Village of Hanover Park

Municipal Building
2121 West Lake Street
Hanover Park, Illinois
60133-4398

630-372-4200
Fax 630-372-4215

Rodney S. Craig
Village President

Eira L. Corral
Village Clerk

VILLAGE BOARD WORKSHOP MEETING

February 4, 2010
6:00 P.M.
Village Hall, Council Chambers: Room 214

AGENDA

I. Call to Order
II. Roll Call
III. Review Warrants
IV. Agenda Item Review
V. Consensus to the Consent Agenda
VI. Discussion Topics
   a. Sister Cities- Valparaiso
   b. Personnel Board
   c. Youth Assistance Program
VII. Staff Updates
VIII. Adjournment

(4) To coordinate and use existing programs, services and resources for senior citizens and disabled persons, and to create and use such programs as might be appropriate to attain the purposes of the committee.

(5) To counsel the president and board of trustees concerning such ordinances as may be required for service to the senior citizens and disabled of this community.

(6) To recommend to the president and board of trustees programs and staffing as may be appropriate to attain the purposes of the committee.

(7) To complete such projects as are assigned by the village president and board of trustees.

(Code 1975, § 2-323; Ord. No. O-87-24, § 2, 5-7-1987)

Secs. 2-562—2-570. Reserved.

DIVISION 5. SISTER CITY COMMITTEE

Sec. 2-571. Created; purpose.

(a) There is hereby created the sister city committee, which shall be composed of an unlimited number of members as appointed by section 2-522.

(b) The purposes of the sister city committee shall be to:

(1) Cause the people of the village and the people of similar cities of foreign nations to acquire a consciousness of each other, and to understand one another as individuals, as members of their community, as citizens of their country, and as part of the family of nations.

(2) Foster, as a consequence of such knowledge and consciousness, a continuing relationship of mutual concern between the people of the village and the people of other similar cities of other nations.

(3) Undertake both in seeking and in consequence of such consciousness and concern any activities and programs as will provide to one another appropriate aid and comfort, education and mutual understanding.

(4) Participate as an organization in the promoting, fostering and publicizing of local, state and national programs of international municipal cooperation organizations, and thereby encourage other organizations and residents of American communities to engage and participate in such programs, to foster and promote friendly relations and mutual understanding between peoples of American communities and peoples of friendly nations outside of the United States of America, and to act as a coordinating committee among those organizations, groups and individuals desiring to engage in the activities of such international municipal cooperation organizations.

(5) Complete such projects as are assigned by the village president and board of trustees.

(Ord. No. O-98-16, § 2, 3-19-1998; Ord. No. O-04-40, § 1, 8-5-2004)

Secs. 2-572—2-580. Reserved.

DIVISION 6. YOUTH COMMITTEE

Sec. 2-581. Created; purpose.

(a) There is hereby created the youth committee, which shall be composed of 15 regular voting members and other advisory members as may be appointed. Regular members shall be appointed to have a diverse representation from individuals and educational, governmental, civic and social service agencies which have an interest in or provide services to the youth of the village. The age qualification in section 2-523 shall not apply except that as of September 1 regular members must be at least a junior in high school and advisory members at least a freshman in high school.

(b) The purposes of the youth committee shall be to:

(1) Establish programs to aid in the prevention of juvenile delinquency.

VALPARAÍSO
GOBIERNO MUNICIPAL
2007 - 2010

FROM THE OFFICE OF THE
MUNICIPAL PRESIDENT
MANAGEMENT SECTION
DOCUMENT # 4220
FILE

SISTER CITIES INTERNATIONAL COMMITTEE:

By means of the present I extend a very warm greeting and also to appreciate the attentions that were given to me during my visit in Hanover Park.

The Municipal Government that I honorably preside has a great interest in establishing a formal relation with your Committee with the purpose of sharing ideas and mutual expectations, it is for that reason that we are in the best disposition to formalize the Agreement of Official Brotherhood, where we would share our culture and traditions.

I annex the contact information of Liliana Vega Estrada ST. lilianave@prodigy.net.mx who is the person in charge of the Migration Office of the Municipality and her assistant Ariadna Ponce Alba LTC, ary_jm08@hotmail.com who will be the liaison. They can be reached at 457 93 6 01 85 or 93 6 03 50.

I kindly appreciate the attention given to this letter.

Sincerely yours

PRESIDENCIA MUN
VALPARAÍSO

Laura Isela Ruiz González, VDZ
Valparaíso, Zac. January 26, 2010

VALPARAÍSO
GOBIERNO MUNICIPAL
2007 - 2010

DESPACHO DE LA PRESIDENTA MUNICIPAL
SECCION ADMINISTRATIVA
NO. DE OFICIO:4220
EXPEDIENTE

Comité Sister Cities International
Presente:

Por medio de la presente les extiendo un cordial saludo y aprovecho para agradecer las atenciones que recibí durante mi visita a Hanover Park.

El gobierno municipal que honrosamente presido tiene un gran interés en establecer una relación formal con su Comité con el fin de compartir ideas y expectativas mutuas, es por ello que estamos en la mejor disposición para formalizar el Acuerdo de hermandad oficial, donde podamos compartir nuestra cultura y tradiciones.

Anexo los datos del Perito traductor Liliana Vega Estrada lilianave@live.com.mx encargada de la oficina de migración del municipio y su auxiliar LAET. Ariadna Ponce Alba ary_jm08@hotmail.com tels. 457 93 6 01 85 y 93 6 03 50, quienes serán el enlace.

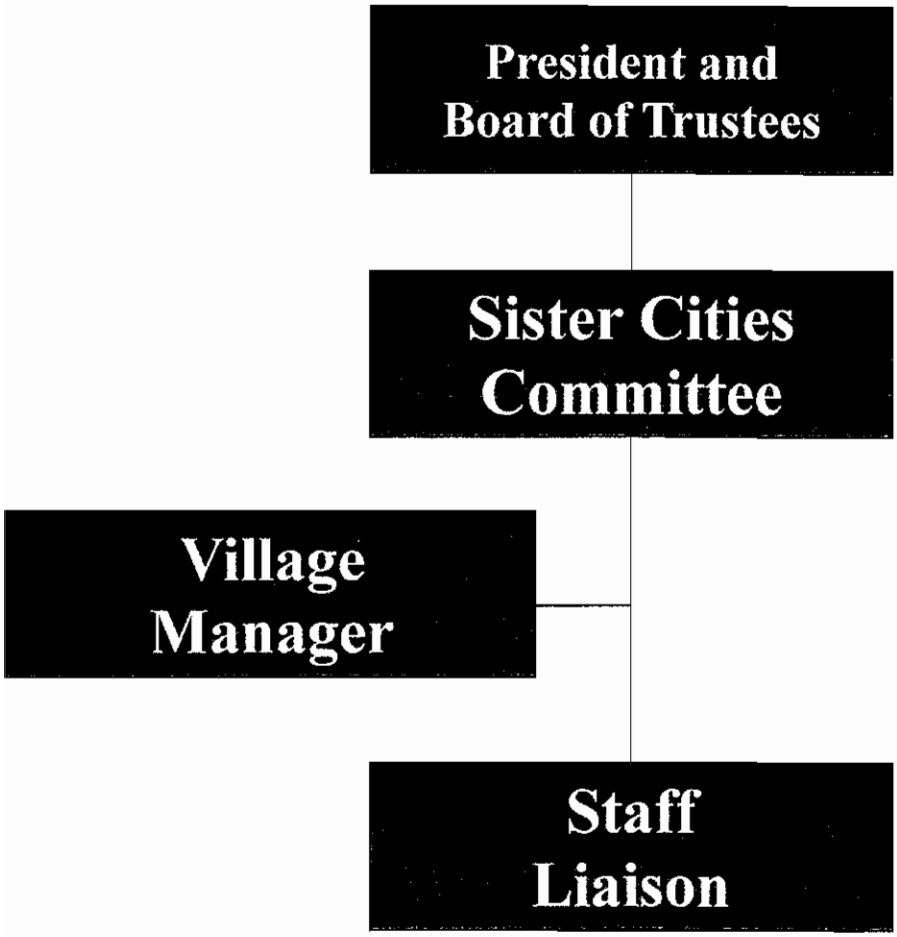
Sin otro particular, por el momento, aprovecho la ocasión para enviarles un cordial y afectuoso saludo, agradeciéndoles de antemano la atención prestada a la presente.

