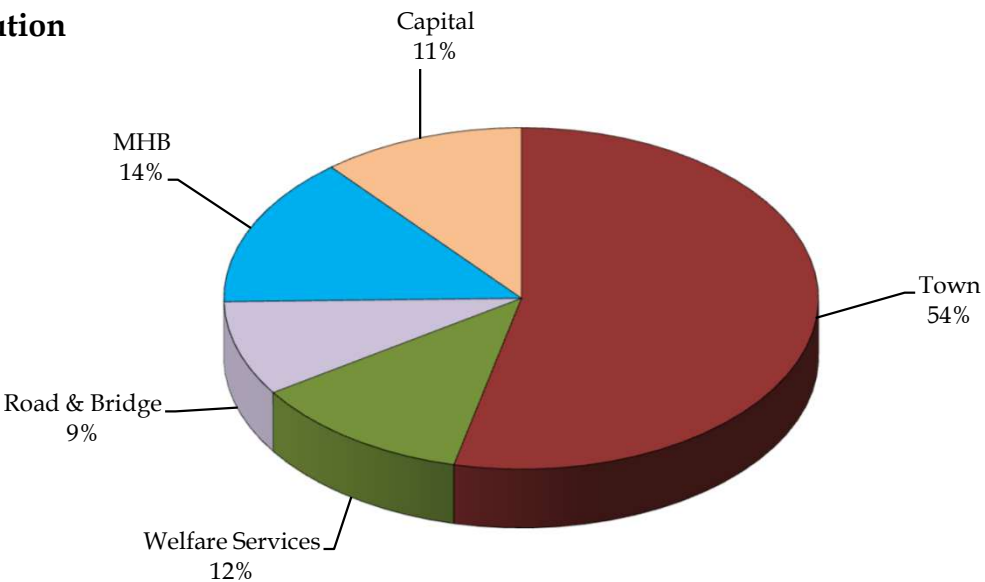
Fund Distribution Graphs

For the 4 Month(s) Ending June 30, 2025

Revenue - Fund Distribution



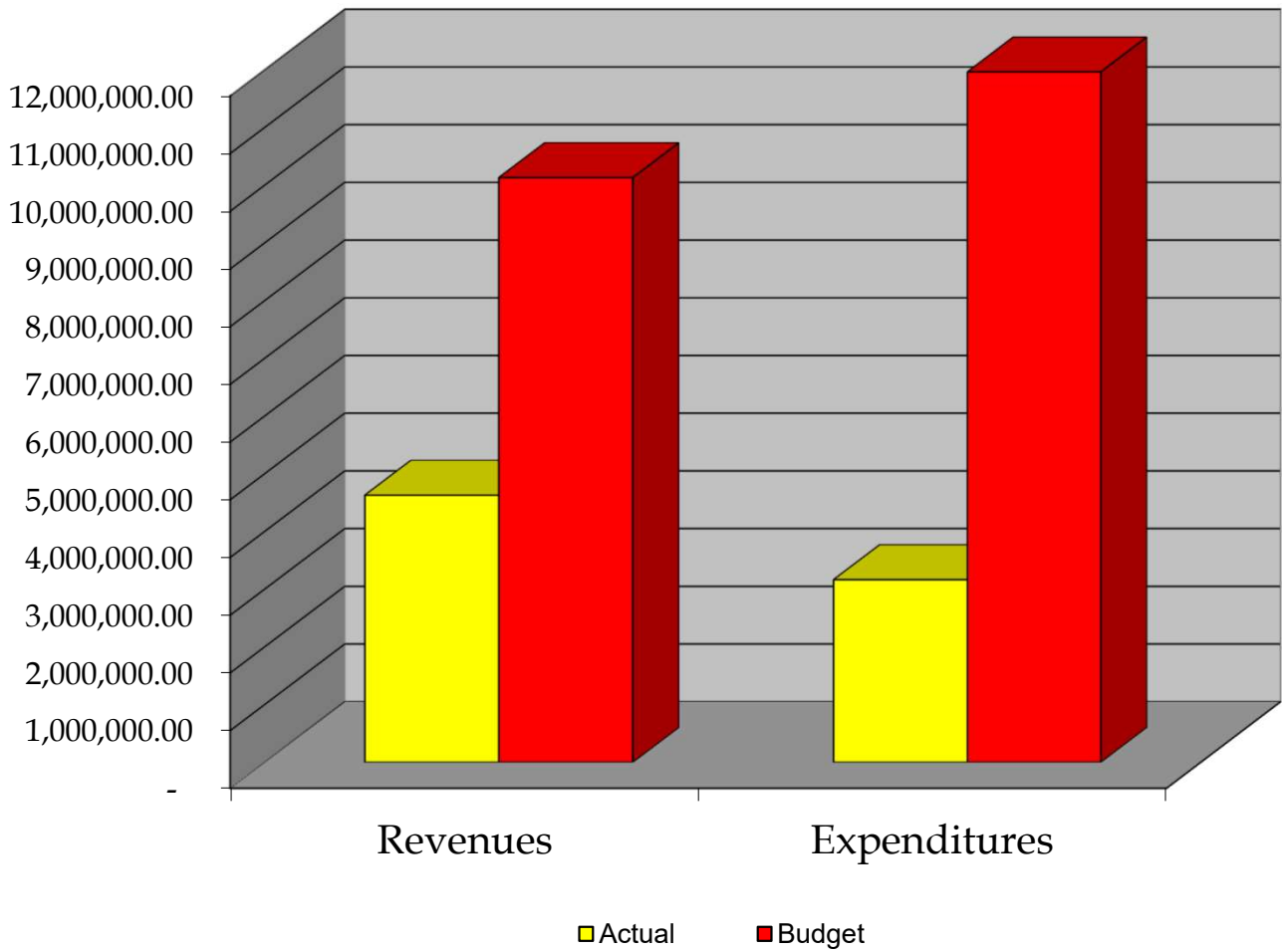
Expenditure - Fund Distribution



SCHAUMBURG TOWNSHIP

Budget vs. Actual

For the 4 Month(s) Ending June 30, 2025



# **SCHAUMBURG TOWNSHIP**

Bank Accounts and Investments

For the 4 Month(s) Ending June 30, 2025

# SCHAUMBURG TOWNSHIP

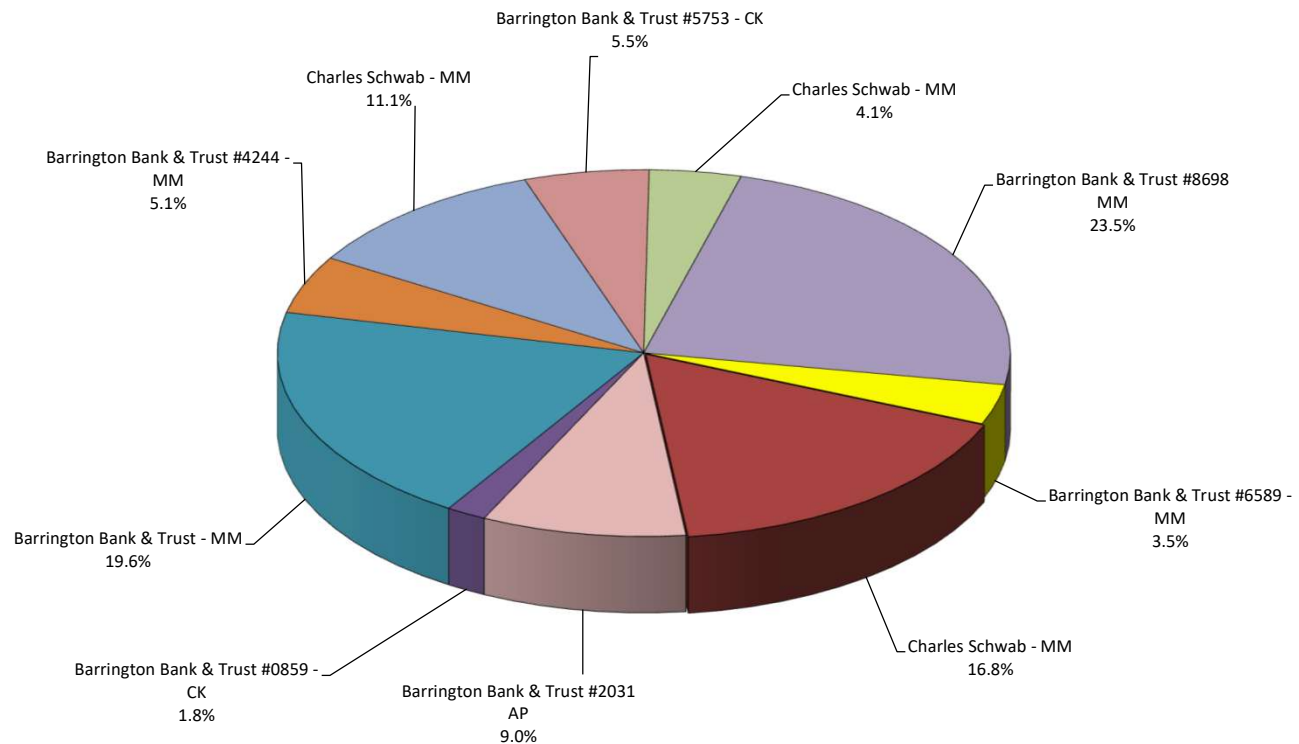
Bank Accounts & CD Rates

For the 4 Month(s) Ending June 30, 2025

33%

## Current Bank Balances and Rates

No.	Bank	Fund	Balance	Current Interest Rate
1	Barrington Bank & Trust #6589 - MM	Town	\$ 244,308.75	4.51%
2	Charles Schwab - MM	Town	\$ 1,164,641.31	Various
3	Barrington Bank & Trust #2031 AP	Town	\$ 622,673.82	n/a
4	Barrington Bank & Trust #0859 - CK	MHB	\$ 121,769.01	n/a
5	Barrington Bank & Trust - MM	MHB	\$ 1,356,828.05	4.53%
6	Barrington Bank & Trust #4244 - MM	GA	\$ 353,174.29	4.53%
7	Charles Schwab - MM	GA	\$ 765,856.19	Various
8	Barrington Bank & Trust #5753 - CK	GA	\$ 380,981.99	n/a
9	Charles Schwab - MM	R&B	\$ 280,143.48	Various
10	Barrington Bank & Trust #8698 MM	R&B	\$ 1,623,844.65	4.53%
TOTAL			\$ 6,914,221.54	



# **SCHAUMBURG TOWNSHIP**

## **Detailed Financial Statements**

**For the 4 Month(s) Ending June 30, 2025**

# Township of Schaumburg

## Profit & Loss Budget vs. Actual - Town Fund

	June	YTD	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
10 · Town Fund - Revenue					
11R · Property Taxes					
1141012 · Property Tax	8,635.22	2,310,915.36	5,200,000.00	-2,889,084.64	44.44%
1142000 · Pers Property Replacement Taxes	0.00	42,763.28	150,000.00	-107,236.72	28.51%
<b>Total 11R · Property Taxes</b>	<b>8,635.22</b>	<b>2,353,678.64</b>	<b>5,350,000.00</b>	<b>-2,996,321.36</b>	<b>43.99%</b>
12R · Interest Income					
1243010 · Interest Income	11,100.50	46,287.38	175,000.00	-128,712.62	26.45%
1243020 · Unrealized Gains/Loss	2,994.51	4,213.10	0.00	4,213.10	100.0%
<b>Total 12R · Interest Income</b>	<b>14,095.01</b>	<b>50,500.48</b>	<b>175,000.00</b>	<b>-124,499.52</b>	<b>28.86%</b>
15R · Disability/Seniors					
1548052 · ITAC Program Income	810.00	1,430.00	5,000.00	-3,570.00	28.6%
1548056 · LIHEAP Income	324.00	4,327.00	10,000.00	-5,673.00	43.27%
1548062 · Grant Funding	1,250.00	5,000.00	8,000.00	-3,000.00	62.5%
1548065 · Event Program Fees	7,748.43	65,484.83	60,000.00	5,484.83	109.14%
<b>Total 15R · Disabled/Seniors</b>	<b>10,132.43</b>	<b>76,241.83</b>	<b>83,000.00</b>	<b>-6,758.17</b>	<b>91.86%</b>
17R · Transportation					
1748062 · Bus Fare Donation Income	0.00	0.00	12,000.00	-12,000.00	0.0%
<b>Total 17R · Transportation</b>	<b>0.00</b>	<b>0.00</b>	<b>12,000.00</b>	<b>-12,000.00</b>	<b>0.0%</b>
19R · Other					
1944050 · Rent TWP Facilities	375.00	375.00	500.00	-125.00	75.0%
1948026 · Passport Income	15,129.77	71,807.07	125,000.00	-53,192.93	57.45%
1948033 · MHB Income	0.00	0.00	0.00	0.00	0.0%
1948080 · Other Income	0.00	19,966.00	0.00	19,966.00	100.0%
<b>Total 19R · Other</b>	<b>15,504.77</b>	<b>92,148.07</b>	<b>125,500.00</b>	<b>-33,351.93</b>	<b>73.43%</b>
<b>Total 10 · Town Fund - Revenue</b>	<b>48,367.43</b>	<b>2,572,569.02</b>	<b>5,745,500.00</b>	<b>-3,172,930.98</b>	<b>44.78%</b>
<b>Total Income</b>	<b>48,367.43</b>	<b>2,572,569.02</b>	<b>5,745,500.00</b>	<b>-3,172,930.98</b>	<b>44.78%</b>
<b>Gross Profit</b>	<b>48,367.43</b>	<b>2,572,569.02</b>	<b>5,745,500.00</b>	<b>-3,172,930.98</b>	<b>44.78%</b>
<b>Expense</b>					
100 · Town Expenditures					
09OFF · Officials					
1111011 · Elected Officials Compensations	9,837.05	37,012.53	108,000.00	-70,987.47	34.27%
<b>Total 09OFF · Officials</b>	<b>9,837.05</b>	<b>37,012.53</b>	<b>108,000.00</b>	<b>-70,987.47</b>	<b>34.27%</b>
10ADMIN · Administration					
11ADMIN · Administration Expenses Salaries					
1111110 · Salaries - Town Admin	64,440.67	246,260.50	770,000.00	-523,739.50	31.98%
<b>Total 11ADMIN · Administration Expenses Salaries</b>	<b>64,440.67</b>	<b>246,260.50</b>	<b>770,000.00</b>	<b>-523,739.50</b>	<b>31.98%</b>
12ADMIN · Employee Expenses					
1221053 · Human Resource Services	582.45	1,514.65	6,000.00	-4,485.35	25.24%
1261014 · Pre-Empl / Screening Charges	749.69	3,095.66	8,000.00	-4,904.34	38.7%
1561015 · Safety Programs	0.00	0.00	3,000.00	-3,000.00	0.0%
<b>Total 12ADMIN · Employee Expenses</b>	<b>1,332.14</b>	<b>4,610.31</b>	<b>17,000.00</b>	<b>-12,389.69</b>	<b>27.12%</b>
14ADMIN · Auditing					
1421010 · Legal Services	3,160.43	4,906.23	30,000.00	-25,093.77	16.35%
1421020 · Auditing	13,785.00	13,785.00	15,000.00	-1,215.00	91.9%
1421030 · Accounting Services	15,365.39	30,848.81	79,000.00	-48,151.19	39.05%
<b>Total 14ADMIN · Auditing</b>	<b>32,310.82</b>	<b>49,540.04</b>	<b>124,000.00</b>	<b>-74,459.96</b>	<b>39.95%</b>
15ADMIN · Insurance					
1524000 · State Unemployment Insurance	8,269.81	8,269.81	18,000.00	-9,730.19	45.94%
1524010 · Worker's Compensation Insurance	0.00	20,909.00	40,000.00	-19,091.00	52.27%
1524020 · Property/ Casualty Insurance	0.00	64,546.00	130,000.00	-65,454.00	49.65%
1524030 · Health/ Dental Insurance	8,835.95	95,877.60	355,000.00	-259,122.40	27.01%
1524035 · Dental/Vision/Life Ins	1,039.19	5,252.49	10,000.00	-4,747.51	52.53%

