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MEMO

To: Township Officials
From: Ron Alberico
Date: May 18, 2018
RE: Lockport Township Government Scholarships

The 15th annual Lockport Township Government Scholarships were awarded, Thursday, May 15th at 6:15 PM Romeoville High School Academic Awards Ceremony, and Lockport Township High School Academic Awards Night and on Thursday, May 17th at 6:30 PM. There were many qualified applicants and the selection process was very difficult but those who were chosen possessed all the qualifications that our scholarship aspires to recognize. Four \$1000 scholarships were awarded to the following students.

Romeoville High School

Daniel Spatz

Lockport Township High School

Margaret Drew

Allison Hankins

Benjamin Lipkin

These individuals were congratulated on behalf of all of the elected officials and the Board of Trustees and presented with a certificate. The scholarships will again be presented at our meeting on June 12, 2018. The winners and their families have been invited to attend the meeting.

AN ORDINANCE FOR THE TOWNSHIP OF LOCKPORT, WILL COUNTY,
ILLINOIS ASCERTAINING THE PREVAILING RATE OF WAGES WORKMEN
AND MECHANICS EMPLOYED ON PUBLIC WORKS PROJECTS IN THE SAID

LOCKPORT TOWNSHIP
Ordinance # 2018-4

WHEREAS, State of Illinois has enacted, “An ACT regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or by any political subdivision or by anyone under contract for public works”, approved June 26, 1941, as amended, being Section 39s-1-12, Chapter 48, Illinois Revised Statutes 1973, and

WHEREAS, the aforesaid Act requires the Township of Lockport, investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics, and other workers in the locality of said Township of Lockport, employed in performing construction of public works, for said Township of Lockport.

NOW THEREFORE, BE IT ORDAINED BY THE CHAIRMAN AND BOARD OF TRUSTEES OF THE TOWNSHIP OF LOCKPORT:

SECTION 1: To the extent as required by “An Act regulating wages of laborers, mechanics and other workers employed in any public works by State, county, city or any political subdivision or by anyone under contract for public works”, approved June 26, 1941 as amended, the general prevailing rate of wages in this locality for laborers mechanics and other workers engaged in construction of public works coming under the jurisdiction of the Township of Lockport, is hereby ascertained to be the same as the prevailing rate of wages for construction in the Will County area as determined by the Department of Labor of the State of Illinois as of June 2018 a copy of that determination being attached hereto and incorporated herein by reference. The definition of any terms appearing in this ordinance which are also used in aforesaid Act shall be the same as in the Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction in the Township of Lockport, to the extent required by the aforesaid Act.

SECTION 3: The Lockport Township Clerk shall publicly post or keep available for inspection by any interested party in the main office of Lockport Township this determination of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

SECTION 4: The Lockport Township Clerk shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular class of workers whose wages will be affected by such rated.

SECTION 5: The Lockport Township Clerk shall promptly file a certified copy of this Ordinance with the Illinois Department of Labor.

SECTION 6: The Lockport Township Clerk shall cause to be published in a newspaper of general circulation within the area a copy of this Ordinance, and such publication shall constitute notice that the determination is effective and that this is the Determination of this public body.

PASSED THIS 12th DAY of JUNE, 2018

RON ALBERICO,
SUPERVISOR

ATTEST:

DENISE MUSHRO RUMCHAK,
LOCKPORT TOWNSHIP CLERK

LOCKPORT TOWNSHIP

EMPLOYEE HANDBOOK

Effective: JANUARY 1, 2018

Lockport Township
1463 S. FARRELL ROAD

Lockport, IL 60441
(815)838-0780

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Welcome to Lockport Township

Lockport Township is committed to unparalleled service in all aspects to our constituents. This Employee Handbook contains the key policies, benefits and expectations of Lockport Township and other information you will need as a leader in public service.

It is the desire of Lockport Township to have every employee assist in achieving our goals by succeeding in his or her job. Additionally, this Handbook should assure good management and fair treatment of all employees.