ATENTAMENTE
"Juntos Transformando Valparaíso"
Valparaíso, Zac. 26 de Enero del 2010
Presidenta Municipal

PRESIDENCIA MUNICIPAL
VALPARAISO, ZAC.

Laura Isela Ruiz González

165 - Sister Cities Committee



VILLAGE OF HANOVER PARK
ADMINISTRATIVE MEMORANDUM

To: **Village Manager Ron Moser**
From: **Linda McCance Packham**
Date: **January 22, 2009**
Subject: **Sister City Committee – Cost Center 0165 – FY11 Preliminary Budget**

Following is a summary of Sister City Committee current activities and anticipated activities and programs for Fiscal Year 2010.

2009-2010 Objectives & Accomplishments

1. Award three scholarships to students in Cape Coast Ghana. (First quarter)

   Due to the postponement of the Ghana trip previously planned for November 2009, the three scholarships in the amount of $120 each will be awarded in the fourth quarter and the release of the funds will be requested in April.

2. Assist with Cape Coast Hanover Park Primary School students' general needs. (First through fourth quarters)

   School supplies for Hanover Park Primary School were shipped as excess baggage with a Committee member who visited Cape Coast in 2009.

3. Explore grants or alternative funding that support Sister City activities. (First through fourth quarters)

   The Sister Cities Committee submitted a project grant application to the Bill and Melinda Gates Foundation in July 2009. Although very competitive, the proposed project did not receive Phase I funding. The Committee will apply for Phase II funding in March 2010.

4. Travel to Cape Coast, Ghana to continue cultural, educational and infrastructure information exchanges.

   The trip was to have taken place in November 2009 in conjunction with the Africa Global Sister Cities Foundation (AGSCF) conference, but the conference was postponed till 2010. Several committee members will be traveling to Ghana in April/May 2010 to attend the AGSCF conference. Funds for the Hanover Park Primary School general needs in the amount of $200 will be presented during the Cape Coast visit with the release of funds to be requested in April 2010.

5. Attend local and regional Sister City Conferences. (First and fourth quarters)

   Hanover Park Sister Cities Committee members will attend the annual State conference in Carbondale, Illinois, in April with the amount of registration being $650 ($65/person x 10 attendees). The registration fee for the annual International Sister Cities conference in Albuquerque, New Mexico is $525, and a member delegate will be sent to this conference.

Additional Accomplishments

1. To facilitate the possible development of additional Sister City relationships in Mexico and India, an open forum session has been established and takes place prior to each monthly meeting. The open forum allows for the exchange of information and encourages

community participation. To date, there has been consistent community representation at the open forum sessions. These individuals have become involved by assisting in communication with officials and "citizen diplomats" in Valparaiso who are also interested in the further exploration of Sister Cities relationship with Hanover Park. The open forum sessions have also been attended by area youth as part of their Civics Class. It has been rewarding to have their participation and interest in the topics of the committee, and it has allowed for an exchange of information pertaining to government, current events and academic goals.

2. In December 2009, Committee members participated in a reception hosted by the Village to welcome Mayor Laura Isela Ruiz Gonzalez of Valparaiso and discuss the possible formation of a Sister City relationship in Mexico. In the thank you letter to Mayor Ruiz Gonzalez for the artwork that was presented to the Village, we stated our interest in continued communication with the local organizers in Valparaiso. In this communiqué, we also set forth the expectation that a reciprocal agreement for planning and goal setting will need to be established.

3. The Sister Cities Committee facilitated a pen pal letter exchange between the students of Hanover Park Primary School in Cape Coast and Hanover Highlands. Committee members visited Hanover Highlands to present the letters from the Cape Coast students. The pen pal letter exchange not only encourages students to express themselves in a creative way, but it also allows them to learn about another culture and the everyday life experiences of children in another part of the world. This insight can be profound both for the students and the adults involved in the pen pal letter exchange.

4. The Sister Cities Committee provides ongoing support to, and participates with, the Cultural Inclusion & Diversity Committee.

2010-2011 Objectives

In the Committee's pursuit of cultural, educational and infrastructural information exchanges with Cape Coast, it is recommended that a travel delegation be organized to include an elected official. The Committee will request that $3,500 be budgeted in 2010 to cover the elected official's trip expenses.

The Committee further recommends a travel delegation be organized for a visit to Valparaiso, and that $2,000 be budgeted to cover trip expenses for an elected official. The Mayor of Valparaiso has visited Hanover Park on multiple occasions in the past, most recently in December 2009. A reciprocal visit to Valparaiso by a Hanover Park delegation will show our commitment towards the development of a Sister City relationship. As an additional show of support of this intention, the Sister Cities committee requests that $150 be budgeted for membership in the US - Mexico Sister Cities Association.

The Committee is requesting that a donation in the amount of $500 be made for the purpose of repairing and replacing window shutters at Hanover Park Primary School. Because of the poor condition and missing window shutters, the classrooms and furnishings are subjected to damage whenever it rains. It is exceptionally bad during the rainy season which spans over a few months.

The Committee is requesting money for scholarships in the amount of $360. This will allow for three scholarships to be awarded in the amount of $120 each.

The Committee members actively explore grant and alternative funding opportunities to support Sister City activities. Although there is not a grant subcommittee, so to speak, all of the Committee members are focused and dedicated to finding alternative funding sources.

The Committee members appreciate the opportunity to attend meetings and a request is being made for money to register for the Illinois State convention (Carbondale, Illinois) and the International Conference (Albuquerque, New Mexico). Over the years our Village has been consistently represented at these conventions and has gained high-profile status by presenting workshops on such topics as HIV/AID awareness, working with women's empowerment groups, and girl child education, all based on experiences with our partnership with Cape Coast.

Because of the success of the pen pal letter program, the Sister Cities committee wishes to support this and possibly other school-to-school relationships between Cape Coast and the Village. The success of this particular school-to-school relationship can also serve as a model for future programs when relationships with additional Sister Cities are established. It is not just the students who benefit from such programs, but the parents, teachers and school administrators also get to participate in this educational and cultural exchange.

Because of the diversity that exists within the Village of Hanover Park, the Committee would like to explore the possibility of an additional Sister City relationship in India.

Please feel free to contact me if you have any questions.

/kap

PRESIDENT AND BOARD OF TRUSTEES
165 - SISTER CITIES COMMITTEE

GOALS

The goal of the Sister Cities Committee is to foster knowledge and understanding between the people of the Village and the people of other nations' cities.