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

	June	YTD	Budget	\$ Over Budget	% of Budget
1524040 · Medicare Insurance	1,124.04	4,494.54	15,000.00	-10,505.46	29.96%
1524041 · Social Security	3,453.93	13,645.01	50,000.00	-36,354.99	27.29%
<b>Total 15ADMIN · Insurance</b>	<b>22,722.92</b>	<b>212,994.45</b>	<b>618,000.00</b>	<b>-405,005.55</b>	<b>34.47%</b>
<b>17ADMIN · Commodities</b>					
1731010 · Office Supplies	1,076.23	5,686.83	15,000.00	-9,313.17	37.91%
1731012 · Office Printer & Copier Paper	552.80	3,700.25	15,000.00	-11,299.75	24.67%
1732000 · Office Equipment/Furnishings	608.00	608.00	18,000.00	-17,392.00	3.38%
<b>Total 17ADMIN · Commodities</b>	<b>2,237.03</b>	<b>9,995.08</b>	<b>48,000.00</b>	<b>-38,004.92</b>	<b>20.82%</b>
<b>19ADMIN · Postage</b>					
1935010 · Postage	3,401.64	6,901.09	20,000.00	-13,098.91	34.51%
<b>Total 19ADMIN · Postage</b>	<b>3,401.64</b>	<b>6,901.09</b>	<b>20,000.00</b>	<b>-13,098.91</b>	<b>34.51%</b>
<b>21ADMIN · Utilities</b>					
1141020 · Electric	3,155.81	17,108.76	40,000.00	-22,891.24	42.77%
1141030 · Water	492.74	1,361.29	10,000.00	-8,638.71	13.61%
1333010 · Fiber Network/Internet	1,026.20	4,104.80	15,000.00	-10,895.20	27.37%
1336010 · Telephone	1,656.38	6,281.48	25,000.00	-18,718.52	25.13%
<b>Total 21ADMIN · Utilities</b>	<b>6,331.13</b>	<b>28,856.33</b>	<b>90,000.00</b>	<b>-61,143.67</b>	<b>32.06%</b>
<b>23ADMIN · Data Processing</b>					
1333014 · IT Equipment, Software & Support	102,876.20	144,606.90	160,000.00	-15,393.10	90.38%
<b>Total 23ADMIN · Data Processing</b>	<b>102,876.20</b>	<b>144,606.90</b>	<b>160,000.00</b>	<b>-15,393.10</b>	<b>90.38%</b>
<b>25ADMIN · Uniforms</b>					
1542000 · Uniform Clothing Expense	509.94	799.15	5,000.00	-4,200.85	15.98%
<b>Total 25ADMIN · Uniforms</b>	<b>509.94</b>	<b>799.15</b>	<b>5,000.00</b>	<b>-4,200.85</b>	<b>15.98%</b>
<b>27ADMIN · Building Expenses</b>					
1742010 · Scavenger Service	926.78	3,602.20	10,000.00	-6,397.80	36.02%
1742020 · Fire/ Security System	4,615.24	9,576.68	8,500.00	1,076.68	112.67%
1742030 · Building Equipment/Supplies	1,692.66	6,251.48	40,000.00	-33,748.52	15.63%
1742041 · Repairs/Maint/Maint Contracts	31,964.45	72,770.68	90,000.00	-17,229.32	80.86%
<b>Total 27ADMIN · Building Expenses</b>	<b>39,199.13</b>	<b>92,201.04</b>	<b>148,500.00</b>	<b>-56,298.96</b>	<b>62.09%</b>
<b>29ADMIN · Mileage</b>					
1550110 · Travel	881.72	897.49	5,000.00	-4,102.51	17.95%
<b>Total 29ADMIN · Mileage</b>	<b>881.72</b>	<b>897.49</b>	<b>5,000.00</b>	<b>-4,102.51</b>	<b>17.95%</b>
<b>31ADMIN · Vehicle Repair</b>					
1151010 · Fuel & Auto Repair	235.08	235.08	1,500.00	-1,264.92	15.67%
<b>Total 31ADMIN · Vehicle Repair</b>	<b>235.08</b>	<b>235.08</b>	<b>1,500.00</b>	<b>-1,264.92</b>	<b>15.67%</b>
<b>33ADMIN · Misc</b>					
1361012 · Special Events Miscellaneous	4,333.46	20,371.14	30,000.00	-9,628.86	67.9%
1361015 · Veterans Recognition Expenses	28.74	2,091.14	8,000.00	-5,908.86	26.14%
1365100 · Transfer to Capital	0.00	0.00	444,460.00	-444,460.00	0.0%
<b>Total 33ADMIN · Misc</b>	<b>4,362.20</b>	<b>22,462.28</b>	<b>482,460.00</b>	<b>-459,997.72</b>	<b>4.66%</b>
<b>35ADMIN · Programs</b>					
1561100 · Special Accomdn's/Translation Servic	308.00	308.00	9,000.00	-8,692.00	3.42%
<b>Total 35ADMIN · Programs</b>	<b>308.00</b>	<b>308.00</b>	<b>9,000.00</b>	<b>-8,692.00</b>	<b>3.42%</b>
<b>37ADMIN · Professional Improvement</b>					
1762011 · Prof Imprv Town / DEI Training	2,396.27	22,310.58	50,000.00	-27,689.42	44.62%
<b>Total 37ADMIN · Professional Improvement</b>	<b>2,396.27</b>	<b>22,310.58</b>	<b>50,000.00</b>	<b>-27,689.42</b>	<b>44.62%</b>
<b>39ADMIN · Pension</b>					
1921075 · IMRF Expense	7,440.23	22,008.88	55,000.00	-32,991.12	40.02%
<b>Total 39ADMIN · Pension</b>	<b>7,440.23</b>	<b>22,008.88</b>	<b>55,000.00</b>	<b>-32,991.12</b>	<b>40.02%</b>
<b>99ADMIN · Contingency</b>					

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

	June	YTD	Budget	\$ Over Budget	% of Budget
1699900 · Contingency	21,172.50	-205,043.40	50,000.00	-255,043.40	-410.09%
Total 99ADMIN · Contingency	21,172.50	-205,043.40	50,000.00	-255,043.40	-410.09%
Total 10ADMIN · Administration	312,157.62	659,943.80	2,761,460.00	-2,101,516.20	23.9%
20ASSES · Assessor					
21ASSES · Salaries					
1212010 · Salaries - Assessor	17,487.19	74,850.51	283,500.00	-208,649.49	26.4%
Total 21ASSES · Salaries	17,487.19	74,850.51	283,500.00	-208,649.49	26.4%
22ASSES · Data Processing					
1233014 · Computer Maintenance County	0.00	0.00	1,050.00	-1,050.00	0.0%
Total 22ASSES · Data Processing	0.00	0.00	1,050.00	-1,050.00	0.0%
25ASSES · Mileage					
1550121 · Transportation/ Mileage Asses	0.00	0.00	500.00	-500.00	0.0%
Total 25ASSES · Mileage	0.00	0.00	500.00	-500.00	0.0%
26ASSES · Professional Improvement					
1662011 · Professional Imprv Assessor	563.00	802.51	6,000.00	-5,197.49	13.38%
Total 26ASSES · Professional Improvement	563.00	802.51	6,000.00	-5,197.49	13.38%
27ASSES · Commodities					
1431010 · Office Supplies	0.00	338.20	1,000.00	-661.80	33.82%
1432010 · Office Equipment	0.00	935.94	750.00	185.94	124.79%
1534010 · Printing/ Publishing	0.00	310.00	500.00	-190.00	62.0%
Total 27ASSES · Commodities	0.00	1,584.14	2,250.00	-665.86	70.41%
28ASSES · Contingency					
1799900 · Contingency	0.00	0.00	500.00	-500.00	0.0%
Total 28ASSES · Contingency	0.00	0.00	500.00	-500.00	0.0%
29ASSES · Postage					
1835010 · Postage	1.38	33.76	500.00	-466.24	6.75%
Total 29ASSES · Postage	1.38	33.76	500.00	-466.24	6.75%
34ASSES · Benefits					
1514030 · Health/Dental Insurance	821.37	8,912.57	33,000.00	-24,087.43	27.01%
1514035 · Life/Disability Insurance	519.60	2,626.24	5,000.00	-2,373.76	52.53%
1514037 · IMRF Expense	2,549.96	7,543.04	18,850.00	-11,306.96	40.02%
1514038 · Medicare Insurance	287.75	1,150.60	3,840.00	-2,689.40	29.96%
1514041 · FICA	1,105.25	4,366.40	16,000.00	-11,633.60	27.29%
1514042 · Unemployment	689.15	689.15	1,500.00	-810.85	45.94%
Total 34ASSES · BENEFITS	5,973.08	25,288.00	78,190.00	-52,902.00	32.34%
Total 20ASSES · Assessor	24,024.65	102,558.92	372,490.00	-269,931.08	27.53%
40COMR · Community Relations					
41COMR · Commodities					
1734010 · Town Crier	13,046.48	34,190.77	115,000.00	-80,809.23	29.73%
1734011 · Printing	1,673.27	1,673.27	7,000.00	-5,326.73	23.9%
1734013 · Web Support	1,233.20	6,156.87	12,000.00	-5,843.13	51.31%
Total 41COMR · Commodities	15,952.95	42,020.91	134,000.00	-91,979.09	31.36%
42COMR · Misc					
1362019 · Contingency	0.00	0.00	1,000.00	-1,000.00	0.0%
1362020 · Subscriptions	0.00	0.00	3,000.00	-3,000.00	0.0%
Total 42COMR · Misc	0.00	0.00	4,000.00	-4,000.00	0.0%
43COMR · Community Outreach					
1762020 · Public Relations	0.00	300.00	13,000.00	-12,700.00	2.31%
Total 43COMR · Community Outreach	0.00	300.00	13,000.00	-12,700.00	2.31%
Total 43COMR · Community Relations	15,952.95	42,320.91	151,000.00	-108,679.09	28.03%



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

	June	YTD	Budget	\$ Over Budget	% of Budget
<b>50DISAB · Disability/Senior Services</b>					
<b>19DISAB/SEN · Contingency</b>					
1999900 · Contingency	107.78	107.78	1,000.00	-892.22	10.78%
<b>Total 19DISAB/SEN · Contingency</b>	107.78	107.78	1,000.00	-892.22	10.78%
<b>29DISAB/SEN · Mileage</b>					
1950140 · Transportation/ Mileage	0.00	0.00	1,000.00	-1,000.00	0.0%
<b>Total 29DISAB/SEN · Mileage</b>	0.00	0.00	1,000.00	-1,000.00	0.0%
<b>33DISAB/SEN · Misc</b>					
1361010 · Program Expenses	15,055.92	129,908.95	260,000.00	-130,091.05	49.97%
1361011 · Client Assistance	0.00	0.00	6,000.00	-6,000.00	0.0%
1361200 · Interpreting Services	240.00	2,530.00	10,000.00	-7,470.00	25.3%
<b>Total 33DISAB/SEN · Misc</b>	15,295.92	132,438.95	276,000.00	-143,561.05	47.99%
<b>51DISAB/SEN · Salaries</b>					
1114110 · Salaries - Disability	51,792.25	206,402.80	650,000.00	-443,597.20	31.75%
<b>Total 51DISAB/SEN · Salaries</b>	51,792.25	206,402.80	650,000.00	-443,597.20	31.75%
<b>53DISAB/SEN · Software</b>					
1433017 · Software	0.00	22,800.00	22,800.00	0.00	100.0%
<b>Total 53DISAB/SEN · Software</b>	0.00	22,800.00	22,800.00	0.00	100.0%
<b>54DISAB/SEN · Benefits</b>					
1114030 · Health/Dental Insurance	2,489.01	27,007.78	100,000.00	-72,992.22	27.01%
1114035 · Life/Disability Insurance	1,039.20	5,252.49	10,000.00	-4,747.51	52.53%
1114037 · IMRF Expense	5,384.02	15,926.43	39,800.00	-23,873.57	40.02%
1114038 · Medicare Insurance	606.98	2,427.05	8,100.00	-5,672.95	29.96%
1114041 · FICA	2,397.03	9,469.64	34,700.00	-25,230.36	27.29%
1114042 · Unemployment	5,513.21	5,513.21	12,000.00	-6,486.79	45.94%
<b>Total 54DISAB/SEN · BENEFITS</b>	17,429.45	65,596.60	204,600.00	-139,003.40	32.06%
<b>56DISAB/SEN · Professional Improvement</b>					
1662010 · Professional Imprv	0.00	2,119.26	8,000.00	-5,880.74	26.49%
<b>Total 56DISAB/SEN · Professional Improvement</b>	0.00	2,119.26	8,000.00	-5,880.74	26.49%
<b>57DISAB/SEN · Commodities</b>					
1531010 · Office Supplies	0.00	115.62	1,000.00	-884.38	11.56%
1634010 · Printing/ Publishing	643.68	4,813.97	35,000.00	-30,186.03	13.75%
<b>Total 57DISAB/SEN · Commodities</b>	643.68	4,929.59	36,000.00	-31,070.41	13.69%
<b>59DISAB/SEN · Postage</b>					
1635010 · Postage	3,950.69	5,907.18	17,000.00	-11,092.82	34.75%
<b>Total 59DISAB/SEN · Postage</b>	3,950.69	5,907.18	17,000.00	-11,092.82	34.75%
<b>Total 50DISAB/SEN · Disability Senior Services</b>	89,219.77	440,302.16	1,216,400.00	-776,097.84	36.2%