Policies set forth in this Handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind between the Township and any of its employees. The provisions of the Handbook have been developed at the discretion of the Township and except for its policy of employment-at-will, may be amended or cancelled at any time at the Township's discretion.

History of Townships

Township government, established in Providence, Rhode Island in 1636, is the oldest existing unit of government continuing to serve on the North American continent. Township government was in existence for 140 years prior to the Declaration of Independence in 1776. The wording of the Declaration of Independence reflects the fact that 38 of its 56 signers had experienced the benefits of township government. The Declaration's statement that "government should derive its just powers from the consent of the governed" is demonstrated at the Annual Town Meeting held on the second Tuesday of each April. The Annual Town Meeting is still an important function of our nation's 17,000 townships after more than 360 years.

EMPLOYMENT

AT-WILL EMPLOYMENT

Employment with the Township is voluntarily entered into and the employee is free to resign at any time with or without cause. Similarly, the Township may terminate the employment relationship at will at any time with or without notice or cause. This Handbook or other material provided to you in connection with your employment does not create an employment contract between you and the Township.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Township's Official.

EMPLOYEE HIRE INFORMATION

The Township relies upon the accuracy of information and other data presented throughout the hiring process including but not limited to information contained in any employment application. Any misrepresentations, falsifications, or material omissions in any of this information may result in the exclusion of the individual from further consideration for employment, or termination if the person has been hired.

INTRODUCTORY PERIOD

Newly hired employees are on probation for the equivalent of ninety (90) days. The intent of the introductory period is to enable the Township to carefully evaluate a new employee's work, attitude, ability, and potential value for the Township and to permit the new employee to determine his or her suitability for the job. During this time, it is important that frequent discussions be held between the employee and supervisor to review work performance.

The Township reserves the right to unilaterally extend the introductory period in the event the Township is not satisfied that the employee has sufficiently developed or demonstrated the skills, attitude, and the ability necessary to properly perform his or her job functions.

The completion of the introductory policy does not alter the Township policy that employees are at will. Employees can be terminated or may resign at any time with or without notice or without cause both during and after the expiration of the introductory period.

CLASSIFICATION OF EMPLOYEES

It is the intent of the Township to clarify definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any period of time.

Full-Time Employee: Employees who are regularly scheduled to work thirty-two and a half (32.5) or more hours per week at the Township. Full-time employees are eligible for the Township's benefit programs, subject to the terms, conditions, and limitations of each program.

Category 1 Employees: Employees working for the Township previous to March 1st, 2018 and grandfathered in at 27 hours per week. (M-Tu-Th-F 9am-4pm; Wed 9am-noon.)

Category 2 Employees: Employees related to the Senior Bus Program Starting November 2015 that work up to 40 hours per week. (M-F 7am-3:30pm.)

Category 3 Employee: Employees who began working for Township after March 1st, 2018 that will work 32 ½ hours per week. (M-F 9am-4pm.)

Category 4 Employees: *Part-Time Employees:* Employees who are regularly scheduled to work less than twenty-seven (27) hours per week. While regular part-time employees receive all legally mandated benefits, (such as workers' compensation insurance), they are generally ineligible for the other benefit programs offered by the Township unless specified in this Handbook.

Seasonal Employees: Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Employment beyond any initially stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless they are notified by the Township of a change. They are not eligible for any of the Township's benefit programs.

Exempt Employee: Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and state law who are exempt from overtime pay requirements.

Non-Exempt Employee: Employees whose positions do not meet FLSA exemptions tests and who are paid a multiple of their regular pay rate for overtime as required by federal and state law.

DISABILITY ACCOMODATION

The Township is committed to complying fully with all applicable federal, state and local laws, and to ensure equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures are designed to provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding applicant's ability to perform the duties of the position.

Reasonable accommodations for qualified individuals with known disabilities will be made unless to do so would be an undue hardship. All employment decisions are based on the merits of the situation in accordance with defined criteria not the disability of the individual.

The Township is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability.