DESCRIPTION OF FUNCTIONS

The functions of the committee are to promote, advance and publicize local, state, and national Sister Cities programs. The committee acts to support international municipal cooperation through aid and education.

2009 - 2010 OBJECTIVES AND ACCOMPLISHMENTS

III. Strengthen Community Involvement and Participation.

1. Award three scholarships to students in Cape Coast Ghana. (First quarter)

   Incomplete. The scholarships were to have been awarded during the visit to Ghana scheduled for November 2009 in conjunction with attendance at the Africa Global conference. However, the November 2009 visit did not take place because the date of the Africa Global conference was postponed. Travel re-scheduled for May 2010 (see #4).

2. Assist with Cape Coast Hanover Park Primary School students' general needs. (First through fourth quarters)

   Ongoing. School supplies are sent to Hanover Park Primary School throughout the year. In April 2009, donations from Hanover Highlands School were shipped as excess baggage with a Committee member and presented at Hanover Park Primary School.

3. Explore grants or alternative funding that support Sister City activities. (First through fourth quarters)

   The Sister Cities Committee submitted a project grant application to the Gates Foundation in July 2009. Although very competitive, the proposed project did not receive Phase I funding. The Committee will apply for Phase II funding in March 2010.

4. Travel to Cape Coast, Ghana to continue cultural, educational and infrastructure information exchanges.

   Pending. The trip was to have taken place in November 2009 in conjunction with the Africa Global conference; rescheduled for May 2010.

VII. Support and Enhance Staff Training and Service Capacity.

5. Attend local and regional Sister City Conferences. (First and fourth quarters)

   Hanover Park Sister Cities Committee members will attend the annual state conference in Carbondale, Illinois, April 9-10, 2010.

ADDITIONAL ACCOMPLISHMENTS

1. To facilitate the possible development of additional Sister City relationships in Mexico and India, an open forum session has been established and takes place prior to each monthly meeting. The open forum allows for the exchange of information and encourages community participation.

2. In December 2009, Committee members participated in a reception hosted by the Village to welcome Mayor Laura Isela Ruiz Gonzalez of Valparaiso and discuss the possible formation of a Sister City relationship in Mexico.

3. The Sister Cities Committee facilitated a penpal letter exchange between the students of Hanover Park Primary School in Cape Coast and Hanover Highlands. Committee members visited Hanover Highland to present the letters from the Cape Coast students.

4. Provided ongoing support to, and participation with, the Village's Cultural Inclusion & Diversity Committee.

2010 - 2011 OBJECTIVES

1. Form a delegation and coordinate travel itinerary for visit to Cape Coast by an elected official for the furtherance of cultural, educational and infrastructure information exchanges. (Fourth quarter)

2. Form a delegation and coordinate travel itinerary for visit to Valparaiso by an elected official for continued exploration and possible development of a Sister Cities relationship. (Third quarter)

3. Contribute towards repair and replacement of window shutters at Hanover Park Primary School in Cape Coast. (First quarter)

4. Award three scholarships to student in Cape Coast, Ghana. (First quarter)

5. Explore grant or alternative funding that supports Sister City activities. (First through fourth quarters)

6. Attend local and regional Sister City Conferences. (First and fourth quarters)

7. Assist with Cape Coast Hanover Park School students' general needs. (First through fourth quarters)

8. Pursue school-to-school relationships between Cape Coast and the Village. (First through fourth quarters)

9. Continue exploration of potential for Sister City relationship with a town in India. (First through fourth quarters)

PREPARED 01/22/10, 19:07:08
PROGRAM GM601L
FORM #1 BUDGET REQUEST-EXPENDITURES

BUDGET REQUEST WORKSHEET - FORM #1
FOR FISCAL YEAR 2010-2011

Perez, Katherine A.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2008 ACTUALS	2009 ACTUALS	2010 ADJ BUDGET	2010 YTD ACTUAL	2010 PROJ YR END	2011 DEPT REQUEST	VLG MGR APPROVED	$ INC (DEC) OVER BUDGET	% INC (DEC) OVER BUDGET
GENERAL FUND										
ELECTED OFFICIALS/BOARDS										
SISTER CITY COMMITTEE										
001-0165-411.01-21	OVERTIME COMPENSATION	0	0	0	0	0	0	.....	0	0
*	PERSONAL SERVICES	0	0	0	0	0	0	.....	0	0
001-0165-411.02-11	OFFICE SUPPLIES	0	0	60	0	60	60	.....	0	0
001-0165-411.02-13	MEMBERSHIPS/SUBSCRIPTIONS	544	545	600	545	545	700	.....	100	17
*	COMMODITIES	544	545	660	545	605	760	.....	100	15
001-0165-411.03-12	POSTAGE	9	0	75	0	75	100	.....	25	33
001-0165-411.03-71	SCHOOLS/CONF/MEETINGS	1,046	1,059	1,175	0	1,175	2,000	.....	825	70
001-0165-411.03-72	TRANSPORTATION	0	0	0	0	0	0	.....	0	0
001-0165-411.03-91	SPECIAL EVENTS	4,553	534	710	62	710	6,360	.....	5,650	796
*	CONTRACTUAL SERVICES	5,608	1,593	1,960	62	1,960	8,460	.....	6,500	332
**	SISTER CITY COMMITTEE	6,152	2,138	2,620	607	2,565	9,220	.....	6,600	252
***	ELECTED OFFICIALS/BOARDS	6,152	2,138	2,620	607	2,565	9,220	.....	6,600	252
****	GENERAL FUND	6,152	2,138	2,620	607	2,565	9,220	.....	6,600	252
		6,152	2,138	2,620	607	2,565	9,220	.....	6,600	252

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 DEPT REQUEST
001-0165-411.01-21	OVERTIME COMPENSATION	0
*	PERSONAL SERVICES	0
001-0165-411.02-11	OFFICE SUPPLIES	60

LEVEL	TEXT	TEXT AMT
10DR	COMMITTEE PACKETS	10
	MAKE A DIFFERENCE DAY SUPPLIES	25
	YOUNG ARTISTS SUPPLIES	25
		60

001-0165-411.02-13	MEMBERSHIPS/SUBSCRIPTIONS	700

LEVEL	TEXT	TEXT AMT
10DR	MEMBERSHIP SERVICES	
	SISTER CITIES INTERNATIONAL	510
	SISTER CITIES - STATE	40
	SISTER CITIES - MEXICAN ASSOCIATION	150
		700

*	COMMODITIES	760
001-0165-411.03-12	POSTAGE	100

LEVEL	TEXT	TEXT AMT
10DR	POSTAGE	100
		100

001-0165-411.03-71	SCHOOLS/CONF/MEETINGS	2,000

LEVEL	TEXT	TEXT AMT
10DR	ANNUAL INTERNATIONAL SISTER CITIES CONVERENCE (2 X $500)	1,000
	STATE CONVENTION (10 X $100)	1,000
		2,000