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

	June	YTD	Budget	\$ Over Budget	% of Budget
<b>65TRANS · Transportation</b>					
<b>12TRANS · Employee Expense</b>					
1261040 · Employee Screening	110.00	615.00	2,000.00	-1,385.00	30.75%
<b>Total 12TRANS · Employee Expense</b>	110.00	615.00	2,000.00	-1,385.00	30.75%
<b>15TRANS · Salaries</b>					
1514010 · Salaries - Transportation	53,009.31	220,153.46	700,000.00	-479,846.54	31.45%
<b>Total 15TRANS · Salaries</b>	53,009.31	220,153.46	700,000.00	-479,846.54	31.45%
<b>19TRANS · Mileage</b>					
1950150 · Transportation Mileage	0.00	0.00	400.00	-400.00	0.0%
1962011 · Professional Improvement Trans	0.00	0.00	500.00	-500.00	0.0%
<b>Total 19TRANS · Mileage</b>	0.00	0.00	900.00	-900.00	0.0%
<b>53TRANS · Vehicle</b>					
1351010 · Fuel/Charging	3,882.74	12,300.31	60,000.00	-47,699.69	20.5%
1351011 · Bus Maintenance & Supplies	7,347.76	29,600.52	85,000.00	-55,399.48	34.82%
1351020 · Communications	57.91	799.67	2,500.00	-1,700.33	31.99%
<b>Total 53TRANS · Vehicle</b>	11,288.41	42,700.50	147,500.00	-104,799.50	28.95%
<b>58TRANS · Benefits</b>					
1584030 · Health/Dental Insurance	1,493.41	16,204.67	60,000.00	-43,795.33	27.01%
1584035 · Life/Disability Insurance	1,039.20	5,252.49	10,000.00	-4,747.51	52.53%
1584037 · IMRF Expense	6,615.00	19,567.86	48,900.00	-29,332.14	40.02%
1584038 · Medicare Insurance	674.42	2,696.72	9,000.00	-6,303.28	29.96%
1584041 · FICA	2,763.14	10,916.01	40,000.00	-29,083.99	27.29%
1584042 · Unemployment	6,523.96	6,523.96	14,200.00	-7,676.04	45.94%
<b>Total 58TRANS · BENEFITS</b>	19,109.13	61,161.71	182,100.00	-120,938.29	33.59%
<b>59TRANS · Contingency</b>					
1999910 · Contingency	0.00	150.91	5,000.00	-4,849.09	3.02%
<b>Total 59TRANS · Contingency</b>	0.00	150.91	5,000.00	-4,849.09	3.02%
<b>61TRANS · Commodities</b>					
1131010 · Office Supplies	0.00	0.00	400.00	-400.00	0.0%
1132010 · Equipment	0.00	0.00	500.00	-500.00	0.0%
<b>Total 61TRANS · Commodities</b>	0.00	0.00	900.00	-900.00	0.0%
<b>62TRANS · Uniform</b>					
1242000 · Uniform Expense	0.00	0.00	900.00	-900.00	0.0%
<b>Total 62TRANS · Uniform</b>	0.00	0.00	900.00	-900.00	0.0%
<b>63TRANS · Data Processing</b>					
1333017 · Transportation Software	0.00	0.00	4,750.00	-4,750.00	0.0%
<b>Total 63TRANS · Data Processing</b>	0.00	0.00	4,750.00	-4,750.00	0.0%
<b>69TRANS · Postage</b>					
6935011 · Postage	2.35	13.39	100.00	-86.61	13.39%
<b>Total 69TRANS · Postage</b>	2.35	13.39	100.00	-86.61	13.39%
<b>Total 65TRANS · Transportation</b>	83,519.20	324,794.97	1,044,150.00	-719,355.03	31.11%
<b>91HUMAN · Human Services</b>					
1193000 · Human Services	11,484.00	90,620.00	200,000.00	-109,380.00	45.31%
<b>Total 91HUMAN · Human Services</b>	11,484.00	90,620.00	200,000.00	-109,380.00	45.31%
<b>Total 100 · Town Expenditures</b>	546,195.24	1,697,553.29	5,745,500.00	-4,155,946.71	29.55%
<b>Total Expense</b>	546,195.24	1,697,553.29	5,745,500.00	-4,047,946.71	29.55%
<b>Net Income</b>	<b>-497,827.81</b>	<b>875,015.73</b>	<b>0.00</b>	<b>875,015.73</b>	<b>100.0%</b>

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

	June	YTD	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
<b>20 · General Assistance Fund - Rev</b>					
<b>20R · Property Taxes</b>					
2141012 · Property Taxes Current Year	1,474.17	433,287.98	850,000.00	-416,712.02	50.98%
<b>Total 20R · Property Taxes</b>	1,474.17	433,287.98	850,000.00	-416,712.02	50.98%
<b>21R · Interest Income</b>					
2143010 · Interest Income	2,616.74	12,818.05	45,000.00	-32,181.95	28.49%
2143020 · Unrealized Gains/Loss	1,831.03	2,819.11	0.00	2,819.11	100.0%
<b>Total 21R · Interest Income</b>	4,447.77	15,637.16	45,000.00	-29,362.84	34.75%
<b>23R · Other Income</b>					
2948080 · Other Income	0.00	0.00	0.00	0.00	0.0%
<b>Total 22R · Other Income</b>	0.00	0.00	0.00	0.00	0.0%
<b>23R · Donations</b>					
2348040 · G A Donations Received	0.00	42,000.00	100,000.00	-58,000.00	42.0%
2348046 · GA Liheap Income	673.00	1,493.00	10,000.00	-8,507.00	14.93%
2348048 · GA Grant Income	1,000.00	2,500.00	2,000.00	500.00	125.0%
2348075 · GA SSI Reimbursements	0.00	0.00	3,000.00	-3,000.00	0.0%
<b>Total 23R · Donations</b>	1,673.00	45,993.00	115,000.00	-69,007.00	39.99%
<b>Total 20 · General Assistance Fund - Rev</b>	7,594.94	494,918.14	1,010,000.00	-515,081.86	49.0%
<b>Total Income</b>	7,594.94	494,918.14	1,010,000.00	-515,081.86	49.0%
<b>Gross Profit</b>	7,594.94	494,918.14	1,010,000.00	-515,081.86	49.0%
<b>Expense</b>					
<b>201 · General Assistance Expenditures</b>					
<b>11MEDIC · Medicare Expense</b>					
2124040 · Medicare	687.69	2,749.76	9,177.00	-6,427.24	29.96%
2124041 · Fed Ins Contrbn Acct (FICA)	5,117.55	20,217.28	74,083.06	-53,865.78	27.29%
<b>Total 11MEDIC · Medicare Expense</b>	5,805.24	22,967.04	83,260.06	-60,293.02	27.59%
<b>280GEN · General Assistance</b>					
<b>11GEN · General Assistance Expense Sala</b>					
2114010 · Salaries - GA	45,184.56	182,036.20	679,500.00	-497,463.80	26.79%
<b>Total 11GEN · General Assistance Expense Sala</b>	45,184.56	182,036.20	679,500.00	-497,463.80	26.79%
<b>12GEN · Employee Expense</b>					
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%
<b>Total 12GEN · Employee Expense</b>	0.00	0.00	300.00	-300.00	0.0%
<b>14GEN · Auditing</b>					
2421020 · Auditing	0.00	0.00	2,000.00	-2,000.00	0.0%
<b>Total 14GEN · Auditing</b>	0.00	0.00	2,000.00	-2,000.00	0.0%
<b>15GEN · Insurance</b>					
2524000 · State Unemployment Insurance	1,920.43	1,920.43	4,180.00	-2,259.57	45.94%
2524030 · Health Dental Life Disblty Ins	4,120.27	44,708.40	165,539.00	-120,830.60	27.01%
<b>Total 15GEN · Insurance</b>	6,040.70	46,628.83	169,719.00	-123,090.17	27.47%
<b>17GEN · Commodities</b>					
2831010 · Supplies	0.00	383.84	10,000.00	-9,616.16	3.84%
2832010 · Panty Equipment	500.00	3,334.40	10,000.00	-6,665.60	33.34%
<b>Total 17GEN · Commodities</b>	500.00	3,718.24	20,000.00	-16,281.76	18.59%
<b>19GEN · Postage</b>					
2935010 · Postage	117.16	142.00	500.00	-358.00	28.4%
<b>Total 19GEN · Postage</b>	117.16	142.00	500.00	-358.00	28.4%

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

	June	YTD	Budget	\$ Over Budget	% of Budget
<b>23GEN · Data Processing</b>					
2733017 · Data Proc Software & Maint	0.00	0.00	12,000.00	-12,000.00	0.0%
<b>Total 23GEN · Data Processing</b>	0.00	0.00	12,000.00	-12,000.00	0.0%
<b>25GEN · Transportation/ Mileage</b>					
2550110 · Transportation / Mileage	34.02	131.96	1,500.00	-1,368.04	8.8%
<b>Total 25GEN · Transportation/ Mileage</b>	34.02	131.96	1,500.00	-1,368.04	8.8%
<b>31GEN · Vehicle Expense</b>					
2851010 · Fuel	212.78	684.67	4,000.00	-3,315.33	17.12%
2851013 · Vehicle Maintenance	0.00	130.49	5,000.00	-4,869.51	2.61%
<b>Total 31GEN · Vehicle Expense</b>	212.78	815.16	9,000.00	-8,184.84	9.06%
<b>37GEN · Professional Improvement</b>					
2762010 · Professional Improvement	564.33	1,279.72	8,000.00	-6,720.28	16.0%
<b>Total 37GEN · Professional Improvement</b>	564.33	1,279.72	8,000.00	-6,720.28	16.0%
<b>39GEN · IMRF</b>					
2021075 · IMRF Expense	6,151.30	18,196.14	45,472.00	-27,275.86	40.02%
<b>Total 39GEN · IMRF</b>	6,151.30	18,196.14	45,472.00	-27,275.86	40.02%
<b>53GEN · Other Expenses</b>					
2321050 · General Assistance Appeal	0.00	0.00	500.00	-500.00	0.0%
2321051 · Contingency	0.00	0.00	1,000.00	-1,000.00	0.0%
2321060 · Food Pantry Supplies	21,291.67	82,295.86	300,000.00	-217,704.14	27.43%
<b>Total 53GEN · Other Expenses</b>	21,291.67	82,295.86	301,500.00	-219,204.14	27.3%
<b>57GEN · Other Assistance</b>					
2761010 · Special Assistance	0.00	0.00	100,000.00	-100,000.00	0.0%
<b>Total 57GEN · Other Assistance</b>	0.00	0.00	100,000.00	-100,000.00	0.0%
<b>59GEN · General Assistance</b>					
2970011 · Food	0.00	960.00	9,230.00	-8,270.00	10.4%
2970012 · Shelter	363.50	1,207.00	60,000.00	-58,793.00	2.01%
2970013 · Utilities	344.53	1,390.60	12,000.00	-10,609.40	11.59%
2970016 · Personal Essentials	0.00	360.00	2,880.00	-2,520.00	12.5%
2970018 · Medical Care	0.00	0.00	5,000.00	-5,000.00	0.0%
2970020 · Transportations	90.00	213.33	10,800.00	-10,586.67	1.98%
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%
<b>Total 59GEN · General Assistance</b>	798.03	4,130.93	104,966.00	-100,835.07	3.94%
<b>61GEN · Emergency Assistance</b>					
2171012 · Shelter EA	1,200.00	11,586.33	100,000.00	-88,413.67	11.59%
2171013 · Utilities EA	1,015.37	1,015.37	40,000.00	-38,984.63	2.54%
<b>Total 61GEN · Emergency Assistance</b>	2,215.37	12,601.70	140,000.00	-127,398.30	9.0%
<b>91GEN · Human Services</b>					
2198017 · NW Comm Health Care Mob Dent	0.00	6,249.99	25,000.00	-18,750.01	25.0%
<b>Total 91GEN · Human Services</b>	0.00	6,249.99	25,000.00	-18,750.01	25.0%
<b>Total 280GEN · General Assistance</b>	83,109.92	358,226.73	1,619,457.00	-1,261,230.27	22.12%
<b>Total 201 · General Assistance Expenditures</b>	88,915.16	381,193.77	1,702,717.06	-1,321,523.29	22.39%
<b>Total Expense</b>	88,915.16	381,193.77	1,702,717.06	-1,321,523.29	22.39%
<b>Net Income</b>	<b>-81,320.22</b>	<b>113,724.37</b>	<b>-692,717.06</b>	<b>806,441.43</b>	<b>-16.42%</b>

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

	June	YTD	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
<b>30 · Road And Bridge Fund - Revenue</b>					
<b>30R · Property Taxes</b>					
3041012 · Property Tax	1,822.52	469,198.71	850,000.00	-380,801.29	55.2%
3042000 · Personal Prop Replcmnt Tax	0.00	5,659.81	30,000.00	-24,340.19	18.87%
<b>Total 30R · Property Taxes</b>	<u>1,822.52</u>	<u>474,858.52</u>	<u>880,000.00</u>	<u>-405,141.48</u>	<u>53.96%</u>
<b>31R · Other</b>					
3048060 · Traffic Violations Fines	0.00	0.00	400.00	-400.00	0.0%
3048070 · Driveway Permit Income	0.00	25.00	250.00	-225.00	10.0%
3948080 · Other Income	0.00	53.10	2,000.00	-1,946.90	2.66%
<b>Total 31R · Other</b>	<u>0.00</u>	<u>78.10</u>	<u>2,650.00</u>	<u>-2,571.90</u>	<u>2.95%</u>
<b>38R · Interest Income</b>					
3843010 · Interest Income	6,545.76	28,660.23	50,000.00	-21,339.77	57.32%
3843030 · Unrealized Gains/Loss	283.51	-34.66	0.00	-34.66	100.0%
<b>Total 38R · Interest Income</b>	<u>6,829.27</u>	<u>28,625.57</u>	<u>50,000.00</u>	<u>-21,374.43</u>	<u>57.25%</u>
<b>Total 30 · Road And Bridge Fund - Revenue</b>	<u>8,651.79</u>	<u>503,562.19</u>	<u>932,650.00</u>	<u>-429,087.81</u>	<u>53.99%</u>
<b>Total Income</b>	<u>8,651.79</u>	<u>503,562.19</u>	<u>932,650.00</u>	<u>-429,087.81</u>	<u>53.99%</u>
<b>Gross Profit</b>	<u>8,651.79</u>	<u>503,562.19</u>	<u>932,650.00</u>	<u>-429,087.81</u>	<u>53.99%</u>
<b>Expense</b>					
<b>301 · Road And Bridge Expenditures</b>					
<b>15ROAD · Medicare</b>					
3224040 · Medicare	412.15	1,648.00	5,500.00	-3,852.00	29.96%
3224041 · Social Security FICA	1,381.57	5,458.00	20,000.00	-14,542.00	27.29%
<b>Total 15ROAD · Medicare</b>	<u>1,793.72</u>	<u>7,106.00</u>	<u>25,500.00</u>	<u>-18,394.00</u>	<u>27.87%</u>
<b>90ROADB · Road And Bridge</b>					
<b>10ROADB · Utilities</b>					
3036010 · Telephone R & B	391.55	1,566.42	6,000.00	-4,433.58	26.11%
3041010 · Gas Utilities	0.00	296.86	3,500.00	-3,203.14	8.48%
3041022 · Electric Utilities	283.96	785.08	4,600.00	-3,814.92	17.07%
3041030 · Water Utilities	156.26	461.59	2,500.00	-2,038.41	18.46%
<b>Total 10ROADB · Utilities</b>	<u>831.77</u>	<u>3,109.95</u>	<u>16,600.00</u>	<u>-13,490.05</u>	<u>18.74%</u>
<b>11ROADB · Salaries</b>					
3411014 · Highway Commissioner	0.00	0.00	9,012.50	-9,012.50	0.0%
3419110 · Salaries R&B	19,078.10	74,866.38	320,000.00	-245,133.62	23.4%
<b>Total 11ROADB · Salaries</b>	<u>19,078.10</u>	<u>74,866.38</u>	<u>329,012.50</u>	<u>-254,146.12</u>	<u>22.76%</u>
<b>12ROADB · Employee Expenses</b>					
3161017 · Employee Screening - R&B	0.00	0.00	1,000.00	-1,000.00	0.0%
<b>Total 12ROADB · Employee Expenses</b>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>-1,000.00</u>	<u>0.0%</u>
<b>14ROADB · Contractual</b>					
3421010 · Legal Services	410.00	656.00	45,000.00	-44,344.00	1.46%
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	0.00	25,000.00	-25,000.00	0.0%
<b>Total 14ROADB · Contractual</b>	<u>410.00</u>	<u>656.00</u>	<u>76,000.00</u>	<u>-75,344.00</u>	<u>0.86%</u>
<b>15ROADB · Insurance</b>					
3524000 · State Unemployment Insurance	459.43	459.43	1,000.00	-540.57	45.94%
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	1,194.72	12,963.73	48,000.00	-35,036.27	27.01%
<b>Total 15ROADB · Insurance</b>	<u>1,654.15</u>	<u>13,423.16</u>	<u>88,000.00</u>	<u>-74,576.84</u>	<u>15.25%</u>
<b>17ROADB · Commodities</b>					
3722012 · Bank Charges And Fees	0.00	0.00	500.00	-500.00	0.0%