This policy is neither exhaustive nor exclusive. If you need an accommodation, you should immediately notify your immediate supervisor, or the Township Official.

EQUAL EMPLOYMENT OPPORTUNITY

The Township maintains a policy of non-discrimination for all employees as well as applicants for employment. No aspect of employment within the Township will be influenced in any manner by race, color, national origin, ancestry, gender, pregnancy, religion, sex, sexual orientation, age, veteran status, genetic information, disability, or any other basis prohibited by applicable federal, state or local law.

The Township is committed to a policy of equal employment opportunity for all employees and applicants. Under this policy all employees and applicants will be treated fairly and equally, and employment decisions will comply with all applicable local state and federal employment discrimination laws.

In addition, the Township will not tolerate any discrimination of any kind by anyone, including but not limited to co-workers, supervisors, customers, vendors, etc. This policy applies to all employment decisions, including but not limited to recruiting, interviewing, hiring, compensation, training, promotion, termination, as well as all other terms, condition, and privileges of employment.

IMMIGRATION LAW COMPLIANCE

The Township is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986 each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Township within the past three years or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact their immediate supervisor and/or the Township Official. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

PROBLEM SOLVING PROCEDURE/OPEN DOOR POLICY

Whenever a group of people are required to work together for an extended period of time problems and misunderstandings can occur. To resolve problems or misunderstandings we maintain an "open door" policy for you to discuss your problem with anyone in a supervisory position. Therefore, except in harassment, discrimination or retaliation circumstances (which employees should follow the procedures in the Policy Against Sexual/Other Harassment), employees are encouraged to adhere to the following procedure.

- Step One:** Discuss the problem with your immediate supervisor.
- Step Two:** If a satisfactory resolution is not reached in step one within a reasonable time, the problem should be presented in writing to the Township Official. The Township Official will take appropriate action and the Township Official's decision will be final and binding, subject to step three below.
- Step Three:** If the employee disagrees with the Township Official's decision, the employee can appeal to the Township Board of Trustees for review of the decision. The Board of Trustees may or may not address the issue at the sole and executive discretion of the Board of Trustees.

PERFORMANCE REVIEW

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal day-to-day basis. Ongoing discussions with supervisors about job duties, performance, and the work environment are excellent opportunities for employees to clarify any questions they have about the job. The review gives the employees and supervisor an opportunity to discuss job tasks, encourage and recognize strengths, identify and correct weaknesses, and discuss constructive, purposeful approaches for meeting goals.

Employees may receive periodic performance reviews at the discretion of the Township Official. The review will measure the strengths and weaknesses of the employee as compared to the standards for the position established by the Township. The review will also be used to determine the performance goals and work objectives of the employee and provide guidance for developmental objectives. Salary or hourly rate issues will also be discussed at review time. Prior to meeting with the employee for the review, salaries and hourly rates for the employee will be discussed by the Board to determine if adjustments are warranted. Such adjustment shall take into consideration performance, budgetary issues and the financial condition of the Township. It is understood that there is no guarantee that an employee will receive any increase in pay at the time of review. The review will be presented to the employee for his/her signature and comments of the signed review will be presented to the employee. Reviews will be maintained in an employee's personnel file throughout the period of employment.

DISCIPLINARY ACTION

Disciplinary action at the Township level is intended to fairly and impartially correct behavior and performance problems to prevent reoccurrence.

Disciplinary action may involve any of the following: verbal warning, written warning, suspension with or without pay, and termination of employment depending on the severity of the problem and the frequency of occurrence. The Township reserves the right to administer disciplinary action at its discretion based upon the circumstances.

The Township recognizes that certain types of employee behavior are serious enough to justify termination of employment without observing other disciplinary action first. These violations include but are not limited to:

- Workplace violence
- Harassment
- Theft of any kind

- Vandalism or destruction of Township property
- Use of Township equipment and/or Township vehicles without prior authorization
- Divulging the Township business practices or any other confidential information

TERMINATION OF EMPLOYMENT

Termination of employment is an inevitable part of personnel activity within any organization with many of the reasons being routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation- voluntary employment termination initiated by an employee
- Discharge- involuntary employment termination initiated by the Township
- Layoff- involuntary employment termination initiated by the Township for non-disciplinary reasons.