001-0165-411.03-72	TRANSPOHTATION	0
001-0165-411.03-91	SPECIAL EVENTS	6,360

LEVEL	TEXT	TEXT AMT

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 DEPT REQUEST	
10DR	SCHOLARSHIPS (3 AT $120 PER STUDENT)		360
	CAPE COAST HANOVER PARK PRIMARY SCHOOL GENERAL NEEDS		500
	ELECTED OFFICIAL VISIT IN VALPARAISO, MEXICO FOR EXPLORATION/DEVELOPMENT OF RELATIONSHIP		2,000
	ELECTED OFFICIAL VISIT IN CAPE COAST, GHANA FOR CULTURAL, EDUCATIONAL AND INFRASTRUCTURE EXCHANGES		3,500
			6,360
*	CONTRACTUAL SERVICES	8,460	
**	SISTER CITY COMMITTEE	9,220	
***	GENERAL FUND	9,220	

Village of Hanover Park
Human Resource Department

Confidential Memo

To: The Village President and Board of Trustees

From: Ron Moser, Village Manager
Wendy Bednarek, Director of Human Resources

Date: January 28, 2010

Re: Personnel Board Elimination

As we are currently reviewing and updating the Employee Handbook, there is one issue we need to seek the Board's direction and approval on. The Personnel Board has been in existence for a number of years with little use. The Staff recommendation is to eliminate the Personnel Board from the current Discipline (attached: Personnel Rules & Regulations 8.17) policy and address the employee's recourse on discipline through two new policies (attached: 716 Progressive Discipline and 718 Problem Resolution).

Historically, the Civil Service Commission began in 1982. Over the years it has evolved into the Personnel Board. The Personnel Board consists of three members appointed by the Village President and approved by the Board. They hold the responsibility for holding suspension and discharge hearings for all Classified Service employees unless they are under a collective bargaining unit with a structured disciplinary process including arbitration. (Attached: Ordinance O-99-04 Section 2-61 through 2-67 and Rules of the Personnel Board)

The reasons for the recommendation are outlined below.

While the Personnel Board has been in existence for many years, there is only record of the Board being called upon in two (2) instances, once in 1982 and another in 1984. Lack of use implies that the Village has been fairly administering our disciplinary process and there has not been a need for the employees to request use of the Personnel Board. Additional reason for eliminating the Personnel Board is more federal and state laws have been created since the inception of the Personnel Board and employees are now protected by other agencies and laws should they wish to request recourse (such as EEOC, Illinois Department of Labor, Illinois Department of Human Rights, Illinois Industrial Commission, etc).

Currently there are only 47 employees fall under the "Classified Service" definition and are governed by the rules of the Personnel Board. This accounts for roughly 1/5 of our overall employee population (240 total) and 1/4 of our Full-Time employees (193 total).

Lastly, there is a concern of the guidelines of the Personnel Board overall. In the current climate we operate in, a person needs to be knowledgeable of federal and state laws to make a decision to suspend or terminate an employee. At this time we have those persons in place including the Department Heads, Director of Human Resources, the Village Manager and Legal Counsel. Should an employee wish to pursue recourse once a decision has been made, there are outside agencies to provide those services with or without a Personnel Board.

Based on this information, the options the Board would have available to them are:

1. Eliminate the Personnel Board and make the appropriate changes to the Employee Handbook Policies to reflect the removal of the Personnel Board. The policies would be as follows:
    a. 716 Progressive Discipline Policy - based on the infraction/offense the discipline would be:
        i. Oral – would be administered by the immediate supervisor.
        ii. Written – would be administered by their immediate supervisor.
        iii. Suspensions – would be administered by the Department Head with review from the Human Resources Director. Any suspensions over 5 days needs review from the Village Manager
        iv. Dismissals – would be administered by the Village Manager with recommendation from the Department Head and Director of Human Resources
        v. Appeals – would utilize the Problem Resolution Policy to bring their appeal forward.
    b. 718 Problem Resolution Policy – Steps available to employees not covered by a collective bargaining unit should they have a concern/problem:
        i. Step 1 – Present your problem to your immediate supervisor
        ii. Step 2 – Not satisfied with decision, present problem to your Department Head
        iii. Step 3 – Still not satisfied with decision, present your problem to the Village Manager
        iv. At any time, the employee may consult with the Director of Human Resources.

2. Continue with the existence of the Personnel Board
    a. Appointments would need to be made by the Village President with Board approval.
    b. Training of new members through a labor/village attorney for new members.
        i. Significant amounts of time and money resources need to complete.

We will proceed forward with the Employee Handbook review based on the Board's decision.

Attachment:

Personnel Rules & Regulations Section 8.17

10) That the employee, through culpable negligence or willful misconduct, has caused damage to public property or waste of public supplies.

11) That the employee has possessed, consumed, sold or used any drug (including intoxicants, stimulants and depressants other than those prescribed by a physician) or alcohol during working hours, while in Village uniform or while operating Village vehicles or has worked or reported to work under the influence of drugs or alcohol.

12) That the employee has misappropriated Village funds, appropriated Village property for personal use, or illegally disposed of Village property.

13) That an employee has failed to immediately notify the Police Department of involvement in an accident involving Village vehicles.

14) That an employee's license or certification, which is a requirement for his/her position, is revoked or suspended.

In general, employees are expected to perform their job in a safe courteous and efficient manner and comply with Rules and Regulations as set forth by this manual and applicable laws and statutes.

8.17 Discipline

If an employee has acted in such a manner as to require discipline, the following shall be used as guidelines. Note, however, that as stated in Section 8.16, an employee might be subject to immediate dismissal for the first offense without any prior disciplinary action. In all cases of any disciplinary action for any employee, the respective Department Head shall cause a ***Disciplinary Warning Notice and Action Taken*** report form to be completed in its entirety and forward same to the Human Resource Director with all associated documentation within 24 hours of the action.

In the case of sworn Classified employees, discipline involving suspension, demotion, or discharge shall be governed by the Rules of the Personnel Board.

A. Reprimands

1) Oral - For minor offenses the employee may be given an oral warning. A written statement of the oral warning should be forwarded to the Human Resource Department for placement in the employee's file.

2) Written - When the seriousness of the offense committed is such that the warning should be in writing, it shall include the nature of the offense and extent of the warning by signing and dating the notice of written reprimand. A copy of the reprimand shall be

forwarded to the Village Manager. The Manager shall then forward it to the Human Resource Department for placement in the employee's file.

B. Suspensions

1) An employee action in violation of a supervisor's order or the department or Village policies, but not serious enough to warrant dismissal, may be disciplined by suspension with or without pay. An employee may be suspended for a period of not more than five (5) working days by the authority of the Department Head. Prior to issuance of a notice of suspension, the nature of the offense shall be reviewed with the Human Resource Director.

   The Village Manager, or his designee, has the authority to suspend an employee for more than five (5) days, after receiving the recommendation of the Department Head and the Human Resource Director.

2) Written notice of a suspension, to include extent and reason for the action, must be submitted to the Personnel Board for members of the Classified Service, as the Service is defined in Section 6.5 of the Village's Personnel Rules and Regulations. Copies of all suspension notices shall be promptly reported to the Personnel Board. Such notice will also be placed in the personnel file of the employee.

C. Dismissals

The Village Manager may, after receiving the recommendation of the Department Head and the Human Resource Director, discharge a non-sworn employee. Recommendation for such action shall be made by the employee's supervisor, in writing, to the Department Head. Prior to the issuance of a termination notice, the affected employee will have an opportunity to meet with the Village Manager, Human Resource Director, and Department Head. The decision for termination rests with the Village Manager and shall be in writing. Such dismissals shall be promptly reported to the Personnel Board.