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

	June	YTD	Budget	\$ Over Budget	% of Budget
3731010 · Office Supplies R&B	324.14	324.14	1,000.00	-675.86	32.41%
3732010 · Office Equipment	0.00	439.99	4,000.00	-3,560.01	11.0%
3732020 · Office Furniture	0.00	0.00	1,000.00	-1,000.00	0.0%
3734010 · Printing/ Publishing	0.00	0.00	5,000.00	-5,000.00	0.0%
Total 17ROADB · Commodities	324.14	764.13	11,500.00	-10,735.87	6.65%
19ROADB · Postage					
3935010 · Postage	0.00	0.00	500.00	-500.00	0.0%
Total 19ROADB · Postage	0.00	0.00	500.00	-500.00	0.0%
29ROADB · Mileage					
3950170 · Transportation/ Mileage	0.00	1,611.40	5,000.00	-3,388.60	32.23%
Total 29ROADB · Mileage	0.00	1,611.40	5,000.00	-3,388.60	32.23%
32ROADB · Contingency					
3299900 · Contingency	0.00	0.00	1,000.00	-1,000.00	0.0%
Total 32ROADB · Contingency	0.00	0.00	1,000.00	-1,000.00	0.0%
33ROADB · Other					
3442020 · Security System	245.43	490.86	3,000.00	-2,509.14	16.36%
3461012 · Special Events - Misc	0.00	0.00	4,000.00	-4,000.00	0.0%
3461013 · Sunshine Fund Expenses	0.00	0.00	1,000.00	-1,000.00	0.0%
Total 33ROADB · Other	245.43	490.86	8,000.00	-7,509.14	6.14%
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	349.09	504.09	4,000.00	-3,495.91	12.6%
Total 37ROADB · Professional Improvement	349.09	504.09	4,000.00	-3,495.91	12.6%
39ROADB · Pension					
3321075 · IMRF Expense	5,411.07	16,006.46	40,000.00	-23,993.54	40.02%
Total 39ROADB · Pension	5,411.07	16,006.46	40,000.00	-23,993.54	40.02%
75ROADB · Road Maintenance					
3581010 · Contract Work	4,665.00	160,101.20	550,000.00	-389,898.80	29.11%
3581020 · Rental Machinery	0.00	0.00	2,000.00	-2,000.00	0.0%
3581030 · Materials & Supplies	116.73	116.73	50,000.00	-49,883.27	0.23%
3581040 · Gas & Oil	455.46	1,331.34	10,000.00	-8,668.66	13.31%
3581050 · Refuse Disposal	0.00	0.00	1,000.00	-1,000.00	0.0%
3581060 · Tools & Supplies	940.63	2,259.36	6,000.00	-3,740.64	37.66%
3582000 · Personal Saftey Equipment	139.89	139.89	2,000.00	-1,860.11	7.0%
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	0.00	0.00	35,000.00	-35,000.00	0.0%
3584000 · Street Lights	318.69	963.37	3,500.00	-2,536.63	27.53%
3585000 · Purchase Of Machinery	590.00	791.00	350,000.00	-349,209.00	0.23%
3586010 · Repair Mach Major Outside	0.00	0.00	20,000.00	-20,000.00	0.0%
3586020 · Repair Mach Upkeep/ Maint	0.00	0.00	6,000.00	-6,000.00	0.0%
3586030 · Repair Machinery Tools	0.00	0.00	4,000.00	-4,000.00	0.0%
Total 75ROADB · Road Maintenance	7,226.40	165,702.89	1,050,500.00	-884,797.11	15.77%
92ROADB · Capital Improvement					
3292019 · Spring South Road Project	0.00	0.00	250,000.00	-250,000.00	0.0%
Total 92ROADB · Capital Improvement	0.00	0.00	250,000.00	-250,000.00	0.0%
Total 90ROADB · Road And Bridge	37,323.87	277,135.32	1,881,114.50	-1,603,979.18	14.73%
Total 301 · Road And Bridge Expenditures	39,117.59	284,241.32	1,906,614.50	-1,622,373.18	14.91%
Total Expense	39,117.59	284,241.32	1,906,614.50	-1,622,373.18	14.91%
Net Income	-30,465.80	219,320.87	-973,964.50	1,193,285.37	-22.52%

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

	June	YTD	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
<b>40 - Capital Fund - Revenue</b>					
4043000 - Transfer in	0.00	0.00	444,460.00	-444,460.00	0.0%
4043001 - Legislative Grants	0.00	0.00	0.00	0.00	0.0%
4043002 - KYC Office	0.00	0.00	0.00	0.00	0.0%
4043003 - Solar Project	0.00	5,336.60	0.00	0.00	100.0%
<b>Total 40 - Capital Fund - Revenue</b>	<u>0.00</u>	<u>5,336.60</u>	<u>444,460.00</u>	<u>-444,460.00</u>	<u>0.0%</u>
<b>Total Income</b>	<u>0.00</u>	<u>5,336.60</u>	<u>444,460.00</u>	<u>-444,460.00</u>	<u>0.0%</u>
	0.00	5,336.60	444,460.00	-444,460.00	0.0%
<b>Expense</b>					
<b>401 - Capital Fund - Expenditures</b>					
4045000 - Gas Bus Purchase	261,262.00	289,850.00	525,000.00	-235,150.00	55.21%
4045018 - Final Renovation Change Orders	0.00	59,751.92	75,000.00	-15,248.08	79.67%
<b>Total 401 - Capital Fund - Expenditures</b>	<u>261,262.00</u>	<u>349,601.92</u>	<u>600,000.00</u>	<u>-250,398.08</u>	<u>58.27%</u>
<b>Total Expense</b>	<u>261,262.00</u>	<u>349,601.92</u>	<u>600,000.00</u>	<u>-250,398.08</u>	<u>58.27%</u>
<b>Net Income</b>	<u><u>-261,262.00</u></u>	<u><u>-344,265.32</u></u>	<u><u>-155,540.00</u></u>	<u><u>-194,061.92</u></u>	

**Township of Schaumburg**  
**Profit and Loss Budget vs Actual - MHB**

	<u>June</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>					
50 · MHB Fund - Revenue					
5051012 · Propert Tax	3,197.43	1,052,844.57	2,000,000.00	-947,155.43	52.64%
<b>Total 50 · MHB Fund - Revenue</b>	<b>3,197.43</b>	<b>1,052,844.57</b>	<b>2,000,000.00</b>	<b>-947,155.43</b>	<b>52.64%</b>
<b>Expense</b>					
50 · MHB Expenditures					
Admin					
5045000 · Schaumburg Township Services	-	-	4,500.00	-4,500.00	0.0%
5045001 · Legal Services	1,842.10	6,427.40	12,500.00	-6,072.60	51.42%
5045002 · Professional Development	-	-	2,500.00	-2,500.00	0.0%
<b>Total 50 Admin Expense</b>	<b>1,842.10</b>	<b>6,427.40</b>	<b>19,500.00</b>	<b>-13,072.60</b>	<b>32.96%</b>
Commodities					
5046000 · Travel	-	147.22	1,000.00	-852.78	14.72%
5046001 · Office Supplies	635.25	961.28	2,500.00	-1,538.72	38.45%
5046002 · Postage	-	-	1,000.00	-1,000.00	0.0%
5046003 · Equipment/Database	9,750.00	9,750.00	16,500.00	-6,750.00	59.09%
5046004 · Community Relations	-	176.96	1,500.00	-1,323.04	11.8%
5046005 · Member Dues	-	5,000.00	6,000.00	-1,000.00	83.33%
5046006 · Prof Needs Assessment	-	-	20,000.00	-20,000.00	0.0%
5046007 · Special Events	-	50.08	3,000.00	-2,949.92	1.67%
5046008 · Printing	-	-	2,000.00	-2,000.00	0.0%
<b>Total 50 · Commodities - Expense</b>	<b>10,385.25</b>	<b>16,085.54</b>	<b>53,500.00</b>	<b>-37,414.46</b>	<b>30.07%</b>
Salaries/Benefits					
5047000 · Salaries	6,086.40	29,213.00	90,000.00	-60,787.00	32.46%
5047001 · Insurance	-	4,806.29	30,000.00	-25,193.71	16.02%
5047002 · Unemployment	-	-	310.00	-310.00	0.0%
5047003 · IMRF	645.90	2,322.38	7,110.00	-4,787.62	32.66%
5047004 · Social Security/Medicare	497.52	2,021.91	7,650.00	-5,628.09	26.43%
<b>Total 50 · Salaries/Benefits - Expense</b>	<b>7,229.82</b>	<b>38,363.58</b>	<b>135,070.00</b>	<b>-96,706.42</b>	<b>28.4%</b>
Contingency					
5049000 · Contingency	-	-	50,000.00	-50,000.00	0.0%
Service Contracts					
5048000 · Service Contracts	50,209.18	390,934.55	1,750,000.00	-1,359,065.45	22.34%
<b>Total 50 · MHB Fund - Expense</b>	<b>69,666.35</b>	<b>451,811.07</b>	<b>2,008,070.00</b>	<b>-1,556,258.93</b>	<b>22.5%</b>
<b>Net Income</b>	<b>(66,468.92)</b>	<b>601,033.50</b>	<b>(8,070.00)</b>	<b>609,103.50</b>	



Statement Period  
May 1-31, 2025



### Account Summary

Ending Account Value as of 05/31  
**\$114,227.05**

Beginning Account Value as of 05/01  
**\$110,190.88**



Statement Period  
May 1-31, 2025



### Account Summary

Ending Account Value as of 05/31  
**\$39,771.99**

Beginning Account Value as of 05/01  
**\$39,728.24**





## **Township of Schaumburg**

### ***Administrative and Passport Assistant Agent***

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**Department:** Clerk/Administrative Services  
**Reports to:** Director of Administrative Services  
**Hourly rate:** \$22.29 Hourly experience-based  
**Status:** Part-Time, Non-Exempt  
**Date:** March 2023

#### **Position Overview**

Under the supervision of the Director of Administrative Services, the Passport Assistant is responsible for assisting residents in the processing and filing of paperwork for passport applications. This position requires professional customer service in a variety of functions that deal with many different local, state, and federal agencies. Serves as Notary Public. Carries out duties that include general clerical and office-based work. Provides direct support services to departmental staff and maintains a professional image through in-person, email, and telephone interactions.

#### **Hours**

12 pm – 7 pm, Thursdays  
12 pm – 5 pm, Fridays  
Possibility of additional hours as needed.

#### **Responsibilities / Essential Functions**

- Serve as Passport Acceptance Agent responsible for processing passport applications and renewals.
- Utilize specialized camera equipment to take passport photos for residents.
- Process payments from residents for services including handling cash, checks, and deposits.
- Assist with clerical support projects as assigned.
- Providing administrative support to the Clerk's Office and Administrative Services Department and other Township departments as directed.

#### **Required Skills, Knowledge, and Abilities**

- Knowledge of processing procedures for passports.
- Able to professionally handle sensitive and confidential information with local, state, and federal guidelines.
- Able to work effectively and courteously with the public daily and in potential conflict situations. Able to establish priorities, work independently, and proceed with objectives with minimal supervision.
- Able to read, comprehend, listen to, and follow basic verbal or written instructions and provide appropriate feedback. Skills in general office-related functions including, but not limited to, filing, and copying. Able to read, comprehend, and/or create routine correspondence and memos using proper spelling, grammar, punctuation, and sentence structure.
- Understanding of cash handling principles and basic mathematics. Working knowledge of office equipment such as printers, phones, computers, and copiers.
- Bilingual in any of the following (Spanish, Hindi, Polish, Russian, Bulgarian, Ukrainian) is a plus.

*Nothing in this job description restricts management's right to reasonably assign duties and responsibilities to this job at any time. Essential features of this job are described under the headings above. A copy of this job description will be kept with the employee's personnel files.*

## Education, Experience, and Computer Skills

- High School Diploma or General Education Development (GED) equivalent.
- Associate degree preferred or equivalent related work experience.
- One year of office administration experience, public sector preferred.
- Proficient with all Microsoft Office applications including, but not limited to, Word, PowerPoint, Outlook, and Excel.

## Special Requirements

- Must meet federal eligibility requirements for Passport Acceptance Agent and obtain/maintain certification as a Passport Acceptance Agent. Willing to work occasional evenings and/or weekends as needed. Must obtain and Maintain Notary Public certification within two months of hire.
- The ability to read and speak Spanish and/or Hindi is preferred.

## Physical Demands

- Must be able to sit, walk, stand, use fingers in repetitive motion, twist, and turn for long periods as typical for an office-setting environment. This position requires some occasional lifting, pulling, pushing, and carrying of up to 20 pounds.

## Working Conditions

- This position is primarily executed indoors; however, it may require contact with outdoor weather for special events. This position works directly with clients.
- It may require off-site training that may have other conditions not listed here.
- Able to work directly with diverse clients and manage conflict, some clients may exhibit a variety of behavioral concerns.

(Do not post the part below on employment sites)

**I agree that the above job description correctly describes the responsibilities and duties of the stated position.**

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Township Administrator

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Date

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Human Resources

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Date

---

Department Director

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Date

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*Nothing in this job description restricts management's right to reasonably assign duties and responsibilities to this job at any time. Essential features of this job are described under the headings above. A copy of this job description will be kept with the employee's personnel files.*



## Township of Schaumburg *Bus Driver 2024*

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### **Position Overview**

**Department:** Transportation

**Reports to:** Transportation Manager

**Hourly Rate:** \$20.00

**Status:** Part-Time - Non-Exempt

**Date:** December 2024

The Bus Driver position is managed by the Transportation Manager. It entails providing door-to-door transportation services for older adults and individuals with disabilities, ensuring they can attend their medical and personal appointments. Additionally, the Bus Driver is responsible for conducting outings for various Township events and offering support during special events as required. Proficiency in using the Ecolane transportation software and tablet is essential for managing the daily schedule of pick-ups and drop-offs, which may be adjusted according to evolving needs.

