



240 S. Illinois Route 59, Bartlett, Illinois 60103

Regular Meeting of Town Board
November 17th, 2015
7:00 PM

A G E N D A

- I. Call to Order – Roll Call
- II. Pledge of Allegiance
- III. Town Hall (Public Comments)
- IV. Presentations
 - A. Veteran’s Honor Roll
 - 1. SGT Rosamaria D. Martinez
 - 2. CPL Arthur J. Merritt
 - 3. RM3 Arthur L. Merritt
- V. Reports
 - A. Supervisor’s Report
 - B. Clerk’s Report
 - C. Highway Commissioner’s Report
 - D. Assessor’s Report
 - E. Treasurer’s Report
 - F. Trustees’ Committee Reports
 - G. Department Reports
- VI. Bill Paying
- VII. Unfinished Business
- VIII. New Business
 - A. Executive Session Minutes of October 6, 2015
 - B. Regular Meeting Minutes of October 20, 2015
 - C. Set Estimate of Levy for Hanover Township for the Fiscal Year beginning April 1, 2015 and ending March 31, 2016
 - D. Set Estimate of Levy for Hanover Township Road District for the Fiscal Year beginning April 1, 2015 and ending March 31, 2016
 - E. Resolution Approving Revisions to the Township Personnel Policy
 - F. Appointment to the Committee on Youth
 - G. Consideration of 2016 Township Board Meeting & Workshop Dates
 - H. Consideration of 2016 Township Holiday Schedule
- IX. Executive Session

Mission Statement

Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.

- X. Workshop – Community & Veterans Affairs
- XI. Other Business
- XII. Adjournment

Mission Statement

Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.



HANOVER TOWNSHIP

VETERANS HONOR ROLL

**WE ARE PROUD TO HONOR THOSE WHO
HAVE SERVED US SO VALIANTLY**

wife (Pearl)

NAME:

Arthur Jefferson Merritt (Deceased)

ADDRESS:

7400 Gladiola

CITY/ZIP CODE:

Hanover Park, DE 60133

PHONE #:

630-837-5838

DATE OF BIRTH:

AUG 21-1922

EMAIL ADDRESS:

—

BRANCH OF SERVICE:

US ARMY

HIGHEST RANK ATTAINED:

CPL

YEARS OF SERVICE:

FROM 04 1942 TO 1945

MEDALS AWARDED OR OTHER CITATIONS:

INJURIES:

Comments: Please include any interesting stories, events, and/or memories of your time in the military. Please include additional sheet(s) if needed.

Attach copy of discharge papers, DD-214 or any other significant records regarding your time in the military. We will be happy to make copies and return your originals.

A historical file will be made regarding your time serving your country and will be available for future generations.

Thank you,

Brian P. McGuire

Supervisor

DAD = Arthur Jefferson
Leroy → already
Son also a
Veteran

7/16
Submitted to you



HANOVER TOWNSHIP

VETERANS HONOR ROLL

**WE ARE PROUD TO HONOR THOSE WHO
HAVE SERVED US SO VALIANTLY**

NAME: Arthur Leroy Merritt (Deceased)

ADDRESS: Deceased 7400 Gladys Ave

CITY/ZIP CODE: Hanover Park, IL 60133

PHONE #: (630) 837-5838

DATE OF BIRTH: 16 May 45

EMAIL ADDRESS: _____

BRANCH OF SERVICE: Navy

HIGHEST RANK ATTAINED: E/4 / RM3

YEARS OF SERVICE: FROM 21 June 63 TO 20 June 67

MEDALS AWARDED OR OTHER CITATIONS:

See DD-24

INJURIES: _____

Comments: Please include any interesting stories, events, and/or memories of your time in the military. Please include additional sheet(s) if needed.

Attach copy of discharge papers, DD-214 or any other significant records regarding your time in the military. We will be happy to make copies and return your originals.

A historical file will be made regarding your time serving your country and will be available for future generations.

Thank you,

Brian P. McGuire

Supervisor

7/15



VETERANS HONOR ROLL

**WE ARE PROUD TO HONOR THOSE WHO
HAVE SERVED US SO VALIANTLY**

NAME: ROSAMARIA D. MARTINEZ "ROSE"

ADDRESS: 650 B WAVERLY DR.

CITY/ZIP CODE: ELGIN IL 60120

PHONE #: 847 606-5340

DATE OF BIRTH: 10-2-1960

BRANCH OF SERVICE: Army

HIGHEST RANK ATTAINED: E-5 Sgt.

YEARS OF SERVICE: FROM July 81 **TO** Dec 85

MEDALS AWARDED OR OTHER CITATIONS:

ARMY COMMENDATION MEDAL / ARMY ACHIEVEMENT MEDAL (10LC
ARMY GOOD CONDUCT / MULTINATIONAL FORCE OBSERVERS MEDAL ARMY SERVICES MEDAL

INJURIES: _____

Comments: Please include any interesting stories, events, and/or memories of your time in the military. Please include additional sheet(s) if needed.

Attach copy of discharge papers, DD-214 or any other significant records regarding your time in the military. We will be happy to make copies and return your originals.

A historical file will be made regarding your time serving your country and will be available for future generations.

Thank you,

Brian P. McGuire

Supervisor

DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for October 2015

SERVICE PROVIDED	OCTOBER 2015	OCTOBER 2014	FYTD 2016	FYTD 2015
<i>Passports</i>	226	145	2,034	1,464
Photo fees	\$805	\$525	\$7,240	\$5,350
Fee deposits	\$4,945	\$2,735	\$43,585	\$29,380
<i>Fishing/Hunting licenses</i>	1	5	60	83
<i>Handicap Placards</i>	24	15	120	141
<i>Cook County vehicle stickers</i>	2	8	238	401
<i>Human Resources Requests</i>	112	183	1,064	924
<i>New Employee Orientations</i>	2	1	14	13
<i>Technology work orders</i>	41	25	254	179
<i>Resident Contacts</i>	1,874	2,164	11,074	10,627
<i>Percent of Budget Expended (58% of year)</i>	5.1%	6.2%	50.4%	47.9%
<i>Grant application submissions</i>	0	1	2	3

Department Highlights

- The Management Analyst worked with dbHMS on the final phase of the Senior Center retro-commissioning project. They will submit a final report in November with additional recommendations to achieve greater efficiencies with the hvac upgrades already completed.
- Ongoing coordination with NJS, the developers of the case management software. An initial review of the case management software was released for feedback. The software is still expected to be completed and live by the end of the year.
- A follow-up survey to the annual Workplace Evaluation Survey was completed. Based on feedback for additional training resources, Administrative Services has coordinated with Elgin Community College to provide Township employees with an intermediate Microsoft Excel workshop in December.
- The Management Analyst completed the in person passport acceptance agent training and is now the facility passport manager. Additionally, Administrative Assistant Imperato and Deputy Assessor Deyne completed their acceptance agent recertification training.
- Ongoing review and update of the Township Personnel Policy. Following recommended changes from legal counsel, the document was shared with Management Team for additional review and feedback.
- The Management Analyst attended the Streamwood Fire Department Open House on October 3rd.
- Six month evaluations were completed for all full-time staff.
- The Mental Health Housing Task Force met on October 14.
- The Management Analyst and Administrative Assistant attended the website training for the new Township website.
- Administrative Services staff attended the Township Management Academy on October 8 & 9 at NIU Naperville.

Hanover Township Mission Statement:

Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.

OFFICE OF THE ASSESSOR

Report for October 2015

SERVICE PROVIDED	OCTOBER 2015	OCTOBER 2014	FYTD 2016	FYTD 2015
<i>Administration</i>				
Office visits	381	280	1829	1805
Building permits processed	502	387	3574	3192
Sales recording	43	98	423	718
Change of Name*	18	1	94	73
Property tax appeals	224	146	464	454
Certificate of Errors	65	30	502	288
Property location updates	1	0	12	3
New owner mailings	103	94	440	477
Long time occupants*	0	0	0	0
<i>Exemptions</i>				
Homeowner exemptions	19	0	138	11
Senior home owner exemptions	27	0	266	89
Senior freeze exemptions*	4	0	113	80
Miscellaneous exemptions	4	2	80	45
<i>Foreclosures</i>	11	17	113	206

* Denotes notary requirement

Department Highlights

- Extended Tuesday hours, open until 6:00 p.m. October had a total of 9 visitors after 4:30pm.
- We have a total of 1,656 e-mails on our contact list. We added 34 e-mails in October.
- Foreclosures October 2015 21%. Foreclosures October 2014 26%.
- Hanover Township opened for Cook County Assessor Appeals September 15. The last day Cook County accepted the appeals was October 16. October 14 was the last day the Township accepted appeals.
- On October 7, Assessor Smogolski, along with Supervisor McGuire and Cook County Commissioner Schneider hosted an appeal seminar.
- On October 9, Patty attended the Illinois Township Management Academy for 2 classes, “Investigation- Just Culture-Happy Ending” and “Assessing Your Organization’s Performance: Nuts & Bolts & Beyond”
- On October 15, Peggy, Cindy and Patty attended the Employee Stress Art Therapy class.
- On October 23, Patty attended the Employee Wellness workgroup.
- On October 23, Peggy and Peggy attended the CCTAA meeting
- Peggy and Patty attended the website training on October 27.

Office of the Assessor Mission Statement:

The Hanover Township Assessor is your nearest liaison to the Cook County Assessor’s Office. Our duty is to provide professional assistance with questions you may have regarding your real estate assessments and tax bills.

OFFICE OF COMMUNITY HEALTH

Report for October 2015

SERVICE PROVIDED	OCTOBER 2015	OCTOBER 2014	FYTD 2016	FYTD 2015
<i>Appointments</i>				
ProTimes	22	18	155	149
TB skin test	4	10	46	57
Cholesterol	5	6	82	91
Pharmaceutical Assistance Programs	1	2	11	13
Miscellaneous labs	10	13	53	55
Wellness Screening (BP, diabetes, anemia)	20	11	198	132
Other	70	91	254	289
<i>Clinic Clients</i>				
Senior Center/ home visits	117	133	670	645
Astor Avenue	14	26	82	87
Elgin, Izaak Walton Center	5	6	34	41
Offsite clinics	10	8	72	69
Total clients (unduplicated)	40	102	321	412
<i>Public Education & Health Promotion</i>				
Media coverage	6	7	35	36
Informational seminars/Program	9	16	67	82
Program Participants	145	170	1,253	1,546
<i>Primary Care Provider Support</i>	6	24	38	60
<i>Phone Triage</i>	471	507	3,234	3,376

Department Highlights

- Provided 12 home visits for residents in the month of October.
- Community Health Nurse provided Chronic Obstructive Pulmonary Disease (COPD) risk assessments throughout the month of October in honor of Healthy Lung Awareness Month.
- October 1, Director and Community Health Nurse attended “Understanding Diabetes” seminar.
- October 8 and 9, Director attended the Illinois Township Management Academy at NIU Naperville.
- October 12, Community Health Nurse provided a CPR for the Healthcare Provider class.
- October 22, the Office of Community Health partnered with the National Kidney Foundation to host and provide kidney screenings for 50 people.
- October 26, Community Health Nurse attended and provided heart rate screenings at the “Forever Young Senior Fair” at the Gail Borden Library.
- October 28, Director and Community Health Nurse provided a Heartsaver CPR class for 8 employees.
- October 30, Community Health Assistant became certified as a BLS CPR Instructor.

Office of Community Health Mission Statement:

Our mission of the Office of Community Health is to provide education and health promotion, prevent the spread of disease and illness, and to assist residents in accessing quality health services.

OFFICE OF COMMUNITY AND VETERANS AFFAIRS

Report for October 2015

SERVICE PROVIDED	OCTOBER 2015	OCTOBER 2014	FYTD 2016	FYTD 2015
<i>Website Visits</i>	7,555	8,249	47,138	58,154
<i>Facebook Likes</i>	17	8	1,067	718
<i>Media Releases</i>	6	7	46	50
<i>Veteran Contacts</i>	27	39	190	87
<i>Total Veterans served</i>	21	31	141	71
<i>Total Resident Contacts (Elgin office)</i>	179	144	2,087	1,617

Department Highlights

- Veterans Specialist Stephanie Miller began her employment with the Township on Tuesday, October 6.
- CVA staff attended the Illinois Township Management Academy on October 8 and 9 at NIU Naperville.
- CVA staff met with staff from Congresswoman Tammy Duckworth’s office on October 13 to discuss veterans programs and services.
- CVA staff attended monthly Streamwood Community Relations Committee meeting on October 13.
- CVA staff attended Northern Illinois Food Bank summer lunch program recap meeting on October 16.
- CVA staff coordinated and attended Ontarioville Volunteer Fire Department Heritage Marker Dedication on October 20 at Suburban Tire & Auto.
- CVA staff participated in a conference phone call with IDOT on October 21 to discuss an update on the proposed northbound IL Route 59 left turn lane into the William Tiknis Campus.
- CVA staff met with the Superintendent of the Kane County Veterans Assistance Commission on October 23 to discuss veterans programs, services and orientation essentials for the new Veterans Specialist.
- CVA & SS staff coordinated and attended a presentation with State Representative Christine Winger and the Township TRIAD on October 23 at the Township Senior Center.
- CVA staff and Welfare Services Auxiliary Staff joined Supervisor McGuire on October 24 in attending the Make A Difference Day event at the home of Jane Parker in Elgin. Jane and her neighbors collected donations for the food pantry.
- CVA staff coordinated and participated in a tour and Q&A session with Trustee Caramelli and Girl Scout Troop 643 of Streamwood on October 26.
- CVA staff met with John Fanning, VSO of the IL Department of Veterans Affairs on October 27 to discuss veterans programs, services and orientation essentials for the new Veterans Specialist.
- CVA staff coordinated new website training for department staff on October 27 and 29
- CVA staff conducted outreach at the Veterans Resource and Job Fair on October 30 at Elgin Community College.
- CVA staff conducted outreach at the Bartlett Heritage Days Halloween event in downtown Bartlett on October 31.

Hanover Township Mission Statement:

Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.

DEPARTMENT OF EMERGENCY SERVICES

Report for October 2015

SERVICE PROVIDED	OCTOBER 2015	OCTOBER 2014	FYTD 2016	FYTD 2015
<i>Volunteers</i>				
Total volunteers	32	33	32	33
New volunteers	0	1	4	13
<i>Hours</i>				
Volunteer Detail Hours	422.5	321.75	2,195.25	2,373.25
Volunteer Work Hours	297.25	311	1,134	879.5
Volunteer Training Hours	308	449	1,007	1,710
<i>Total Volunteer Hours</i>	1,027.75	1,081.75	4,336.25	4,962.75
<i>Details</i>				
Emergency Call Outs	0	3	65	37
Safety Patrols	5	4	55	24
Township Sponsored Events	4	1	47	18
Other Community Events	12	10	78	46
Miscellaneous	0	2	15	9
<i>Total Details</i>	21	18	264	134

Department Highlights

- Hanover Township Sponsored Events:
 - HTES Sponsored Northern Illinois Emergency Management Conference monthly meeting and open house at station 1 on October 9th.
 - HTES Fall Maintenance day at Station 1 on October 18th.
 - HTES open house for Bartlett Heritage Days October 9, 10, and 11th.
 - HTES participated in Astor Avenue Halloween event on October 28th.
- Other Community Events
 - Participated in Streamwood High School Homecoming Bonfire on October 1st.
 - Conducted Traffic control at Streamwood High School Football game on October 2nd.
 - Assisted Streamwood PD at St. Johns Church with traffic control on October 3rd.
 - Assisted Streamwood PD with traffic control at Hoosier Grove Fall Festival on October 3rd.
 - Attended Hanover Park FD fire prevention open house on October 3rd.
 - Attended Streamwood FD fire prevention open house on October 3rd.
 - Conducted traffic control at Streamwood High School football game on October 7th.
 - Conducted traffic control at Streamwood High school football game on October 9th.
 - Conducted traffic control at Streamwood High School football game on October 16th.
 - Assisted Streamwood High School cross country team with generator at event on October 17th.
 - Assisted Tefft Middle School with parking on October 22nd.
 - Assisted Living Lord Lutheran church with 3 mile crop walk on October 18th.
 - Assisted Elgin PD with lighting at “Nightmare on Chicago Street” on October 25th.
 - Conducted Traffic control at Streamwood High School football game on October 30th.
- HTES completed safety patrols
 - October 2nd, 7th, 9th, and 16th.

Hanover Township Mission Statement:

Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.

DEPARTMENT OF FACILITIES & MAINTENANCE

Report for October 2015

SERVICE PROVIDED	OCTOBER 2015	OCTOBER 2014	FYTD 2016	FYTD 2015
<i>Administration</i>				
Vehicle service calls	9	21	117	87
Work orders	74	45	404	427
Event set-ups/tear downs	199	188	1,296	1,232
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	3,741	3,803	30,201	28,877
Town Hall	8,040	6,180	60,900	61,740
Senior Center	41,594	36,305	289,097	287,427
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	8.25	21.48	361.22	463.66
Town Hall	169.41	187.20	934.02	1,250.42
Senior Center	1,123.09	1,243.07	7,839.21	9,438.86

Department Highlights

- Continued construction on the education center at Izaak Walton Reserve.
- Construction of additional sidewalks for education center was completed at the Izaak Walton Reserve.
- Installed electrical outlets in the lower level storage room in the Senior Center for new refrigerator.
- Preparations began for renovations to the Assessor's office suite. Renovations will begin mid-November.
- Winterized outside water system in Runzel Reserve.
- Planted trees in bare spots along west side of pond by Senior Center.
- Completed fire extinguisher inspection.
- Met with Emergency Services to review emergency operations needs in lower level multipurpose room of the Senior Center.
- Working with Spaceco Engineering on application process with the Village of Bartlett for the additional parking spaces for the William Tiknis Campus.
- Met with electrical contractor to start permit process for the installation of a new freezer at Astor Avenue.
- Met with Emergency Services Director to review possible installation of FOB system at station 1.

Hanover Township Mission Statement:

Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.

HIGHWAY DEPARTMENT

Report for October 2015

SERVICE PROVIDED	OCTOBER 2015	OCTOBER 2014	FYTD 2015	FYTD 2014
<i>Fall Season</i>				
Continue Tree Trimming				
Continue Brush Pickup (year end week of Nov 1)	6	6	36	43
Grass cutting to end soon for the season				
<i>Fall Season</i>				
<ul style="list-style-type: none"> Gromer Road resurfacing complete Asphalt patching complete 				

Department Highlights

- Gromer Road resurfacing project was completed.
- Gromer road restoration will begin in mid-November.
- Asphalt patching project completed.
- Tree removal started
- Started replacing and removing culverts
- Winter Pms started

Hanover Township Mission Statement:

Hanover Township is committed to providing an array of quality, cost effective, community based services; and to acting as a dynamic and responsive organization that delivers services in a responsible and respectful manner.

OFFICE OF THE MENTAL HEALTH BOARD

Report for October 2015

SERVICE PROVIDED	SEPTEMBER 2015	SEPTEMBER 2014	FYTD 2016	FYTD 2015
<i>Grant Funding</i>				
New clients	171	341	2,195	2,950
Ongoing Clients	686	646	NC	NC
Closed Cases	87	271	482	1,122
Prevention Programming Presentations	37	41	196	148
Number in audience	797	1,385	7,781	3,797
<i>TIDE</i>				
Participants	10	7	10	7
Rides	124	60	744	357
<i>Resource Center</i>				
Organizations providing services	6	5	6	5
Clients served	95	92	635	488

Department Highlights

- The Mental Health Board met on October 27, 2015 and awarded the following grants:
 - Northwest Center Against Sexual Assault received \$25,000 in emergency funding for their counseling program that offers services to those that have been abused. NWCASA has not received any state funding for this program as of July 1st.
 - Journeys: The Road Home received \$9,000 in emergency funding to assist with financial support of their shelter's needs. Funding was discontinued without warning in September.
- The Human Services Coordinating Council met on 10/22/15 with 22 attendees from local area agencies and Hanover Township departments. Discussion ensued regarding state budget updates and the status of the MHB funded agencies. Several agencies reported having to make cuts to programs/services and potentially staff in the coming months due to the State of Illinois impasse.
- Scheduled meeting with Roosevelt University and funded agencies to learn more about becoming practicum sites for Roosevelt University interns and possible partnership opportunities.
- Attended the Alexian Brothers Foundation Annual Meeting and Awards dinner on 10/26/15.
- Attended the Safe from the Start open house at the Community Resource Center on 10/26/15. SFTS reached out to area legislators in an effort to discuss the impact the lack of a state budget has had on their programs and services.
- The Mental Health Board is in the process of developing the next three year strategic plan which will provide goals for FY 17- FY 19.

Mental Health Board Mission Statement:

The Hanover Township Mental Health Board ensures that services in the area of mental health, including developmental disabilities, addictions and substance abuse, are available to all residents of Hanover Township.

DEPARTMENT OF SENIOR SERVICES

Report for October 2015

SERVICE PROVIDED	OCTOBER 2015	OCTOBER 2014	FYTD 2016	FYTD 2015
<i>Programming Division</i>				
Planned programs	235	218	1,489	1,455
Participants	3,240	3,092	14,709	17,257
Participants (unduplicated)	1,073	702	1,822	1,350
Wait listed (unduplicated)	25	45	298	398
Art & Computer classes	73	51	433	403
Art & Computer class participants	518	329	3,012	2,905
New volunteers	9	21	38	64
Total volunteers (unduplicated)	129	164	246	261
Volunteer hours reported	1,930	2,089	12,743	13,438
Meals Served	987	1,126	6,793	6,746
Meals delivered by volunteers	961	1,064	6,768	6,307
<i>Social Services Division</i>				
Clients served (unduplicated)	451	319	886	892
Clients served (duplicated)	605	530	2,541	2,590
Energy Assistance	340	105	358	431
Prescription drugs & health insurance assistance	28	163	337	391
Social Service programs	16	7	79	63
Social Service program participants	184	69	694	486
Lending Closet transactions	154	95	715	576
<i>Transportation Division</i>				
One way rides given	1,799	2,154	11,055	13,315
Individuals served (unduplicated)	307	284	677	593
New riders	57	26	414	170
Unmet requests for rides	48	24	303	186

Department Highlights:

Programming:

- Out Trips: Diamond Joe Casino, Chicago Church Tour, Hedda Musical, Fogo de Chao Lunch Bunch, Halloween Party at Bridges of Poplar Creek. At the Center: Retired & Volunteer Senior Program, Mother Nature's Greatest Hits, Haunted History of Chicago, Lunch with Lisa, Book Club & Movie, Introduction to Wood Carving, Radio Players West. Visual Arts: Holiday Greeting Cards, Polymer Clay, Ceramics, Watercolor & Wine, Plein Air Chickens. Computer: Using Internet Search Tools, Pinterest, Files & Folders, Video Streaming, Computer MOOC's, Computer Learning Month, One-on-One Tutoring. Elgin: Zumba Gold, Chair Yoga, Core Chair Pilates, Pinochle, Poker, Pinteresting Projects, Candy Bingo, Pizza and a Movie

Transportation:

- The division completed an audit from PACE, with no findings. Transportation Manager and Dispatcher participated in Ecolane software training and impletement changes to gain efficiencies. The increase in the ridership numbers for October is a result of incremental changes created in the system.

Social Services:

- The CRUSH Youth Ministry from St. John's Catholic Church assisted 13 Hanover Township residents with yard clean-up and other projects for annual Make a Difference Day. Applications for the Adopt A Senior program were available October 1 and due October 30.

Senior Services Mission Statement:

With respect, innovation and a dedication to excellence, Senior Services is committed to facilitating programs and services that promote independence, a sense of community, and well being for mature adults in Hanover Township.