In cases where the Village Manager, or his designee, propose discharging, demoting, or suspending a sworn Classified employee for more than five (5) days, the Human Resource Director shall prepare a written statement which shall set forth in a plain and concise manner the facts upon which the proposed disciplinary action is based. This written charge shall be filed with the Personnel Board and the employee.

D. Appeals

1) General Classified Employees

(a) Except for those Classified employees covered by a collective bargaining agreement with an exclusive grievance process for disciplinary actions, any member of the Classified Service, other than Police Officer and Firefighter and as defined in Section 6.5 of the Village's Personnel Rules and Regulations, who is suspended for more than five (5) days, suspended within six (6) months of a previous suspension, demoted, or discharged, may file an appeal of the disciplinary action with the Personnel Board.

(b) An appeal shall be filed by the general Classified employee in the Human Resource Department within three (3) working days from the receipt of the written notice of the disciplinary action. Any appeal shall be forwarded to the Personnel Board within three (3) working days of its filing. The Rules of the Personnel Board shall govern such appeals.

2) Classified Police Officers and Firefighters

not applicable due to contracts that supercede the personnel Rules & Regulations.

(a) Classified Police Officers and Firefighters suspended for five (5) days or less may appeal to the Personnel Board.

(b) Any employee so suspended must seek review of the suspension within twenty-four (24) hours after such suspension by filing an appeal with the Human Resource Director. Any appeal shall be forwarded to the Personnel Board within three (3) working days of its filing. The Rules of the Personnel Board shall govern such appeals.

(c) Classified Police Officers and Firefighters who are suspended for more than five (5) days, demoted, or discharged may file an appeal of the disciplinary action with the Personnel Board. An appeal shall be filed by the Classified Police Officer or Firefighter in the Human Resource Department within three (3) working days from the receipt of the written notice of the disciplinary action. Any appeal shall be forwarded to the Personnel Board within three (3) working days of its filing. The Rules of the Personnel Board shall govern such appeals.

Attachment:

718 Progressive Discipline Draft Policy

Village of Hanover Park

Employee Handbook

Hanover Park

716 Progressive Discipline

Effective Date: 9/1/2008
Revision Date:

This policy describes the policy for administering discipline for unsatisfactory conduct at Village. We believe that the best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

We also believe that it is in the best interests of Village to promote fair treatment of all employees and to seek to impose discipline in a prompt, uniform, and impartial manner. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory performance in the future.

Although your employment is based on mutual consent and both you and Village have the right to terminate employment at will, with or without cause or advance notice, Village may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to minor disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment. Certain employee conduct may justify a suspension or termination of employment, without going through the usual progressive discipline steps. Some of the conduct which may result in more serious forms of discipline is listed in the Employee Conduct and Work Rules policy. Again, the Village retains the discretion to address employee conduct under the progressive discipline policy in the manner it deems most appropriate.

By using progressive discipline, we hope that many employee problems can be corrected at an early stage, benefiting both employees and Village.

Reprimands

1. **Oral**--For initial, minor offenses you may be given an oral warning, a Disciplinary Action Form documenting the oral reprimand will be forwarded to the Human Resources Department for placement in your file.
2. **Written**—For repeated minor or more serious offenses, you may receive a written warning that describes the nature of the offense and extent of the warning and will be asked to sign and date the notice of written reprimand. The Disciplinary Action Form documenting the written reprimand will be forwarded to the Human Resources Department for placement in your file.

Suspensions

An employee action in violation of a supervisor's order, department or Village policies, but not serious enough to warrant dismissal, may be disciplined by suspension without pay. You may be suspended for a period of not more than five (5) working days by the authority of the Department Head. Prior to issuance of a notice of suspension, the nature of the offense shall be reviewed with the Human Resources Director.

The Village Manager, or his/her designee, has the authority to suspend you for more than five (5) days, after receiving the recommendation of the Department Head and the Human Resources Director.

The Disciplinary Action Form documenting your suspension will be forwarded to the Human Resources Department for placement in the personnel file of the employee. (See Appendix 716-A, Disciplinary Action Form.)

Dismissals

The Village Manager may, after receiving the recommendation of the Department Head and the Human Resources Director, discharge an employee. Recommendation for such action shall be made by the employee's supervisor, in writing to the Department Head. Prior to the issuance of a termination notice, the affected full-time employee will have an opportunity to meet with the Village Manager, Human Resources Director, and the Department Head. The decision for termination rests with the Village Manager and shall be in writing.

Appeals

Except for those employees covered by a collective bargaining agreement with an exclusive grievance process for disciplinary actions, any full-time employee who is suspended for more than five (5) days, suspended within six (6) months of a previous suspension, demoted, or terminated[45], may appeal the disciplinary action through the Village's problem resolution process at the next appropriate level up to the final level of Village Manager. All such appeals must be filed within 7 days from the date of the action.

Any appeal of discipline to the Village Manager shall be limited solely to presenting mitigating information which was not available to the employee prior to the Manager's decision to terminate the employee. Any appeal considered by the Village Manager does not alter the employment at will relationship or bind the Village to a specific standard in its decisionmaking.

(See also Policy 718, Problem Resolution.)

Attachment:

718 Problem Resolution Draft Policy

Hanover Park

718 Problem Resolution

Effective Date: 9/1/2008
Revision Date:

The Village is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Village supervisors and management.

The Village strives to treat employees fairly and honestly. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

Except as otherwise provided under a collectively bargained grievance procedure, if you believe your employment has been adversely affected by unfair treatment, unsafe or unhealthy working conditions, or erroneous or capricious interpretation of application of Village policies or procedures, you can express your concern through the problem resolution procedure. Also, this process does not necessarily apply to reports of sexual or other illegal harassment or discrimination (see Policy Nos. 103, 114, and 703). No employee will be penalized, formally or informally, for voicing a complaint with the Village in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when you believe that a condition of employment or a decision affecting you is unjust or inequitable, you are encouraged to make use of the following steps. You may discontinue the procedure at any step.

1. You must present the problem to your immediate supervisor within 7 calendar days after the incident occurs. If your supervisor is unavailable or you believe it would be inappropriate to contact that person, you may present the problem to the Human Resources Director or any other member of management, or, if mutually agreed, to a higher level of management. However, whenever possible, you should follow the appropriate chain of command within your department or division.

   Each problem or incident must be submitted in writing and include details as to the date and time of the incident, the specific violation(s) and facts relating to the incident, and the relief sought by you, the employee. Your supervisor or other appropriate manager will inquire as to the facts and circumstances of the complaint and provide you with a written response within seven (7) calendar days after receipt of the original written complaint.

2. If you are not satisfied with the decision of your direct supervisor, you may appeal the decision to your Department Head, or the next level of supervision within your department, whichever applies, within seven (7) calendar days of receipt of your direct supervisor's written decision. The Department Head, or other appropriate supervisor, will make a separate investigation, review prior actions and provide you with a copy of his/her written decision within seven (7) calendar days after receipt of your appeal.

3. If you are not satisfied with the decision of the Department Head, you may submit a written request for a review of your complaint to the Village Manager. You must submit this request within seven (7) calendar days of receiving the Department Head's written decision. The Village Manager will respond with his findings and decision in writing within fourteen (14) calendar days after receiving the request for a review and forwards a copy of the written response to the Human Resources Director for your file. The Village Manager has full authority to make any adjustment deemed appropriate to resolve the problem. The decision of the Village Manager is final.