**Hours:** 7:45 AM – 2:15 PM, Monday through Friday. This position's hours will fluctuate based on transportation demand.

### **Responsibilities/Essential Functions**

- Safely provide transport for Township residents to and from medical appointments, personal appointments, and organized trips in a courteous and professional manner that represents the Township in a positive manner.
- Follow assigned routes utilizing the Ecolane software tablet and global positioning system (GPS).
- Assist residents from the door of the pickup location onto the bus utilizing the wheelchair lift and/or stairs, and return to the door of the drop-off location, if needed. Carries and loads oxygen tanks and follows basic instructions and precautions for their use.
- Conducts daily vehicle inspection, including, but not limited to, fuel, oil, wipers, fluids, and interior and exterior lights, and reports any maintenance concerns to the manager and/or Dispatcher.
- Assists in carrying small packages, groceries, or other client bags as needed.
- Maintains daily operation records as required, including numbers of clients, times, dates, odometer reading, gas usage, etc. to be submitted at the end of each shift.
- Maintains cleanliness of the interior of the bus including clean windows, windshield, and dashboard. Disinfects all handles seatbelts and rails. The bus must be swept, and garbage is thrown out daily.
- Collects donations from clients and turns them into dispatchers or Transportation manager on daily basis.
- Fills the bus with gasoline at pre-approved service stations.
- Responds appropriately and in a safe manner in the event of unforeseen operational malfunctions. Follows emergency procedures and ensures the protection of passengers.

*Essential features of this job are described under the headings above. A copy of this job description will be kept with the employee's personnel files.*

- Wears uniforms as provided by the Township when operating vehicles.
- Must notify the manager of Transportation of any change in driver's license, including tickets, change of address, etc.
- Completes all operational, procedural, and CDL training will be assigned by the manager of Transportation
- Performs all other duties as assigned

#### **Other Job Functions**

- Performs all other duties as assigned by the Transportation Manager
- Support donors with food drives and donations.
- Ability to recognize and appropriately respond to an emergency.

#### **Education & Qualifications**

- High School Diploma or General Education Development (GED) equivalent.
- Basic knowledge with all Microsoft Office applications
- Commercial Drivers' License with passenger endorsement ( CDL optional)
- Current Department of Transportation physical card signed by a certified physician
- One year of experience in transportation is required.
- Proficient in following global positioning systems (GPS), operating a tablet to follow the route details

#### **Special Requirements**

- Willingness to work occasional evenings and weekends as requested.
- Must be 21 years of age or older.
- CDL
- Submit to random drug and alcohol tests.
- Must be registered with the FMCSA Clearinghouse. (State Driver Licensing Agencies)
- Must be able to pass a background check and have a clean driving record.
- This position may require off-site training, which may have other conditions that are not listed here.
- Contact with low to moderate noise levels may be experienced during normal working hours and special activities.

#### **Physical Demands**

- The physical demands outlined below are representative of the requirements that an employee must meet to successfully perform the essential functions of this job, with reasonable accommodation:
- Employees must be able to sit, walk, and stand for extended periods. They should also be able to use their fingers for repetitive motions, as well as twists and turns. This position involves operating foot controls while driving a bus, requiring the use of both the right and left foot.
- The job requires lifting, pulling, pushing, and carrying items weighing up to 25 pounds. Additionally, it may involve pushing and pulling a wheelchair that can carry a load of up to 200 pounds. Must be able to bend, squat, stoop, or climb for extended periods of time.
- Requires the operation of a heavy motor vehicle.

#### **Environmental Conditions**

*Essential features of this job are described under the headings above. A copy of this job description will be kept with the employee's personnel files.*

- This position performs work inside a bus and outside when picking up/dropping off clients. The employee is exposed to wet and humid extreme cold, extreme heat, rain, and snow conditions.
- Contact with moderate noise levels common in the outdoor working environment. Higher noise levels may be experienced during certain activities.
- May experience normal vehicle operating conditions such as vibrations, contact with gas fumes, other noxious odors, and extreme illumination from headlamps.

**Benefits**

- This position is scheduled for 40 hours weekly, Monday through Friday.
- The Township offers a generous benefits package, including paid time off, major health, dental, vision, life, and IMRF pension.

*Nothing in this job description restricts management's right to reasonably assign duties and responsibilities to this job at any time*

*Essential features of this job are described under the headings above. A copy of this job description will be kept with the employee's personnel files.*



## Township of Schaumburg *Fleet Coordinator*

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**Department:** Transportation  
**Reports to:** Manager of Transportation  
**Job Grade:** 8  
**Status:** Full Time, Non-Exempt  
**Date:** March 2023

### **Position Description:**

This role is under the direction of the Transportation manager. The Fleet Coordinator assists with multiple parts of the daily operation, but not limited to, repair schedules, administrative tasks, communication with residents and drivers, while implementing a positive work environment. In addition, this role will be responsible for the daily operations and management of TOS internal fleet. This is a fast-paced, dynamic role which requires a solution-oriented personality and a willingness to stay open-minded and adapt to quickly changing operation needs. Success in your core duties means you will need to be able to manage many tasks and projects simultaneously while maintaining excellent organization and maintenance record keeping. This role will also need the ability to communicate effectively with board members if need it to convey buses status, provide knowledge, and manage expectations. Constant public interaction with all residents and retailers in a courteous, professional manner in representation of the Township.

**Hours:** 7:45 AM-4:15 PM Monday through Friday, Flexibility to work based on the demands of the Township, which may require occasional evenings, nights or weekends.

### **Responsibilities/Essential Functions:**

- Communicate with drivers on all maintenance schedules of the fleet & any issues that might arise.
- Ability to work in a fast-moving environment that changes constantly
- Drive Schaumburg residents to scheduled appointments 3 days out of the week fulfilling operation's needs
- Complete assignments with a high level of accuracy and embrace ambiguous situations
- Serve as key player for designated fleet including setting maintenance schedules, prioritizing the workflows of the department, requesting resources, and coordinating work efforts with vendors
- Utilize physical and digital tools to ensure all record keeping relating to the fleet are accurate by managing inventory, auditing records, ensuring data is accurate.
- Ensure compliance with all policies of safety lane auditing buses, license plates, and other supporting documentation.
- Provide oversight and communication of the TOS Fleet Procedures
- Responsible for onboarding new electric buses into the fleet including registration, shipment, safety and condition status
- Manage maintenance and repairs with the different service organizations
- Coordinate transportation of fleet buses between locations when repairs are need it
- Provide fast-acting support of escalations to ensure residents satisfaction and operations ease.
- Check with lead dispatcher regarding any bus that needs to be service, with the addition, of input mileage-fuel of the fleet on daily operations
- Communicates with the general public on procedures and regulations regarding the use of the Township transportation program.
- Performs other duties as assigned and assists in the overall successful operations of the department.

### **Special requirements**

- Stay inform in all applicable laws and Transportation regulations in IL
- Capability to prioritize, be mechanical incline & multitask

*Nothing in this job description restricts management's right to reasonably assign duties and responsibilities to this job at any time. Essential features of this job are described under the headings above. A copy of this job description will be kept with the employee's personnel files.*

- Utilize Autosist on daily basis for inspections and repair reports
- Ability to implement, adapt, and learn new technologies of electric vehicles

**Other Job Functions:**

- Perform all other duties as assigned by Transportation Manager
- Ability to recognize and appropriately respond to an emergency.
- Responsible to serve as immediate driver as needed
- Wears uniforms as provided by the Township when operating Township vehicles.
- Develop and maintain skills by attending classes related to the transportation department & serve as a support for department manager on attendance to TOS meetings

**Education & Qualifications:**

- High School Diploma or General Education Development (GED) award.
- Associates Degree preferred or equivalent related work experience
- Required to possess a valid CLD driver's license, including pre-trip inspection and road exam
- Complete CPR and Defensive Driving Courses
- Must submit and pass all legally required drug and alcohol tests, as well as DOT physical examinations as periodically required. Including random drug-test required by the Illinois Trucking association
- Must display good human relations skills in dealing with passengers, drivers and the general public

**Physical Demands:**

- The physical demands described are representative of those that must be met by an employee to perform the essential functions of this job successfully with reasonable accommodation.
- While performing the duties of this job, the employee is regularly required to sit, talk, use repetitive motion, type, and hear. The employee is frequently required to stand, walk, use hands and fingers to handle and feel, and reach with hands and arms. The employee is required to bend, squat, climb stairs, and reach overhead.
- The position requires lifting, pulling, pushing, and carrying up to 30 pounds.

**Environmental Conditions:**

- The work environment conditions described here are representative of those an employee may encounter while performing the essential functions of this job with reasonable accommodation.
- The position is executed indoors and outdoors; it requires contact with outdoor weather.
- This position may require off-site training which may have other conditions not listed here.
- Contact with low to moderate noise levels may be experienced during normal working hours and special activities.

*Nothing in this job description restricts management's right to reasonably assign duties and responsibilities to this job at any time. Essential features of this job are described under the headings above. A copy of this job description will be kept with the employee's personnel files.*





# Personnel Policy

Updated: July 23, 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 Board approves all new and revised job titles and subsequent descriptions, toward tracking head count and salaries, as part of their fiduciary responsibilities to the Township. Only Board approved job descriptions can be posted for vacancies.

To that end, the Township Board delegates all hiring decisions to the Township Administrator, with the exception of Department Heads. The Township Administrator recommends Department Head hires to the Township Board for consideration and approval. The Board may so choose to interview any recommended candidate for Department Head. The final approval will be added to the next available Board meeting, with a temporary approval, from the Supervisor, by electronic means available to allow for a timely start date. The Township Board and Supervisor interview and select for the Administrator role. For all other hiring, the Administrator keeps the Township Supervisor updated, especially for key roles.

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](http://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. The limit of vacation time is set for all Township employees at a maximum of 300 hours.
- **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:**

<b>During these Years of Service</b>	<b>Vacation Hours are Accrued per Pay Period</b>	<b>Vacation <u>Days</u> are Accrued per Pay Period</b>	<b>At the Completion of these Years of Service</b>	<b>Total Vacation Hours Accrued:</b>	<b>Total Vacation <u>Days</u> Accrued:</b>
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 1<sup>st</sup> and ending on December 31<sup>st</sup>.

C. PLAWA leave will be frontloaded to all employees. On January 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup>, 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.



<b>Amount Your Pension May Be Reduced</b>		
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"> <li>○ 1/2% for each month you are under age 67 or</li> <li>○ 1/2% for each month of service credit less than 35 years</li> </ul>
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.

**Attic Insulation Options:**

Now that it has been confirmed that the Insurance agency will only protect the building from the potentially-freezing Attic Space directly above the Assessor's Office where the sprinkler popped this last Winter (approx. 1,500SF) with new above-ceiling batt insulation, there still remains the approx. 6,850 SF of unprotected ceiling space on the second floor that is abreast to the Attic space with currently no improvements to stop freezing of wet sprinklers in those areas.

**Option 1 Proposal Costing \$180K**

Per our previous discussions with Hoffman Estates and prepping the Insurance Agency to possibly accept these repairs, we have already put together a proposal to install spray insulation foam and adjust the existing dry fire protection system to accommodate the added insulation. The attic space's outside air-exchange would also be sealed off. This improvement would also be installed above the Assessor's office, regardless of the 1,500SF of batt insulation approved by Insurance [modifications would be made as necessary]. This option would drastically reduce the thermal fluctuation experienced within the attic, indirectly protecting the wet sprinklers directly above the second floor's ceiling from freezing.

**Option 2 Proposal Costing \$92K**

With this option we have put together is a simple continuance of the scope that was approved by the Insurance agency. The remaining 6,850SF of unprotected ceiling space on the second floor would receive batt insulation & vapor barriers to match the 1,500SF to be installed in the Assessor's Office. This option would separate the airflow and temperatures on the second floor from the Attic space. This option would not affect the temperature fluctuation experienced in the Attic but should directly protect your second-floor ceiling's wet sprinklers from experiencing the freezing cold that led one to burst. The Attic's dry fire protection system would remain unchanged and would retain its open-air ventilation.

# ALFA CHICAGO INC

4100 W Belmont Ave, Suite 5  
Chicago, IL 60641

Phone: (312) 772-5300  
[www.alfachicagoinc.com](http://www.alfachicagoinc.com)



## PROPOSAL

DATE	7/14/2025
CONTRACT #	Attic Insulation / Fire Protection
INVOICE #	ST-037
INVOICE PERIOD	N/A
DUE DATE	8/13/2025

### BILL TO

Melissa Williams  
Township of Schaumburg  
One Illinois Blvd.  
Hoffman Estates, IL 60169  
847-884-0030 ext.3010

### PROJECT SITE

Schaumburg Township Building  
One Illinois Blvd.  
Hoffman Estates, IL 60169

DESCRIPTION - ATTIC INSULATION & FP	UNIT PRICE	#	UNIT	AMOUNT
ALL ACTIVITIES IN THIS DESCRIPTION ARE AS NEEDED TO MEET MODERN CODE STANDARDS BY THE LOCAL AUTHORITY: HOFFMAN ESTATES. CODE TO APPLY INCLUDES: 2021 IBC & 2021 IECC SECTIONS: C402.1.3 C402.1.4, C402.1.5, C407: Cost associated with furnishing and installing 8,300 SF of sprayed closed-cell insulation foam into the main attic roof rafters. To obtain R-30 insulation value, per Hoffman Estates code enforcement. Includes spraying an additional 2,300 SF of closed-cell insulation foam at parapet walls, to obtain R-30 Insulation value. Cost includes all labor, material, and equipment required.	10.80	10625	SF	114,750.00
Cost associated with furnishing and installing sprayed DC315 Fire-Stopping Paint at all rafters and parapet walls to receive new closed-cell insulation, per Hoffman Estates code enforcement. Cost includes all labor, material, and equipment required.	2.45	10625	SF	26,031.00
Cost associated with prepping, adjusting, and repressurizing the existing dry-line fire protection in the attic. Includes shutoff and prepping the existing fire protection main, adjusting/dropping existing sprinkler heads and their associated branch piping to accommodate for sprayed closed-cell insulation and fire-stopping paint, and repressurizing the dry fire protection system. Cost includes all material, labor, and equipment required. Cost represented as 'Per Sprinkler Head.' Owner to establish contact with the building's supervising Fire/Emergency Response agencies during construction.	490.38	80	EA	39,230.00

Subtotal	180,011.00
Taxable	-
Tax rate	0.000%
Tax due	-
Other	-
<b>TOTAL</b>	<b>\$ 180,011.00</b>

### OTHER COMMENTS

1. Total payment due in 30 days
2. Please include the invoice number on your check

If you have any questions about this invoice, please contact  
Wes Khan, 224-578-0716, [alfachicagoinc@gmail.com](mailto:alfachicagoinc@gmail.com)  
**Thank You For Your Business!**

# ALFA CHICAGO INC

4100 W Belmont Ave, Suite 5  
Chicago, IL 60641

Phone: (312) 772-5300  
[www.alfachicagoinc.com](http://www.alfachicagoinc.com)



# PROPOSAL

DATE	7/14/2025
CONTRACT #	Attic Batt Insulation
INVOICE #	ST-036
INVOICE PERIOD	N/A
DUE DATE	8/13/2025