OFFICE OF THE WELCOMING CENTER

Report for October 2015

SERVICE PROVIDED	OCTOBER 2015	OCTOBER 2014	FYTD 2016	FYTD 2015
<i>Client Intakes</i>				
New Clients	45	NA	163	NA
Ongoing Clients	43	NA	121	NA
Closed Cases	56	NA	167	NA
Walk-ins	50	NA	240	NA
<i>Community Outreach</i>				
Workshop Offered	1	NA	3	NA
Workshop participants	1	NA	84	NA

Department Highlights

- The Welcoming Center hosted its first empowerment group meeting at Astor Avenue
- The Welcoming Center Coordinator attended the Elgin Hispanic Meeting and joined the group.
- The Coordinator was able to partner with Work Net Center and their manager of Education for referrals.
- Coordinator outreached to Gail Borden Public Library in Elgin to discuss the Welcoming Center services and encourage referrals.

Hanover Township Mission Statement:

Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.

DEPARTMENT OF WELFARE SERVICES

Report for October 2015

SERVICE PROVIDED	OCTOBER 2015	OCTOBER 2014	FYTD 2016	FYTD 2015
<i>General Assistance</i>				
General Assistance clients	24	24	187	170
General Assistance appointments	45	48	401	337
Emergency Assistance appointments	27	18	140	209
Emergency Assistance approved	2	6	16	46
Crisis intake clients	223	210	1,016	1,424
Access to Care	0	1	0	22
<i>LIHEAP Applications/PIPP Re-certifications</i>				
Office	59	81	59	533
Circuit Breaker	0	3	6	10
<i>Social Services</i>				
ComEd Hardships	Closed	2	31	35
Weatherization	1	0	1	13
<i>Food Pantry</i>				
Served (Households)	733	898	4,952	6,118
New applications	54	91	284	445
Food Donations	59	55	350	386
<i>Community Center Walk-Ins</i>	292	263	1,319	1,787

*No funds available

Department Highlights:

- Community Crisis Center presented on “Staying Positive” at the monthly Community Resource Group with 14 in attendance.
- LIHEAP enrollment period opened on October 1st. Welfare Services has two auxiliary staff and all employees trained to process applications.
- Planning continues for the installation of the walk-in freezer and refrigeration systems at the food pantry. Director Spejcher of Facilities and Maintenance is working on completing the electrical requirements and moving toward final installation of the new units.
- St. John’s hosted a 5k race to benefit the food pantry. Stacy Arriola from the Office of Community Health took first place in her division.
- Golf Outing fundraiser was held on October 4th at Bartlett Hills Golf Club to benefit the food pantry.
- CEDA continues keeping office hours every other Thursday assisting residents facing financial hardship with programs including auto repair, dental and vision.
- Holiday program sign-up began October 5th with over 1,000 children currently registered.
- Case Manager Peggy Saul hosted “You Rock Art Therapy” at the Senior Center on October 15th sponsored by the Wellness Workgroup.
- Astor Avenue Community Center hosted its 7th annual Halloween Party with 292 in attendance.
- Welfare Services staff prepared for data collection for the strategic planning workgroups. Currently, Director Imperato is working with NJS to develop reports for the data collection using the Visual GA system.
- Thanksgiving Meal Box Giveaway is Tuesday, November 24th at Hanover Township William Tiknis Campus beginning at 8:00am. Light lunch will be served for volunteers and staff immediately following the giveaway in Downey Hall.

Welfare Services Mission Statement:

HanoverTownship Welfare Services is committed to improving the welfare of Hanover Township residents experiencing hardships. Providing resources and support to empower residents in achieving self-sustainability; to serve promptly with dignity and respect.

DEPARTMENT OF YOUTH AND FAMILY SERVICES

Report for October 2015

SERVICE PROVIDED	OCTOBER 2015	OCTOBER 2014	FYTD 2016	FYTD 2015
<i>Outreach & Prevention</i>				
Open Gym participants	1,427	1,306	7,659	7,166
Open Gym participants (unduplicated)	458	407	939	980
Alternative to Suspension referrals	1	20	67	76
Alternative to Suspension participants	288	291	1,100	1,176
Alternative to Suspension participants (unduplicated)	108	91	139	140
<i>Clinical</i>				
Therapy clients	389	370	2,422	2,021
Therapy clients (unduplicated)	130	154	923	888
New clients (unduplicated)	9	24	100	103
Clinical hours	270	276	1,632	1,854
Group session participants	0	2,156	1,030	4,445
<i>Tutoring Participants</i>				
Total	194	230	928	807
Unduplicated	79	105	213	188

Department Highlights:

- The Clinical Interventionist provided substance abuse prevention group work to 501 participants and presented to 147 participants on substance abuse education in October.
- John Parquette, LCSW hosted an AITCOY Executive Meeting on October 2.
- John Parquette, LCSW, attended a planning meeting to create a pipeline for bilingual interns at Roosevelt University, Chicago, with Jaime Garcia, Centro de Informacion, and Kristin Vana, Hanover Township Mental Health Board Manger on October 6.
- Michael Cohen attended the Streamwood Women’s Club meeting held on October 6.
- John Parquette, LCSW, presented the Alternative to Suspension Program and the Alignment Collaborative for Education to the School District U-46 Clergy Advisory Board on October 8.
- John Parquette, LCSW, Tina Houdek, LCPC, and Sara Concepcion attended the Illinois Township Management Academy on October 9.
- John Parquette, LCSW, and Kristen Smith, RN, met with Senior Services, Youth and Family Services, Welfare Services, and the Office of Community Health to orientate and train staff on how to collect data for the Hanover Township three year strategic plan’s Scope Workgroup.
- John Parquette, LCSW, hosted and co-led the School District U-46’s Community Alliance Parent/Family Engagement Workgroup meeting on October 19.
- John Parquette, LCSW, attended the City of Elgin Mayor’s Human Services Summit on October 20.
- John Parquette, LCSW, attended the Hanover Township Human Services Coordinating Council meeting on October 21.
- Youth and Family Services represented the Township at Elgin High School’s Open House on October 22, and at Eastview Middle School’s Open House on October 23.

Youth & Family Services Mission Statement:

The mission of Hanover Township Youth and Family Services is the prevention of juvenile delinquency and the promotion of positive development in young people. This is accomplished by providing services which help to strengthen families, to provide outreach to children and teens at risk of school failure and delinquency, and to contribute to the building up of a healthier community for all Township youth.

Hanover Township
 Board Audit Report
 From 10/21/15 - 11/17/15

	<u>Subtotal</u>	<u>Alexian Invoices</u>	<u>Total</u>
Total Town Fund	172,482.48	1,015.15	173,497.63
Total Senior Center	54,311.24		54,311.24
Total Welfare Services	20,397.90		20,397.90
Total Road and Bridge	314,769.30		314,769.30
Total Mental Health Board	191,453.82		191,453.82
Total Retirement	-		-
Total Vehicle	200.00		200.00
Total Capital	24,485.07		24,485.07
Total All Funds	<u>778,099.81</u>	<u>1,015.15</u>	<u>779,114.96</u>

The above "Subtotal" column has been approved for payment this 17th day of November 2015.

The above "Total" column has been approved for payment this 17th day of November 2015.

 Supervisor

 Town Clerk

 Supervisor

 Town Clerk

 Trustee

4:05 PM

11/13/15

Accrual Basis

Hanover Township
Board Audit Report
 October 21 through November 17, 2015

Type	Date	Num	Name	Memo	Amount
1013 - Town Fund - Revenue					
1013000 - Property Taxes					
Check	11/04/2015	112851	Village of Hanover Park Special TIF #2	TIF Refunds Owed by Township	3,647.07
Total 1013000 - Property Taxes					3,647.07
1013430 - YFS - Therapy Charges					
Check	10/23/2015	112650	Maria Meza	Overpayment of Services	8.00
Total 1013430 - YFS - Therapy Charges					8.00
Total 1013 - Town Fund - Revenue					3,655.07
1103 - Senior Center - Revenue					
1103500 - Senior Programs					
Check	11/03/2015	112784	Opal Waldman	Lunch Bunch Refund	40.00
Check	11/03/2015	112785	John Jensen	Lunch Bunch Refund	40.00
Check	11/03/2015	112786	June Euliano	Lunch Bunch Refund	40.00
Check	11/03/2015	112786	June Euliano	Halloween Party Refund	30.00
Check	11/03/2015	112817	Lillian Henschel	Halloween Party Refund	30.00
Total 1103500 - Senior Programs					180.00
Total 1103 - Senior Center - Revenue					180.00
2023 - Welfare Services - Revenue					
2023000 - Property Taxes					
Check	11/04/2015	112851	Village of Hanover Park Special TIF #2	TIF Refunds Owed by Township	270.93
Total 2023000 - Property Taxes					270.93
Total 2023 - Welfare Services - Revenue					270.93
3033 - Road & Bridge - Revenue					
3033000 - Property Taxes					
Check	11/04/2015	112851	Village of Hanover Park Special TIF #2	TIF Refunds Owed by Township	625.21
Total 3033000 - Property Taxes					625.21
3033100 - Replacement Tax					
Check	10/21/2015	112640	Village of Bartlett (Repl Taxes)	Replacement Tax Allocation - Jun 15 thru Sept 15	1,780.53
Check	10/21/2015	112641	Village of Streamwood (Repl Tax)	Replacement Tax Allocation - Jun 15 thru Sept 15	1,991.31
Check	10/21/2015	112642	Village of Hanover Park (Repl Tax)	Replacement Tax Allocation - Jun 15 thru Sept 15	1,316.80
Check	10/21/2015	112643	Village of Hoffman Estates (Repl Taxes)	Replacement Tax Allocation - Jun 15 thru Sept 15	255.42
Check	10/21/2015	112644	City of Elgin (Repl Taxes)	Replacement Tax Allocation - Jun 15 thru Sept 15	4,443.88
Total 3033100 - Replacement Tax					9,787.94
Total 3033 - Road & Bridge - Revenue					10,413.15
5053 - Mental Health - Revenue					
5053000 - Property Taxes					

Hanover Township
Board Audit Report
 October 21 through November 17, 2015

Type	Date	Num	Name	Memo	Amount
Check	11/04/2015	112851	Village of Hanover Park Special TIF #2	TIF Refunds Owed by Township	791.93
Total 5053000 · Property Taxes					791.93
Total 5053 · Mental Health - Revenue					791.93
1014 · Town Fund - Expenditures					
101CAP · Capital Expenditures					
1014410 · Equipment Purchases					
Check	11/03/2015	112824	Leaf (618-004)	Inv# 6052821 Copier Lease	328.00
Check	11/06/2015	112988	Staples	Inv# 3280809758 Framed Cork Board	27.98
Check	11/13/2015	113052	A1 Trophies & Awards, Inc	Inv# 18133 Name Plates (19) / Desk Signs (10)	341.50
Check	11/13/2015	113052	A1 Trophies & Awards, Inc	Inv# 18114 Name Badge / Name Plate	20.45
Check	11/13/2015	113077	Staples	Inv# 3281929151 Corkboard	96.99
Total 1014410 · Equipment Purchases					814.92
1014430 · Computer Equipment & Software					
Check	10/23/2015	112673	Current Technologies Corporation	Inv# 714380 Network Labor	2,042.50
Check	11/03/2015	112811	Current Technologies Corporation	Inv# 714458 Network Labor	1,710.00
Total 1014430 · Computer Equipment & Software					3,752.50
Total 101CAP · Capital Expenditures					4,567.42
101CHN · Community Health					
1014453 · Printing					
Check	11/06/2015	112970	Interact Business Products, LLC	Inv# 113791 Copy Charges	5.25
Total 1014453 · Printing					5.25
1014454 · Travel & Training					
Check	11/10/2015	112992	Schrader, Nicole K	Mileage/TollsReimbursement - CPR Instructor Course	76.04
Total 1014454 · Travel & Training					76.04
1014459 · Professional Services					
Check	11/10/2015	112991	Alexian Brothers Health System	Acct# G.9319 Patient Assistance	10.15
Total 1014459 · Professional Services					10.15
1014462 · License/Professional Insurance					
Check	10/23/2015	112645	Arriola, Stacy A	Nurse Professional Liability Insurance	134.00
Total 1014462 · License/Professional Insurance					134.00
1014491 · Health Insurance					
Check	10/23/2015	112685	United Healthcare	Cust# 530960 Policy Coverage	660.86
Total 1014491 · Health Insurance					660.86
1014492 · Dental, Vision & Life Insurance					

4:05 PM

11/13/15

Accrual Basis

Hanover Township
Board Audit Report
 October 21 through November 17, 2015

Type	Date	Num	Name	Memo	Amount
Check	10/23/2015	112676	Euclid Managers	Cust# 5641581 Dental Premium	132.54
Check	11/03/2015	112783	Dearborn National	Monthly Life Insurance Premium	15.80
Total 1014492 · Dental, Vision & Life Insurance					148.34
Total 101CHN · Community Health					1,034.64
101CVA - Community & Veteran Affairs					
101CMA - Community Relations					
1014614 - Printing					
Check	11/03/2015	112821	Kwik Print	Inv# 56024 Letterhead	88.10
Check	11/06/2015	112988	Staples	Inv# 3280809889 Ink/Copy Paper	75.08
Check	11/13/2015	113067	Interact Business Products, LLC (IWC)	Inv# 112041 Printer Charges - Aug	11.87
Check	11/13/2015	113067	Interact Business Products, LLC (IWC)	Inv# 113016 Printer Charges - Sept	11.87
Total 1014614 · Printing					186.92
1014617 - Equipment & Furniture					
Check	10/23/2015	112663	Ace Coffee Bar	Inv# 2940-428164 Quarterly Water Machine Rental	89.85
Check	11/03/2015	112823	Leaf (618-005)	Inv# 6052822 Copier Lease	103.00
Check	11/06/2015	112963	Cintas #22	Inv# 22214759 Fleece (2)	139.75
Total 1014617 · Equipment & Furniture					332.60
1014619 - Office Supplies					
Check	11/06/2015	112988	Staples	Inv# 3280809889 Soap/Air Freshner	16.14
Check	11/06/2015	112988	Staples	Inv# 3280809890 Supplies	11.96
Total 1014619 · Office Supplies					28.10
1014620 - Satellite Office Programs					
Check	10/23/2015	112663	Ace Coffee Bar	Inv# 2940-427999 IWC Program Coffee Supplies	153.40
Total 1014620 · Satellite Office Programs					153.40
1014621 - Satellite Office Utilities					
Check	10/23/2015	112672	Com Ed 010	Acct# 6997418010 Monthly Charges	359.51
Check	11/03/2015	112808	Comcast (503 Cable)	Acct# 8771 20 032 0798503 Monthly Charges	4.22
Check	11/03/2015	112813	City of Elgin	Acct# 413720-6423 Monthly Charges	17.03
Check	11/06/2015	112962	Comcast (IWC Internet)	Acct# 8771 20 032 0786276 Monthly Charges	177.35
Total 1014621 · Satellite Office Utilities					558.11
1014623 - Satellite Office Phone & Intrnt					
Check	11/03/2015	112805	AT&T 697	Acct# 847 742-8953 697 4 Monthly Charges	149.47
Check	11/13/2015	113046	Kuttenberg, Thomas W	Cell Phone Reimbursement Oct/Nov	100.00
Total 1014623 · Satellite Office Phone & Intrnt					249.47
1014624 - Travel					
Check	11/06/2015	112950	Monegato, Holly N	Mllege Reimbursement	68.77

Hanover Township Board Audit Report October 21 through November 17, 2015

Type	Date	Num	Name	Memo	Amount
Check	11/13/2015	113046	Kuttenberg, Thomas W	TOI Mileage Reimbursement	229.39
Total 1014624 · Travel					298.16
1014625 · Communications					
Check	11/03/2015	112836	Easy Permit Postage	Acct# 8000-9090-0585-2392 Hanover Happenings Newsletter Postage	8,431.75
Check	11/13/2015	113085	Breese Journal & Publishing Company	Inv# 98064 Hanover Happenings Fall/Winter	8,886.57
Total 1014625 · Communications					17,318.32
1014629 · Dues and Subscriptions					
Check	11/13/2015	113074	Daily Herald	Acct 681793 Newspaper Service	54.60
Total 1014629 · Dues and Subscriptions					54.60
1014691 · Health Insurance					
Check	10/23/2015	112685	United Healthcare	Cust# 530960 Policy Coverage	1,941.14
Total 1014691 · Health Insurance					1,941.14
1014692 · Dental, Vision & Life Insurance					
Check	10/23/2015	112676	Euclid Managers	Cust# 5641581 Dental Premium	133.48
Check	11/03/2015	112783	Dearborn National	Monthly Life Insurance Premium	7.90
Total 1014692 · Dental, Vision & Life Insurance					141.38
Total 101CMA · Community Relations					21,262.20
101VET · Veteran Affairs					
1014704 · Supplies					
Check	11/03/2015	112800	A1 Trophies & Awards, Inc	Inv# 18009 Veteran Name Badge	7.95
Check	11/06/2015	112963	Cintas #22	Inv# 22220852 Fleece	65.30
Check	11/06/2015	112988	Staples	Inv# 3281929248 Pencil Pouch	11.99
Check	11/06/2015	112988	Staples	Inv# 3280809889 Wrist Rest	38.63
Check	11/06/2015	112988	Staples	Inv# 3280809891 Pencil	3.39
Check	11/13/2015	113052	A1 Trophies & Awards, Inc	Inv# 18061 Veterans Desk Plate	8.00
Total 1014704 · Supplies					135.26
Total 101VET · Veteran Affairs					135.26
Total 101CVA · Community & Veteran Affairs					21,397.46
101ES · ES - Expenditures					
1014802 · Equipment					
Check	10/23/2015	112669	Chief Supply Corp.	Inv# 380794 Flood Firebox (2)	467.78
Check	11/06/2015	112982	Ralph Helm, Inc	Inv# 258168 Honda Motor for Equipment	904.99
Check	11/06/2015	112983	Root Brothers Mfg & Supply Co.	Inv# 998536 Submersible Water Pump/Strainer	2,227.04
Check	11/10/2015	113000	Motorola Solutions, Inc.	Inv# 13086175 Emergency Services Pagers (10)	3,589.11
Total 1014802 · Equipment					7,188.92

Hanover Township
Board Audit Report
 October 21 through November 17, 2015

Type	Date	Num	Name	Memo	Amount
1014808 · Education & Training					
Check	10/23/2015	112680	Michael Smith	IESMA Symposium Lodging	266.10
Total 1014808 · Education & Training					266.10
1014813 · Vehicle Fuel & Maintenance					
Check	11/03/2015	112835	Oil Masters	Inv# 170477 Oil Change	39.49
Total 1014813 · Vehicle Fuel & Maintenance					39.49
1014814 · Communications					
Check	10/23/2015	112668	Comcast (ES)	Acct# 8771 10 083 0226773 Internet Monthly Charges	136.42
Total 1014814 · Communications					136.42
1014892 · Dental, Vision & Life Insurance					
Check	10/23/2015	112676	Euclid Managers	Cust# 5641581 Dental Premium	44.18
Check	11/03/2015	112783	Dearborn National	Monthly Life Insurance Premium	3.95
Total 1014892 · Dental, Vision & Life Insurance					48.13
Total 101ES · ES - Expenditures					7,679.06
101ISE · Insurance & Employee Benefits					
1014503 · General Insurance					
Check	11/13/2015	113047	Illinois Counties Risk Management Trust	Property/Casualty & Workers Compensation Program (50% of Year)	69,329.00
Total 1014503 · General Insurance					69,329.00
1014507 · Flex Plan & 457 Plan					
Check	11/13/2015	113060	CUNA Mutual Retirement Solutions	Inv# GV138804-206419 457 Plan Administration	462.50
Total 1014507 · Flex Plan & 457 Plan					462.50
1014513 · Employee Wellness					
Check	11/13/2015	113059	CADR+	Inv# 22133 Consult a Doctor Billing	28.00
Total 1014513 · Employee Wellness					28.00
Total 101ISE · Insurance & Employee Benefits					69,819.50
101LEA · Legal & Auditing					
1014502 · Legal Services					
Check	11/13/2015	113068	Kopon Airdo, LLC	Inv# 190-0002-17346 Legal Fees	719.30
Check	11/13/2015	113068	Kopon Airdo, LLC	Inv# 190-0001-17345 Legal Fees	7,539.30
Check	11/13/2015	113068	Kopon Airdo, LLC	Inv# 190-0003-17347 Legal Fees	203.50
Total 1014502 · Legal Services					8,462.10
Total 101LEA · Legal & Auditing					8,462.10
101MAIN · Facilities Maintenance					

Hanover Township
Board Audit Report
 October 21 through November 17, 2015

Type	Date	Num	Name	Memo	Amount
1014206 · Janitorial Supplies - Senior					
Check	11/03/2015	112807	Bade Paper Products, Inc	Inv# 199493 Toilet Tissue/Towels/Soap/Gloves	450.70
Check	11/10/2015	112993	Bade Paper Products, Inc	Inv# 199600 Can Liners/Cleaner Wipes/Recycling Cans	562.28
Total 1014206 · Janitorial Supplies - Senior					1,012.98
1014208 · Housekeeping Contract					
Check	11/03/2015	112838	Perfect Cleaning Service, Inc.	Inv# 41192 Monthly Janitorial Service - Senior	1,210.00
Check	11/10/2015	112995	Custodius Chicago	Inv#11 Janitorial Service - IWC	865.00
Check	11/10/2015	112999	Imperial Service Systems, Inc	Inv# 89848 Cleaning Services - Town Hall	1,069.00
Check	11/10/2015	113008	Scrubco	Inv# 6228 Monthly Cleaning - Astor	800.00
Total 1014208 · Housekeeping Contract					3,944.00
1014209 · Building Contracts					
Check	10/23/2015	112664	Alarm Specialties and Protection	Inv# 26779 Security/Fire Monitoring - IWC	48.00
Check	11/03/2015	112815	Fox Valley Fire & Safety	Inv# 940440 Quarterly Security Monitoring Astor	78.00
Check	11/03/2015	112815	Fox Valley Fire & Safety	Inv# 940558 Quarterly Security Monitoring Town	78.00
Check	11/03/2015	112829	Midwest Electrical Service Center	Inv# F01659 Preventive Maintenance Agreement	120.00
Check	11/10/2015	113002	Orkin Pest Control (Senior)	Inv# 105656186 Pest Control	73.03
Check	11/10/2015	113003	Orkin Pest Control (IWC)	Inv# 105536966 Pest Control	62.15
Check	11/10/2015	113004	Orkin Pest Control (Town)	Inv# 105656183 Pest Control	65.50
Check	11/10/2015	113005	Orkin Pest Control (Astor)	Inv# 105119531 Pest Control	53.79
Total 1014209 · Building Contracts					578.47
1014210 · Building Maintenance - Town					
Check	11/03/2015	112846	The Home Depot F&M	Screwdriver/Tape/Knife/Blades/Light Bulbs	121.93
Total 1014210 · Building Maintenance - Town					121.93
1014211 · Building Maintenance - Senior					
Check	11/03/2015	112846	The Home Depot F&M	Banner Hanging Posts/Tape Measure/Charcoal Mat/LED Lamps/Bulbs/Carpet ...	393.57
Check	11/10/2015	113001	Midwest Electrical Service Center	Inv# 81231 Solenoid Replacement	892.00
Total 1014211 · Building Maintenance - Senior					1,285.57
1014213 · Equipment Maintenance - Town					
Check	10/23/2015	112667	Cummins NPower, LLC	Inv# 711-52777 Generator Inspection	303.60
Check	11/03/2015	112782	Sam's Club (Town 0487 6)	Printer	64.87
Check	11/03/2015	112846	The Home Depot F&M	Storage Hook	6.39
Total 1014213 · Equipment Maintenance - Town					374.86
1014214 · Equipment Maintenance - Senior					
Check	10/23/2015	112666	Climatetemp Service Group, LLC	Inv# S04799 Service to VFD3 Unit	1,321.51
Check	11/03/2015	112846	The Home Depot F&M	Drill Tap & Die Set	59.97
Check	11/10/2015	112994	Climatetemp Service Group, LLC	Inv# S04989 Service to RTU Unit /Actuator	1,065.45
Total 1014214 · Equipment Maintenance - Senior					2,446.93