The Township will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, repayment of outstanding debts to the Township, or return of the Township-owned property. Suggestions, complaints, and questions can also be voiced.

Terminated employees will receive their final pay within the next payroll date or in accordance with applicable state law. Employee benefits will be affected as set forth in this Handbook. In this regard, all accrued and vested benefits that are due and payable at termination will be paid. However, please note that vacation for those eligible will accrue on a prorated basis according to the number of days of continuous employment and will only be eligible for vacation pay that they have accrued and not used.

RESIGNATION

We request that employees who wish to amicably leave their employment with the Township give a two (2) week written notice of resignation. The Township requests that exempt employees give a thirty (30) day written notice of resignation.

An exit interview will be arranged between each resigning employee and their immediate supervisor or the Township Official. At this interview the reason for resignation will be discussed and resigning employee's address will be verified for the issuance of a final paycheck. This final paycheck will not be issued until the time that all other paychecks are issued for time worked during that period. At the time of the exit interview, the resigning employee must turn in office and building keys.

HOURS OF WORK AND PAYROLL

NORMAL HOURS OF OPERATION

Normal hours of operations for the Township are Monday through Friday from 9:00am-4:00pm. From time to time the Township may change the starting and completion times to accommodate the needs of the Township. Employees are required to work the hours assigned.

TIME SHEETS

An employee's time sheet is a legal record of time actually worked. It is the basis upon which "non-exempt" employees are paid. Therefore, "non-exempt" employees must accurately record hours actually worked during his/her scheduled shift each day. Employees are responsible for filling out their own timesheets. Falsifying information contained on the time sheet is grounds for immediate dismissal.

All non-exempt employees are paid for the hours that are actually worked in furtherance of Township business. The hours worked by each "non-exempt" employee are recorded through the use of time sheets.

PAY PROCEDURE

Regular employees are paid bi-weekly.

Direct Deposit: The Township offers employees the option to have their pay electronically deposited directly into a bank account at certain financial institutions. This is the fastest and safest way to get your earnings deposited to your personal bank account and have it credited by your bank for immediate use.

Employees should notify their immediate supervisor or the Township Official of any change in their name, address, and other personal changes that may affect any pay deductions.

OVERTIME

Sometimes overtime work is necessary. Non-exempt employees will be paid overtime for all hours worked over 32.5 hours in a work week (not including time off for vacation, being sick or other “non-working” or leave of absence time). Overtime will be paid at the same rate as the employee’s regular rate. If overtime is to be worked, prior approval must be obtained from the Township Official. Employees may also accrue extra hours and compensated by acquiring Comp time. Working unauthorized overtime by an employee will subject the employee to disciplinary action up to and including termination.

Exempt employees (those who are defined as such by the Fair Labor Standard Act) are not entitled to overtime.

MEAL BREAKS

It is the Lockport Township Official policy to allow employees up to one (1) hour meal break.

ADMINISTRATIVE PAY CORRECTIONS

The Township takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay the employee must promptly bring the discrepancy to the attention of his/her immediate supervisor so that corrections can be made as quickly as possible. Failure to notify the Township of an error in your paycheck, whether above or below the anticipated amount, may lead to disciplinary action up to and including termination of employment.

The Township’s policy is to comply with the salary basis requirements of the Fair Labor Standards Act. The Township is therefore prohibited from making any improper deductions from the salaries of exempt employees. In the event that an employee believes that an improper deduction has been made, the employee should promptly notify his/her immediate supervisor. The Township will promptly perform an investigation of the issue. In the event that an improper deduction is found to have been made, the Township will promptly reimburse the employee for the full amount of the deduction. The Township will make reasonable efforts to communicate to the party directing the improper deduction to take measures to prevent such improper deduction in the future.