## BILL TO

Patti Dionesotes  
Township of Schaumburg  
One Illinois Blvd.  
Hoffman Estates, IL 60169  
847-884-0030 ext.3010

## PROJECT SITE

Schaumburg Township Building  
One Illinois Blvd.  
Hoffman Estates, IL 60169

DESCRIPTION - ATTIC BATT INSULATION	UNIT PRICE	UNIT	#	AMOUNT
ALL ACTIVITIES IN THIS DESCRIPTION ARE AS MANDATED CODE ENFORCEMENT BY THE LOCAL AUTHORITY: HOFFMAN ESTATES. CODE TO APPLY INCLUDES: 2021 IBC & 2021 IECC SECTIONS: C402.1.3 C402.1.4, C402.1.5, C407: Cost associated with furnishing and installing approx. 6,850 SF of fire-rated batt insulation with an internal vapor barrier at all second-floor ACT abreast to the uninsulated attic space. Does not include the approx. 1,500 SF of ACT circa the Clerk's Office that is to be funded by Schaumburg Township's Insurance. New Batt Insulation is to obtain R-30 insulation value, per Hoffman Estates code enforcement and to match the batt aforementioned insurance-funded batt insulation. Existing Fire Protection for both the second floor and the secondary system in the Attic to remain unchanged. Cost includes all labor, material, and equipment required.	13.90	SF	6850	95,215.00

## OTHER COMMENTS

1. Total payment due in 30 days
2. Please include the invoice number on your check

Subtotal	95,215.00
Taxable	-
Tax rate	0.000%
Tax due	-
Other	-
<b>TOTAL</b>	<b>\$ 95,215.00</b>

If you have any questions about this invoice, please contact  
Wes Khan, 224-578-0716, [alfachicagoinc@gmail.com](mailto:alfachicagoinc@gmail.com)  
**Thank You For Your Business!**

**Schaumburg Township**  
Board Warrant Report  
From 6/21/25 - 7/18/25

	<u>Town</u>	<u>Welfare Services</u>	<u>Capital</u>
Per Attached List of Voucher to be Paid:			
Accounts Payable			
	Subtotal <u>190,628.25</u>	Subtotal <u>16,609.35</u>	Subtotal <u>263,145.70</u>
Employee and Official Salaries			
	Subtotal <u>221,115.29</u>	Subtotal <u>58,923.62</u>	Subtotal <u>n/a</u>
Total Fund	<u>411,743.54</u>	<u>75,532.97</u>	<u>263,145.70</u>

All expenditures set forth herein and in the attached "Township of Schaumburg Board Audit Report – All Funds" have been approved for payment by the Township Board and are hereby attested to by the Township Clerk on this 23rd day of July 2025.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Township Clerk, Attest

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee



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Accrual Basis

**Township of Schaumburg**  
**Board Audit Report - Town GA Capital**  
**June 21 through July 18, 2025**

Type	Date	Num	Name	Memo	Account	Amount
<b>10 · Town Fund - Revenue</b>						
<b>11R · Property Taxes</b>						
<b>1142000 · Pers Property Replacement Taxe</b>						
Bill	07/11/2025	PPRT 7/03/25	Schaumburg Towns...	July PPRT for May/June 2025	1142000 · Pers Property Replaceme...	31,373.38
Total 1142000 · Pers Property Replacement Taxe						31,373.38
Total 11R · Property Taxes						31,373.38
Total 10 · Town Fund - Revenue						31,373.38
<b>100 · Town Expenditures</b>						
<b>10ADMIN · Administration</b>						
<b>12ADMIN · Employee Expenses</b>						
<b>1221053 · Human Resources Services</b>						
Bill	07/14/2025	06/30/25	FNBO-1467	Grammerly	1221053 · Human Resources Services	144.00
Total 1221053 · Human Resources Services						144.00
<b>1261014 · Pre-Empl / Screening Charges</b>						
Bill	07/07/2025	405652	Justifacts Credential...	June 2025 background checks	1261014 · Pre-Empl / Screening Cha...	118.83
Total 1261014 · Pre-Empl / Screening Charges						118.83
Total 12ADMIN · Employee Expenses						262.83
<b>14ADMIN · Auditing</b>						
<b>1421010 · Legal Services</b>						
Bill	06/23/2025	338692	Paddock Publication...	Legal posting for refuse bid	1421010 · Legal Services	151.20
Bill	06/24/2025	6999	School District 54	PTAB legal fees D54	1421010 · Legal Services	3,009.23
Bill	07/11/2025	572-0002-44243	Airdo Werwas, LLC	June 2025 Legal fees-Personnel	1421010 · Legal Services	4,647.49
Bill	07/11/2025	572-0004-44245	Airdo Werwas, LLC	June 2025 Legal fees - Supervisor	1421010 · Legal Services	4,889.00
Bill	07/11/2025	572-000144242	Airdo Werwas, LLC	June 2025 Legal fees-bid for ref...	1421010 · Legal Services	16,627.84
Bill	07/11/2025	572-0001-43679	Airdo Werwas, LLC	May 2025 Legal fees - Various	1421010 · Legal Services	7,899.91
Total 1421010 · Legal Services						37,224.67
<b>1421030 · Accounting Services</b>						
Bill	06/30/2025	2980	Gov Accounting, Inc.	June 2025	1421030 · Accounting Services	5,950.00
Total 1421030 · Accounting Services						5,950.00
Total 14ADMIN · Auditing						43,174.67
<b>15ADMIN · Insurance</b>						
<b>1524030 · Dental/Vision/Life Insurance</b>						
Bill	06/23/2025	July 2025	Principal Life Ins. Co...	July 2025	1524030 · Dental/Vision/Life Insurance	1,183.70
Total 1524030 · Dental/Vision/Life Insurance						1,183.70

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Accrual Basis

**Township of Schaumburg**  
**Board Audit Report - Town GA Capital**  
**June 21 through July 18, 2025**

Type	Date	Num	Name	Memo	Account	Amount
<b>1524035 · Dental/Vision/Life Ins.</b>						
Bill	06/23/2025	July 2025	Principal Life Ins. Co...	July 2025	1524035 · Dental/Vision/Life Ins.	3,354.38
Total 1524035 · Dental/Vision/Life Ins.						3,354.38
<b>1524037 · Employee Fitness/Wellness Prog</b>						
Bill	06/23/2025	Fitness reimb	Luis Lizcano	Fitness reimb-Mar, April, May, J...	1524037 · Employee Fitness/Wellne...	159.96
Total 1524037 · Employee Fitness/Wellness Prog						159.96
Total 15ADMIN · Insurance						4,698.04
<b>17ADMIN · Commodities</b>						
<b>1731010 · Office Supplies</b>						
Bill	07/07/2025	6036252710	Staples	Kleenex	1731010 · Office Supplies	54.96
Bill	07/07/2025	6036252715	Staples	File box, sticky notes	1731010 · Office Supplies	43.41
Bill	07/07/2025	6036252719	Staples	White out, copy paper	1731010 · Office Supplies	269.80
Bill	07/14/2025	06/30/2025	FNBO-2071	mouse	1731010 · Office Supplies	47.45
Bill	07/14/2025	06/30/2025	FNBO-1240	Kathy signature stamp	1731010 · Office Supplies	17.80
Bill	07/14/2025	06/30/2025	FNBO-1240	packing tape	1731010 · Office Supplies	16.68
Bill	07/14/2025	06/30/2025	FNBO-1240	passport picture holders	1731010 · Office Supplies	39.98
Bill	07/14/2025	06/30/2025	FNBO-1240	Sarita business card holder	1731010 · Office Supplies	1.37
Bill	07/14/2025	06/30/2025	FNBO-1240	Kathy scanner	1731010 · Office Supplies	329.99
Bill	07/14/2025	06/30/2025	FNBO-1240	paper products for kitchen / De...	1731010 · Office Supplies	206.51
Bill	07/14/2025	06/30/2025	FNBO-1240	WS supplies	1731010 · Office Supplies	33.98
Bill	07/14/2025	06/30/2025	FNBO-1240	DSS supplies	1731010 · Office Supplies	66.20
Bill	07/14/2025	06/30/2025	FNBO-1240	backstock computer keyboards	1731010 · Office Supplies	110.98
Bill	07/14/2025	06/30/2025	FNBO-1240	Meagan computer supplies	1731010 · Office Supplies	55.25
Bill	07/14/2025	06/30/2025	FNBO-1240	DSS mouse pad	1731010 · Office Supplies	23.98
Bill	07/14/2025	06/30/2025	FNBO-4921	Unit Prints - headshots	1731010 · Office Supplies	36.03
Bill	07/14/2025	06/30/2025	FNBO-4921	office supplies	1731010 · Office Supplies	28.48
Bill	07/14/2025	06/30/2025	FNBO-4921	projector	1731010 · Office Supplies	79.99
Bill	07/14/2025	06/30/2025	FNBO-4921	projector screen and external ch...	1731010 · Office Supplies	143.98
Total 1731010 · Office Supplies						1,606.82
<b>1731012 · Office Printer / Copy Paper</b>						
Bill	07/01/2025	422825	Image Systems & B...	June 2025 - main level copier	1731012 · Office Printer / Copy Paper	296.06
Bill	07/07/2025	331861	Macquarie Equipme...	WS copy machine 6/22/25-7/21/...	1731012 · Office Printer / Copy Paper	275.80
Bill	07/07/2025	423268	Image Systems & B...	UL copy machine	1731012 · Office Printer / Copy Paper	579.60
Bill	07/07/2025	423269	Image Systems & B...	WS copy machine	1731012 · Office Printer / Copy Paper	773.37
Total 1731012 · Office Printer / Copy Paper						1,924.83
Total 17ADMIN · Commodities						3,531.65

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Accrual Basis

**Township of Schaumburg**  
**Board Audit Report - Town GA Capital**  
**June 21 through July 18, 2025**

Type	Date	Num	Name	Memo	Account	Amount
<b>19ADMIN · Postage</b>						
<b>1935010 · Postage</b>						
Bill	06/24/2025	Q1904386	Quadient Leasing U...	7/19/25-10/18/25 lease	1935010 · Postage	57.15
Bill	07/01/2025	06/20/25	Quadient Finance U...	05/22-06/20/25 postage	1935010 · Postage	1,680.00
Total 1935010 · Postage						1,737.15
Total 19ADMIN · Postage						1,737.15
<b>21ADMIN · Utilities</b>						
<b>1141020 · Electric</b>						
Bill	07/08/2025	07/02/25	ComEd-TOWN-548...	05/29-06/27/25	1141020 · Electric	2,522.93
Total 1141020 · Electric						2,522.93
<b>1141030 · Water</b>						
Bill	07/08/2025	07/01/25	Village of Hoffman E...	05/01-06/01/25	1141030 · Water	1,187.54
Total 1141030 · Water						1,187.54
<b>1333010 · Fiber Network / Internet</b>						
Bill	06/24/2025	0742433014	ACC Business	5/11/25-6/10/25	1333010 · Fiber Network / Internet	1,026.20
Bill	07/14/2025	06/30/2025	FNBO-2071	CDW-Adobe license	1333010 · Fiber Network / Internet	223.19
Total 1333010 · Fiber Network / Internet						1,249.39
<b>1336010 · Telephone</b>						
Bill	06/24/2025	5/11/25-6/10/25	Verizon Wireless-44...	5/11/25-6/10/25	1336010 · Telephone	231.07
Bill	07/01/2025	Cell Mar, Apr, May	Patrick J Bennett	Cell reimb Mar, Apr, May	1336010 · Telephone	105.00
Bill	07/07/2025	5158	Constellation Telecom	July 2025	1336010 · Telephone	132.75
Bill	07/14/2025	40005033333	Nextiva	7/14-8/13/25 phone service	1336010 · Telephone	1,117.34
Bill	07/14/2025	06/30/2025	FNBO-1240	Ring Central	1336010 · Telephone	40.27
Bill	07/11/2025	March-June 2025 ...	Melissa Williams	March-June 2025 cell	1336010 · Telephone	140.00
Total 1336010 · Telephone						1,766.43
Total 21ADMIN · Utilities						6,726.29
<b>23ADMIN · Data Processing</b>						
<b>1333014 · IT Equipment, Software &amp; Suppor</b>						
Bill	07/01/2025	SUN468786	SundogIT, Inc.	Laptop - Liz DSS	1333014 · IT Equipment, Software &...	1,078.86
Bill	07/07/2025	SUN469685	SundogIT, Inc.	July 2025 IT maintenance	1333014 · IT Equipment, Software &...	7,633.95
Bill	07/07/2025	SUN469750	SundogIT, Inc.	July 2025 Microsoft 365	1333014 · IT Equipment, Software &...	1,184.40
Total 1333014 · IT Equipment, Software & Suppor						9,897.21
Total 23ADMIN · Data Processing						9,897.21

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Accrual Basis

**Township of Schaumburg**  
**Board Audit Report - Town GA Capital**  
**June 21 through July 18, 2025**

Type	Date	Num	Name	Memo	Account	Amount
<b>25ADMIN · Uniforms</b>						
<b>1542000 · Uniform Clothing Expense</b>						
Bill	07/08/2025	1007390	Blink Tees	Staff Apparel	1542000 · Uniform Clothing Expense	3,062.98
Bill	07/14/2025	06/30/2025	FNBO-5686	work shirts for Brian	1542000 · Uniform Clothing Expense	271.34
Total 1542000 · Uniform Clothing Expense						3,334.32
Total 25ADMIN · Uniforms						3,334.32
<b>27ADMIN · Building Expenses</b>						
<b>1742010 · Scavenger Service</b>						
Bill	07/08/2025	14671285T092	Groot Industries, Inc.	July 2025	1742010 · Scavenger Service	926.78
Total 1742010 · Scavenger Service						926.78
<b>1742020 · Fire/ Security System</b>						
Bill	06/23/2025	216665	SMG Security Holdi...	Security system installation	1742020 · Fire/ Security System	3,330.96
Bill	06/23/2025	213800	SMG Security Holdi...	Monitoring - 07/01-09/30/25	1742020 · Fire/ Security System	580.56
Total 1742020 · Fire/ Security System						3,911.52
<b>1742030 · Building Equipment/Supplies</b>						
Bill	07/08/2025	869682443	HD Supply	sign for Food Pantry parking lot	1742030 · Building Equipment/Suppl...	217.99
Bill	07/14/2025	06/30/2025	FNBO-5686	tork bits / swifter dusters	1742030 · Building Equipment/Suppl...	98.31
Bill	07/14/2025	06/30/2025	FNBO-5686	Steel rake, drain pipe	1742030 · Building Equipment/Suppl...	63.54
Bill	07/14/2025	06/30/2025	FNBO-5686	window cleaning kit	1742030 · Building Equipment/Suppl...	19.34
Bill	07/14/2025	06/30/2025	FNBO-5686	razor blade scraper set	1742030 · Building Equipment/Suppl...	20.05
Bill	07/14/2025	06/30/2025	FNBO-5686	squeege-off window cleaning soap	1742030 · Building Equipment/Suppl...	14.90
Total 1742030 · Building Equipment/Supplies						434.13
<b>1742041 · Repairs/Maint./Maint. Contrts</b>						
Bill	06/23/2025	ST-035	ALFA Chicago Inc	Repair broken window panes-Lo...	1742041 · Repairs/Maint./Maint. Con...	9,900.00
Bill	07/08/2025	07-1122	International Extermi...	July 2025	1742041 · Repairs/Maint./Maint. Con...	120.00
Bill	07/08/2025	164813	Western Irrigation, I...	South parking lot - cut lines due ...	1742041 · Repairs/Maint./Maint. Con...	551.85
Bill	07/14/2025	1242	Chicago Power and ...	install LED light over food pantry...	1742041 · Repairs/Maint./Maint. Con...	1,788.00
Bill	07/14/2025	1243	Chicago Power and ...	remote switches	1742041 · Repairs/Maint./Maint. Con...	1,476.00
Bill	07/11/2025	5463	Uni-Max Manageme...	July 2025 janitorial serv	1742041 · Repairs/Maint./Maint. Con...	3,000.00
Bill	07/11/2025	5431	Uni-Max Manageme...	June 2025 janitorial	1742041 · Repairs/Maint./Maint. Con...	3,000.00
Total 1742041 · Repairs/Maint./Maint. Contrts						19,835.85
Total 27ADMIN · Building Expenses						25,108.28