4:05 PM

11/13/15

Accrual Basis

Hanover Township
Board Audit Report
 October 21 through November 17, 2015

Type	Date	Num	Name	Memo	Amount
1014222 · Trash Removal - Town					
Check	11/03/2015	112840	Republic Services #933	Acct# 3-0551-6013270 Monthly Charges	230.89
Total 1014222 · Trash Removal - Town					230.89
1014223 · Trash Removal - Senior					
Check	11/03/2015	112840	Republic Services #933	Acct# 3-0551-6000579 Monthly Charges	236.88
Total 1014223 · Trash Removal - Senior					236.88
1014224 · Trash Removal - Astor					
Check	11/03/2015	112840	Republic Services #933	Acct# 3-0551-6013274 Monthly Charges	177.51
Total 1014224 · Trash Removal - Astor					177.51
1014225 · Grounds/Reserve Maintenance					
Check	10/23/2015	112674	Environmental Aquatic Mgmt LLC	Inv# 9196 Fountain Winter Storage/Spring Installation	600.00
Check	11/03/2015	112842	Shemin	Inv# 874547 Senior Center Tree Replacement	535.20
Check	11/03/2015	112846	The Home Depot F&M	Seasonal Decor	131.42
Total 1014225 · Grounds/Reserve Maintenance					1,266.62
1014228 · Building Maintenance - Izaak					
Check	11/06/2015	112975	Menard's	Inv# 83717 Enhanced LED / Floodlight Kit	69.43
Total 1014228 · Building Maintenance - Izaak					69.43
1014230 · Trash Removal - Izaak					
Check	11/03/2015	112840	Republic Services #933	Acct# 3-0551-0097167 Monthly Charges	122.66
Total 1014230 · Trash Removal - Izaak					122.66
1014291 · Health Insurance					
Check	10/23/2015	112685	United Healthcare	Cust# 530960 Policy Coverage	4,700.78
Total 1014291 · Health Insurance					4,700.78
1014292 · Dental, Vision & Life Insurance					
Check	10/23/2015	112676	Euclid Managers	Cust# 5641581 Dental Premium	349.97
Check	11/03/2015	112783	Dearborn National	Monthly Life Insurance Premium	19.75
Total 1014292 · Dental, Vision & Life Insurance					369.72
Total 101MAIN · Facilities Maintenance					16,939.23
101PAN · Pantry					
1014161 · Utilities					
Check	11/06/2015	112978	Nicor 65	Acct# 65-08-57-1000 5 Monthly Charges	47.31
Check	11/06/2015	112979	Nicor 75	Acct# 75-08-57-1000 4 Monthly Charges	37.89
Check	11/06/2015	112989	Village of Hanover Park	Acct# 3940-001 Water/Sewer	98.20
Check	11/13/2015	113054	Com Ed 016 (Astor)	Acct# 8584152016 Monthly Charges	422.25

**Hanover Township
Board Audit Report
October 21 through November 17, 2015**

Type	Date	Num	Name	Memo	Amount
Total 1014161 · Utilities					605.65
1014191 · Health Insurance					
Check	10/23/2015	112685	United Healthcare	Cust# 530960 Policy Coverage	1,941.14
Total 1014191 · Health Insurance					1,941.14
1014192 · Dental, Vision & Life Insurance					
Check	10/23/2015	112676	Euclid Managers	Cust# 5641581 Dental Premium	185.71
Check	11/03/2015	112783	Dearborn National	Monthly Life Insurance Premium	3.95
Total 1014192 · Dental, Vision & Life Insurance					189.66
Total 101PAN · Pantry					2,736.45
101THE · Town Hall Expense					
1014402 · Telephone - Town					
Check	11/03/2015	112802	AT&T 803	Acct# 630 Z99-0161 803 2 Monthly Charges	116.91
Check	11/03/2015	112803	AT&T 533	Acct# 630 837-1413 533 8 Monthly Charges	332.08
Check	11/03/2015	112804	AT&T 077	Acct# 630 540-9071 077 2 Monthly Charges	409.30
Check	11/13/2015	113058	Call One	Acct# 1010-8140-0000 Monthly Charges	2,931.28
Total 1014402 · Telephone - Town					3,789.57
1014403 · Utilities - Town					
Check	11/03/2015	112833	Nicor 34	Acct# 34-51-77-1000 9 Monthly Charges	287.55
Check	11/06/2015	112990	Village of Bartlett	Acct# 51470 Water/Sewer	140.61
Check	11/13/2015	113056	Com Ed 006 (Town)	Acct# 7826009006 Monthly Charges	754.31
Total 1014403 · Utilities - Town					1,182.47
1014405 · Internet Access - Town					
Check	11/03/2015	112809	Comcast (607)	Acct# 8771 10 083 0128607 Monthly Charges	322.36
Check	11/03/2015	112810	Comcast (Town 207)	Acct# 8771 10 083 0234207 Monthly Charges	16.84
Total 1014405 · Internet Access - Town					339.20
1014416 · Equipment Rental - Town					
Check	10/23/2015	112663	Ace Coffee Bar	Inv# 2940-428162 Quarterly Water Machine Rental	89.85
Total 1014416 · Equipment Rental - Town					89.85
Total 101THE · Town Hall Expense					5,401.09
101TOE · Town Office Expense					
1014401 · Postage					
Check	10/23/2015	112659	Dolan Baumer, Kathleen M	Return Receipt Postage	14.46
Check	10/23/2015	112679	Easy Permit Postage	Acct# 8000-9090-0585-2392 Postage Machine Refill	2,000.00
Total 1014401 · Postage					2,014.46
1014404 · Office Supplies					

Hanover Township
Board Audit Report
 October 21 through November 17, 2015

Type	Date	Num	Name	Memo	Amount
Check	11/03/2015	112782	Sam's Club (Town 0487 6)	Coffee Supplies	28.44
Check	11/06/2015	112988	Staples	Inv# 3281387054 GBC Binding Element/ Pre punched Copy Paper	28.77
Check	11/06/2015	112988	Staples	Inv# 3281387055 Report Bindings	20.99
Check	11/06/2015	112988	Staples	Inv# 3280809758 Color Paper	19.99
Check	11/06/2015	112988	Staples	Inv# 3281387052 Post Its (2 dozen)	25.98
Check	11/13/2015	113077	Staples	Inv# 3283108816 2016 Calendars (2)	23.58
Check	11/13/2015	113077	Staples	Inv# 3283108815 Copy Paper (1 Box) / 2016 Calendar	411.39
Check	11/13/2015	113077	Staples	Inv# 3281387052 Color Paper	25.98
Total 1014404 · Office Supplies					585.12
1014406 · Printing					
Check	11/03/2015	112821	Kwik Print	Inv# 56097 Supervisors Letterhead & Envelopes / Town Letterhead	520.50
Check	11/03/2015	112844	Safeguard Business Systems	Inv# 031009124 Accounting Check Stock (2,000)	302.52
Total 1014406 · Printing					823.02
1014408 · Salaries					
Check	11/03/2015	112820	Job Giraffe	Inv# 216104 Part Time Office Temp Help	247.52
Total 1014408 · Salaries					247.52
1014412 · Travel Expenses					
Check	10/23/2015	112658	Christopher, Cindy L	Mileage Reimbursement	12.83
Check	10/23/2015	112659	Dolan Baumer, Kathleen M	Mileage Reimbursement	40.79
Check	10/23/2015	112660	Imperato, Alexandra M	Mileage Reimbursement 10/1-10/15	15.21
Check	10/23/2015	112661	McVey, Suzanne E	Mileage Reimbursement - HRM Conference	121.90
Check	11/13/2015	113042	Barr, James C	TOI Conference Mileage Reimbursement	205.55
Check	11/13/2015	113048	Imperato, Alexandra M	Mileage Reimbursement 10/16-10/31	13.87
Total 1014412 · Travel Expenses					410.15
1014414 · Memberships, Subs & Publication					
Check	11/13/2015	113075	Bartlett Rotary Club	Inv# 817 Quarterly Member Dues	177.00
Total 1014414 · Memberships, Subs & Publication					177.00
1014424 · Education & Training					
Check	11/06/2015	112852	Township Officials of Illinois	TOI Conference Awards Breakfast Registration - Clerk	20.00
Total 1014424 · Education & Training					20.00
1014530 · Financial Administration					
Check	11/03/2015	112816	Governmental Accounting, Inc	Inv# 58144 Monthly Contract Billing	5,028.60
Total 1014530 · Financial Administration					5,028.60
1014531 · Community Affairs					
Check	10/23/2015	112659	Dolan Baumer, Kathleen M	Bartlett Chamber Event Supplies	54.00
Check	11/13/2015	113049	TOCC	TOCC Fall Dinner - Clerk	15.00

Hanover Township
Board Audit Report
 October 21 through November 17, 2015

Type	Date	Num	Name	Memo	Amount
Total 1014531 · Community Affairs					69.00
1014532 · Committee on Youth					
Check	11/03/2015	112789	Concepcion, Sara	Celebration of Leadership Catering	35.00
Check	11/13/2015	113084	Stephen Davis	Anti Bullying Video Winner	200.00
Total 1014532 · Committee on Youth					235.00
1014591 · Health Insurance					
Check	10/23/2015	112685	United Healthcare	Cust# 530960 Policy Coverage	3,912.25
Total 1014591 · Health Insurance					3,912.25
1014592 · Dental, Vision & Life Insurance					
Check	10/23/2015	112676	Euclid Managers	Cust# 5641581 Dental Premium	230.36
Check	11/03/2015	112783	Dearborn National	Monthly Life Insurance Premium	19.75
Total 1014592 · Dental, Vision & Life Insurance					250.11
Total 101TOE · Town Office Expense					13,772.23
104ASR · Assessor's Division					
1044405 · Office Supplies					
Check	11/06/2015	112966	Fed Ex	Inv# 5-205-37665 Appeals Shipping to Cook County Assesor	138.03
Check	11/06/2015	112988	Staples	Inv# 3281387053 120 Volt APC Backups	64.99
Check	11/06/2015	112988	Staples	Inv# 3281387050 Color Toner (4)	1,048.96
Total 1044405 · Office Supplies					1,251.98
1044411 · Equipment					
Check	11/06/2015	112988	Staples	Inv# 3280809757 Electric Stapler	74.01
Total 1044411 · Equipment					74.01
1044413 · Travel Expense					
Check	11/03/2015	112794	Glascott, Patricia A	CCTA Meeting Mileage Reimbursement	42.94
Check	11/03/2015	112795	Smogolski, Thomas S	CCTA Meeting Mileage Reimbursement	39.26
Check	11/13/2015	113044	Smogolski, Thomas S	TOI Mileage Reimbursement	237.72
Total 1044413 · Travel Expense					319.92
1044415 · Dues, Subs & Publications					
Check	11/13/2015	113044	Smogolski, Thomas S	Notary Renewal	98.00
Total 1044415 · Dues, Subs & Publications					98.00
1044419 · Training					
Check	11/13/2015	113044	Smogolski, Thomas S	HUD Single Family Housing Class	99.00
Check	11/13/2015	113044	Smogolski, Thomas S	USPAP Class	179.00
Total 1044419 · Training					278.00

4:05 PM

11/13/15

Accrual Basis

Hanover Township
Board Audit Report
 October 21 through November 17, 2015

Type	Date	Num	Name	Memo	Amount
1044491 · Health Insurance					
Check	10/23/2015	112685	United Healthcare	Cust# 530960 Policy Coverage	642.75
Total 1044491 · Health Insurance					642.75
1044492 · Dental, Vision & Life Insurance					
Check	10/23/2015	112676	Euclid Managers	Cust# 5641581 Dental Premium	253.96
Check	11/03/2015	112783	Dearborn National	Monthly Life Insurance Premium	10.47
Total 1044492 · Dental, Vision & Life Insurance					264.43
Total 104ASR · Assessor's Division					2,929.09
109YFS · Youth & Family Services					
109ADM · Administration & Clinical					
1094612 · Consulting Fees					
Check	11/03/2015	112822	Michael Kelly	Consultation Services	300.00
Total 1094612 · Consulting Fees					300.00
1094614 · Printing					
Check	11/03/2015	112821	Kwik Print	Inv# 56002 Envelopes	87.20
Total 1094614 · Printing					87.20
1094618 · Psychiatric Backup					
Check	10/23/2015	112665	Alexian Bros. Behavioral Health Hospital	Psychiatric Follow Up Visits September	535.00
Check	10/23/2015	112665	Alexian Bros. Behavioral Health Hospital	Psychiatric Follow Up Visits August	470.00
Total 1094618 · Psychiatric Backup					1,005.00
1094619 · Office Supplies					
Check	11/06/2015	112981	Quill Corporation	Inv# 8968806 Copy Paper	106.48
Check	11/06/2015	112984	Sam's Club (YFS 0748 1)	Batteries/Cups/Air Freshner/Kleenex	152.04
Total 1094619 · Office Supplies					258.52
1094623 · Travel					
Check	10/23/2015	112647	Gonzalez, Nora C	Mileage Reimbursement	21.85
Check	10/23/2015	112651	Campuzano-Leon, Maria	Mileage Reimbursement	88.55
Check	11/03/2015	112790	Beahan, Mary J	Mileage Reimbursement	39.68
Check	11/06/2015	112953	Low, Karen	Mileage Reimbursement	9.20
Total 1094623 · Travel					159.28
1094624 · Intern Stipends					
Check	11/03/2015	112793	Becky Tomazin	Intern Stipend September	300.00
Check	11/06/2015	112951	Becky Tomazin	Intern Stipend October	240.00
Total 1094624 · Intern Stipends					540.00
1094626 · Equipment & Furniture					

Hanover Township
Board Audit Report
 October 21 through November 17, 2015

Type	Date	Num	Name	Memo	Amount
Check	11/03/2015	112792	Parquette, John J	Quarterly Cell Phone Reimbursement	120.00
Total 1094626 · Equipment & Furniture					120.00
1094629 · Dues & Subscriptions					
Check	10/23/2015	112678	Parents Magazine	Acct# 0668185366 Reception Area Magazine Subscription	10.00
Check	11/03/2015	112818	Inc.	Acct# 0096254891 Reception Area Magazine Subscription	5.00
Check	11/03/2015	112828	Midwest Living	Acct# 0668185366 Reception Area Magazine Subscription	19.97
Total 1094629 · Dues & Subscriptions					34.97
1094691 · Health Insurance					
Check	10/23/2015	112685	United Healthcare	Cust# 530960 Policy Coverage	6,784.51
Check	11/03/2015	112831	NCPERS	Billing# 57850715 Monthly Premium	32.00
Total 1094691 · Health Insurance					6,816.51
1094692 · Dental, Vision & Life Insurance					
Check	10/23/2015	112676	Euclid Managers	Cust# 5641581 Dental Premium	404.82
Check	11/03/2015	112783	Dearborn National	Monthly Life Insurance Premium	31.60
Total 1094692 · Dental, Vision & Life Insurance					436.42
Total 109ADM · Administration & Clinical					9,757.90
109OUT · Outreach & Prevention					
1094627 · Open Gym Program.					
Check	11/06/2015	112954	Mix, James R	Open Gym Training Supplies	26.43
Total 1094627 · Open Gym Program.					26.43
1094644 · Travel					
Check	10/23/2015	112648	McSheffrey, Ryan K	Mileage Reimbursement	108.68
Check	10/23/2015	112649	Baig, Sumara	Mileage Reimbursement	108.68
Total 1094644 · Travel					217.36
1094647 · Office Supplies					
Check	10/23/2015	112677	Quill Corporation	Inv# 8294058 Copy Paper/File Box	89.37
Total 1094647 · Office Supplies					89.37
1094648 · Community Affairs					
Check	11/06/2015	112952	Ridge Circle Elementary	Red Ribbon Week Spirit Sticks	120.00
Total 1094648 · Community Affairs					120.00
1094651 · Cellphones					
Check	11/03/2015	112791	Cohen, Michael J	Quarterly Cell Phone Reimbursement	120.00
Total 1094651 · Cellphones					120.00

Hanover Township
Board Audit Report
 October 21 through November 17, 2015

Type	Date	Num	Name	Memo	Amount
1094791 - Health Insurance					
Check	10/23/2015	112685	United Healthcare	Cust# 530960 Policy Coverage	4,391.41
Total 1094791 - Health Insurance					4,391.41
1094792 - Dental, Vision & Life Insurance					
Check	10/23/2015	112676	Euclid Managers	Cust# 5641581 Dental Premium	358.12
Check	11/03/2015	112783	Dearborn National	Monthly Life Insurance Premium	23.70
Total 1094792 - Dental, Vision & Life Insurance					381.82
Total 109OUT - Outreach & Prevention					5,346.39
Total 109YFS - Youth & Family Services					15,104.29
Total 1014 - Town Fund - Expenditures					169,842.56
1104 - Senior Center - Expenditures					
1104ADM - Administration					
1104523 - Recruitment					
Check	10/23/2015	112683	Verify (XHTSSE)	Inv# 1007019 Background Checks (18)	296.00
Total 1104523 - Recruitment					296.00
1104524 - Utilities					
Check	11/03/2015	112832	Nicor 53	Acct# 53-90-98-7636 8 Monthly Charges	942.49
Check	11/06/2015	112990	Village of Bartlett	Acct# 62447 Water/Sewer	216.18
Check	11/06/2015	112990	Village of Bartlett	Acct# 63818 Runzel Reserve Water Service	69.96
Check	11/13/2015	113055	Com Ed 009 (Snr)	Acct# 7826010009 Monthly Charges	4,177.30
Total 1104524 - Utilities					5,405.93
1104527 - Equipment					
Check	11/03/2015	112825	Leaf (618-002)	Inv# 6052820 Library Copier Lease	35.32
Check	11/03/2015	112826	Leaf (568-001)	Inv# 6040997 Reception Copier Lease	38.00
Check	11/06/2015	112974	Leaf (618-003)	Inv# 6062541 Postage Machine Lease	87.00
Check	11/13/2015	113069	Leaf (618-001)	Inv# 6080931 Senior Main Copy Machine Lease	406.10
Total 1104527 - Equipment					566.42
1104528 - Office Supplies					
Check	11/03/2015	112800	A1 Trophies & Awards, Inc	Inv# 18078 Name Badge	7.95
Check	11/03/2015	112821	Kwik Print	Inv# 56084 Business Cards	39.70
Check	11/06/2015	112981	Quill Corporation	Inv# 9100896 Ink	147.42
Check	11/06/2015	112981	Quill Corporation	Inv# 9180196 Copy Paper	54.51
Check	11/06/2015	112981	Quill Corporation	Inv# 8966019 Partition Folders/TapeDispenser/Calendar	145.24
Check	11/06/2015	112981	Quill Corporation	Inv# 8869504 Dispenser Clips	5.97
Check	11/06/2015	112981	Quill Corporation	Inv# 8905166 Binder Pockets	11.38
Check	11/06/2015	112981	Quill Corporation	Inv# 8909463 2016 Planner	11.99
Check	11/06/2015	112981	Quill Corporation	Inv# 8743800 Rubber Bands	11.97
Check	11/06/2015	112981	Quill Corporation	Inv# 8681002 Copy Paper/Toner/Ink	581.86

4:05 PM

11/13/15

Accrual Basis

Hanover Township
Board Audit Report
 October 21 through November 17, 2015

Type	Date	Num	Name	Memo	Amount
Check	11/06/2015	112981	Quill Corporation	Inv# 8974168 Binder Clips/Post Its	60.84
Check	11/06/2015	112988	Staples	Inv# 3281387056 Pens/Sheet Protectors/Organizer	83.00
Total 1104528 · Office Supplies					1,161.83
1104529 · Postage					
Check	11/06/2015	112966	Fed Ex	Inv# 5-205-37665 Priority Mail	24.14
Check	11/10/2015	112997	FP Mailing Solutions	CIN# 106000576475 Postage Refill	500.00
Total 1104529 · Postage					524.14
1104533 · Printing					
Check	11/03/2015	112821	Kwik Print	Inv# 56094 Payment Envelopes	159.90
Check	11/03/2015	112821	Kwik Print	Inv# 56038 Letterhead	89.00
Check	11/06/2015	112970	Interact Business Products, LLC	Inv# 113791 Copy Charges	529.07
Total 1104533 · Printing					777.97
1104535 · Travel					
Check	11/03/2015	112798	Sposito, Florence M	Ageoptions Meeting Mileage Reimbursement	35.30
Total 1104535 · Travel					35.30
1104539 · Miscellaneous					
Check	11/03/2015	112782	Sam's Club (Town 0487 6)	Account Charges	10.00
Check	11/03/2015	112843	Sam's Club (Snr 0052 8)	Account Charges	0.12
Total 1104539 · Miscellaneous					10.12
1104591 · Health Insurance					
Check	10/23/2015	112685	United Healthcare	Cust# 530960 Policy Coverage	8,330.20
Total 1104591 · Health Insurance					8,330.20
1104592 · Dental, Vision & Life Insurance					
Check	10/23/2015	112676	Euclid Managers	Cust# 5641581 Dental Premium	487.57
Check	11/03/2015	112783	Dearborn National	Monthly Life Insurance Premium	39.50
Total 1104592 · Dental, Vision & Life Insurance					527.07
Total 1104ADM · Administration					17,634.98
1104NUT · Nutrition					
1105550 · Salaries					
Check	11/13/2015	113062	Esquire Hospitality Staffing	Inv# 5855 Part Tlme Temp Staffing	196.60
Total 1105550 · Salaries					196.60
1105551 · Food					
Check	11/03/2015	112799	Ace Coffee Bar	Inv# 2940-429911 Coffee/Tea/Filters	49.70
Check	11/06/2015	112967	Gordon Food Service	Inv# 166287317 Nutrition Program Food	241.87
Check	11/06/2015	112967	Gordon Food Service	Inv# 166152503 Nutriton Program Food	226.22

Hanover Township
Board Audit Report
 October 21 through November 17, 2015

Type	Date	Num	Name	Memo	Amount
Check	11/06/2015	112967	Gordon Food Service	Inv# 166020665 Nutrition Program Food	339.26
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2025296 Nutrition Program Food	15.15
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2023640 Nutrition Program Food	40.97
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2021487 Nutrition Program Food	205.83
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2015403 Nutrition Program Food	7.62
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2027337 Nutrition Program Food	20.20
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2023716 Nutrition Program Food	106.37
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2026954 Nutrition Program Food	114.85
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2033192 Nutrition Program Food	128.65
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2030084 Nutrition Program Food	62.22
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2029110 Nutrition Program Food	54.88
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2034659 Oranges	18.62
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2009854 Nutrition Program Food	145.37
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2013630 Nutrition Program Food	18.25
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2013929 Nutrition Program Food	80.54
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2012441 Nutrition Program Food	38.50
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2027898 Nutrition Program Food	121.48
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2033642 Nutrition Program Food	23.20
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2013088 Nutrition Program Food	32.23
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2032340 Nutrition Program Food	21.37
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2017422 Nutrition Program Food	104.37
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2019577 Nutrition Program Food	108.58
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2034244 Nutrition Program Food	118.56
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 1930649 Credit	-42.86
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# D1957671 Credit	-12.00
Check	11/13/2015	113064	Get Fresh Produce, Inc	Inv# 2039855 Nutrition Program Food	53.12
Check	11/13/2015	113064	Get Fresh Produce, Inc	Inv# 2036476 Nutrition Program Food	101.52
Check	11/13/2015	113064	Get Fresh Produce, Inc	Inv# 2038797 Nutrition Program Food	72.61
Check	11/13/2015	113065	Gordon Food Service	Inv# 166392230 Nutrition Program Food	599.94
Total 1105551 · Food					3,217.19
1105553 · Supplies					
Check	11/03/2015	112821	Kwik Print	Inv# 56056 Self Inking Stamp	47.50
Check	11/06/2015	112967	Gordon Food Service	Inv# 166287317 Nutrition Program Supplies	85.33
Check	11/06/2015	112967	Gordon Food Service	Inv# 166020665 Nutrition Program Supplies	188.30
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2033669 Nutrition Program Supplies	9.34
Check	11/13/2015	113065	Gordon Food Service	Inv# 166392230 Nutrition Program Supplies	8.19
Check	11/13/2015	113070	Mickey's Linen	Inv# 96749 Towels/Aprons/Chef Coat Rental	55.76
Check	11/13/2015	113070	Mickey's Linen	Inv# 96122 Towels/Aprons/Chef Coat Rental	55.76
Check	11/13/2015	113070	Mickey's Linen	Inv# 95505 Towels/Aprons/Chef Coat Rental	55.76
Check	11/13/2015	113070	Mickey's Linen	Inv# 94877 Towels/Aprons/Chef Coat Rental	57.74
Total 1105553 · Supplies					563.68
1105555 · Recruitment					
Check	10/23/2015	112683	Verify (XHTSSE)	Inv# 1007019 Background Checks (3)	48.00
Total 1105555 · Recruitment					48.00