At any time in the process, you may consult with the Human Resources Director who may address questions you have regarding application of the Village's policies or who may consult with your supervisor, if necessary, to address application of a policy or may direct you to the Village Manager for a review of the problem.

Complaints or problems will be reviewed only when submitted within the time limits described above. If a complaint is not appealed within the time limits, it will be deemed settled on the basis of the last response of the Village. If the Village fails to provide a response within the designated time limits, you may immediately appeal to the next step in the problem resolution procedure. Both parties may mutually agree in writing to extend any time limits.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

DRAFT

Comments: See Personnel Rules & Regulations, Article VIII, Rules of Personal Conduct and Employee Communication Procedures, Section 8.5, Grievance Procedure for Non-collective Bargaining Unit Employees.

Attachment:

Ordinance O-99-04

Section

2-61 through 2-67

DIVISION 2. PERSONNEL BOARD

Sec. 2-61. Statement of purpose.

(a) It is the general purpose of this article, and it is necessary in the public interest, to establish a system whereby certain village employees can seek review of disciplinary actions with a neutral reviewing body.

(b) The village repeals the adoption of the civil service provisions contained in division 1 of article 10 of the Illinois Municipal Code (65 ILCS 5/10-1--5/10-1-48), as amended.

(c) It is the intent of the village to repeal the adoption of division 2.1 of article 10 of the Illinois Municipal Code (65 ILCS 5/10-2.1-1--5/10-2.1-30), as amended, and adopt this division.

(Code 1975, § 2-42; Ord. No. O-81-77, § 4, 2-4-1982; Ord. No. O-85-26, § 1, 5-16-1985; Ord. No. O-85-27, § 2, 5-16-1985; Ord. No. O-89-32, § 2, 6-15-1989; Ord. No. O-99-04, § 1, 1-21-1999)

Sec. 2-62. Creation and composition.

There is hereby established the Personnel Board of Hanover Park, consisting of three members, appointed in such manner and for such terms as hereinafter described.

(Code 1975, § 2-42.1; Ord. No. O-81-77, § 4, 2-4-1982; Ord. No. O-85-26, § 1, 5-16-1985; Ord. No. O-89-32, § 3, 6-15-1989; Ord. No. O-95-54, § 1, 8-17-1995; Ord. No. O-99-04, § 1, 1-21-1999)

Sec. 2-63. Appointment of members; term, oath, removal, reappointment of members; conflict of duties.

(a) The president, with the approval of the village board, shall appoint three members who shall constitute and be known as the Personnel Board of Hanover Park, hereinafter referred to as the personnel board.

(b) Said personnel board members shall serve for three-year terms and until they are reappointed or their respective successors are appointed and qualified. The first members of the personnel board shall be appointed with one member to serve until the end of the current fiscal year, one to serve until the end of the fiscal year next ensuing, and one to serve until the end of the fiscal year second next ensuing. In every year thereafter, the president shall, in like manner, reappoint that personnel board member(s) or appoint person(s) as the successor(s) of the personnel board member(s) whose term shall expire in that year to serve as such personnel board member for three years and until his reappointment or his successor is appointed and qualified. The president shall designate one personnel board member as chairman for such term as the president shall determine, but the term of chairman shall in no event exceed the term for which the chairman was appointed as a personnel board member.

(c) A personnel board member shall hold no office or employment which may create a conflict with the duties to be performed by such personnel board member or be an

employee of the village.

(d) Each personnel board member shall be required, before entering upon his duties, to take the oath prescribed in 65 ILCS 5/3.1-10-25, as amended.

(e) The village president may, with the concurrence of the village board, remove any personnel board member for incompetence, neglect of duty or malfeasance in office.

(Code 1975, § 2-42.2; Ord. No. O-81-77, § 4, 2-4-1982; Ord. No. O-85-26, § 1, 5-16-1985; Ord. No. O-89-32, § 4, 6-15-1989; Ord. No. O-95-54, § 2, 8-17-1995; Ord. No. O-99-04, § 1, 1-21-1999)

Sec. 2-64. Quorum.

A quorum shall consist of two members.

(Code 1975, § 2-42.2.1; Ord. No. O-99-04, § 1, 1-21-1999)

Sec. 2-65. Powers and duties.

(a) The personnel board shall have the responsibility for holding demotion, suspension and discharge hearings for all classified service employees, as listed in section 2-66.

(b) The personnel board may subpoena both the attendance and testimony of witnesses and the production of books and papers relevant to such investigation or hearing. It shall be unlawful for any person served with a subpoena to willfully or through culpable negligence fail to appear and testify or to produce books and papers. The fees of witnesses for attendance and travel shall be the same as the fees of witnesses before the circuit courts of this state. Any circuit court of this state upon application by the personnel board may in its discretion compel the attendance of witnesses, the production of books and papers, and the giving of testimony before the personnel board by attachment for contempt or otherwise in the same manner as the production of evidence may be compelled before such court.

(c) The personnel board shall be responsible for formulating and operating under a set of rules to carry out the purposes of this division. The rules shall be subject to approval by the village board, and none of these rules shall be implemented prior to that approval. No such rule shall be made by the personnel board to govern the operations of any department or the conduct of its members unless the president and board of trustees specifically authorizes the personnel board to make such rules; however, the governing body may also rescind such authorization.

(Code 1975, § 2-42.3; Ord. No. O-81-77, § 4, 2-4-1982; Ord. No. O-85-26, § 1, 5-16-1985; Ord. No. O-89-32, § 5, 6-15-1989; Ord. No. O-90-62, § 1, 8-16-1990; Ord. No. O-99-04, § 1, 1-21-1999)

Sec. 2-66. Exemptions from classified service.

(a) The classified service of the village shall include all positions in the village except the following:

(1) Elected officials.

(2) Officials appointed by the village president and/or the board of trustees.

(3) Supervisory and managerial employees.

(4) Regular part-time employees who consistently work less than the minimum work week established in the village's Personnel Rules and Regulations, and seasonal or temporary employees who are hired for a specific period of time or for the duration of a specific project or group of assignments.

(5) Employees who have not yet completed their initial evaluation period, as described in article V of the village's Personnel Rules and Regulations.

(b) Any additional positions to be exempted in the future shall be done in ordinance form with the approval of the village board.

(Code 1975, § 2-42.4; Ord. No. O-81-77, § 4, 2-4-1982; Ord. No. O-82-26, § 1, 3-18-1982; Ord. No. O-82-51, § 2, 6-3-1982; Ord. No. O-83-13, §§ 1, 2, 3-17-1983; Ord. No. O-84-25, § 1, 4-19-1984; Ord. No. O-84-39, §§ 1, 2, 6-28-1984; Ord. No. O-85-24, §§ 1, 2, 5-2-1985; Ord. No. O-85-26, § 1, 5-16-1985; Ord. No. O-85-65, §§ 1, 2, 9-19-1985; Ord. No. O-86-21, § 1, 4-17-1986; Ord. No. O-87-05, §§ 1, 4, 1-22-1987; Ord. No. O-89-32, § 6, 6-15-1989; Ord. No. O-90-62, § 2, 8-16-1990; Ord. No. O-93-57, § 2, 10-7-1993; Ord. No. O-94-19, § 2, 4-21-1994; Ord. No. O-94-24, § 1, 5-19-1994; Ord. No. O-94-41, § 1, 7-21-1994; Ord. No. O-94-48, §§ 1, 3, 8-18-1994; Ord. No. O-95-21, § 2, 4-20-1995; Ord. No. O-95-54, § 2, 8-17-1995; Ord. No. O-95-59, § 1, 9-7-1995; Ord. No. O-96-19, §§ 2, 3, 4-18-1996; Ord. No. O-97-06, § 2, 2-6-1997; Ord. No. O-97-63, § 3, 10-16-1997; Ord. No. O-98-02, § 3, 1-15-1998; Ord. No. O-98-64, § 2, 11-15-1998; Ord. No. O-99-04, § 1, 1-21-1999)

Sec. 2-67. Personnel board rule changes.