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Accrual Basis

**Township of Schaumburg**  
**Board Audit Report - Town GA Capital**  
**June 21 through July 18, 2025**

Type	Date	Num	Name	Memo	Account	Amount
<b>29ADMIN · Mileage</b>						
<b>1550110 · Travel</b>						
Bill	06/24/2025	Mileage 6.21.25	Katy Trent	Mileage 6.21.25	1550110 · Travel	19.56
Bill	06/30/2025	Mileage 6.21.25	Meagan Kasper	Mileage 6.21.25	1550110 · Travel	20.86
Bill	07/11/2025	Mileage reimb	Melissa Williams	Mileage reimb-Mar., Apr., May, ...	1550110 · Travel	186.10
Bill	07/11/2025	Mileage June 2025	Victor Morales	Mileage June 2025	1550110 · Travel	152.04
Total 1550110 · Travel						378.56
Total 29ADMIN · Mileage						378.56
<b>33ADMIN · Misc</b>						
<b>1361012 · Special Events Miscellaneous</b>						
Check	06/30/2025			Service Charge	1361012 · Special Events Miscellane...	329.71
Bill	07/08/2025	1007390	Blink Tees	Staff Apparel	1361012 · Special Events Miscellane...	3,062.97
Bill	07/14/2025	06/30/2025	FNBO-9400	Lunch - Jenna last day	1361012 · Special Events Miscellane...	92.40
Bill	07/14/2025	06/30/2025	FNBO-2071	FC flowers	1361012 · Special Events Miscellane...	96.50
Bill	07/14/2025	06/30/2025	FNBO-1240	Shred Event donuts	1361012 · Special Events Miscellane...	30.98
Bill	07/14/2025	06/30/2025	FNBO-4921	parade candy	1361012 · Special Events Miscellane...	440.65
Bill	07/14/2025	06/30/2025	FNBO-4921	parade candy	1361012 · Special Events Miscellane...	253.15
Bill	07/14/2025	06/30/2025	FNBO-4921	parade candy	1361012 · Special Events Miscellane...	470.00
Bill	07/14/2025	06/30/2025	FNBO-4921	Blink tees - elected officials app...	1361012 · Special Events Miscellane...	1,118.89
Bill	07/14/2025	06/30/2025	FNBO-4921	parade candy	1361012 · Special Events Miscellane...	577.35
Total 1361012 · Special Events Miscellaneous						6,472.60
<b>1361015 · Veterans Recognition Expenses</b>						
Bill	07/14/2025	101423	The Finer Line, Inc.	pre-pay Veterans plaques	1361015 · Veterans Recognition Exp...	729.50
Bill	07/14/2025	06/30/2025	FNBO-2071	Vet coffee and Conv	1361015 · Veterans Recognition Exp...	48.52
Total 1361015 · Veterans Recognition Expenses						778.02
Total 33ADMIN · Misc						7,250.62
<b>37ADMIN · Professional Improvement</b>						
<b>1762011 · Prof Imprv Town</b>						
Bill	07/14/2025	06/30/25	FNBO-1467	LinkedIn	1762011 · Prof Imprv Town	69.99
Bill	07/14/2025	06/30/2025	FNBO-9400	IL County Managers annual me...	1762011 · Prof Imprv Town	105.00
Bill	07/14/2025	06/30/2025	FNBO-9400	working lunch - Palatine admin	1762011 · Prof Imprv Town	28.91
Bill	07/14/2025	06/30/2025	FNBO-9400	Chicago Tribune monthly	1762011 · Prof Imprv Town	40.00
Total 1762011 · Prof Imprv Town						243.90
Total 37ADMIN · Professional Improvement						243.90
Total 10ADMIN · Administration						106,343.52

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Accrual Basis

**Township of Schaumburg**  
**Board Audit Report - Town GA Capital**  
June 21 through July 18, 2025

Type	Date	Num	Name	Memo	Account	Amount
<b>20ASSES · Assessor</b>						
<b>26ASSES · Professional Improvement</b>						
<b>1662011 · Professional Imprv Assesor</b>						
Bill	07/14/2025	06302025	FNBO-5127	snacks for office	1662011 · Professional Imprv Assesor	13.58
Bill	07/14/2025	06302025	FNBO-5127	Blink Tees - Assessor apparel	1662011 · Professional Imprv Assesor	95.23
Bill	07/14/2025	06302025	FNBO-5127	office speaker for remote meetin...	1662011 · Professional Imprv Assesor	13.84
Bill	07/14/2025	06302025	FNBO-5127	Re-cert classes at NIU Rockford...	1662011 · Professional Imprv Assesor	18.81
Bill	07/14/2025	06302025	FNBO-5127	NY Times - subscription	1662011 · Professional Imprv Assesor	4.00
Total 1662011 · Professional Imprv Assesor						145.46
Total 26ASSES · Professional Improvement						145.46
<b>27ASSES · Commodities</b>						
<b>1431010 · Office Supplies</b>						
Bill	07/14/2025	06302025	FNBO-5127	office wall calendar with dry erase	1431010 · Office Supplies	36.98
Total 1431010 · Office Supplies						36.98
Total 27ASSES · Commodities						36.98
Total 20ASSES · Assessor						182.44
<b>40COMR · Community Relations</b>						
<b>41COMR · Commodities</b>						
<b>1734010 · Town Crier</b>						
Bill	06/24/2025	00054879	314 Creative Studio	July 2025 Town Crier graphic de...	1734010 · Town Crier	800.00
Bill	07/01/2025	25-0328	Paulson Press, Inc.	July 2025 Town Crier printing	1734010 · Town Crier	8,550.00
Total 1734010 · Town Crier						9,350.00
<b>1734011 · Printing</b>						
Bill	06/24/2025	77995	Kwik-Print	Updated brochure printing	1734011 · Printing	1,673.27
Total 1734011 · Printing						1,673.27
<b>1734013 · Web Support</b>						
Bill	07/14/2025	06/30/2025	FNBO-4921	eNewsletter subscription	1734013 · Web Support	83.25
Bill	07/14/2025	06/30/2025	FNBO-4921	Dreamco Design - subscription	1734013 · Web Support	69.95
Total 1734013 · Web Support						153.20
Total 41COMR · Commodities						11,176.47
Total 40COMR · Community Relations						11,176.47

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**Township of Schaumburg**  
**Board Audit Report - Town GA Capital**  
**June 21 through July 18, 2025**

Type	Date	Num	Name	Memo	Account	Amount
<b>50D/S · Disability/Senior Services</b>						
<b>29D/S · Mileage</b>						
<b>1950140 · Transportation/ Mileage</b>						
Bill	07/07/2025	Mileage 3/20-4/25...	Malona Jackson	3/20-4/25/25 mileage	1950140 · Transportation/ Mileage	53.66
Total 1950140 · Transportation/ Mileage						53.66
Total 29D/S · Mileage						53.66
<b>33D/S · Misc</b>						
<b>1361010 · Program Expenses</b>						
Bill	06/24/2025	Dep Come From ...	Paramont Theatre	Deposit for Come From Away 1...	1361010 · Program Expenses	412.25
Bill	06/30/2025	Refund Atlantic City	Nina Loos	Refund for Atlantic City	1361010 · Program Expenses	421.00
Bill	06/30/2025	9.11.25 Expo	Hanover Township	9/11/25 - Just 4 the Health of It ...	1361010 · Program Expenses	250.00
Bill	06/30/2025	Final pay 7.23.25	Metropolis	7/23/25 Show - Final payment	1361010 · Program Expenses	720.00
Bill	06/30/2025	Refund Mus of Illus	Nona Balk	Refund for Museum of Illusions (...)	1361010 · Program Expenses	35.00
Bill	06/30/2025	Refund Atlantic City	Arun Jadhav	Refund for deposit on Atlantic Ci...	1361010 · Program Expenses	150.00
Bill	06/30/2025	June 2025	James Collins	Tai chi instruction June 2025	1361010 · Program Expenses	140.00
Bill	06/30/2025	Refund Mus of Illusi	Tonie Sundling	Refund for Museum of Illusions (...)	1361010 · Program Expenses	35.00
Bill	06/30/2025	Deposit Atlantic Cit	Diamond Tours	Deposit for Atlantic City	1361010 · Program Expenses	2,325.00
Bill	06/30/2025	Refund Atlantic City	Keith Heidler	Refund for deposit for Atlantic City	1361010 · Program Expenses	150.00
Bill	07/07/2025	Final pay Catch Me	Marriott Theatre	9/10/25-Catch Me if You Can- fi...	1361010 · Program Expenses	1,240.00
Bill	07/07/2025	Final pay Tony Be...	Marriott Theatre	9/16/25-Tony Bennett- final pay...	1361010 · Program Expenses	720.00
Bill	07/07/2025	8.20.25	Elgin History Museum	Speaker, room rental, guided to...	1361010 · Program Expenses	294.00
Bill	07/07/2025	June 2025	Jennifer Stempien-S...	June 2025 Fit For Life	1361010 · Program Expenses	580.00
Bill	07/07/2025	June 2025	Camille Cronfel	June 2025 Yoga	1361010 · Program Expenses	1,200.00
Bill	07/08/2025	Zumba Gold-June...	Analuiza Donado	Zumba Gold-June 2025	1361010 · Program Expenses	200.00
Bill	07/14/2025	112	Kathy Snyder	June 2025 chair yoga	1361010 · Program Expenses	130.00
Bill	07/14/2025	06/30/2025	FNBO-2454	Museum of Illusions - tour	1361010 · Program Expenses	554.14
Bill	07/14/2025	06/30/2025	FNBO-2454	Breakfast Social	1361010 · Program Expenses	22.40
Bill	07/14/2025	06/30/2025	FNBO-2454	table covers	1361010 · Program Expenses	12.50
Bill	07/14/2025	06/30/2025	FNBO-2454	train ticket to Museum of Illusions	1361010 · Program Expenses	6.50
Bill	07/14/2025	06/30/2025	FNBO-2454	Museum of Illusions - refund for ...	1361010 · Program Expenses	-65.19
Bill	07/14/2025	06/30/2025	FNBO-1240	Bingo coffee	1361010 · Program Expenses	80.00
Bill	07/11/2025	Catch Me If Can	Marriott Theatre	258995 - Catch Me If You Can	1361010 · Program Expenses	231.00
Total 1361010 · Program Expenses						9,843.60
<b>1361200 · Interpreting Services</b>						
Bill	07/07/2025	June 2025	Gail Bedessem	June 2025 interpreting services	1361200 · Interpreting Services	360.00
Bill	07/07/2025	25051301	Amy M. Dixon-Kolar,...	Interpreting services 5/13/25	1361200 · Interpreting Services	60.00
Total 1361200 · Interpreting Services						420.00
Total 33D/S · Misc						10,263.60

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**Township of Schaumburg**  
**Board Audit Report - Town GA Capital**  
June 21 through July 18, 2025

Type	Date	Num	Name	Memo	Account	Amount
<b>56D/S · Professional Improvement</b>						
<b>1662010 · Professional Imprv</b>						
Bill	07/14/2025	06/30/2025	FNBO-2454	IAD Conf Registration	1662010 · Professional Imprv	80.00
Total 1662010 · Professional Imprv						80.00
Total 56D/S · Professional Improvement						80.00
<b>57D/S · Commodities</b>						
<b>1634010 · Printing/ Publishing</b>						
Bill	06/23/2025	83785	Plum Grove Printers	Deafline printing/mailling	1634010 · Printing/ Publishing	643.68
Bill	07/01/2025	83852	Plum Grove Printers	July / August 2025 Access Point	1634010 · Printing/ Publishing	3,532.67
Total 1634010 · Printing/ Publishing						4,176.35
Total 57D/S · Commodities						4,176.35
<b>59D/S · Postage</b>						
<b>1635010 · Postage</b>						
Bill	06/24/2025	Sept & Oct 2025	U.S. Postmaster-Bul...	Deaf Line postage - September ...	1635010 · Postage	181.09
Bill	06/24/2025	Sept & Oct 2025	U.S. Postmaster-Bul...	Access Point postage - Septem...	1635010 · Postage	1,752.34
Total 1635010 · Postage						1,933.43
Total 59D/S · Postage						1,933.43
Total 50D/S · Disability/Senior Services						16,507.04
<b>65TRANS · Transportation</b>						
<b>12TRANS · Employee Expense</b>						
<b>1261040 · Employee Screening</b>						
Bill	07/14/2025	07/09/25-Donovan	Mario Napolitano, DC	DOT exam for CDL license	1261040 · Employee Screening	110.00
Total 1261040 · Employee Screening						110.00
Total 12TRANS · Employee Expense						110.00
<b>53TRANS · Vehicle</b>						
<b>1351010 · Fuel / Charging</b>						
Bill	07/07/2025	RR00002042	Village of Hoffman E...	June 2025 Transportation fuel	1351010 · Fuel / Charging	3,943.05
Bill	07/08/2025	June16-July 3 EV	Melissa Williams	Reimb - June16-July 3 EV charg...	1351010 · Fuel / Charging	87.60
Total 1351010 · Fuel / Charging						4,030.65