Hanover Township
Board Audit Report
 October 21 through November 17, 2015

Type	Date	Num	Name	Memo	Amount
1105558 · Home Delivered Meals Food					
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2009854 Home Delivered Meals	145.38
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2012441 Home Delivered Meals	38.50
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2013088 Home Delivered Meals	32.24
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2013630 Home Delivered Meals	18.25
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2013929 Home Delivered Meals	80.54
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2015403 Home Delivered Meals	7.63
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2017422 Home Delivered Meals	104.38
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2025296 Home Delivered Meals	15.15
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2023640 Home Delivered Meals	40.97
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2021487 Home Delivered Meals	205.84
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2027337 Home Delivered Meals	20.20
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2023716 Home Delivered Meals	106.38
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2026954 Home Delivered Meals	114.85
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2019577 Home Delivered Meals	108.58
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2029110 Home Delivered Meals	55.48
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2027898 Home Delivered Meals	121.48
Check	11/06/2015	112967	Gordon Food Service	Inv# 166152503 Home Delivered Meals	226.21
Check	11/06/2015	112967	Gordon Food Service	Inv# 166020665 Home Delivered Meals	339.25
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2030084 Home Delivered Meals	62.23
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2032340 Home Delivered Meals	21.38
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2033192 Home Delivered Meals	128.66
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2033669 Home Delivered Meals	9.34
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2033642 Home Delivered Meals	23.60
Check	11/06/2015	112968	Get Fresh Produce, Inc	Inv# 2034244 Home Delivered Meals	118.57
Check	11/06/2015	112967	Gordon Food Service	Inv# 166287317 Home Delivered Meals	241.87
Check	11/13/2015	113064	Get Fresh Produce, Inc	Inv# 2039855 Home Delivered Meals	53.13
Check	11/13/2015	113064	Get Fresh Produce, Inc	Inv# 2036476 Home Delivered Meals	101.53
Check	11/13/2015	113064	Get Fresh Produce, Inc	Inv# 2038797 Home Delivered Meals	72.61
Check	11/13/2015	113065	Gordon Food Service	Inv# 166392230 Home Delivered Meals	599.94
Total 1105558 · Home Delivered Meals Food					3,214.17
1105560 · Home Delivered Meals Supplies					
Check	11/06/2015	112981	Quill Corporation	Inv# 8794168 Self Inking Dater	14.69
Total 1105560 · Home Delivered Meals Supplies					14.69
1105791 · Health Insurance					
Check	10/23/2015	112685	United Healthcare	Cust# 530960 Policy Coverage	1,022.69
Total 1105791 · Health Insurance					1,022.69
1105792 · Dental, Vision & Life Insurance					
Check	10/23/2015	112676	Euclid Managers	Cust# 5641581 Dental Premium	48.45
Check	11/03/2015	112783	Dearborn National	Monthly Life Insurance Premium	3.95
Total 1105792 · Dental, Vision & Life Insurance					52.40

Hanover Township
Board Audit Report
 October 21 through November 17, 2015

Type	Date	Num	Name	Memo	Amount
Total 1104NUT · Nutrition					8,329.42
1104SOC · Programs & Services					
1104515 · Programming					
Check	10/23/2015	112646	Laura Enright	Inv# 101715 "Chicagos Most Wanted" Presentation	150.00
Check	10/23/2015	112652	Bob Kalal	Senior Program Music Workshop	175.00
Check	10/23/2015	112653	Starlight Tours	Blue Chip Casino Trip 11/5	1,728.00
Check	10/23/2015	112653	Starlight Tours	Four Winds Casino Trip 12/10	1,728.00
Check	10/23/2015	112657	Bartlett Park District	Contract# 921 Mardi Gras Party - Deposit	1,000.00
Check	10/23/2015	112681	Streamwood Park District	Senior Exercise/Water Class Instruction Aug/Sept	550.00
Check	11/03/2015	112782	Sam's Club (Town 0487 6)	Coffee/Tea Supplies	544.33
Check	11/03/2015	112837	Perri {1}, Marilyn	Senior Center Silk Floral Decorations	50.52
Check	11/03/2015	112843	Sam's Club (Snr 0052 8)	Program Supplies	90.46
Check	11/03/2015	112847	Taylor Rental	Contract# 02-247153-03 Scaffold Rental	155.00
Check	11/06/2015	112981	Quill Corporation	Inv# 8974168 Program Refreshments	18.96
Check	11/13/2015	113063	French Battlefields	Senior Presentation	150.00
Total 1104515 · Programming					6,340.27
1104516 · Social Services					
Check	10/23/2015	112655	Steve Justman	National Caregiver Month Entertainment	150.00
Check	11/13/2015	113051	Seul, Amy L	National Caregiver Month Supplies	40.55
Total 1104516 · Social Services					190.55
1104520 · Volunteer Services					
Check	10/23/2015	112654	Phil Roth	Home Delivered Meals Mileage Reimbursement	52.33
Check	10/23/2015	112662	Charles Coleman	Home Delivered Meals Mileage Reimbursement	54.05
Check	11/03/2015	112787	Joanne Watson	Home Delivered Meals Mileage Reimbursement	32.20
Check	11/03/2015	112788	Richard Bayer	Home Delivered Meals Mileage Reimbursement	48.30
Check	11/03/2015	112796	William Riccio	Home Delivered Meals Mileage Reimbursement	46.23
Check	11/03/2015	112797	Beth Cooper	Home Delivered Meals Mileage Reimbursement	32.20
Check	11/03/2015	112800	A1 Trophies & Awards, Inc	Inv# 18078 Name Badges (14)	111.30
Check	11/06/2015	112955	Anita Kopinski	Home Delivered Meals Mileage Reimbursement	207.58
Check	11/06/2015	112956	Dale Rankin	Home Delivered Meals Mileage Reimbursement	96.60
Check	11/06/2015	112957	Sue Mattioli	Volunteer Express Mileage Reimbursement	153.53
Total 1104520 · Volunteer Services					834.32
1104526 · Club 59					
Check	11/13/2015	113061	Eagle Printing and Graphics	Club 59 Newsletter Postage	2,079.86
Total 1104526 · Club 59					2,079.86
1104532 · Visual Arts					
Check	11/03/2015	112806	Blick Art Materials	Inv# 5152152 Origami Paper / Nail Hangers	116.25
Check	11/03/2015	112827	Midwest Ceramic Art Supply	Inv# 23447 Ceramic Art Supplies	251.51
Check	11/03/2015	112827	Midwest Ceramic Art Supply	Inv# 23480 Ceramic Art Supplies	32.95
Check	11/06/2015	112980	Quik Impressions Group	Inv# 812417 Art Class Holiday Card Printing	395.00
Check	11/13/2015	113045	Emily Rose Davis	Craft Supplies	99.44

4:05 PM

11/13/15

Accrual Basis

Hanover Township
Board Audit Report
 October 21 through November 17, 2015

Type	Date	Num	Name	Memo	Amount
Check	11/13/2015	113053	Blick Art Materials	Inv# 5188702 Art Program Materials	171.59
Check	11/13/2015	113066	Hobby Lobby	Arts/Crafts Supplies	96.00
Check	11/13/2015	113079	Jenny Vogt	Inv# 11715 Watercolor Class - October	600.00
Total 1104532 · Visual Arts					1,762.74
Total 1104SOC · Programs & Services					11,207.74
1104TRN · Transportation					
1104518 · Vehicle Maintenance					
Check	11/03/2015	112812	Complete Fleet Services Inc.	Inv# 12059 (126) Front and Rear Brake Pads & Rotors/Gear Box Leak Repair	2,784.57
Check	11/03/2015	112812	Complete Fleet Services Inc.	Inv# 12062 (127) Front Brakes Pads & Rotors / Shocks / Turn Signal Repair / Fr...	1,736.88
Check	11/03/2015	112839	Preventative Maintenance Systems, Inc	Inv# 12565 (128) AC Drive Belt/Serpentin Belt/Alternator Belt/ Drive Belt/Cooler ...	1,735.33
Check	11/10/2015	112996	Complete Fleet Services Inc.	Inv# 12074 (116) Brakes/Pads/Rotors/Oil Change	1,146.73
Check	11/10/2015	112996	Complete Fleet Services Inc.	Inv# 12124 (109) Wheelchair Lift Inspection	71.25
Check	11/10/2015	112996	Complete Fleet Services Inc.	Inv# 12115 (127) Brakes/Rotors/Parking Brake Repairs	1,290.60
Check	11/10/2015	112996	Complete Fleet Services Inc.	Inv# 12114 (109) Oil Change / Air Brake Repairs	695.28
Check	11/10/2015	112998	Holsteins Garage, Inc	Inv# 44412 Safety Lane Inspection	30.00
Check	11/13/2015	113071	O'Reilly Auto Parts	Inv# 455347 Motor Oil	47.88
Total 1104518 · Vehicle Maintenance					9,538.52
1104550 · Telephone					
Check	11/03/2015	112848	Verizon Wireless	Acct# 742025529-0001 Monthly Charges	602.68
Total 1104550 · Telephone					602.68
1104691 · Health Insurance					
Check	10/23/2015	112685	United Healthcare	Cust# 530960 Policy Coverage	5,617.69
Total 1104691 · Health Insurance					5,617.69
1104692 · Dental, Vision & Life Insurance					
Check	10/23/2015	112676	Euclid Managers	Cust# 5641581 Dental Premium	1,169.99
Check	11/03/2015	112783	Dearborn National	Monthly Life Insurance Premium	30.22
Total 1104692 · Dental, Vision & Life Insurance					1,200.21
Total 1104TRN · Transportation					16,959.10
Total 1104 · Senior Center - Expenditures					54,131.24
2024 · Welfare Services - Expenditures					
2024ADM · Administration					
2024202 · Office Supplies					
Check	11/06/2015	112988	Staples	Inv# 3281929152 Toner/Copy Paper/Packing Tape	137.07
Check	11/06/2015	112988	Staples	Inv# 3281387057 Color Toner	120.99
Check	11/06/2015	112988	Staples	Inv# 3281387051 Business Cards (2)	63.98
Check	11/06/2015	112988	Staples	Inv# 3280809759 Copy Paper/Labels/Color Paper	106.44
Check	11/06/2015	112988	Staples	Credit for Inv 3278387917	-60.40
Check	11/06/2015	112988	Staples	Credit for Inv 3278387917 Tax Exempt	3.55

4:05 PM

11/13/15

Accrual Basis

Hanover Township
Board Audit Report
 October 21 through November 17, 2015

Type	Date	Num	Name	Memo	Amount
Check	11/06/2015	112988	Staples	Inv# 3279039079 Copy Paper/Folders/Fasteners	101.86
Check	11/06/2015	112988	Staples	Inv# 3279039079 Tax Exempt	-5.99
Total 2024202 · Office Supplies					467.50
2024204 · Equipment					
Check	11/06/2015	112958	Ace Coffee Bar	Inv# 2940-428160 Quarterly Equipment Rental	89.85
Check	11/06/2015	112961	Comcast (WS)	Acct 8771 10 085 0097898 Monthly Charges Sept	115.93
Check	11/06/2015	112969	Interact Business Products, LLC (WS)	Inv# 113017 Copy Charges	53.04
Check	11/06/2015	112972	Leaf (618-006)	Inv# 5988098 Copier Lease	138.13
Total 2024204 · Equipment					396.95
2024205 · Travel & Training					
Check	11/13/2015	113043	Rojo, Michelle K	Mileage Reimbursement	36.92
Check	11/13/2015	113050	Imperato, Mary Jo	Mileage Reimbursement	69.69
Total 2024205 · Travel & Training					106.61
2024210 · Printing					
Check	11/06/2015	112980	Quik Impressions Group	Inv# 812415 Brochures (2,000)	720.66
Total 2024210 · Printing					720.66
2024507 · Professional Services					
Check	11/10/2015	113009	Verify (XHANGA)	Inv# 1007008 Background Checks Sept	64.00
Check	11/10/2015	113009	Verify (XHANGA)	Account Charges	0.50
Check	11/10/2015	113009	Verify (XHANGA)	Inv# 1013664 Background Checks Oct	32.00
Total 2024507 · Professional Services					96.50
2024509 · Volunteer Appreciation					
Check	11/06/2015	112959	Bartlett Sports	Inv# 4016 Township Shirt/Fleece	68.00
Total 2024509 · Volunteer Appreciation					68.00
2024591 · Health Insurance					
Check	10/23/2015	112685	United Healthcare	Cust# 530960 Policy Coverage	1,285.50
Total 2024591 · Health Insurance					1,285.50
2024592 · Dental, Vision & Life Insurance					
Check	10/23/2015	112676	Euclid Managers	Cust# 5641581 Dental Premium	112.90
Check	11/03/2015	112783	Dearborn National	Monthly Life Insurance Premium	7.90
Total 2024592 · Dental, Vision & Life Insurance					120.80
Total 2024ADM · Administration					3,262.52
2024HOM · Home Relief					
2024102 · Rent					
Check	11/02/2015	3692	CarolAnn Sansone	November 2015 Rent	450.00

Hanover Township
Board Audit Report
 October 21 through November 17, 2015

Type	Date	Num	Name	Memo	Amount
Check	11/02/2015	3693	Jenny Stamper	November 2015 Rent	500.00
Check	11/02/2015	3695	Southwicke on Sutton Condo Assn.	November 2015 Rent	148.08
Check	11/02/2015	3696	Country Mutual Insurance Company	Home Insurance Assistance Acct 3893787	46.98
Check	11/02/2015	3700	Mike Schnell	November 2015 Rent - Client 1	192.67
Check	11/02/2015	3702	Mike Schnell	November 2015 Rent - Client 2	650.00
Check	11/02/2015	3703	Deomatie Ramasami	November 2015 Rent	650.00
Check	11/02/2015	3706	Wells Fargo	November 2015 Rent	398.63
Check	11/02/2015	3708	Angie Hoeltzer	November 2015 Rent	400.00
Check	11/02/2015	3709	Bartlett Green V Condo Assoc.	November 2015 Rent	138.29
Check	11/02/2015	3711	Spring Lakes Estates	November 2015 Rent	400.00
Check	11/02/2015	3712	Son Hui Anderson	November 2015 Rent	500.00
Check	11/02/2015	3713	Jason Ludwig	November 2015 Rent	650.00
Check	11/02/2015	3714	E Eight Inc	November 2015 Rent	650.00
Check	11/02/2015	3715	William Kallas	November 2015 Rent	500.00
Check	11/02/2015	3716	Ellen Laechel	November 2015 Rent	400.00
Check	11/02/2015	3717	Spring Lakes Estates	November 2015 Rent	495.54
Check	11/02/2015	3718	James Susman	November 2015 Rent	650.00
Check	11/02/2015	3719	Brittany Wilk	November 2015 Rent	650.00
Check	11/02/2015	3720	Orchard Hill Apartments	November 2015 Rent	650.00
Check	11/02/2015	3721	Dale Panganiban	November 2015 Rent	550.00
Check	11/02/2015	3722	John Banbury	November 2015 Rent	50.00
Total 2024102 · Rent					9,720.19
2024103 · Utilities					
Check	10/23/2015	3687	Com Ed	Utilities Assistance Acct 7667641033	20.00
Check	10/23/2015	3688	Advanced Disposal Solid Waste Midwe...	Utilities Assistance Acct T0012121	56.91
Check	10/23/2015	3689	NICOR	Utility Assistance Acct 28-47-25-8896-2	20.00
Check	10/27/2015	3690	Village of Bartlett	Utilities Assistance Acct 52229	40.71
Check	11/02/2015	3691	Village of Bartlett	Utilities Assistance Acct# 52229	33.96
Check	11/02/2015	3694	Village of Streamwood	Utilities Assistance 48-51-13-2119 1	12.57
Check	11/02/2015	3697	Com Ed	Utilities Assistance Acct 0707059087	106.35
Check	11/02/2015	3698	Com Ed	Utilities Assistance Acct 7667510015	32.90
Check	11/02/2015	3699	NICOR	Utility Assistance Acct 77-74-55-2451	43.83
Check	11/02/2015	3701	Com Ed	Utilities Assistance Acct 8091303087	117.33
Check	11/02/2015	3704	Com Ed	Utilities Assistance Acct 7574002008	42.52
Check	11/02/2015	3705	NICOR	Utility Assistance Acct 25-30-77-1000 1	30.00
Check	11/02/2015	3707	Village of Bartlett	Utilities Assistance Acct# 51831	29.74
Check	11/02/2015	3723	City of Elgin	Utilities Assistance Acct# 347235-2920	65.71
Check	11/02/2015	3724	Com Ed	Utilities Assistance Acct 7338667018	108.19
Check	11/02/2015	3725	NICOR	Utility Assistance Acct 40-52-82-1896 5	28.24
Total 2024103 · Utilities					788.96
2024105 · Personal Essentials					
Check	11/02/2015	3727	Walmart	Personal Essential Items (12)	1,535.82
Total 2024105 · Personal Essentials					1,535.82
2024106 · Travel Expenses					

Hanover Township Board Audit Report October 21 through November 17, 2015

Type	Date	Num	Name	Memo	Amount
Check	11/02/2015	3696	Country Mutual Insurance Company	Auto Insurance Assistance Acct 3641234	44.48
Check	11/02/2015	3710	Allstate Fire & Casualty Insurance	Auto Insurance Policy# 912298128	100.00
Check	11/02/2015	3728	BP Gas Station	Fuel Card (5)	425.00
Total 2024106 · Travel Expenses					569.48
2024119 · Emergency Assistance					
Check	11/02/2015	3726	Pamela Walsh	Emergency Assistance	500.00
Check	11/06/2015	3729	Fisher Family Investments	Emergency Assistance	1,500.00
Check	11/06/2015	3730	Village of Streamwood	Emergency Assistance	1,000.00
Check	11/13/2015	3731	Opinetree LLC	Emergency Assistance	1,250.00
Total 2024119 · Emergency Assistance					4,250.00
Total 2024HOM · Home Relief					16,864.45
Total 2024 · Welfare Services - Expenditures					20,126.97
3034 · Road & Bridge - Expenditures					
3034ADM · Administration					
3034702 · Insurance					
Check	11/13/2015	113047	Illinois Counties Risk Management Trust	Property/Casualty & Workers Compensation Program (50% of Year)	15,699.00
Total 3034702 · Insurance					15,699.00
3034704 · Telephone					
Check	11/03/2015	112845	Sprint (HWY)	Acct#162978503 Monthly Charges Sept	267.68
Check	11/03/2015	112845	Sprint (HWY)	Acct#162978503 Monthly Charges Oct	268.93
Total 3034704 · Telephone					536.61
3034709 · Uniforms & Safety Equipment					
Check	11/06/2015	112987	Steve's Printing Service, LLC	Inv# 2015341 Work Pants (5)	167.44
Total 3034709 · Uniforms & Safety Equipment					167.44
3034711 · Utilities					
Check	11/03/2015	112834	Nicor 44	Acct# 44-51-77-1000 8 Monthly Charges	42.08
Check	11/13/2015	113057	Com Ed 8009 (R&B)	Acct# 7826008009 Monthly Charges	166.43
Total 3034711 · Utilities					208.51
3034712 · Miscellaneous					
Check	10/23/2015	112656	Santangelo, Samuel A	Handless Headset	87.10
Total 3034712 · Miscellaneous					87.10
3034714 · Office Supplies					
Check	11/06/2015	112988	Staples	Inv# 3278387916 Ink	150.99
Check	11/13/2015	113077	Staples	Inv# 3281387052 Labels	10.99

Hanover Township
Board Audit Report
 October 21 through November 17, 2015

Type	Date	Num	Name	Memo	Amount
Total 3034714 · Office Supplies					161.98
3034791 · Health Insurance					
Check	10/23/2015	112685	United Healthcare	Cust# 530960 Policy Coverage	1,310.25
Total 3034791 · Health Insurance					1,310.25
3034792 · Dental, Vision & Life Insurance					
Check	10/23/2015	112676	Euclid Managers	Cust# 5641581 Dental Premium	88.36
Check	11/03/2015	112783	Dearborn National	Monthly Life Insurance Premium	11.85
Total 3034792 · Dental, Vision & Life Insurance					100.21
Total 3034ADM · Administration					18,271.10
3034ROD · Road Maintenance					
3034602 · Operating Supplies & Materials					
Check	10/23/2015	112675	Earth, Inc	Inv# 13636 Topsoil	50.00
Check	10/23/2015	112682	Terrace Supply Company	Inv# 00956759 Oxygen Cylinder Rental	10.50
Check	11/03/2015	112801	Allied Asphalt Paving Company	Inv# 205161 Asphalt	82.30
Check	11/03/2015	112841	Road Safe Traffic Systems	Inv# 38909 Employee Parking Only Sign	27.61
Check	11/06/2015	112965	Earth, Inc	Inv# 13940 Topsoil	50.00
Check	11/06/2015	112976	Martin Implement Sales, Inc	Inv# A45436 Stihl Saw	539.96
Check	11/06/2015	112976	Martin Implement Sales, Inc	Inv# T09612 Lawnmower Repairs	47.50
Check	11/06/2015	112976	Martin Implement Sales, Inc	Inv# A45308 Shop Parts/Supplies	141.06
Check	11/06/2015	112977	Midwest Material Management	Inv# MM-56775 Sod/Mixed Dirt	394.51
Check	11/13/2015	113078	Terrace Supply Company	Inv# 00957770 Oxygen Cylinder Rental	10.85
Check	11/13/2015	113082	Continental Weather Svc	Inv# November Weather Forecasting	150.00
Total 3034602 · Operating Supplies & Materials					1,504.29
3034607 · Contract Work					
Check	11/03/2015	112801	Allied Asphalt Paving Company	Inv# 196409 Asphalt	223.51
Check	11/03/2015	112801	Allied Asphalt Paving Company	Inv# 196180 Asphalt	377.53
Check	11/03/2015	112849	Welch Bros., Inc	Inv# 1538827 Piping	383.60
Check	11/06/2015	112949	A Lamp Concrete Contractors, Inc.	Inv# 15213 Gromer Road Reconstruction - Payment 1	251,726.22
Check	11/06/2015	112960	Before and After Landscape Design	Tree Planting Project	11,725.00
Check	11/06/2015	112986	Telvent DTM	Inv# 4715361 Weather Information Provider	2,688.00
Check	11/13/2015	113073	PR Grading Corp.	Inv# 13039 ADS Pipe Installation - Magnolia Crt	7,190.00
Check	11/13/2015	113073	PR Grading Corp.	Inv# 13035 Jet 12 Inch Culvert - Magnolia Crt	1,036.50
Check	11/13/2015	113080	Allied Asphalt Paving Company	Inv# 196705 Asphalt	389.26
Total 3034607 · Contract Work					275,739.62
3034610 · Street Lighting					
Check	10/23/2015	112670	Com Ed 000 & 048 (R&B)	Acct# 0657043000 Monthly Charges	21.12
Check	10/23/2015	112671	Com Ed 152	Acct# 0045120152 Monthly Charges	297.88
Check	11/03/2015	112850	Wood Dale Electrical Const., Inc.	Inv# 15461 Street Light Repair	505.00
Check	11/03/2015	112850	Wood Dale Electrical Const., Inc.	Inv# 15467 Street Light Repairs	1,019.90
Check	11/06/2015	112964	Com Ed 051	Acct# 5619024051 Monthly Charges	31.73
Check	11/13/2015	113076	Spire Corporation	Inv# 894-E LED Bulbs/Driver/Installation	991.50