PAY DEDUCTIONS AND GARNISHMENTS

The law requires that the Township make certain deductions from every employee's paycheck. Among these are applicable federal, state, and local income taxes. The Township also must deduct Social Security taxes from each employee's earnings up to a specified limit, which is called the Social Security "wage base." The Township also offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Pay garnishments are pay deductions taken by the Township to help pay off a debt or obligation to the Township or others. While the Township prefers you manage your debt obligations independently, if the Township is provided with a wage garnishment the deduction will be implemented in accordance with applicable state and federal laws.

If you have questions concerning why deductions were made from your paycheck or how they were calculated please contact your immediate supervisor.

DEDUCTIONS FROM SALARIES OF EXEMPT EMPLOYEES

It is the Township's policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and to be aware that the Township does not allow deductions that violate the FLSA.

Being a salaried employee means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to some exceptions, an exempt employee must receive full salary for any day in which the employee performs any work regardless of the number of hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employee is ready willing and able to work deductions may not be made for time when work is not available.

What to Do If an Improper Deduction Occurs:

If you believe an improper deduction has been made to your salary you should immediately report this information to your immediate supervisor.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

Employees will be informed of the category under which they are working and of any changes that might occur in such status. In cases of questions as to category the Township Official shall make the decision subject to Board review.

EMPLOYEE LEAVE POLICIES

VACATION

To foster work/life balance, the Township provides paid vacation leave to qualified employees. Vacation schedule for full time employees:

<u>Length of Continuous Employment</u>	<u>Vacation Days Accrued per Year</u>
After 1 Full Year through 5 th Year	10
5 th Year through 10 th Year	15
11 th Year through 15 th Year	20
15 th Year on	25

Maximum amount of vacation for any employee is 25 days.

Employees are not eligible for any paid vacation until the employee has completed one year of continuous employment with the Township. For example, if the employee leaves the Township after nine months of work, the employee will not be eligible for any vacation pay benefits. After one year of employment, a two-week vacation will accrue on the anniversary date of hire.

Temporary employees and seasonal employees are not eligible for vacation. Additional, unpaid time off is taken only with the approval of the Official as appropriate and pursuant to the Unpaid Leave of Absence Policy.

Employees shall work out vacation schedules according to seniority and as directed by their immediate supervisor as well as the needs of their specific departments.

The Township reminds employees that at no time should an office be operating with only one staff member. This may not be applicable in the Township Clerk or Supervisor's Office. With all the services our office staff handles it would be difficult to conduct business in a timely and efficient manner.

PERSONAL DAYS

Once a regular full-time employee is hired by the Township, such employee shall be entitled to three (3) paid personal days per calendar year, subject to the approval of the employee's immediate supervisor. Personal days cannot be carried over and are lost if not used. Unused personal days are not compensated in the event of termination or resignation from employment for any reason.

SICK LEAVE

Sick leave is time off with pay for periods of illness or incapacity from injury, as well as for medical, dental or optical examination or treatment which cannot reasonably be obtained other than during the working day.

Sick leave for full-time employees is accumulated at the rate of one day per month. Sick leave shall be cumulative up to a maximum of twelve (12) weeks; sixty (60) days. An employee who participates in IMRF will be compensated by IMRF for accumulated sick leave at the time of retirement. Lockport Township does not compensate for sick time when an employee is terminated or resigns.

The Township may require a doctor's note for an employee who takes three (3) or more consecutive days of sick leave. Employees with longer illness may be required to submit written approval from their Doctor (or a Doctor designated and paid for by the Township) before returning to work.

FUNERAL LEAVE

Full-time employees are allowed three (3) days off with pay, for the death in an employee's immediate family. Immediate family includes parents, spouse, children, brothers, sisters, mother-in-law, father-in-law, aunts, uncles, grandparents or grandchildren. Funeral leave pay is based on the employee's regular pay rate for a normal work day.

Regular, part-time employees and other employees as defined above are not entitled to paid funeral leave.