Any amendments, additions, or deletions to the personnel board rules shall be adopted after a review by, and recommendation from the personnel board, with final approval resting with the village board. Prior to the effective date of such rules, the human resource director shall provide written notification to village employees. In no case shall such notice be less than 14 days before the effective date of said rule change or amendment.

(Code 1975, § 2-42.5; Ord. No. O-85-26, § 1, 5-16-1985; Ord. No. O-94-18, § 2, 4-21-1994; Ord. No. O-95-20, § 2, 4-20-1995)

Attachment:

Rules of the Personnel Board

VILLAGE OF HANOVER PARK
RULES
of the
PERSONNEL BOARD

INTRODUCTION

Authority: These rules are adopted under the authority of _____, which, through the use of Home Rule powers, supersedes the provisions contained in the Illinois Compiled Statutes, 65, Act 5, Sections 10-1-1 through Section 10-1-48, and Sections 10-2.1-1 through 10-2.1-30.

As provided by local Home rule ordinance, the Hanover Park Classified Service shall include all positions in the Village except those excepted in Section 2-42.4, Division 3, Chapter 2 of the Municipal Code of Hanover Park.

Powers and Duties:

A. The Personnel Board shall have the responsibility for holding demotion, suspension, and discharge hearings as herein provided.

B. The Personnel Board may subpoena both the attendance and testimony of witnesses and the production of books and papers relevant to such investigation or hearing. It shall be unlawful for any person served with a subpoena to willfully or through culpable negligence fail to appear and testify or to produce books and papers. The fees of witnesses for attendance and travel shall be the same as the fees of witnesses before the circuit courts of this state. Any circuit court of this state upon application by the Personnel Board may in its discretion compel the attendance of witnesses, the production of books and papers, and giving of testimony before the Personnel Board by attachment for contempt or otherwise in the same manner as the production of evidence may be compelled before such court.

C. The Personnel Board shall perform all duties required of it by ordinances of the Village and remaining applicable state and federal laws.

D. The Personnel board shall be responsible for formulating and operating under a set of rules which describes the mechanics of its function. The rules shall be subject to approval by the village Board and none of these rules shall be implemented prior to that approval.

RULE ONE

DISCIPLINE AND SEPARATION FROM SERVICE

SECTION I. NON-SWORN CLASSIFIED EMPLOYEES: The Human Resource Department shall promptly report all suspensions, demotions, or discharges of non-sworn Classified employees to the Personnel Board. All Classified employees who are demoted, discharged, or suspended for more than five (5) working days or suspended within six (6) months after a previous suspension, shall be entitled, upon written request, to a hearing before the Personnel Board, as outlined in Rule Two.

SECTION II. SWORN CLASSIFIED EMPLOYEES: Except as provided herein, no Sworn Classified employee shall be suspended, demoted, or discharged from the Village, until written charges and a hearing have been provided pursuant to Rule Two. The Board may suspend any sworn Classified employee pending the hearing with or without pay, but not to exceed thirty (30) days unless the hearing is continued at the request of the sworn Classified employee in which case any suspension without pay may be extended. If the Board determines that the charges are not sustained, the sworn Classified employee shall be reimbursed for all wages withheld, if any, except that any wages withheld as the result of a continuance requested by the sworn Classified employee shall not be reimbursed.

However, nothing in this section shall be construed to prevent the Village Manager, or his designee, from immediately suspending without pay a sworn Classified employee for a period of no more than five (5) days, but the suspension shall be promptly reported to the Personnel Board. Sworn Classified employees who are suspended for five (5) days or less shall be entitled to a hearing before the Personnel Board, as outlined in Rule Two.

RULE TWO

HEARINGS

A. Hearing Procedures:

1. Filing Appeals -- Non-sworn Classified employees entitled to an appeal pursuant to Rule One shall file their appeal in the Human Resource Department within three (3) working days (Human Resource Department working days) from the receipt of the written notice of the disciplinary action. Sworn Classified employees suspended for five (5) days or less shall file their appeal in the Human Resource Department within twenty-four (24) hours after such suspension. All appeals must be in writing. The Human Resource Department shall forward all appeals to the Personnel Board within three (3) working days of its filing.

   Upon notification by the Personnel Board of the filing of an appeal by an employee, the Human Resource Director shall prepare a written statement which shall set forth in a plain and concise manner the facts upon which the disciplinary action was based. This statement shall be filed with the Personnel Board and the employee not later than ten (10) days before the hearing.

2. Written Charges Proposing Discipline of Sworn Classified Employees -- In cases where the Village Manager, or his designee, propose demoting, discharging, or suspending a sworn Classified employee for more than five (5) days, the Human Resource Director shall prepare a written statement which shall set forth in a plain and concise manner the facts upon which the proposed disciplinary action is based. This written charge shall be filed with the Personnel Board and the employee.

3. Notification of Hearing -- Upon receiving a Classified employee's appeal or written charges against a sworn Classified employee, the Personnel Board shall set a time, date and place for the hearing of the appeal or written charges which shall not be less than fifteen (15) nor more than (30) days from the filing of the appeal or written charge. Notice of the hearing date shall be served on the Village Manager and the employee not less than five (5) days prior to the date of the hearing.

4. Hearing -- The hearing procedure shall include:

   a. Hearings before the Personnel Board are not common law proceedings nor subject to the provision of the "Civil Practice Act" and shall be as informal as is compatible with the requirements of justice.

   b. All hearings shall be open to the public.

c. At the hearing, all parties may be represented by an attorney licensed to practice in the State of Illinois, if they so desire.

d. All proceedings before the Personnel Board, during the conduct of the hearing, shall be recorded. The records of all hearings will not be transcribed by the reporter unless requested to do so by the Board of any party of interest. The party requesting the transcription shall pay the cost of same.

e. The Board shall have the right to determine whether there is or is not probable cause for hearing a complaint and may conduct such informal hearings as may be necessary for such purpose.

f. Subpoenas may be issued by the Personnel Board on behalf of either the Village or the employee at any time before the hearing by filing with the Personnel Board a written request for subpoenas for the attendance and testimony of witnesses or the production of books, papers, records, accounts, and other documents as may be relevant to the hearing.

g. All witnesses shall testify under oath. Each member of the Personnel Board shall have power to administer oaths and affirmations.

h. The Personnel Board shall first hear the witnesses on behalf of the Village. Thereafter, the employee may present and examine witnesses speaking on the employee's behalf. All parties shall have the right to cross-examine witnesses presented by the opposing party.

i. If the employee fails to appear or to be represented by counsel at any hearing, the Personnel Board may hear the evidence and render judgment upon the evidence presented by the Village.

j. No rehearing, reconsideration, vacation, or alteration of a decision of the Personnel Board can be allowed.