Hanover Township
Board Audit Report
 October 21 through November 17, 2015

Type	Date	Num	Name	Memo	Amount
Check	11/13/2015	113083	Com Ed 152	Acct# 0045120152 Monthly Charges	323.97
Total 3034610 · Street Lighting					3,191.10
Total 3034ROD · Road Maintenance					280,435.01
303EQM · Equipment					
3034609 · Maintenance Vehicles & Equip					
Check	11/03/2015	112819	John Deere Landscapes	Inv# 73539377 Grow Mix/Sod	208.19
Check	11/03/2015	112830	Martin Implement Sales, Inc	Inv# A45141 Air Filter Kit	35.93
Check	11/03/2015	112839	Preventative Maintenance Systems, Inc	Inv# 12577 Dump Latch Repair	461.82
Check	11/03/2015	112839	Preventative Maintenance Systems, Inc	Inv# 12571 Turn Signal Repair/Salt Spreader Hydraulic Repair	833.50
Check	11/03/2015	112839	Preventative Maintenance Systems, Inc	Inv# 12564 Dump Gate Latch Repair/Trans Seal / Air Chamber Replacement / ...	2,986.94
Check	11/06/2015	112985	Safety Lane Inspections	Inv# 13617 Safety Inspection	33.48
Check	11/10/2015	113007	Preventative Maintenance Systems, Inc	Inv# 12598 Reverse Beeper Repair / ABS Light On	735.34
Check	11/13/2015	113071	O'Reilly Auto Parts	Inv# 453665 Motor Oil	79.56
Check	11/13/2015	113072	Preventative Maintenance Systems, Inc	Inv# 12597 Fuel Gauge Repairs	242.50
Check	11/13/2015	113081	Bartlett Tire	Inv# 79370 Tire Repair	32.78
Total 3034609 · Maintenance Vehicles & Equip					5,650.04
Total 303EQM · Equipment					5,650.04
Total 3034 · Road & Bridge - Expenditures					304,356.15
5054 · Mental Health - Expenditures					
5054ADM · Administration					
5054012 · Office Supplies					
Check	11/06/2015	112988	Staples	Inv# 3281387054 Pens	7.99
Check	11/13/2015	113077	Staples	Inv# 3281387052 3 Hole Punch / Copy Paper	20.78
Total 5054012 · Office Supplies					28.77
5054538 · Miscellaneous					
Check	11/06/2015	112963	Cintas #22	Inv# 22214759 Fleece	75.94
Check	11/13/2015	113012	Vana, Kristin N	Human Services Coordination Council Meeting Refreshments	28.57
Total 5054538 · Miscellaneous					104.51
5054592 · Dental, Vision & Life Insurance					
Check	10/23/2015	112676	Euclid Managers	Cust# 5641581 Dental Premium	44.18
Check	11/03/2015	112783	Dearborn National	Monthly Life Insurance Premium	3.95
Total 5054592 · Dental, Vision & Life Insurance					48.13
Total 5054ADM · Administration					181.41
5054COM · Community Resource Center					
5054210 · Utilities					
Check	11/13/2015	113015	Village of Streamwood Water Billing Dept.	Acct# 105-0062-00-01 Monthly Charges	24.42

Hanover Township
Board Audit Report
 October 21 through November 17, 2015

Type	Date	Num	Name	Memo	Amount
Check	11/13/2015	113016	Com Ed 019 (MHB)	Acct# 6992134019 Monthly Charges	271.23
Total 5054210 · Utilities					295.65
5054213 · Janitorial					
Check	11/13/2015	113019	JaniKing	Inv# 11150529 Monthly Cleaning	414.00
Total 5054213 · Janitorial					414.00
5054250 · Building Maintenance					
Check	11/03/2015	112846	The Home Depot F&M	Lobby Ballast	26.79
Check	11/13/2015	113014	Orkin Pest Control (MHB)	Inv# 105656190 Pest Control	53.79
Check	11/13/2015	113017	Tyco Integrated Security LLC	Inv# 25196410 Quarterly Billing - Security Monitoring	273.00
Total 5054250 · Building Maintenance					353.58
5054286 · Agency Support Services					
Check	11/13/2015	113018	PAETEC	Acct# 639097797001 Monthly Charges	710.34
Check	11/13/2015	113020	Hinckley Springs (MHB)	Acct 16681552567400 Monthly Charges	54.40
Total 5054286 · Agency Support Services					764.74
Total 5054COM · Community Resource Center					1,827.97
5054SVC · Service Contracts					
5054100 · CAC CASI					
Check	11/13/2015	113025	Childrens Advocacy Ctr of Nwst Co Cou...	Coordination, Advocacy, and Sensitive Interviewing	4,625.00
Total 5054100 · CAC CASI					4,625.00
5054103 · CAC Safe from the Start					
Check	11/13/2015	113025	Childrens Advocacy Ctr of Nwst Co Cou...	Safe From the Start	4,500.00
Total 5054103 · CAC Safe from the Start					4,500.00
5054104 · CCC Domestic Violence Shelter					
Check	11/13/2015	113027	Community Crisis Center	Domestic Violence Shelter	7,500.00
Total 5054104 · CCC Domestic Violence Shelter					7,500.00
5054105 · CCC Domestic Violence Counsel					
Check	11/13/2015	113027	Community Crisis Center	Domestic Violence Counseling	6,425.00
Total 5054105 · CCC Domestic Violence Counsel					6,425.00
5054107 · Open Door Clinic					
Check	11/13/2015	113034	Open Door Clinic	HIV/AIDS Mental Health Outreach	1,250.00
Total 5054107 · Open Door Clinic					1,250.00
5054108 · Aid Supportive Employment					

Hanover Township
Board Audit Report
 October 21 through November 17, 2015

Type	Date	Num	Name	Memo	Amount
Check	11/13/2015	113021	Association for Individual Development	Employment/Community Integration Services	10,000.00
Total 5054108 · Aid Supportive Employment					10,000.00
5054109 · Aid Case Management					
Check	11/13/2015	113021	Association for Individual Development	Home Based Support Services	1,250.00
Total 5054109 · Aid Case Management					1,250.00
5054112 · Clearbrook Children's Program					
Check	11/13/2015	113026	Clearbrook	Childrens Services	1,750.00
Total 5054112 · Clearbrook Children's Program					1,750.00
5054113 · Clearbrook Day Services					
Check	11/13/2015	113026	Clearbrook	Day Services	975.00
Total 5054113 · Clearbrook Day Services					975.00
5054128 · RENZ Outpatient					
Check	11/13/2015	113039	Renz Addiction Counseling Center	Outpatient Treatment October	5,177.94
Check	11/13/2015	113039	Renz Addiction Counseling Center	Outpatient Treatment September	9,684.78
Total 5054128 · RENZ Outpatient					14,862.72
5054129 · Day One Network					
Check	11/13/2015	113013	DayOneNetwork	Community Access	1,875.00
Total 5054129 · Day One Network					1,875.00
5054130 · Northwest Casa					
Check	11/13/2015	113010	Northwest CASA	Counseling	378.00
Total 5054130 · Northwest Casa					378.00
5054132 · Ecker Therapy Services					
Check	11/13/2015	113028	Ecker Center for Mental Health	Outpatient Therapy Services	19,500.00
Total 5054132 · Ecker Therapy Services					19,500.00
5054135 · Ecker Center / PEP					
Check	11/13/2015	113028	Ecker Center for Mental Health	Psychiatric Emergency Program	1,750.00
Total 5054135 · Ecker Center / PEP					1,750.00
5054138 · Contract Support Services					
Check	11/13/2015	113010	Northwest CASA	Emergency Funding	25,000.00
Check	11/13/2015	113011	Journey from PADS to HOPE	Emergency Funding	9,000.00
Total 5054138 · Contract Support Services					34,000.00
5054140 · Maryville Academy Casa Salama					

4:05 PM

11/13/15

Accrual Basis

**Hanover Township
Board Audit Report
October 21 through November 17, 2015**

Type	Date	Num	Name	Memo	Amount
Check	11/13/2015	113033	Maryville Academy	Music Therapy Program	6,250.00
Total 5054140 · Maryville Academy Casa Salama					6,250.00
5054141 · Shelter Inc Healthy Families					
Check	11/13/2015	113036	Shelter, Inc	Healthy Families	3,000.00
Total 5054141 · Shelter Inc Healthy Families					3,000.00
5054142 · Centro De Informacion					
Check	11/13/2015	113024	Centro de Informacion	Family Centered Mental Health Services	8,250.00
Total 5054142 · Centro De Informacion					8,250.00
5054148 · FSA Youth					
Check	11/13/2015	113030	Family Svc Assoc of Greater Elgin	Youth Mental Health	5,250.00
Total 5054148 · FSA Youth					5,250.00
5054149 · FSA Adult					
Check	11/13/2015	113030	Family Svc Assoc of Greater Elgin	Adult Mental Health	3,100.00
Total 5054149 · FSA Adult					3,100.00
5054156 · Epilepsy Foundation					
Check	11/13/2015	113029	Epilepsy Foundation	West Suburban Outreach	250.00
Total 5054156 · Epilepsy Foundation					250.00
5054158 · Summitt Center					
Check	11/13/2015	113037	Summitt Center	Early learning Center	3,000.00
Total 5054158 · Summitt Center					3,000.00
5054166 · PADS of Elgin					
Check	11/13/2015	113035	PADS of Elgin	Emergency Shelter	6,250.00
Total 5054166 · PADS of Elgin					6,250.00
5054172 · Countryside In-Home Respite					
Check	11/13/2015	113041	Countryside Association	In Home Respite	200.00
Total 5054172 · Countryside In-Home Respite					200.00
5054179 · Challenge Grant Fund					
Check	11/13/2015	113038	Easter Seals DuPage & Fox Valley Regi...	Family Support Services May	702.54
Total 5054179 · Challenge Grant Fund					702.54
5054180 · Capital Grant Fund					
Check	11/13/2015	113013	DayOneNetwork	Capital Grant - ICAP Software	639.35

4:05 PM

11/13/15

Accrual Basis

Hanover Township
Board Audit Report
 October 21 through November 17, 2015

Type	Date	Num	Name	Memo	Amount
Total 5054180 · Capital Grant Fund					639.35
5054183 · CCC SA Counseling					
Check	11/13/2015	113027	Community Crisis Center	Sexual Assault Counseling Advocacy	2,250.00
Total 5054183 · CCC SA Counseling					2,250.00
5054188 · Bartlett Learning Center					
Check	11/13/2015	113040	Clarewoods Academy	Counseling September	1,776.27
Check	11/13/2015	113040	Clarewoods Academy	Counseling October	1,646.63
Total 5054188 · Bartlett Learning Center					3,422.90
5054192 · Leyden FS - Detox/Rehab					
Check	11/13/2015	113032	Leyden Family Service	SHARE Detox/Rehab 2nd Qtr	12,500.00
Check	11/13/2015	113032	Leyden Family Service	SHARE Detox/Rehab 3rd Qtr	12,500.00
Total 5054192 · Leyden FS - Detox/Rehab					25,000.00
5054193 · Boys and Girls Club					
Check	11/13/2015	113022	Boys & Girls Club of Elgin	SMART Moves	1,525.00
Total 5054193 · Boys and Girls Club					1,525.00
5054194 · CCC- Strategies for Safety					
Check	11/13/2015	113027	Community Crisis Center	Strategies for Safety	1,500.00
Total 5054194 · CCC- Strategies for Safety					1,500.00
5054196 · Catholic Charities Caregivers					
Check	11/13/2015	113023	Catholic Charities	Northwest Senior Caregiver Support Program	875.00
Total 5054196 · Catholic Charities Caregivers					875.00
5054201 · Journeys Hope Center					
Check	11/13/2015	113011	Journey from PADS to HOPE	Counseling	297.00
Total 5054201 · Journeys Hope Center					297.00
5054202 · LSSI - Legacy Corps					
Check	11/13/2015	113031	Lutheran Social Services	Legacy Corps	5,000.00
Total 5054202 · LSSI - Legacy Corps					5,000.00
5054203 · Clearbrook - Residential					
Check	11/13/2015	113026	Clearbrook	Residential Services	1,250.00
Total 5054203 · Clearbrook - Residential					1,250.00
Total 5054SVC · Service Contracts					188,652.51
Total 5054 · Mental Health - Expenditures					190,661.89

4:05 PM

11/13/15

Accrual Basis

Hanover Township
Board Audit Report
 October 21 through November 17, 2015

Type	Date	Num	Name	Memo	Amount
7004 · Vehicle Replcmnt - Expenditures					
7004540 · Bus Purchase					
Check	11/10/2015	113006	Pace	Bus Lease (2)	200.00
Total 7004540 · Bus Purchase					200.00
Total 7004 · Vehicle Replcmnt - Expenditures					200.00
8084 · Capital Projects - Expenditures					
8084420 · Izaak Walton Ctr Improvements					
Check	11/03/2015	112814	Engstrom Construction Co	Inv# 13340 IWC Sidewalk Constructon	11,201.00
Check	11/06/2015	112975	Menard's	Inv# 82033 IWC Education Center Building Materials	3,257.56
Check	11/06/2015	112975	Menard's	Inv# 82663 IWC Education Center Building Materials	13.96
Check	11/06/2015	112975	Menard's	Inv# 83161 IWC Education Center Building Materials	237.93
Check	11/06/2015	112975	Menard's	Inv# 83167 IWC Education Center Building Materials	-171.00
Total 8084420 · Izaak Walton Ctr Improvements					14,539.45
8084425 · Building & Perm Improvements					
Check	11/06/2015	112971	Kool Technologies, Inc.	Food Pantry Walk In Refrigerator/Freezer (\$7,500 Grant Funded)	9,945.62
Total 8084425 · Building & Perm Improvements					9,945.62
Total 8084 · Capital Projects - Expenditures					24,485.07
TOTAL					779,114.96

I. Call to Order/Roll Call

Supervisor McGuire called the meeting to order at 7:00 p.m. Clerk Dolan Baumer called the roll; present were Trustees Benoit, Essick and Caramelli, and Supervisor McGuire. Absent: Trustee Krick.

Other Elected Official present were Assessor Smogolski and Highway Commissioner Ochoa.

Others present included Administrator James Barr, Facilities & Maintenance Director Steve Spejcher, Community Health Director Kristen Smith, Welfare Services Director Mary Jo Imperato, Mental Health Board Manager Kristen Vana, Senior Services Transportation Manager Linda Steininger, Senior Services Program Manager Kristine Cable, Community & Veterans Affairs Director Tom Kuttenberg, Youth & Family Services Director John Parquette, Assistant Administrator Suzanne Powers, Communications Assistant Holly Monegato, Management Analyst Sam Hughes, Mr. Gene Crume, and Streamwood High School Civics class students.

II. Supervisor McGuire invited everyone to stand and join in the Pledge of Allegiance.

III. Town Hall: Supervisor McGuire asked if there was anyone in the audience who had comments to make or questions to ask of the Board. There was no response.

IV. Presentations

A. Veterans Honor Roll: The Supervisor asked that the record reflect the addition of SP5 James Burger of Streamwood, honored for his service in the U.S. Army and SP4 Raymond L. Shumway of Hanover Park, honored for his service in the U.S. Army, to the Veterans Honor Roll kept by the Clerk, post their names on the plaques in Veterans Hall, and invite to the twice-annual VHR Dinner.

B. Director Parquette introduced Judson University President Mr. Gene Crume, Vice Chair of the Alignment Collaborative for Education (ACE) governing board. (The Alignment Collaborative for Education website is www.align4edu.org/home). Its mission is "to align community resources in support of public school strategies to raise student achievement, improve the health and happiness of our children, create responsible, productive and contributing members of our society, and advance the economic and social well-being of our community." Their objective is to implement new initiatives that benefit and complement existing U46 initiatives and strategic plans. Fundraising is the objective of the governing board. The board allows for collaboration of fund to create gains regarding the Township mission. Hanover Township, through Youth and Family Services, is a member of the Collaborative and attended its launch event on February 4, 2015. The Board members engaged Mr. Cume in questions and thanked him for his presentation.

V. Reports

A. Supervisor McGuire reminded the Board that on November 5 the Veterans Honor Roll Dinner would be held at the Township. Today he, along with several staff members, attended the Elgin Social Services Summit sponsored by Elgin Mayor Kaptain, where discussion centered on the deficiencies in operating and other funds that would normally come from the state and are now being held up by the budget impasse. It was noted that the Township Mental Health Board is working on this issue through Emergency Funding Grants, and their involvement in the social services

agencies in this area. The Northern Illinois Emergency Management Association meeting was hosted by Hanover Township; we are set to become a “storm-ready” community. Finally, Mr. McGuire thanked the elected officials and staff for attending the Heritage Marker dedication this evening at the site of the Ontarioville Volunteer Fire Dept.

- B. Clerk Dolan Baumer reminded the Board that the Cook County Clerk would hold a “Clerk Chat” at Hanover Township tomorrow. Clerk Dolan Baumer has been asked to be on the Township Officials of Cook County Strategic Planning Committee. She reminded the board of the Streamwood Chamber of Commerce Annual Membership Meeting and Dinner on November 10.
 - C. Highway Commissioner Ochoa offered no report.
 - D. Assessor Smogolski offered no report.
 - E. Treasurer: A motion was made by Trustee Benoit and seconded by Trustee Caramelli to approve the Treasurer’s Report subject to final audit, and followed by a roll call vote. Roll call: Ayes: Trustees Benoit, Essick and Caramelli, and Supervisor McGuire. Nays: None. Motion carried and the Treasurer’s report was adopted subject to final audit.
 - F. Department Reports: Reports were submitted for the Board’s review. Highlights included that General Assistance has started the sponsor a family drive for Christmas; 2,200 is the estimated number of people that will be served by this program this year. The Annual New Leaders in Education would be held on November 17. The new Veterans Specialist is in place and already making an impact. State Representative Christine Winger would be at the next Township triad meeting. Flue shots are available. The summit coordinating council would meet tomorrow to discuss how the Mental Health Board might assist.
- VI. Bill Paying: Administrator Barr offered the bills in two sets, the first due Alexian Brothers, from October 7, 2015 through October 20, 2015, as follows:

a.	Town Fund	\$61.77
b.	Senior Center	<u>1,019.44</u>
	Total due Alexian Brothers	<u>\$1,081.21</u>

A motion was made by Trustee Caramelli to approve the bills for Alexian Brothers from October 7, 2015 through October 20, 2015; Trustee Essick seconded the motion. Trustees Essick and Caramelli, and Supervisor McGuire. Nays: None. Abstain: Trustee Benoit. Motion carried.

The second set of bills, from October 7, 2015 through October 20, 2015, was presented as follows for review and approval by the Board:

a.	Town	\$45,176.55
b.	Senior Center	32,960.63
c.	Welfare Services	1,822.89
d.	Road and Bridge	23,548.97
e.	Mental Health Board	35,593.63
f.	Retirement	0.00

g.	Vehicle	200.00
h.	Capital	<u>19,763.00</u>
	Total All Funds	<u>\$159,003.90</u>

A motion was made by Trustee Essick to approve the bills from October 7, 2015 through October 20, 2015; Trustee Caramelli seconded the motion. Trustees Benoit, Essick and Caramelli, and Supervisor McGuire. Nays: None. Motion carried.

VII. Unfinished Business: No unfinished business was discussed.

VIII. New Business

A. Workshop Minutes of October 3, 2015: Clerk Dolan Baumer presented the workshop minutes of October 3, 2015 (Breakfast with the Board) for review and approval. A motion was made by Trustee Benoit to approve the workshop minutes of October 3, 2015 as presented, with a second by Trustee Caramelli. Roll call: Ayes: Trustees Benoit, Essick and Caramelli, and Supervisor McGuire. Nays: None. Motion carried.

B. Meeting Minutes of October 6, 2015: Clerk Dolan Baumer presented the meeting minutes of October 6, 2015 for review and approval. A motion was made by Trustee Benoit to approve the minutes of October 6, 2015 as presented, with a second by Trustee Essick. Roll call: Ayes: Trustees Benoit, Essick and Caramelli, and Supervisor McGuire. Nays: None. Motion carried.

IX. Executive Session: No motion to go into closed session was made.

X. Other Business: Mr. Barr noted that the Strategic Planning Session would be held in mid-March on a Sunday afternoon to be announced. A motion was made by Trustee Caramelli to cancel the Tuesday, November 3 Board meeting and the Tuesday, December 1 Board meeting; the motion was seconded by Trustee Benoit and a roll call vote followed. Roll call: Ayes: Trustees Benoit, Essick and Caramelli, and Supervisor McGuire. Nays: None. Motion carried; the Clerk would process the cancellation notice. Administrator Barr invited those who had not yet toured the newly remodeled facilities to join him on a tour.

XI. Adjournment: There being no further business to come before this Board, a motion to adjourn at 7:49 p.m. was made by Trustee Essick and it was seconded by Trustee Benoit. Roll call: Ayes: Trustees Benoit, Essick and Caramelli, and Supervisor McGuire. Motion carried. Mr. McGuire invited the Civics Class students forward so that the Board could sign the paperwork.

Respectfully submitted,



Katy Dolan Baumer

Clerk

Copy: Supervisor Administrator Attorney Gail Borden Library
(4) Trustees Senior Services Auditor Poplar Creek Public Library
Assessor Welfare Services Y&F Services Village of Streamwood
Bartlett Library Highway Commissioner Streamwood Park District

I move that the Board determines the estimate of taxes to be levied for Hanover Township for the fiscal year beginning April 1, 2015 and ending March 31, 2016 as follows:

Corporate/Town Fund		\$	3,553,140		
IMRF Fund			177,568		
Social Security Fund			142,054		
Mental Health Fund			1,083,166		
General Assistance Fund			372,893		
Senior Citizens Fund			1,045,876		
Debt and Public Building Commission			-		
Estimated total taxes to be levied for said fiscal year			\$	6,374,697	

I move that the Board determines the estimate of taxes to be levied for Hanover Township Road District for the fiscal year beginning April 1, 2015 and ending March 31, 2016 as follows:

Corporate and Special Purposes		\$	1,686,897		
Debt and Public Building Commission			-		
Estimated total taxes to be levied for said fiscal year:			\$	1,686,897	

Supervisor
Brian P. McGuire

Clerk
Katy Dolan Baumer

Assessor
Thomas S. Smogolski

Highway Commissioner
P. Craig Ochoa

Trustees
Mary Alice Benoit
Steve Caramelli
Craig Essick
Howard K. Krick

Administrator
James C. Barr

November 6, 2015

To: Hanover Township Officials

From: James C. Barr, Township Administrator
Suzanne Powers, Assistant Township Administrator 

Re: Personnel Policy Comprehensive Update

When the Township moved its liability insurance coverage to the Illinois Risk Management Trust (ICRMT), it was recommended that the Township utilize the ICRMT personnel policy review service. The service, which is included at no additional cost as part of ICRMT coverage, involves a thorough review of the personnel policy by attorney's at O'Halloran Kosoff Geitner & Cook, LLC (OKGC). Recommended comments were received from OKGC and then those comments and the current personnel policy were submitted to Kopon Airdo, LLC for an additional review. After compiling recommended updates from both Kopon Airdo and OKGC, the updated personnel policy was submitted to the Township Management Team for feedback regarding recommended updates or additional suggestions.