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Accrual Basis

**Township of Schaumburg**  
**Board Audit Report - Town GA Capital**  
**June 21 through July 18, 2025**

Type	Date	Num	Name	Memo	Account	Amount
<b>1351011 · Bus Maintenance &amp; Supplies</b>						
Bill	06/24/2025	11555	Superior Diesel & A...	Bus #51 maint	1351011 · Bus Maintenance & Suppl...	940.00
Bill	06/24/2025	11557	Superior Diesel & A...	Bus #51 maint	1351011 · Bus Maintenance & Suppl...	1,202.50
Bill	06/24/2025	11556	Superior Diesel & A...	Bus #71 maint	1351011 · Bus Maintenance & Suppl...	947.35
Bill	06/24/2025	11558	Superior Diesel & A...	Bus #71 maint	1351011 · Bus Maintenance & Suppl...	1,220.95
Bill	07/01/2025	CINV-088612	Ecolane USA, Inc.	Annual software license	1351011 · Bus Maintenance & Suppl...	5,215.20
Bill	07/01/2025	11559	Superior Diesel & A...	Bus #72 maint	1351011 · Bus Maintenance & Suppl...	1,918.35
Bill	07/01/2025	11560	Superior Diesel & A...	Bus #62 maint	1351011 · Bus Maintenance & Suppl...	454.95
Bill	07/14/2025	21129	Roadway Towing & ...	Bus #72 Safety Lane	1351011 · Bus Maintenance & Suppl...	45.00
Bill	07/14/2025	23991	Roadway Towing & ...	Bus #41 Safety Lane	1351011 · Bus Maintenance & Suppl...	45.00
Bill	07/14/2025	06/30/25	FNBO-0935	coffee creamer	1351011 · Bus Maintenance & Suppl...	32.18
Bill	07/14/2025	06/30/25	FNBO-0935	small trash cans for new buses	1351011 · Bus Maintenance & Suppl...	35.84
Bill	07/14/2025	06/30/25	FNBO-0935	safety signs for steps on new bu...	1351011 · Bus Maintenance & Suppl...	56.06
Bill	07/14/2025	06/30/25	FNBO-0935	safety signs for hanging on new ...	1351011 · Bus Maintenance & Suppl...	75.75
Bill	07/14/2025	06/30/25	FNBO-0935	reflective yellow safety strips for ...	1351011 · Bus Maintenance & Suppl...	31.16
Bill	07/14/2025	11562	Superior Diesel & A...	Bus #72 maint	1351011 · Bus Maintenance & Suppl...	770.45
Bill	07/14/2025	11563	Superior Diesel & A...	Bus #71 maint	1351011 · Bus Maintenance & Suppl...	2,140.90
Bill	07/11/2025	11564	Superior Diesel & A...	Bus #62 maint	1351011 · Bus Maintenance & Suppl...	500.00
Total 1351011 · Bus Maintenance & Supplies						15,631.64
<b>1351020 · Communications</b>						
Bill	06/24/2025	5/11/25-6/10/25	Verizon Wireless-44...	5/11/25-6/10/25	1351020 · Communications	25.68
Bill	06/24/2025	5/11/25-6/10/25	Verizon Wireless-44...	5/11/25-6/10/25	1351020 · Communications	32.23
Total 1351020 · Communications						57.91
Total 53TRANS · Vehicle						19,720.20
<b>63TRANS · Data Processing</b>						
<b>1333017 · Transportation Software</b>						
Bill	07/01/2025	CINV-088612	Ecolane USA, Inc.	Annual software license	1333017 · Transportation Software	5,215.20
Total 1333017 · Transportation Software						5,215.20
Total 63TRANS · Data Processing						5,215.20
Total 65TRANS · Transportation						25,045.40
Total 100 · Town Expenditures						159,254.87

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Accrual Basis

**Township of Schaumburg**  
**Board Audit Report - Town GA Capital**  
June 21 through July 18, 2025

Type	Date	Num	Name	Memo	Account	Amount
<b>201 · General Assistance Expenditures</b>						
<b>280GEN · General Assistance</b>						
<b>17GEN · Commodities</b>						
<b>2831010 · Supplies</b>						
Bill	07/07/2025	Food Pantry	Woodman's Food M...	Food Pantry	2831010 · Supplies	17.69
Bill	07/14/2025	06/30/25	FNBO-0748	pantry demonstration items	2831010 · Supplies	16.91
Bill	07/14/2025	06/30/2025	FNBO-8185	food pantry office supplies	2831010 · Supplies	81.46
Bill	07/14/2025	06/30/2025	FNBO-8185	food pantry office supplies	2831010 · Supplies	153.28
Bill	07/14/2025	06/30/2025	FNBO-8185	pantry demonstration items	2831010 · Supplies	8.17
Total 2831010 · Supplies						277.51
<b>2832010 · Pantry Equipment</b>						
Bill	06/30/2025	5953	Expert Temperature	Walk-in cooler repair	2832010 · Pantry Equipment	500.00
Bill	07/14/2025	06/30/2025	FNBO-8185	pantry equipment for vehicles	2832010 · Pantry Equipment	39.38
Bill	07/14/2025	06/30/2025	FNBO-8185	pantry equipment	2832010 · Pantry Equipment	253.17
Total 2832010 · Pantry Equipment						792.55
Total 17GEN · Commodities						1,070.06
<b>25GEN · Transportation/ Mileage</b>						
<b>2550110 · Transportation / Mileage</b>						
Bill	06/30/2025	Mileage 6.26.25	Diana Nelson	Mileage 6.26.25	2550110 · Transportation / Mileage	28.49
Bill	07/01/2025	6/26/25 mileage	Barbara McGinn	6/26/25 mileage	2550110 · Transportation / Mileage	55.12
Total 2550110 · Transportation / Mileage						83.61
Total 25GEN · Transportation/ Mileage						83.61
<b>31GEN · Vehicle Expense</b>						
<b>2851010 · Fuel</b>						
Bill	07/07/2025	RR00002042	Village of Hoffman E...	June 2025 GA fuel	2851010 · Fuel	224.08
Total 2851010 · Fuel						224.08
Total 31GEN · Vehicle Expense						224.08
<b>37GEN · Professional Improvement</b>						
<b>2762010 · Professional Improvement</b>						
Bill	07/14/2025	06/30/2025	FNBO-8185	GA Directors lunch	2762010 · Professional Improvement	13.65
Bill	07/14/2025	06/30/2025	FNBO-8185	ServSafe Food Handler Certifica...	2762010 · Professional Improvement	60.00
Total 2762010 · Professional Improvement						73.65
Total 37GEN · Professional Improvement						73.65

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Accrual Basis

**Township of Schaumburg**  
**Board Audit Report - Town GA Capital**  
 June 21 through July 18, 2025

Type	Date	Num	Name	Memo	Account	Amount
<b>53GEN · Other Expenses</b>						
<b>2321060 · Food Pantry Supplies</b>						
Bill	06/23/2025	Food Pantry 6/23/...	Woodman's Food M...	Food Pantry 6/23/25	2321060 · Food Pantry Supplies	1,665.12
Bill	06/23/2025	409922	Roots & Fruits, Inc.,	Food Pantry	2321060 · Food Pantry Supplies	224.50
Bill	06/24/2025	409948	Roots & Fruits, Inc.,	Food pantry produce	2321060 · Food Pantry Supplies	629.00
Bill	06/30/2025	Food Pantry 6/30/...	Woodman's Food M...	Food Pantry 6/30/25	2321060 · Food Pantry Supplies	2,372.04
Bill	06/30/2025	409949	Roots & Fruits, Inc.,	Food pantry produce	2321060 · Food Pantry Supplies	363.50
Bill	07/01/2025	409994	Roots & Fruits, Inc.,	Food Pantry	2321060 · Food Pantry Supplies	728.00
Bill	07/07/2025	410012	Roots & Fruits, Inc.,	Food pantry produce	2321060 · Food Pantry Supplies	198.00
Bill	07/07/2025	Food Pantry 7.7.25	Woodman's Food M...	Food Pantry 7.7.25	2321060 · Food Pantry Supplies	3,673.46
Bill	07/07/2025	410038	Roots & Fruits, Inc.,	Food pantry produce	2321060 · Food Pantry Supplies	689.00
Bill	07/14/2025	Food Pantry 07/1...	Woodman's Food M...	Food Pantry 07/14/25	2321060 · Food Pantry Supplies	2,848.32
Bill	07/14/2025	AO-166827-1	Greater Chicago Fo...	food pantry	2321060 · Food Pantry Supplies	221.76
Bill	07/14/2025	410055	Roots & Fruits, Inc.,	food pantry	2321060 · Food Pantry Supplies	358.50
Bill	07/11/2025	410080	Roots & Fruits, Inc.,	food pantry	2321060 · Food Pantry Supplies	826.75
Total 2321060 · Food Pantry Supplies						14,797.95
Total 53GEN · Other Expenses						14,797.95
<b>59GEN · General Assistance</b>						
<b>2970016 · Personal Essentials</b>						
Bill	07/14/2025	06/30/2025	FNBO-8185	GA personal essentials grant gift...	2970016 · Personal Essentials	360.00
Total 2970016 · Personal Essentials						360.00
Total 59GEN · General Assistance						360.00
Total 280GEN · General Assistance						16,609.35
Total 201 · General Assistance Expenditures						16,609.35
<b>401 · Capital Fund - Expenditures</b>						
<b>4045000 · Gas Bus Purchase</b>						
Bill	06/26/2025	#4409 - #4410	Best Bus Sales	2 Gas Bux	4045000 · Gas Bus Purchase	261,262.00
Total 4045000 · Gas Bus Purchase						261,262.00
<b>4045018 · Final Renovation Change Orders</b>						
Bill	06/23/2025	11153	Polara USA Inc.	change order for EV tranformer ...	4045018 · Final Renovation Change ...	1,883.70
Total 4045018 · Final Renovation Change Orders						1,883.70
Total 401 · Capital Fund - Expenditures						263,145.70
<b>TOTAL</b>						<b>470,383.30</b>

**Schaumburg Township**

Board Warrant Report

From 6/21/25 - 7/18/25

**Road & Bridge**

Per Attached List of Voucher to be Paid:

Accounts Payable

Subtotal 9,591.75

Employee and Official Salaries

Subtotal 31,073.71

Total Fund

40,665.46

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 23rd day of July 2025.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Township Clerk, Attest

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Highway Commissioner

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Accrual Basis

**Township of Schaumburg**  
**Board Audit Report - R&B**  
**June 21 through July 18, 2025**

Type	Date	Num	Name	Memo	Account	Amount
<b>30 · Road And Bridge Fund - Revenue</b>						
<b>30R · Property Taxes</b>						
<b>3042000 · Personal Prop Replcmnt Tax</b>						
Bill	07/11/2025	PPRT 7/03/25	Village of Elk Grove	July PPRT for May/June 2025	3042000 · Personal Prop Replcmnt ...	19.51
Bill	07/11/2025	07/03/25	Village of Roselle	July PPRT for May/June 2025	3042000 · Personal Prop Replcmnt ...	4.69
Bill	07/11/2025	07/03/25	Village of Hanover P...	July PPRT for May/June 2025	3042000 · Personal Prop Replcmnt ...	35.31
Bill	07/11/2025	PPRT 07/03/25	Village of Hoffman E...	July PPRT for May/June 2025	3042000 · Personal Prop Replcmnt ...	481.32
Bill	07/11/2025	07/03/25	Village of Schaumburg	July PPRT for May/June 2025	3042000 · Personal Prop Replcmnt ...	1,743.51
Total 3042000 · Personal Prop Replcmnt Tax						2,284.34
Total 30R · Property Taxes						2,284.34
Total 30 · Road And Bridge Fund - Revenue						2,284.34
<b>301 · Road And Bridge Expenditures</b>						
<b>90ROADB · Road And Bridge</b>						
<b>10ROADB · Utilities</b>						
<b>3036010 · Telephone R &amp; B</b>						
Bill	07/07/2025	6/28/25-7/27/25	Comcast Cable- 013...	6/28/25-7/27/25	3036010 · Telephone R & B	391.58
Total 3036010 · Telephone R & B						391.58
<b>3041010 · Gas Utilities</b>						
Bill	07/07/2025	5/28/25-6/26/25	Nicor Gas - R & B	5/28/25-6/26/25	3041010 · Gas Utilities	120.71
Total 3041010 · Gas Utilities						120.71
<b>3041022 · Electric Utilities</b>						
Bill	07/07/2025	5/29/25-6/27/25	ComEd - 7663541222	5/29/25-6/27/25 - garage	3041022 · Electric Utilities	375.54
Total 3041022 · Electric Utilities						375.54
<b>3041030 · Water Utilities</b>						
Bill	07/11/2025	07/01/25	Village of Hoffman E...	04/30-06/02/25	3041030 · Water Utilities	156.26
Total 3041030 · Water Utilities						156.26
Total 10ROADB · Utilities						1,044.09
<b>14ROADB · Contractual</b>						
<b>3421010 · Legal Services</b>						
Bill	06/24/2025	93407	Storino, Ramello & ...	May 2025 legal - R&B	3421010 · Legal Services	410.00
Total 3421010 · Legal Services						410.00
Total 14ROADB · Contractual						410.00

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Accrual Basis

**Township of Schaumburg**  
**Board Audit Report - R&B**  
 June 21 through July 18, 2025

Type	Date	Num	Name	Memo	Account	Amount
<b>15ROADB · Insurance</b>						
<b>3524030 · Health Ins.</b>						
Bill	06/23/2025	July 2025	Principal Life Ins. Co...	July 2025	3524030 · Health Ins.	18.02
Bill	06/23/2025	July 2025	Blue Cross Blue Shi...	July 2025 - R & B	3524030 · Health Ins.	510.31
Bill	06/24/2025	July 2025	EM Benefits	July 2025 - R & B	3524030 · Health Ins.	342.96
Bill	06/30/2025	July 2025 R&B	Blue Cross Blue Shi...	July 2025 R&B	3524030 · Health Ins.	2,088.42
Total 3524030 · Health Ins.						2,959.71
Total 15ROADB · Insurance						2,959.71
<b>33ROADB · Other</b>						
<b>3442020 · Security System</b>						
Bill	06/24/2025	41431279	Johnson Controls S...	07/01-09/30/25	3442020 · Security System	245.43
Total 3442020 · Security System						245.43
Total 33ROADB · Other						245.43
<b>75ROADB · Road Maintenance</b>						
<b>3581010 · Contract Work</b>						
Bill	06/30/2025	129370	Reliable Fire & Secu...	Fire alarm inspection	3581010 · Contract Work	685.00
Bill	07/07/2025	FY26 Dues	Illinois Enviromental ...	IEPA Program - 07/01/25-06/30/26	3581010 · Contract Work	1,000.00
Total 3581010 · Contract Work						1,685.00
<b>3581030 · Materials &amp; Supplies</b>						
Bill	06/24/2025	5/20/25-6/18/25	Citi Cards	Menards- Pot hole patch, roller co...	3581030 · Materials & Supplies	85.93
Total 3581030 · Materials & Supplies						85.93
<b>3581040 · Gas &amp; Oil</b>						
Bill	07/07/2025	105723808	Wex Bank	June 2025 fuel	3581040 · Gas & Oil	501.71
Total 3581040 · Gas & Oil						501.71
<b>3581060 · Tools &amp; Supplies</b>						
Bill	06/24/2025	5/20/25-6/18/25	Citi Cards	Costco- Water, paper towels, garb...	3581060 · Tools & Supplies	57.53
Total 3581060 · Tools & Supplies						57.53

Township of Schaumburg  
Board Audit Report - R&B  
June 21 through July 18, 2025

Type	Date	Num	Name	Memo	Account	Amount
<b>3584000 · Street Lights</b>						
Bill	07/11/2025	07/10/25	ComEd-3044575000	06/03-07/02/25	3584000 · Street Lights	318.01
Total 3584000 · Street Lights						318.01
Total 75ROADB · Road Maintenance						2,648.18
Total 90ROADB · Road And Bridge						7,307.41
Total 301 · Road And Bridge Expenditures						7,307.41
<b>TOTAL</b>						<b>9,591.75</b>