B. **Sufficiency of Charges:** Motions or objections to the sufficiency of the Village's written statement required in Section A (1) & (2) above must be made in writing and a copy of such objection shall be served on the Village and the Personnel Bard, at least forty-eight (48) hours prior to the first scheduled hearing.

C. **Continuances:** The Personnel Board may at its discretion grant continuances of the hearing at the request of the Village or the employee. In the event an employee requests a continuance, it shall be stipulated and agreed that in the event said employee is retained in his position, then no

compensation shall be paid to aid employee during the period of said continuance.

D. **Stipulation** The Village or employee may on their own behalf, or by counsel, stipulate and agree in writing, or on the record, to a continuance or as to evidentiary guilt. The facts so stipulated shall be considered as evidence in the proceeding.

E. **Finding and Decision:** The finding and decision of the Personnel Board following a hearing shall be presented by the Personnel Board secretary, and notice of said findings and decision shall be sent to the employee and the Human Resources Director within fifteen (15) days after the hearing is completed. If the finding and decision is that charges against an employee are not sustained, full reinstatement shall be made. If the finding and decision is that an employee's suspension, demotion, or discharge is upheld, the record will so indicate; if the employee is found guilty of the charges investigated and removal is ordered, such order becomes effective forthwith.

In the case of sworn Classified employees, the Personnel Board may discharge or demote him/her, or may suspend him/her not exceeding a period of thirty (30) days.

G. **Services**: All papers required by these rules and regulations to be served shall be delivered personally to the party designed or mailed by United States certified mail in an envelope properly addressed with postage prepaid to the designated party at his/her last known residence as reflected by the appeal filed with the Personnel Board except as herein otherwise provided.

RULE THREE

ORGANIZATION OF THE PERSONNEL BOARD, REPORTS, RULE CHANGES, MISC.

A. **Meetings:** meetings of the Personnel Board shall be held when necessary to address business of the Personnel Board. Notice of meetings shall be provided in compliance with the State of Illinois Open Meetings Act.

B. **Appointment of Members:** Personnel Board members shall be appointed by the Village President, with approval of the Village Board. Said Personnel Board members shall serve for three (3) year terms and until they are reappointed or their respective successors are appointed and qualified. The President shall designate one member as Chairman for such terms as the President shall determine, but the term of Chairman shall in no event exceed the term for which the Chairman was appointed as a member.

C. **Presiding Officer:** The Chairman shall preside over each meeting or hearing. In his/her absence, the member with the longest tenure on the Personnel Board shall served as temporary Chairman.

D. **Rules of Order:** Unless otherwise specified, *Robert's Rules or Order, Newly Revised,* shall prevail.

E. **Roster:** The Personnel Board shall be provided with a roster of all Classified Service employees in the service of the Village showing the name, title of position held, and department. Such list shall be periodically updated by the Human Resource Director.

F. **Reports:** The Human Resources Director shall provide notices to the Personnel Board of all suspensions, demotions, and discharges of employees in the regular Classified Service of the Village and, in the case of sworn Classified employees, written charges for proposed suspensions, demotions, or discharges.

G. **Personnel Board Rule Changes:** Any amendments, additions or deletions to the Personnel Board Rules shall be adopted after a review by and recommendation from the Personnel Board, with final approval resting with the Village Board. The Human Resource Director shall provide written notification to Village employees of said rule changes or amendments.

H. **Severability:** If any provision, clause, sentence, paragraph, section or part of these Rules shall, for any reason, be adjudged unconstitutional or invalid, said judgment shall not affect, impair, or invalidate the remainder of these rules. It is hereby declared to be the intent of the Village Board and the Personnel Board of the Village of Hanover Park that these Rules would have been adopted had such unconstitutional or invalid provision, clause, sentence, section, or part thereof had not been included.

APPENDIX

DEFINITION OF TERMS

CLASSIFIED SERVICE: All positions in the Village service, except those specifically excepted by local ordinance, which come under the jurisdiction of the Personnel Board.

DAY(s): Shall be defined as calendar days, unless otherwise specified.

DELEGATION OF AUTHORITY: Whenever a provision appears requiring the head of a department or some other Village officer to do some act or perform some duty, it shall be construed to authorize the head of the Department or other officer to designate, delegate, and authorize subordinates to perform the required act or perform the duty unless the terms of the provision or section specify otherwise.

DEMOTION: A change in employment status from one classification to another classification having a lower maximum rate of pay.

DEPARTMENT: A major operating unit in the government of the Village of Hanover Park, Illinois.

GENDER: A word importing the masculine gender only shall extend and be applied to females and to firms, partnerships, and corporations, as well as to males.

PERSONNEL BOARD: The Personnel Board of the Village of Hanover Park.

RULES: The Rules of the Personnel Board of the Village of Hanover Park, Illinois.

SHALL: The word "shall" is mandatory.

SUSPENSION: The temporary separation, usually without pay, from the Village service of a permanent employee for disciplinary purposes.

SWORN EMPLOYEE: An employee in a position considered to be sworn under Illinois law, such as police officer.

TENSE: Words used in the past or present time include the future, as well as the past and present.

VILLAGE: The Village of Hanover Park, Illinois.

VILLAGE MANAGER
INTEROFFICE MEMORANDUM

DATE: January 29, 2010

TO: Rod Craig, Village President

FROM: Ron Moser, Village Manager

SUBJECT: **Youth Assistance Program**

The Youth Assistance Program will be discussed at the Board Workshop of February 4, 2010. Below are some talking points.

- The budget for the Youth Assistance Program was checked going back to Fiscal Year 2006. In Fiscal Years 2006, 2007, 2008 and 2009, the Village budgeted $2,500 for these programs.
- In each of the Fiscal Years 2006-2009, our records indicate that payments were made to the Hanover Park Park District, the Hanover Park Boys Football Association, and the Hanover Park Little League.
- In the current Fiscal Year, FY'10, the Village increased the budget to $4,000.
- When I assumed the position of Interim Village Manager in June of 2008, this program came to my attention within the next month. I found that the three aforementioned organizations would submit bills to the Village, along with paperwork, to pay for youth "scholarships". These scholarships were for football, baseball or park district programs.
- The Village has a reimbursement scale based on family income. The most any child could receive for a program is $75.00.
- Kim Benedix used to administer this program. I was informed that she would check the financial data to ensure that the child qualified. I turned this program over to Katherine Perez, Secretary in the Police Department. I found that the financial scale and work done to calculate the payment as being quite time consuming for staff. Therefore, I instructed each of the organizations that they would have to do the financial calculations and then turn the bill into us and assure us that the child was eligible.
- From what I understood, some children had been granted scholarships in some of the programs and had participated prior to receiving the money from the Village. Therefore, the payments were made to the organizations retroactively.
- At this time, there is $4.50 in the account for the rest of our Fiscal Year.
- I spoke with Jeff Acks recently and it was his understanding that payments could be made retroactive. Therefore, for the rest of this calendar year we can proceed as we have done before. However, this assumes that the Village Board will include funding in our next Fiscal Year budget.
- Jeff Acks has advised that the Park District is willing to take over the administrative role of managing this process. I am in favor of that.
- If the Park District takes over the administrative function, I recommend that the Village Board simply reimburse the Park District when they have approved scholarships. They will be advised the limit of their funding. They would be required to submit a summary report to the Village, as well as ensure that the Village is credited as a partner in this endeavor.