Based on the recommendations and feedback from the above parties, a comprehensive update of the personnel policy was completed. Throughout the policy, there were minor updates, word changes, and clarifications as recommended by OKGC and Kopon Airdo. There was additional minor edits to policies in order to reflect updated federal, state, or local laws. Below are some major updates to the personnel policy:

- On the advice of legal counsel, the Anti-Discrimination and Anti-Harassment Policies were updated to reflect current protected classes, clarify reporting procedures, and to include an anti-retaliation policy. The current Equal Opportunity Policy was also updated with current protected classes. The Pregnancy Discrimination Policy was also revised to reflect current laws requiring reasonable accommodations for medical or common conditions relating to pregnancy and childbirth.
- The final step of the complaint policy was clarified to state that in instances where the employee reports directly to an Appointing Authority, they do not have the ability to appeal to the Township Board as the appointing authority has the final authority in that instance.
- Also in the final step of the complaint policy, a change was made to only allow the right to appeal to the Township Board when it involves the termination of a full-time employee

that has completed their 180 day probationary period. This change would no longer allow part-time or probationary employees to appeal to the Township Board following a termination.

- The Township Smoke-Free Policy was updated to reflect the most recent ordinance passed by the Township Board.
- The Military Leave section was expanded to provide a summary of laws which offer protection to military members who are employed by public entities in Illinois.
- The Family and Medical Leave Act (FMLA) was significantly updated to include additional provisions regarding employer responsibilities and enforcement. The revised policy also provides needed clarification for staff on leave eligibility, entitlement, request procedures, and insurance benefits. There is also a thorough review of rights of family members of the National Guard or Reserves or of service members injured in the line of duty on active duty.
- The policies regarding technology use were updated to include more examples of technology resources when the technology systems are references. There is also clarification that all forms of Township technology are subject to search.
- Administration is recommending an increase in continuing education reimbursement from \$1,500 to \$2,000. The current reimbursement for eligible continuing education expenses was established with the prior personnel policy revision in 2008. Since then, overall costs for continuing education in universities have significantly increased.

Additionally, the Acquired Immune Deficiency Syndrome and Human Immunodeficiency Virus Policy and the Catastrophic Illness Policy were removed from the revised personnel policy. The first policy is recommended for removal as it is no longer necessary as it is now well known that these diseases are not transmitted through casual contact. The second policy is recommended to be removed as employees who have a disability (whether life-threatening or not) as defined by the Americans with Disabilities Act should be reasonably accommodated so long as undue hardship to the Township does not result.

The personnel policy comprehensive update will be presented to the board for approval at the next upcoming Township Board meeting on November 17, 2015. Should you have any questions or concerns, please do not hesitate to contact Assistant Township Administrator Suzanne Powers at spowers@hanover-township.org or (630) 837-0301 ext. 2124. Thank you for your time and consideration on this matter.

RESOLUTION _____

**A RESOLUTION APPROVING REVISIONS TO THE HANOVER TOWNSHIP
PERSONNEL POLICY**

WHEREAS, the Hanover Township Board of Trustees sets the personnel policy for the employees of Hanover Township;

WHEREAS, the Hanover Township Board of Trustees last performed a comprehensive overview of the personnel policy for the employees of Hanover Township in 2008;

WHEREAS, the Hanover Township Board of Trustees deems it appropriate from time-to-time to conduct an analysis of the Hanover Township Personnel Policy and revise the Hanover Township Personnel Policy to comply with current employment laws, statutes, regulations, and ordinances; and

WHEREAS, the Hanover Township Board of Trustees has examined and reviewed the revisions to the Hanover Township Personnel Policy and deems the incorporation and adopting of these revisions to the Hanover Township Personnel Policy to be in the best interest of Hanover Township.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Hanover Township, Cook County, Illinois, as follows:

SECTION ONE: This Resolution expressly incorporates and adopts the revisions of the Hanover Township Personnel Policy, appended hereto as Exhibit A.

SECTION TWO: SEVERABILITY. If any section, paragraph or provision of this Resolution or of any Policy shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

SECTION THREE: REPEAL OF PRIOR RESOLUTIONS. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FOUR: EFFECTIVE DATE. This Resolution shall be in full force and effect upon its passage and after the final approval of the revisions by the Hanover Township attorney.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: November 17, 2015

APPROVED:

Brian P. McGuire, Supervisor

ATTEST:

Katy Dolan Baumer, Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution _____, enacted on November 17, 2015, and approved on _____, as the same appears from the official records of the Hanover Township.

Katy Dolan Baumer, Clerk



HANOVER TOWNSHIP

Personnel Policy

DRAFT

REVISED NOVEMBER 17, 2015

TABLE OF CONTENTS

ARTICLE I	EMPLOYMENT	
A.	Equal Employment Opportunity Policy_____	5
B.	Anti-Discrimination Policy_____	5
C.	Reporting Discrimination_____	5
D.	Action Taken Against Illegal Discrimination_____	6
E.	Anti-Harassment Policy_____	6
F.	Unlawful Harassment_____	7
G.	Reporting Harassment_____	8
H.	Action Taken Against Reported Harassment_____	8
I.	Anti-Retaliation Policy_____	9
J.	Pregnancy Discrimination Policy_____	9
ARTICLE II	EMPLOYEE RELATIONS	
A.	Employment at Will_____	10
B.	Authority, Purpose and Distribution_____	10
C.	Employee Integrity and Honesty_____	10
D.	Confidentiality of Township Documents and Records_____	11
E.	Employee Ethics and Gift Ban Policy_____	11
F.	Reasonable Accommodation_____	12
G.	Amendments_____	12
H.	Supplements and Review of the Personnel Policy_____	12
ARTICLE III	EMPLOYMENT CLASSIFICATIONS	
A.	Employee Classifications_____	13
B.	Non-Exempt and Exempt Employees_____	13
C.	Orientation Period_____	13
ARTICLE IV	HUMAN RESOURCES ADMINISTRATION	
A.	General Guidelines_____	14
B.	Employee Information and Privacy Policy_____	14
C.	Authorization to Work_____	14
D.	Record Keeping Requirements of the Fair Labor Standards Act_____	14
E.	Employee Medical Records_____	15
F.	Criminal Convictions and Background Checks_____	15
G.	Promotion from Within_____	16
H.	Nepotism Policy_____	16
ARTICLE V	WRITTEN COMPLAINT PROCESS	
A.	Written Complaint Policy_____	17
B.	Complaint Process_____	17
C.	Other Stipulations_____	18
ARTICLE VI	DISCIPLINE OF TOWNSHIP EMPLOYEES	
A.	Grounds for Discipline_____	19
B.	Stages of Discipline_____	20
C.	Suspension_____	20
D.	Termination_____	21
ARTICLE VII	WAGE AND COMPENSATION PRACTICE	
A.	Employment Position Descriptions_____	21
B.	Wage and Salary Policy_____	22
C.	Performance Evaluations_____	23
D.	Overtime Pay_____	23

E.	Mileage and Expense Reimbursement_____	23
F.	Time Records_____	24
ARTICLE VIII HANOVER TOWNSHIP SAFETY AND HEALTH PRACTICES		
A.	Smoke Free Township_____	24
B.	Drug and Alcohol Free Workplace_____	24
C.	Workplace Violence_____	25
D.	Workplace Inspections_____	26
ARTICLE IX ATTENDANCE, CLOSINGS, AND LEAVES OF ABSENCE POLICIES		
A.	Attendance of Employees_____	26
B.	Business Hours_____	27
C.	Observed Holidays_____	27
D.	Township Closing Information_____	27
E.	Leave of Absence Policy_____	28
F.	Illinois School Visitation Rights Acts_____	28
G.	Military Leave_____	28
H.	Jury Service - Witness Judicial Proceeding_____	29
I.	Bereavement Leave_____	29
J.	Special Leave_____	30
K.	Maternity/Paternity Leave_____	30
ARTICLE X FAMILY MEDICAL LEAVE ACT & MILITARY LEAVE (FMLA) POLICY		
A.	Eligibility_____	31
B.	Leave Entitlement_____	31
C.	Intermittent FMLA Leave_____	33
D.	Serious Health Condition_____	33
E.	Leave Availability Calculation_____	33
F.	Substitution of Paid Leave_____	33
G.	Medical Insurance Benefits While On FMLA Leave_____	34
H.	Procedure for Requesting FMLA Leave_____	34
I.	Consequences for Taking FMLA Leave_____	35
J.	Employer Responsibilities_____	36
K.	Unlawful Acts by Employers_____	36
L.	Enforcement_____	36
M.	FMLA Notice Poster_____	36
ARTICLE XI SUMMARY OF BENEFITS		
A.	Eligibility_____	36
B.	Major Medical Health Insurance_____	36
C.	Cobra Continuation Coverage_____	37
D.	Life Insurance_____	37
E.	Worker's Compensation_____	38
F.	IMRF - Illinois Municipal Retirement Fund_____	38
G.	Disability Coverage (IMRF)_____	39
H.	Paid Time Off_____	39
I.	Ancillary Benefits_____	42
ARTICLE XII TECHNOLOGY USE AGREEMENT		
A.	Computer, Telephone, Electronic Equipment and Network Usage Policy_____	44
B.	Mobile/Cellular Phone Usage_____	45
ARTICLE XIII DRESS CODE		
A.	Dress Code Policy_____	46
B.	Appropriate Attire_____	46
C.	Enforcement_____	46

ARTICLE XIV VEHICLE FLEET SAFETY AND USAGE

A.	Driver Guidelines and Reporting Requirements	47
B.	Driver Criteria and Administration	47
C.	Driver Safety Rules	48
D.	Accident Procedures	49

DRAFT

Article I Employment

A. Equal Employment Opportunity

- 1.) It is the policy and practice of the Township to afford equal employment opportunity in all personnel practices to all employees and applicants for employment regardless of race, color, religion, sex, national origin/ancestry, sexual orientation, gender identity and/or gender expression, disability (mental or physical), age, marital status, military status, unfavorable discharge from military status, genetic information, arrest record, citizen status, pregnancy, and any other protected status under federal, state, and local law.

B. Anti-Discrimination Policy

- 1.) Hanover Township does not discriminate and does not tolerate discrimination against its employees and job applicants. Discrimination on the basis of race, color, religion, sex, national origin/ancestry status, sexual orientation, gender identity and/or gender expression, disability (mental or physical), age, marital status, military status, unfavorable discharge from military status, genetic information, arrest record, citizenship status, pregnancy, and any other protected status under federal, state, and local law is prohibited.
- 2.) Hanover Township will not condone any situation where an employee's or applicant's race, color, religion, sex, national origin/ancestry status, sexual orientation, gender identity and/or gender expression, disability (mental or physical), age, marital status, military status, unfavorable discharge from military status, genetic information, arrest record, citizenship status, pregnancy, and any other protected status under federal, state, and local law is used as a basis for an employment decision by anyone employed by this employer.
- 3.) Hanover Township will not tolerate discrimination towards its employees by those who are not employees, such as, but not limited to, vendors, clients, or volunteers. None of our employees, including but not limited to, officers, top management officials, supervisors, or any other employees are authorized to engage in illegal discrimination. This anti-discrimination policy applies to all aspects of employment, including but not limited to, recruitment, hiring, placement, promotion, separation, layoff, recall, transfer, leaves of absence, compensation, termination, and all terms and conditions of employment.

C. Reporting Discrimination

- 1.) Discriminatory actions are prohibited. There is an "open-door" policy. This means the employee has the right to make a complaint if: (i) he or she feels that he or she may have been or is subjected to discrimination; or (ii) he or she witnessed what is believed to be discrimination towards an employee by another employee, including but not limited to, supervisors and co-workers. This prohibition against discrimination applies to everyone.
- 2.) The following procedure should be followed by employees who wish to register a complaint regarding any job-related discrimination based on race, color, religion, sex, national origin/ancestry status, sexual orientation, gender identity and/or gender expression, disability (mental or physical), age, marital status, military status, unfavorable discharge from military status, genetic information, arrest record, citizenship status, pregnancy, and any other protected status under federal, state, and local law.

- 3.) If an employee feels that he or she is being discriminated against by, including, without limitation, a co-worker, a supervisor, a manager, a volunteer, a vendor, or a client, an employee may choose, but is not required to, make an effort to immediately tell the person who is believed to be discriminating to stop the discriminatory behavior.
- 4.) The employee is required to immediately and personally report incidents of what he or she believes to be discrimination, whether the discrimination is directed against the employee personally or another employee, to the employee's supervisor, department director, the Township Administrator or the Assistant Township Administrator.
- 5.) An employee is not required to first report discrimination to his or her supervisor. An employee may report discrimination to any of the people listed above. These alternative ways for making a complaint allow the employee to avoid using the ordinary chain of command and to bypass anyone who the employee believes cause or is responsible for the discrimination.
- 6.) If an employee witnesses what he or she believes to be discrimination against another person, that employee is required to report the discrimination to one of the people listed above.

D. Action Taken Against Illegal Discrimination

- 1.) Such reports are taken very seriously and will be investigated thoroughly and promptly. The facts of each case will determine the response to each allegation. Appropriate disciplinary action, up to and including termination, will be taken if it is determined that a violation of this policy against discrimination occurred.
- 2.) To the extent that is practicable, complaints, the investigations, and the terms of their resolutions will be kept confidential. Information regarding any specific incident will be released only on a need-to-know basis within the necessary boundaries of the investigation.

E. Anti-Harassment Policy

This policy is to maintain for all employees a safe and professional work environment free of illegal harassment. To that end, the following policy has been adopted:

- 1.) Hanover Township strictly prohibits harassment and does not tolerate harassment of any person on the basis of race, color, religion, sex, national origin/ancestry status, sexual orientation, gender identity and/or gender expression, disability (mental or physical), age, marital status, military status, unfavorable discharge from military status, genetic information, arrest record, citizenship status, pregnancy, and any other protected status under federal, state, and local law.
- 2.) Hanover Township will not condone any situation where an employee's race, color, religion, sex, national origin/ancestry status, sexual orientation, gender identity and/or gender expression, disability (mental or physical), age, marital status, military status, unfavorable discharge from military status, genetic information, arrest record, citizenship status, pregnancy, and any other protected status under federal, state, and local law is used

as a basis for harassment. Hanover Township is committed to the prevention of any and all illegal harassment. To that end, its position on harassment is one of "Zero Tolerance."

- 3.) All employees are advised that no member of management, regardless of his or her title, is authorized to condition tangible employment actions, such as, but not limited to, promotion, leaves of absence, and increased compensation upon submission to harassment of any kind, such as but not limited to, sexual advances. Employees are also advised that no member of management, regardless of his or her title, is authorized to deny tangible employment actions, such as, but not limited to, promotion, increased compensation, etc., because the employee refuses, for example, but not limited to, requests for sexual favors.
- 4.) This harassment policy applies equally to all persons employed here, including without limitation, its clients, volunteers or vendors. This prohibition against harassment applies to everyone, from top management on down. Harassment can occur between an employee and another employee; an employee and a non-employee; and an employee and a third-party, including without limitation, a volunteer, client, or vendor. Harassment can occur on the work site and outside the workplace while the employee is performing the obligations and responsibilities of his or her job.

F. Unlawful Harassment

- 1.) Harassment includes, but is not limited to, ethnic slurs or racial epithets, name-calling, jokes, cartoons, pictures, gestures, unwelcome physical touching, and other conduct based on a person's race, color, religion, sex, national origin/ancestry status, sexual orientation, gender identity and/or gender expression, disability (mental or physical), age, marital status, military status, unfavorable discharge from military status, genetic information, arrest record, citizenship status, pregnancy, and any other protected status under federal, state, and local law. This anti-harassment policy includes but is not limited to sexual harassment.
- 2.) Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, which interferes with another person's work performance or which creates an intimidating, hostile or offensive work environment.
- 3.) Sexual harassment can take, but is not limited to, the following forms:
 - a. Sexual remarks, jokes, or other sexual conduct that interferes with another person's work performance or creates an intimidating, hostile, or offensive work environment;
 - b. Display of sexually suggestive objects or pictures;
 - c. Submission or rejection of unwelcome sexual conduct by a supervisor or manager or other management/executive personnel, which is used as a basis, whether expressed in explicit or implicit terms, for employment decisions affecting the employee, such as, but not limited to, keeping or receiving a job, receiving a promotion or raise, scheduling or any other term or condition of employment.

G. Reporting Harassment

- 1.) Harassment is prohibited and will not be tolerated. Hanover Township has an “open-door” policy. This means the employee has the right to make a complaint if he or she feels that he or she: (i) was or may have been subjected to illegal harassment; or (ii) witness what is believed to be harassment of another employee by any other employee, including but not limited to, supervisors and co-workers and/or third-parties who are not employees, such as, but not limited to, vendors, clients, or residents.
- 2.) The following procedure should be followed by employees who wish to register a complaint regarding any harassment based on race, color, religion, sex, national origin/ancestry status, sexual orientation, gender identity and/or gender expression, disability (mental or physical), age, marital status, military status, unfavorable discharge from military status, genetic information, arrest record, citizenship status, pregnancy, and any other protected status under federal, state, and local law. Employees should report immediately any such behavior by a supervisor or member of management before, if possible, any tangible employment action takes place.
- 3.) All employees have a right to a work environment free of harassment. If any employee feels that he or she was or is being harassed by, including, without limitation, a co-worker, a supervisor, a manager, a volunteer, a vendor, or a client, an employee may choose, but is not required to, make an effort to immediately tell the person who is believed to be engaging in harassing conduct to stop the harassing behavior.
- 4.) The employee is required to immediately and personally report incidents of what he or she believes to be harassment, whether the harassment is directed against the employee personally or another employee, to: the employee’s supervisor, department Director, Township Administrator or Assistant Township Administrator.
- 5.) An employee is not required to first report harassment to his or her supervisor. An employee may report harassment to any of the people listed above. These alternative ways for making a complaint allow the employee to avoid using the ordinary chain of command and to bypass anyone who the employee believes cause or is responsible for the harassment.
- 6.) If an employee witnesses what he or she believes to be harassment of another person, that employee is required to report the discrimination to one of the people listed above.

H. Action Taken Against Reported Harassment

- 1.) Such reports are taken very seriously and will be investigated thoroughly and promptly. The facts of each case will determine the response to each allegation. Appropriate disciplinary action, up to and including termination, will be taken if it is determined that a violation occurred of this policy against harassment.
- 2.) To the extent that is practicable, complaints, the investigations, and the terms of their resolutions will be kept confidential. Information regarding any specific incident will be released only on a need-to-know basis within the necessary boundaries of the investigation.

I. Retaliation is Prohibited

- 1.) Reprisals or retaliation will not be tolerated against the employee engaging in protected activity, such as but not limited to, reporting the allegation of discrimination or harassment and/or participating in good-faith in the investigation as a witness or in any other capacity. If an employee: (i) made good-faith complaint of discrimination or harassment and/or participated in good-faith investigation as a witness or in any other capacity; and (ii) believes that he or she has been retaliated against for doing so, the employee is to inform the Township Administrator or Assistant Township Administrator promptly to make a complaint about retaliation.
- 2.) Hanover Township will act promptly to assure compliance with its policy prohibiting discrimination or harassment and/or retaliation and will take appropriate action, up to and including termination of employment, against those who have engaged in unlawful discrimination or harassment and/or retaliation.
- 3.) Employees making intentionally false claims of discrimination or harassment and/or retaliation will be subject to disciplinary action, including, without limitation, termination of employment.
- 4.) Each employee is required to read, acknowledge, and agree to comply with this anti-discrimination and anti-harassment policy, as part of the Township Personnel Policy Manual, as a condition of his or her employment. Any questions regarding these policies may be addressed with the Township Administrator or the Assistant Township Administrator. Further information may also be obtained from the Illinois Department of Human Rights, (312) 814-6200, or the Equal Employment Opportunity Commission (EEOC), (800) 669-4000.

J. Pregnancy Discrimination Policy

- 1.) The Township prohibits and does not tolerate discrimination against anyone on the basis of pregnancy. The Township will treat all applicants and employees who are pregnant in the same manner as any other applicant or employee with regard to job-related functions, benefits, opportunities, and purposes. No person or employee, no matter his or her title or position, has the authority, whether express, actual, and apparent or implied, to discriminate against a pregnant employee or applicant. The Township is committed to providing reasonable accommodations for medical or common conditions relating to pregnancy and childbirth. Any employee requiring such accommodations should direct their request to the Township Administrator or Assistant Township Administrator.
- 2.) If you have a question, complaint, or problem related to pregnancy discrimination, you should relay such question, complaint, or problem to your Department Head. If you feel uncomfortable doing so, or if you feel that your Department Head is the source of the problem, condones the problem, or ignores the problem, report your concern to the Township Administrator or the Assistant Township Administrator.

Article II Employee Relations

A. Employment at Will

- 1.) You should be aware that this manual is not intended to create a contract of employment. Rather, it is simply intended to describe the Township and its present personnel policies. These policies, which supersede all prior policies, may, and likely will be, changed from time to time, as the Township deems appropriate.
- 2.) Further, your employment can be terminated, with or without cause, and with or without notice, at any time at the option of the Township.
- 3.) No representative of the Township, other than the Township Board has the authority to enter into any agreement for a specified period of time or to make any agreement contrary to the foregoing. Any such agreement must be by individual agreement, in writing and signed by you and the Township Board. No one has the authority to make any verbal statements of any kind at any time which are legally binding on the Township.
- 4.) The policies outlined in this manual are in effect for all employees of the Township unless specifically noted otherwise. In addition, only full-time employees are eligible to participate in the Township's benefit programs unless specifically noted otherwise.

B. Authority, Purpose and Distribution

- 1.) The authority to approve, alter, modify and change personnel policy is vested in the Township Board. The Township Administrator may recommend alterations, modifications and changes in personnel policy to the Township Board for their consideration.
- 2.) The overall authority and responsibility to administer Township personnel policy rests with the Township Administrator. However, under direction of the Township Administrator, the Township Department Heads and designated staff are responsible for the day-to-day administration of the Township's personnel policies.
- 3.) This manual is being distributed to all of the Township Department Heads and employees as a means of providing an important personnel tool. All Township Department Heads and employees should read and become familiar with this manual in its entirety. It is designed to serve as a resource.

C. Employee Integrity and Honesty

- 1.) Township employees should be completely honest in their dealings with the public, elected officials, appointing authorities, supervisors, and fellow employees. Lying in any form, omitting some facts or exaggeration undermines the fundamental trust that must exist between employer and employee, and has no place in public service.
- 2.) The Township expects that employees will perform their duties conscientiously, honestly, and in accordance with the best interest of the public. Employees must not use their position or knowledge gained because of their position for private or personal advantage.

- 2.) Unacceptable conduct may result in disciplinary action, up to and including, termination. If an employee needs clarification on a specific issue related to these standards, he or she should seek clarification from his or her Department Head or the Assistant Township Administrator.

E. Confidentiality of Township Documents and Records

- 1.) All Township documents, including, but not limited to, business or employee records, facsimiles, computer software, computer data files, emails, voice-mails, pamphlets, trade secrets and other information is strictly confidential.
- 2.) Unless express permission is provided, Township documents are not to be removed from the premises by any means, including facsimile, computer file transfer, computer storage device or e-mail transmission.
- 3.) Township documents should also not be duplicated for personal use or any purpose besides Township business
- 4.) Breach of confidentiality or the falsification or unauthorized alteration of Township documents or records is cause for disciplinary action.

F. Employee Ethics and Gift Ban Policy

- 1.) The Hanover Township Ethics Ordinance, (Ordinance 05-11-04E), is incorporated into this personnel policy.
- 2.) An Employee shall be held accountable for following all such established work rules, and to the standards of behavior outlined below:
- 3.) Employees may be a member of a political organization, may contribute money in support of individual candidates for elected office, but may not be coerced or forced in any way to make a contribution. The Township strictly prohibits any type of political activity on or during regular business hours, or with the use of Township resources.
- 4.) Whenever a Township employee is responsible for handling cash or other financial matters, the job of the employee is to document every aspect of the transaction fully and completely. All Township cash and bank accounts must be handled so as to avoid any question of illegal/improper payments or suspicion of any impropriety whatsoever.
- 5.) Employees are expected to report reasonable suspected fraud or other irregular activities. Township employees should be alert to situations in which other employees commit or are about to commit acts which violate the law or this policy. Illegal, unethical, or dishonest actions harm us all. Each Township employee, therefore, has a responsibility to report illegal or unethical conduct to his or her supervisor, Department Head or the Township Administrator.
- 6.) The Ethics Ordinance also prohibits officers and employees, their spouses and immediate family members living with the officer or employee, from soliciting or accepting gifts from prohibited sources as more fully explained in the Ethics Ordinance.

- 7.) The Ethics Ordinance establishes additional restrictions on employee conduct and violations of the ordinance may result in both fines and incarceration as set forth in Section Four of the Ethics Ordinance. In addition, any violation of the Ethics Ordinance may result in further disciplinary action up to and including termination.
- 8.) Should an employee have any questions regarding accepting or reporting the taking of gifts in violation of this policy, please contact the Township Administrator.

G. Reasonable Accommodation

- 1.) Hanover Township is committed to providing reasonable accommodation to enable qualified employees with disabilities to perform the essential functions of their jobs. The Township is also committed to providing reasonable accommodation when needed for pregnancy, childbirth or common conditions relating to pregnancy and childbirth. Depending on the circumstances, reasonable accommodation may include modifying the work environment, making facilities accessible, restructuring a job, adjusting work schedules, granting leave, or other measures.
- 2.) The Township is also committed to providing reasonable accommodation of an employee's sincere religious observances and beliefs that conflict with normal job requirements.
- 3.) Any employee who believes that he or she needs accommodation based upon a disability, pregnancy or religion is responsible for bringing the matter to the attention of their direct supervisor. In the case of disability or pregnancy, the employee may be required to provide medical documentation establishing the existence of the disability, any job-related restrictions, and the estimated length of time for which the accommodation is needed.
- 4.) All medical information will remain in the employee's medical & benefit (red) file.

H. Amendments

- 1.) The policies in this manual are subject to change and modification with or without notice. This manual is intended to generally describe the Township's policies and the benefits available to Township employees. Each employee can assist in keeping personnel policies current by notifying the Department Heads, Township Administrator or Assistant Township Administrator whenever problems are encountered or improvements can be made in administering personnel policies. The Department Heads may recommend changes to the Township Administrator.
- 2.) The Township Administrator will determine whether suggested changes to this manual are personnel policy amendments or administrative changes. Personnel policy amendments to this manual will be reviewed and decided upon by the Township Board. Administrative or procedural changes will be reviewed and decided upon by the Township Administrator.

I. Supplements and Review of the Personnel Policy

- 1.) From time to time, supplements to this manual may be issued. It is intended that these supplements will update and/or revise current policies and practices. Each employee is responsible for studying any supplements prior to placing them into his or her copy of this manual. Each employee must sign an acknowledgment form

recognizing receipt of the supplement or amendment.

- 2.) Additionally, from time to time, the Township Administrator or his designees will review the Township Personnel Policy to determine the need for updates or revisions.

Article III Employment Classifications

All Township employees have two (2) employee classifications. First, each employee will be classified as either a full-time or part-time employee, second, each employee will be classified as either an exempt or non-exempt employee as these terms are defined and interpreted under the Fair Labor Standards Act of 1938 (FLSA), 20 U.S.C.A. 2091, *et seq.* Additionally, all employees are subject to a one hundred and eighty (180) day orientation period.

A. Employee Classifications

- 1.) A full-time employee is one who is regularly scheduled to work (30) hours or more each week.
- 2.) A part-time employee is one who is regularly scheduled to work less than thirty (30) hours per week, temporary position or for seasonal work. Part-time employees do not participate in the Township's benefits programs unless specifically stated otherwise.

B. Non-Exempt and Exempt Employees

- 1.) An exempt employee is an individual employed in an executive, administrative or professional position as these terms are defined under provisions of the FLSA. Bona fide executive, administrative or professional employees are exempt from the minimum wage and overtime requirements of the FLSA. This manual and its treatment of exempt personnel will be interpreted in accordance with the provisions of the FLSA. 29 C.F.R. 541.118.
- 2.) A non-exempt employee is an individual not employed in an executive, administrative or professional position as these terms are defined under provisions of the FLSA. Non-exempt employees are paid at least the prevailing minimum wage rate and are paid at the rate of time-and-one-half for all hours worked in excess of forty (40) hours within a given work week or compensated with Compensatory Time Off.

C. Orientation Period

- 1.) New employees, promoted employees, and certain transferred employees will be subject to an orientation period of one hundred and eighty days (180).
- 2.) The purpose of the orientation period is to determine if the new, promoted or transferred employee is capable of performing his or her job duties satisfactorily under actual working conditions.
- 3.) During the orientation period such employees will be observed and evaluated by their Department Head or manager. After the period of one hundred and eighty days, (180), the relevant Department Heads or managers will submit a written performance evaluation for a full-time new employee to the Township Administrator.

- 4.) Thereafter, the Department Heads or manager will prepare an annual written performance evaluation, for all full-time employees, to be submitted to the Township Administrator upon completion.
- 5.) These evaluations should review the employee's progress, qualifications, goal attainment, and other pertinent factors and recommend appropriate action.
- 6.) An orientation employee, (similar to any other Township employee), may be discharged at any time during or after the orientation period with or without notice.

Article III Human Resource Administration

A. General Guidelines

- 1.) Human Resource Administration and interpretation of the Personnel Policy rests with the Township Administrator or his designee.
- 2.) The Township Clerk shall maintain personnel records for each Township employee. Personnel records to be maintained include the application for employment, results of reference checks, the beginning date of employment, earnings history, positions held while employed at the Township, attendance and vacation records, hours worked, disciplinary records and employee evaluations.
- 3.) All job related commendations, grievances, complaints, and warnings that are made in written form shall become part of the employee's personnel record.

B. Employee Information and Privacy Policy

- 1.) Township personnel records will be treated as confidential to the extent permitted by law.
- 2.) At no time during employment will a social security number, or portion of the social security number, be used to identify an employee.

C. Authorization to Work

- 1.) In accordance with federal law, each new employee is required to furnish documentation that he or she is legally authorized to work in the United States. Copies of this documentation will be attached to the employee's verified I-9 form and are kept separately from an employee's personnel file.

D. Record Keeping Requirements of the Fair Labor Standards Act

- 1.) The following records will be kept, at a minimum, in accordance with the requirements of the FLSA:
 1. Employee's full name and social security number;
 2. Address, including zip code;

3. Birth date, if younger than 19;
4. Sex and occupation;
5. Time and day of week when employee's workweek begins.
6. Hours worked each day and total hours worked each workweek
7. Basis on which employee's wages are paid;
8. Regular hourly pay rate;
9. Total daily or weekly straight-time earnings;
10. Total overtime earnings for the workweek;
11. All additions or deductions from the employee's wages;
12. Total wages paid each pay period;
13. Date of payment and the pay period covered by the payment.

E. Employee Medical Records

- 1.) Hanover Township has adopted a policy that protects the privacy and confidentiality of protected health information (PHI) whenever it is used by Township representatives. The private and confidential use of such information will be the responsibility of all individuals with job duties requiring access to PHI in the course of their jobs.
- 2.) PHI refers to individually identifiable health information received by Hanover Township's group health plans and/or received by a health care provider, health plan or health care clearinghouse that relates to past or present health of an individual or for payment of health care claims. PHI information includes medical conditions, health status, claims experience, medical histories, physical examinations, and evidence of disability.
- 3.) Hanover Township has designated the Township Administrator and his or her designee as the Health Plan Administrator, and any questions or issues regarding PHI should be presented to the Township Administrator for resolution. The Township Administrator, or his designee, is also charged with the responsibility for administering workers compensation claims, disability claims and any other related claim.
- 4.) Annually or as necessary, Hanover Township performs enrollment, changes in enrollment and payroll deductions, provides assistance in claims problem resolution and explanation of benefits issues, and assists in coordination of benefits with other providers. Some or all of these activities may require the use or transmission of PHI. Thus, all information related to these processes will be maintained in confidence and employees will not disclose PHI from these processes for employment-related actions.
- 5.) Any record containing protected health information will be kept in a separate file from the employee's personnel record, in compliance with the Health Insurance Portability Accountability Act and other federal law.
- 6.) Personnel record and disclosures of PHI will be maintained in accordance with federal law and the Local Records Act. Records that have been maintained for the maximum interval will be destroyed in a manner to ensure that such data is not compromised in the future.

F. Criminal Convictions and Background Checks

- 1.) In order to enhance the safety of the environment for residents and employees of the

Township, and to reduce the potential of theft of and damage to Township property, criminal conviction background checks, in connection with any offer of employment, or continued employment with Hanover Township, may be obtained by Hanover Township from a consumer reporting agency.

- 2.) Criminal conviction background checks may be performed in accordance with the Illinois Uniform Conviction Information Act (20 ILCS 2635/1 et seq.), and may also include the search of other law enforcement agency conviction records, driving history records, and verification of name, identity and social security number by credit reporting agencies to the Township.

G. Promotion from Within

- 1.) When possible and appropriate, openings for Township employment positions may be filled from within the Township's current staff of employees. Employees will be notified through appropriate means when such openings arise. In awarding promotions, the Township may take into consideration all relevant factors, including but not limited to, the employee's qualifications, ability, past performance and experience, attendance, tardiness, discipline record and other business considerations.
- 2.) The Township may also consider outside applicants to fill any vacancies, promotions or transfers. No employee is guaranteed a promotion or transfer on the sole basis of his or her status as a Township employee.

H. Nepotism Policy

- 1.) The purpose of this policy is to establish consistent guidelines concerning the employment of relatives of employees of the Township. Relative is deemed to mean a spouse, parents, grandparents, children, siblings, in-laws and step relatives within these categories. It is the policy of the Township to provide all employees with equal employment opportunities for career advancement without fear of favoritism or penalty, actual or implied, based on family relations.
- 2.) No employee will be assigned or hired into a position where the employee would be required to supervise or be supervised by a relative, whether directly or indirectly. Job assignments affecting relatives which may jeopardize the Township's security or which may appear to present a potential or actual morale problem for the affected relatives or for other employees are prohibited. This policy is not intended to preclude employment of relatives in various levels of the Township.
- 3.) If employees in a supervisory relationship become related after employment, every effort will be made to transfer one of the employees to a position where no supervisory relationship exists. If neither employee volunteers for a transfer, the Township Administrator will arrange an involuntary transfer at his or her discretion. The same procedure applies in instances where potential security or morale issues arise during employment. Transfer decisions may be based on, but are not limited to, such factors as the grade of each affected employee's position, the availability of openings for which the affected employees are qualified, and the availability of replacement candidates for the affected employees' positions.
- 4.) This policy is intended to comply with the requirements of all applicable federal, state

and local laws.

- 5.) The Township Administrator or his or her representative is responsible for the coordination, administration and implementation of the provisions of this policy. Exceptions to this policy require approval by the Township Board. Prior to the application of this policy regarding employment or transfer decisions with respect to spouses, Department Heads must contact the Township Administrator to ensure compliance with applicable federal, state, and local laws.

Article IV Written Complaint Process

A. Written Complaint Policy

- 1.) Employees are encouraged to bring their complaints about work-related situations to the attention of management. Employees will be provided with an opportunity to present their complaints and appeal decisions by management through a formal complaint procedure. All complaints will be resolved fairly and promptly.
- 2.) A complaint may be defined as an employee's expressed feeling of dissatisfaction concerning conditions of employment or treatment by management, supervisors or other employees. Examples of actions which may be causes of complaints include, but are not limited to:
 - a. Application of Township policies, practices, rules, regulations and procedures believed to be to the detriment of an employee;
 - b. Treatment considered unfair by an employee, such as coercion, reprisal, harassment or intimidation;
 - c. Alleged discrimination because of race, color, religion, sex, national origin/ancestry status, sexual orientation, gender identity and/or gender expression, disability (mental or physical), age, marital status, military status, unfavorable discharge from military status, genetic information, arrest record, citizenship status, pregnancy, and any other protected status under federal, state, and local law; and,
 - d. Improper or unfair administration of employee benefits or conditions of employment such as vacations, promotions, retirement, holidays, performance review, salary or seniority.
- 3.) Managers are responsible for ensuring that the complaint is fully processed. Under no circumstances will an employee be penalized for using the Township's complaint procedure.

B. Complaint Process

- 1.) Any complaint filed will follow the procedure outlined below, refer to the provision or provisions of Township policy, practice, procedure, rule or regulation alleged to have been violated and adequately set forth the facts pertaining to the alleged violation.

Step 1: The complainant shall present a complaint in writing to his or her immediate supervisor. Discussions shall be informal for the purpose of settling

differences in the simplest and most direct manner. The immediate supervisor shall reach a decision, if possible, and communicate it in writing to the complainant within 3 working days from the date the complaint was presented.

Step 2: If the complaint is not settled in the first step, the complainant shall, within 3 working days, forward the written complaint to the Department Head. The Department Head will attempt to, within 5 working days, meet with the complainant to determine the facts of the case. The Department Head will attempt to notify the complainant of his decision, in writing, within 5 working days following the date of the meeting, unless such time is mutually extended in writing.

Step 3: If the complaint is not settled at Step 2, the complainant shall, within 5 working days, forward the written complaint to the Township Administrator. The Township Administrator will attempt to meet with the complainant and/or additional parties involved within 10 working days after receipt of the complaint, unless such time is mutually extended in writing. The Township Administrator will attempt to ascertain the facts and issue a decision in writing within 5 working days after the meeting, unless this period is extended in writing by mutual agreement.

Step 4: If the complaint is not settled at Step 3, and involves termination of a full-time employee after their probationary period, the complainant shall, within 5 working days, forward the written complaint to the Township Clerk or his designee for an appeal of the Township Administrator's decision to the Township Board. The employee's complaint will be addressed at the next regularly scheduled Township Board meeting, if submitted 72 hours prior to the meeting. Should the employee submit the complaint after the 72-hour window has passed, they must wait for the next regularly scheduled Board meeting.

Step 4 does not apply to employees who report to an Appointing Authority (Highway Commissioner, Assessor, Mental Health Board, or the Township Supervisor in his role as Supervisor of General Assistance). In this instance, the Appointing Authority has the final authority.

C. Other Stipulations

- 1.) The decision of the Township Board at Step 4 shall be final and binding on the parties, without further right to appeal.
- 2.) The time limit at any stage of the complaint procedure may be extended by written mutual agreement of the parties involved in that step.
- 3.) Any complaint presented shall be on the form prescribed by the Township Administrator. It must be dated and signed by the employee presenting it. Any decision rendered shall be provided in writing to the employee and shall be dated and signed by the Township's representative at that step.
- 4.) When a written complaint is presented, the Township's representative shall provide a dated and signed receipt for it at that particular step.

- 5.) A complaint not advanced to the higher step within the time limit provided shall be deemed permanently withdrawn and as having been settled on the basis of the decision most recently given. Failure on the part of the Township's representative to answer within the time limit set forth in any step will entitle the employee to proceed to the next step.
- 6.) If the complaint involves a direct supervisor, or the employee feels they will be unfairly treated by their direct supervisor, the complaint process may begin with the complainant's next most senior management staff member.
- 7.) If the complainant reports directly to the Administrator and the complaint involves a suspension and/or termination, the complaint process may begin with the employee submitting in writing a complaint to the Township Clerk to be reviewed and decided by the Township Board at the next regularly scheduled meeting.
- 8.) If the complaint involves an official or Appointing Authority, then the complaint should be delivered in writing to the Township Administrator who will, upon review, forward the written complaint to the Township Board at the next regularly scheduled meeting.
- 9.) When a complaint is reduced to writing there shall be set forth:
 - a. A complete statement of the complaint and facts upon which it is based;
 - b. The section or sections of Township Policy claimed to have been violated; and
 - c. The remedy or correction requested.

Article V. Discipline of Township Employees

A. Grounds for Discipline

- 1.) The rules and regulations outlined in this policy, and others which may be established from time to time, are published to provide and promote understanding of what is considered appropriate conduct. These rules are not all inclusive and unacceptable conduct not specifically covered by this policy may result in disciplinary action depending upon the circumstances.
- 2.) Repeated violations of the same policy or rule; violations of more than one policy or rule in a single act; violation of any one policy or rule depending on the severity of the violation; violations of different policies or rules at different times and aggravating circumstances may be cause for accelerated, compound disciplinary action up to and including discharge.
- 3.) The list below are examples, but not limited to, violations that may result in discipline.
 1. Failure or refusal to follow the written or oral instructions of the Township Board, a member of the management staff, or their designee.
 2. Insubordination.
 3. Neglecting job duties and responsibilities.
 4. Engaging in unauthorized personal business during work hours.
 5. Intentionally falsifying records or documents, including time records.
 6. Discourtesy in dealing with Township officials, employees of the Township,

7. Township residents, and/or other members of the public.
7. Failure to give proper notice when unable to report for or continue work as scheduled.
8. Unexcused or excessive absenteeism
9. Abuse or misuse of Township property, materials or supplies.
10. Unauthorized use of Township property and equipment including telephones, copy machines and mail services.
11. Threatening, harassing or inflicting bodily harm to fellow employees.
12. Making false and malicious statements concerning employees or the Township.
13. Discriminating against employees in violation of applicable laws.
14. Unauthorized possession, use, purchase, consumption, transfer or sale of alcoholic beverages, controlled substances or illegal drugs during working hours, or while on or using Township property, or otherwise while representing the Township, or reporting to work under the influence of alcohol, controlled substances, or illegal drugs.
15. Accepting a free gift, gratuity, or other offering in the course of or in connection with Township work.
16. Possession of weapons during scheduled and/or paid hours of work, or while on or using Township property, except as specifically provided by state law. Weapons include any item whose primary purpose is to inflict injury to persons or damage to property.
17. Unauthorized disclosure of confidential records or information.
18. Failure to wear a uniform if required.
19. Gambling while on the job or performing services for the Township.
20. Theft, fraud or embezzlement of Township, citizen or employee property or funds.
21. Leaving the job during working hours without permission.
22. Violating Township policies, rules, regulations, or practices.
23. Unauthorized use of overtime.

B. Stages of Discipline

- 1.) A verbal warning is the first step in the disciplinary procedure. The Department Head or manager will discuss the violation with the employee and provide suggestions for correcting the problem. A disciplinary form, marked "verbal" will be placed in the employee's personnel file.
- 2.) A written warning may follow one or more verbal warnings issued to an employee for a repeated offense. Also depending on the severity of the act a written warning can be issued without a prior verbal warning. The Department Head or manager will discuss the situation with the employee along with suggestions for correcting the problem and a warning of what discipline may follow, up to and including discharge. A discipline form is issued and a copy is placed in the employee's personnel file.

C. Suspension

- 1.) Suspensions are unpaid, temporary separations for disciplinary purposes where the conduct is not sufficiently grave for dismissal or until such time as an investigation may be made and the matter resolved.
- 2.) The Department Head or Appointing Authority may suspend an employee without pay

when lesser forms of disciplinary action have not corrected the employee's behavior or performance. An employee may also be suspended for a first offense of a more serious nature.

- 4.) The suspension shall be for a period not to exceed five (5) working days. Written notice of suspension including the reasons and extent shall be forwarded to the Employee within twenty-four (24) hours of the action and shall be placed in the employee's personnel file.

D. Termination

- 1.) The Township Administrator or Appointing Authority may discharge any employee with or without cause.
- 2.) The Township Board shall also be notified of the plan to discharge.
- 3.) The notice of discharge will be in writing and will state the specific charges. The employee will be able to answer the charges if he/she desires by following the Township Complaint Process. The written notice will be placed in the employee's personnel file.

Article VI Wage and Compensation Practice

A. Employment Position Descriptions

- 1.) It is the position of Hanover Township that equitable wage and salary administration requires an existing system of employment position titles. The duties and tasks, or job content, for each employment position must be adequately described and maintained in current form. Where possible, methods and techniques for measuring the value to the Township of quality performance in each employment position will be utilized in an effort to establish and maintain fairness in wages and salaries among Township employees.
- 2.) It is the responsibility of each Department Head, Township Administrator or appointing authority, to prepare and provide current employment position descriptions to be maintained in each employee's personnel record. Each employment description shall include, but not be limited to the following information:
 - a. Education level or background and prior experience deemed necessary to satisfactorily perform the duties and tasks and meet the responsibilities of the position;
 - b. Reporting relationship of the employee to his or her supervisor;
 - c. A complete and accurate statement of the essential functions of the employment position;
 - d. Employment position title assigned to the position;
 - e. Any existing requirements for state and/or federal licenses or certificates required to perform all or part of the duties for employment positions;
 - f. The employment classification and status, i.e. full-time or part-time and exempt or non-exempt employee status.

- 3.) The Township Administrator shall determine when employment position titles and their descriptions, as well as major changes thereto, require approval of the Township Board or any other Township Official. The Township Administrator shall review the job description prior to filling vacant or newly created employment positions.

B. Wage and Salary Policy

- 1.) It is the intention of the Township and Township Board to develop methods and techniques to measure the value and quality performance of each employment position to the Township and to establish wage and salaries that are competitive with those of other employers.
- 2.) Any increase in salary or wages based upon merit should normally not be granted more frequently than once every twelve (12) months, customarily coinciding with the Township's new fiscal year.
- 3.) Merit increases in salary or wages shall be determined upon consideration of, but not limited to, the following factors:
 - a. The employee's quality or level of performance during the period being reviewed;
 - b. The number and extent of employment position objectives accomplished by the employee during the period being reviewed;
 - c. The employment position itself;
 - d. Consideration of the salary and employment position within the Township; and
 - e. Available funds.
- 4.) Increases in salary or wages may occur with an employee's promotion to a new employment position which calls for performance of significantly greater duties and responsibilities. All promotions must first be recommended by the employee's Department Head and approved by the Township Administrator. Final authority as to promotions and/or salary wage increases shall rest with the Township Board or Appointing Authority.
- 5.) In any instance where promotion to the new employment position calls for the employee to change status exempt from the minimum wage and over-time requirements of the FLSA, the Department Head will inform the employee of this exempt status and discuss how the employee's salary or wages may ultimately be altered if the employee pursues and accepts the promotion.
- 6.) Increases in salary or wages based upon merit and/or promotion to a new employment position shall not be paid retroactively to the date of the most recent employment review and/or promotion to a new employment position, except in special circumstances as determined by the Township Administrator.
- 7.) Employees that have worked less than sixty, (60), days before the beginning of the new fiscal year will not be eligible for a merit increases. Individuals employed for less than a year and who have worked more than sixty, (60), days before the beginning of the new fiscal year will be eligible for a prorated merit increase.

C. Performance Evaluations

- 1.) Performance evaluations are utilized on a regular and periodic basis to assess the various categories of strengths and weaknesses of each employee.
- 2.) Performance evaluations will normally be conducted at least once per year, prior to the beginning of the new fiscal year for all full-time employees and may be performed on a more frequent basis as directed by the Township Administrator.
- 3.) Performance evaluations for part-time employees may also be conducted from time to time.
- 4.) The Department Head or manager will complete a performance evaluation form which will be used to discuss all areas of the employee's job performance.
- 5.) The employee will be provided with an opportunity to review the form and receive a copy of the evaluation.
- 6.) A satisfactory or above performance evaluation does not entitle an employee to a pay increase, promotion or guarantee of continued employment.

D. Overtime Pay

- 1.) Overtime pay will be paid to all non-exempt employees at a rate of one and one-half times the non-exempt employee's regular rate of pay for each hour worked in a work week in excess of forty (40) hours.
- 2.) Overtime compensation will be paid for hours actually worked in excess of 40 hours in a seven (7) consecutive day workweek beginning at 12:01 a.m. Sunday and continuing through midnight Saturday, excluding sick leave.
- 3.) All non-exempt employees are required to get permission from their Department Head or manager before working overtime. Non-exempt employees who work unauthorized overtime may be subject to discipline.

E. Mileage Reimbursement

- 1.) Full-time and part-time Township employees will be reimbursed for mileage and other employment related expenses.
- 2.) Mileage expense reimbursement is not applicable for commuting to and from the place of Township employment. All employees are required and expected to use the most economical form of transportation when traveling on Township business.
- 3.) When authorized by the employee's Department Head, employees may use their own vehicle while conducting Township business, provided the employee's vehicle is properly insured in accordance Illinois motor vehicle laws.
- 4.) All mileage expense requests must be submitted through the travel reimbursement form to the Department Head for review and approval. The rate of reimbursement may be changed by the Township Administrator and will be provided in accordance

with such expenses and rates then allowable under the Internal Revenue Code.

- 5.) Township employees may also be reimbursed for necessary employment related expenses incurred while conducting Township business. Such expenses must be authorized in advance by the employee's Department Head. The Township Administrator may establish and amend these guidelines for other expenses, which include housing and meals at Township business related conferences.

F. Time Records

- 1.) Time records are the basis of all hourly employees' pay, it is essential that time records be accurate.
- 2.) Falsification of time records, including but not limited to, having another individual "punch in" or "punch out" for an employee is grounds for immediate termination.
- 3.) If any problems or discrepancies arise regarding a paycheck, it is the employee's responsibility to immediately bring it to the attention of the employee's supervisor or the Township Administrator or Assistant Township Administrator

Article VII Hanover Township Safety and Health Practices

A. Township Smoke-Free Policy

- 1.) In the interest of promoting health and safety and in accordance with Illinois law, the Township has enacted a smoke free policy which applies to all Township buildings and facilities (including rest rooms). Smoking is also prohibited within any Township vehicle.
- 2.) The use of smoking materials refers to the burning, inhaling, exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, or any other lighted smoking equipment. This prohibition also extends to the use of smoke-free tobacco products such as chewing tobacco. Disregard for this policy may subject the violating employee to disciplinary action.

B. Drug and Alcohol Free Workplace

- 1.) The Township is a public agency and has the responsibility to uphold the public trust and maintain a positive image. The Township expects all personnel to report to work in a condition suitable to perform their duties at the highest level of efficiency.
- 2.) The impairing influence of drugs and alcohol during working hours is inconsistent with this objective. Whenever employees are working, operating Township equipment, vehicles or are present on Township premises, they are prohibited from using, possessing, buying, selling, manufacturing or dispensing illegal drugs.
- 3.) Employees are further prohibited from being under the influence of alcohol or illegal drugs and possessing or consuming alcohol.
- 4.) This policy does not prohibit employees from the lawful use and possession of prescribed medications.

- 5.) Employees must, however, consult with their doctors about the medications' effect on their ability to work safely, and promptly disclose any restrictions to their Department Head (employees should not, however, disclose underlying medical conditions unless specifically directed to do so). Any violations of this policy will subject the employee to immediate discipline up to and including discharge.
- 6.) Certain employees are also covered by the Township's Illinois Department of Transportation Drug and Alcohol Policy. Covered employees will receive a copy of this policy from their Department Head.
- 7.) From time to time, as prescribed by the Township's Drug and Alcohol Policy, employees may be subject to initial and random drug and alcohol testing.

C. Workplace Violence

- 1.) The Township is concerned about the increased violence in society, which has also filtered into many workplaces throughout the United States, and has taken steps to help prevent incidents of violence from occurring at the Township. It is the policy of the Township to expressly prohibit any acts or threats of violence by any Township employee or former employee against any other employee in or about Township's facilities or elsewhere at any time.
- 2.) The Township also will not condone any acts or threats of violence against Township employees, customers, or visitors on the Township's premises at any time or while they are engaged in business with or on behalf of the Township, or on or off the Township's premises.
- 3.) In keeping with the spirit and intent of this policy, and to ensure that the Township's objectives in this regard are attained, it is the intent of the Township:
 - a. To take prompt remedial action up to and including immediate termination, against any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures.
 - b. To take appropriate action when dealing with guests, clients, former employees, or visitors to the Township's facilities who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
 - c. To prohibit employees, former employees, guests, clients, and visitors from bringing unauthorized firearms or other weapons onto the Township's premises.
 - d. To establish viable security measures to ensure that the Township's facilities are safe and secure to the maximum extent possible and to properly handle access to Township facilities by the public, off-duty employees, and former employees.
- 4.) In furtherance of this policy, employees are expected to notify their Department Heads, security personnel, or human resources representatives of any suspicious workplace activity or situations or incidents that they observe or that they are aware of that involve other employees, former employees, clients, or visitors and that appear problematic. Employees are also encouraged to call 9-1-1 in case of emergency.

- 5.) This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, and the like. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The Township will not condone any form of retaliation against any employee for making a report under this policy.

Disclaimer: Hanover Township has in no way undertaken a duty to detect or prevent violence or protect employees from acts of violence.

E. Workplace Inspections

- 1.) The Township reserves the right to search any employee's office, desk, computer, equipment, files and records or other Township property issued to them.
- 2.) All offices, desks, computers, equipment and so forth, are the property of the Township and are issued for the use of employees only during their employment with the Township.
- 3.) Inspections may be conducted at any time at the discretion of the Township Administrator. The Township is not responsible for the loss of personal property.
- 4.) Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal drugs, will be sent immediately to their Department Head or manager and be subject to disciplinary action up to and including discharge.

Article VIII Attendance, Closings, and Leaves of Absence Policies

A. Attendance of Employees

- 1.) Employees are expected to report to work as scheduled and to be at their work stations at their starting times and again after their breaks and meal periods at the prescribed times. Failure to observe scheduled working hours reduces productivity and places an unfair burden on fellow employees. Excessive absenteeism or tardiness may result in discipline up to and including discharge.
- 2.) Whenever an employee is unable to report to work as scheduled because of an illness or emergency (i.e. unscheduled absence), the employee must notify his or her Department Head or manager, (or the Township Administrator if the Department Head or manager is not available), at least thirty (30) minutes prior to his or her starting time for each occasion of absence, or as soon as possible if the circumstances do not allow for such prior notice.
- 3.) The employee should advise the Department Head or manager of the reason for the absence and the anticipated length of the absence. If the employee does not indicate the expected duration of the absence, the employee must notify, daily prior to their starting time and notify the Department Head of the continued absence. Any employee who fails to report to work for three (3) consecutive workdays and fails to notify his or her Department Head (or Township Administrator) of the absence will be considered to have resigned his or her employment with the Township.

- 4.) The Department Head or manager, after consultation with the absent employee, will also determine if the absence is to be treated as vacation time, sick leave, FMLA leave, bereavement leave, personal leave, compensatory time off or an uncompensated absence.

B. Business Hours

- 1.) The regular business hours of the Hanover Township office shall be from Monday through Friday, 8:30 a.m. to 4:30 p.m. These regular business hours may be extended, reduced, or otherwise amended by the Township Board, or elected official that oversees a department.
- 2.) Employees that work more than 7 ½ hours in a day are entitled to one half hour for lunch and two fifteen-minute breaks or 1 hour for lunch, which may be scheduled by the employee's Department Head at his or her discretion.
- 3.) The regular hours of employment may vary from department to department.

C. Observed Holidays

- 1.) The Township will observe and compensate Township employees for holidays, as adopted annually by the Township Board and posted by the Clerk.
- 2.) Full-time employees are awarded one, (1) floating holiday that is added to an employee's allotted time off at the beginning of each calendar year.
- 3.) Full-time employees are compensated at a rate of one working day.
- 4.) Part-time employees are compensated on a rate based on their scheduled working hours, rate of pay, and status as an employee.
- 5.) The Township Board may add or remove holidays at its discretion.

D. Township Closing Information

- 1.) In the event that the Township should close for weather or emergency-related reasons the Supervisor and Township Administrator will confer to determine whether the Township shall open at 8:30 a.m., delay the opening until 12:30 p.m., or close for the entire day.
- 2.) The Township Administrator will inform Department Heads by 7:30 a.m. regarding emergency closings. Department Heads will be responsible for informing staff members.
- 3.) Should the decision be made to open at 12:30 p.m., any staff member who does not report to work will be charged with one-half sick day.
- 4.) Should the decision be made to allow for a partial closure, the Township Administrator would confer with Department Heads to identify essential staff that would report to work.
- 5.) During partial closures, employees that report to work may be compensated personal days to be determined by the Township Administrator.

E. Leave of Absence Policy

- 1.) The Township recognizes that occasions arise where an employee may require a leave of absence. Employees must submit a written request to their Department Head within a reasonable time before the expected leave is to commence unless excused by an emergency situation. If an emergency situation arises, the employee must inform his or her Department Head within a reasonable time (but no later than two (2) days) after the emergency situation or first absence. If a Leave of Absence is approved, the employee must exhaust any paid leave (vacation, sick and personal time) prior to receiving unpaid leave.
- 2.) The Township is not obligated to hold that employee's position open if he or she is granted a personal leave unless otherwise necessary to provide a reasonable accommodation or otherwise required by law.
- 3.) The Township will assess its ability to hold the employee's position open after a predetermined period of time, and may have to fill the employee's position to enable the Township to maintain public services and efficient operations.

F. Illinois School Visitation Rights Act

- 1.) Eligible employees are granted eight (8) hours of unpaid parental leave each school year for an employee to attend school conference or class-room activities that cannot be scheduled during non-working hours.
- 2.) No more than four (4) hours may be taken in one day.
- 3.) Employees must provide written notice to their Department Head before the scheduled activity.
- 4.) The Township will make every effort to allow the employee to make up the leave at another scheduled time.

G. Military Leave

- 1.) Many state and federal laws provide job protection as well as salary and insurance protection to military members. The following is a summary of laws which offer protection to military members who are employed by public entities in Illinois:
 - a. The Uniformed Services Employment and Reemployment Rights Act of 1994(USERRA) – protects the right of an employee service member to re-employment if he or she gives advance notice to the employer prior to service, services 5 years or less, returns to work in a timely manner upon discharge and is not discharged for dishonorable reasons.
 - b. The Local Government Employees Benefits Continuation Act (50 ILCS 140/1) – provides an employee of a unit of local government who is a member of any reserve component of the U.S. Armed Services or Illinois National Guard who is mobilized to active duty shall for each pay period continue to receive his or her regular compensation that he received from the local government plus health insurance minus the amount of base pay for military services for the duration of active military service.

- c. The Military Leave of Absence Act (5 ILCS 325/0.01) – provides members of the U.S. Armed Forces or any reserve component of the Illinois State Militia shall be granted leave from his or her public employment for basic training, special or advanced training, annual training and any other training required by the U.S. Armed Forces. During annual training, employees are to receive their regular compensation. During basic training, special, or advanced training (for up to 60 days), and for any other training or duty, if the employee's daily rate of compensation for the military is less than his daily rate of compensation as a public employee, he shall receive the difference from the employer.
- d. The Public Employee Armed Services Rights Act (5ILCS 330/1) provides protection of active duty armed services members to insurance coverage and its immediate continuation upon return to public employment, the right to any promotional, employment, contractual or salary benefit, pension rights, or any other rights conferred on similarly situated public employees during the period of the employee's active duty.
- e. The Service Member's Employment Tenure Act (330ILCS 60/1) provides for position restoration and seniority preservation of those who leave employment to enter military service.
- f. The Family Military Leave Act (820 ILCS 151/1) provides up to 30 days of family military leave, job restoration benefits after leave and benefit continuation during leave at employee expense.
- g. Municipal Employee Military Active Duty Act (50 ILCS 120/0.01) provides for leave position restoration without loss of seniority and pension payments during leave.

Please contact Human Resources for further details about your uniformed or military leave rights.

H. Jury Service - Witness Judicial Proceeding

- 1.) Any employee whose service on a jury or appearance as a subpoenaed witness causes the employee to be absent from work will be compensated at his or her normal rate for up to ten (10) consecutive workdays. In addition, any fees received as a juror or subpoenaed witness may be kept by the employee. If an employee is required to serve for over ten (10) consecutive workdays as a witness or subpoenaed juror, the Appointing Authority or Township Board (at a regularly scheduled Township meeting) will decide whether the employee will receive any further compensation for additional absences due to continued service as a juror or subpoenaed witness. This policy will be applied consistent with the provisions of the FLSA.

I. Bereavement Leave

- 1.) When a death occurs to a member of any full-time employee's immediate family, the employee will be allowed one (1) to three (3) days of compensated bereavement leave at the employee's full regular hourly rate, to be determined by the Department Head.
- 2.) All employees must notify their Department Heads of the need to utilize compensated

bereavement leave as soon as possible.

- 3.) For purposes of compensated bereavement leave, immediate family members include the employee's spouse, children, parents, brother, sister, mother- or father-in-law, grandparents and other relatives by blood if such deceased relative of the employee lives with the employee.
- 4.) No more than ten (10) days of compensated bereavement leave will be allowed to any Township employee in any year of employment.
- 5.) Other requests for one (1) day of compensated bereavement leave in the case of the death of a close personal friend or other relative of the employee may be granted by the employee's Department Head.
- 6.) Compensated bereavement leave does not accumulate or carry over into the employee's succeeding year of employment.
- 7.) Under special circumstances additional time for bereavement leave may be granted by the Township Administrator.

J. Special Leave

- 1.) Any full-time employee who is or will be absent from Township employment for a predetermined period of time in excess of one (1) month, for a valid personal reason, may be granted an uncompensated special leave of absence.
- 2.) The Township Board retains the discretionary authority to grant special leaves to full-time employees. The employee must exhaust all accrued paid leave (vacation, sick and personal) before being granted unpaid leave. The granting of special leaves, and the length of the leave, will be determined by the Township Board or Appointing Authority upon the recommendation of the Township Administrator.

K. Maternity/Paternity Leave

- 1.) Maternity/paternity leave under this Policy is a leave associated with the birth of an employee's own child or the placement of a child with the employee in connection with adoption or foster care during which time an employee is paid 50% of his or her salary. Maternity/paternity leave is not charged against the employee's leave credits. Eligible employees may take up to 30 calendar days of maternity/paternity leave. In order to be eligible for said paid maternity/paternity leave, the employee must have worked for the Township as a full time employee (as defined herein) during the 12 months immediately preceding the maternity/paternity leave.
- 2.) Health insurance benefits will continue to be provided during the paid maternity/paternity leave under this Policy at the same rate as in effect before the leave was taken.
- 3.) The employee must provide 30 days prior notice (or as much notice as practicable if the leave is not foreseeable) to the employee's Department Head of the request for leave and complete the necessary forms and file said forms with the Township Administrator.
- 4.) After the 30 days of paid maternity/paternity leave has concluded, subsequent leave shall be covered under appropriate policies, including, but not limited to, leave under

the Family Medical Leave Act (FMLA). The balance of FMLA leave beyond the 30 days of paid maternity/paternity leave for eligible employees shall be in accordance with Section F of this Article. Maternity/paternity leave is considered time used against the maximum twelve weeks of Family Medical Leave and runs concurrently with FMLA or any other leaves for which the employee is eligible. During the paid maternity/paternity leave, the employee may charge sick leave, vacation leave, and/or personal leave up to 100% of the employee's salary. However, if also utilizing FMLA during maternity/paternity leave, an employee must use any available paid time off, in concurrence with their leave.

- 5.) Employees who are not eligible for paid maternity/paternity leave may nevertheless be eligible for other leaves of absence and/or benefits provided under this Personnel Policy or as otherwise required by law, including, but not limited to Family Medical Leave, disability leave, and/or reasonable accommodations under the Americans with Disabilities Act. Nothing herein shall be construed as a limitation or denial of any benefits that an employee would otherwise be eligible for under the Township Personnel Policy and/or applicable law, including but not limited to any disability leave and continued health care coverage.
- 6.) The employee's right to reinstatement shall be as provided in this Personnel Policy and in accordance with applicable federal and state laws and regulations including but limited to the Pregnancy Discrimination Act.

Article IX. Family and Medical Leave Act and Military Leave (FMLA) Policy

A. Eligibility

- 1.) To be eligible for FMLA benefits, an employee must have worked for Hanover Township for a total of 12 months and have worked at least 1,250 hours over the previous 12 months.

B. Leave Entitlement

- 1.) A covered employee is entitled to up to a total of 12 workweeks of unpaid leave in a 12 month period for one or more of the following reasons.
 - a. For the birth of a son or daughter, and to care for the newborn child
 - b. For the placement with the employee of a son or daughter for adoption or foster care
 - c. To care for the employee's spouse, son or daughter or parent (but not parent-in-law) who has a serious health condition
 - d. When the employee is unable to perform the functions of the employee's job because of a serious health condition, or because of incapacity due to pregnancy, prenatal medical care or child birth
- 2.) Leave to care for a newborn child or for a newly placed child must conclude within 12 months after the birth or placement

Spouses employed by the same employer are limited to a combined total of 12 workweeks of family leave for the following reasons:

- a. Birth or care of a child;
 - b. For the placement of a child for adoption or foster care, and to care for the newly placed child; and,
 - c. To care for an employee's parent who has a serious health condition
- 3.) Eligible employees whose spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12 week entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending counseling sessions, and attending post-deployment reintegration briefings.
- 4.) An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered servicemember who is recovering from serious illness or injury sustained in the line of duty on active duty, is entitled to up to 26 weeks of unpaid leave in a single 12 month period to care for the servicemember. A covered servicemember is current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is on temporary disability retired list.
- 5.) An eligible employee entitled to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the single 12-month period, but is entitled to no more than 12 weeks of leave for:
- a. The birth of a son or daughter of the employee and in order to care for such son or daughter;
 - b. Because of the placement of son or daughter with the employee for adoption or foster care;
 - c. In order to care for the spouse, son, daughter or parent with a serious health condition;
 - d. Because of the employee's own serious health condition; or
 - e. Because of qualifying exigency
- 6.) The terms "son or daughter" are defined as biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age or 18 years of age or older and incapable of self-care because of a mental or physical disability. An employee stands in loco parentis to a child when the employee intends to assume the responsibility of a parent with regard to the child through either day-to-day care or financial support.

C. Intermittent FMLA Leave

- 1.) Under some circumstances, employees may take FMLA leave intermittently – which means taking leave in blocks of time, or reducing their normal weekly or daily work schedule.
- 2.) If FMLA leave is for birth or care of placement for adoption or foster care of a son or daughter, use of intermittent leave is subject to the employer’s approval.
- 3.) FMLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member or seriously ill or injured servicemember, or because the employee is seriously ill and unable to work.

D. Serious Health Condition

- 1.) A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job or prevents the qualified family member from participating in school or daily activities.
- 2.) Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

E. Leave Availability Calculation

- 1.) Hanover Township has adopted the “rolling 12 month period” method of calculating available FMLA leave for all types of leave, with the exception of leave to care for a seriously ill or injured servicemember.
- 2.) Under the rolling 12-month period, in order to determine the amount of available FMLA leave, the calculation is made each time an employee commences FMLA leave. From that date, the preceding 12 month period is examined.
- 3.) Any FMLA leave used during the preceding 12 months is deducted from the 12 weeks annual leave granted by FMLA. The employee is entitled to take no more than the remaining FMLA balance.
- 4.) For FMLA leave requests made to care for a covered servicemember with a serious injury or illness, the single 12-month period begins on the first day the eligible employee takes FMLA leave.

F. Substitution of Paid Leave

- 1.) Any employee taking FMLA leave is required to substitute and use any remaining paid leave benefits which are available or become available during the FMLA leave. This includes vacation, personal, floating holiday and sick days.

2.) Such paid leave is substituted for the unpaid FMLA leave, and is not in addition to such FMLA leave.

3.) All other FMLA leave is unpaid.

G. Medical Insurance Benefits While On FMLA Leave

1.) During FMLA leave, Hanover Township will maintain the employee's health coverage under any group health plan, under the same terms as if the employee had continued work.

2.) If the employee was required to pay a portion of the premiums for coverage, that obligation continues while on leave. Payment is expected to be made in the same amounts, at the same time (i.e. each payroll date) as was made while working. If any payment is more than thirty (30) days late, medical coverage may be cancelled pursuant to the FMLA Rules and Regulations.

3.) An employee can elect not to continue medical coverage while on leave. If this election is made, Hanover Township will immediately place the coverage into COBRA.

4.) If coverage is continued while on FMLA leave, and the employee does not return to work at the end of the FMLA leave period, Hanover Township may bill the employee for the amount of premiums paid by Hanover Township during the leave period unless the employee does not return to work due to a reason exempted from this provision by FMLA Rules and Regulations.

5.) No other employment benefits provided by Hanover Township to employees are continued during FMLA leave. All such benefits are instead held in abeyance until the employee returns to work. Use of FMLA leave will not result in loss of any employment benefit that accrued prior to the start of an employee's leave.

H. Procedure for Requesting FMLA Leave

1.) An employee must provide Hanover Township with at least thirty (30) days advance notice before FMLA leave is to begin if the need for leave is foreseeable. If 30 days notice is not possible, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practical.

2.) Employees must provide sufficient information for Hanover Township to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include, but is not limited to, the following:

- a. Employee is unable to perform job functions;
- b. The family member is unable to perform daily activities
- c. The need for hospitalization or continuing treatment by a healthcare provider; or
- d. Circumstances supporting the need for military family leave

- 3.) Employees must inform Hanover Township if the requested leave is for a reason for which FMLA leave was previously taken or certified.
- 4.) Employees will also be required to provide certification as specified below, and may be required to provide periodic recertification supporting the need for leave.
- 5.) Any employee taking leave to care for the employee's covered family member with a serious health condition, or due to the employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of the employee's position must be supported by a certification issued by the health care provider of the employee or the employee's family member.
- 6.) An employee taking leave because of a qualifying exigency or to care for a covered servicemember with a serious injury or illness must also be supported by certification, except that an employee taking leave to care for a covered service member may provide an invitational travel order (ITO) or an invitational travel authorization (ITA) in lieu of certification for the leave taken through the expiration of the ITO or ITA.
- 7.) Copies of the certification form can be obtained from Human Resources. Employees are required to furnish the above-referenced certifications at the time the employee gives notice of the need for leave or within five (5) business days thereafter. In the case of unforeseen leave, certification must be provided within five (5) business days after the leave commences.
- 8.) FMLA leave may be denied in accordance with FMLA Rules and Regulations if appropriate certification is not provided.

I. Consequences for Taking FMLA Leave

- 1.) Any FMLA leave taken will be counted against the available leave allowed by statute. Any employee seeking to return to work after leave taken because of the employee's own "serious health condition" must submit a medical certification of fitness to return to duty, signed by the attending health care provider, before the employee will be allowed to return to work. Failure to comply with this requirement does not extend the leave.
- 2.) On return from FMLA leave, the employee will be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms of conditions of employment.
- 3.) Hanover Township reserves the right to deny restoration to "key employees" as defined by the FMLA regulations where restoration will cause "substantial and grievous economic injury" to the operations of Hanover Township.
- 4.) If the employee is unable to perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition or an injury or illness also covered by workers' compensation, the employee has no right to restoration to another position under FMLA. The employee may, however, fall under the Americans with Disabilities Act (ADA).

J. Employer Responsibilities

- 1.) Hanover Township must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information as well as the employees' rights and responsibilities. If they are not eligible, Hanover Township will provide a reason for ineligibility.
- 2.) Hanover Township must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's entitlement. If its determined that the leave is not FMLA-protected, Hanover Township must notify the employee.

K. Unlawful Acts By Employers

- 1.) The FMLA makes it unlawful for any employer to:
 - a. Interfere with, restrain, or deny the exercise of any right provided under FMLA;
 - b. Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

L. Enforcement

- 1.) An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.
- 2.) FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or Local law which provides greater family or medical leave rights.

M. Reference to FMLA Notice Poster

- 1.) Hanover Township has posted in each Township building, a notice setting forth the relevant provisions of the FMLA. The terms of the notice are incorporated in this policy document as if they were specifically set forth.
- 2.) Each employee is charged with familiarizing him/herself with the contents of the notice concerning all applicable employee rights and obligations under the FMLA.

Article IX Summary of Benefits

A. Eligibility

- 1.) Full-time employees are eligible for the insurance benefits outlined in this section. Part-time employees may be eligible for benefits if applicable by state, federal or local laws.

B. Major Medical Health Insurance

- 1.) Full-time employees and their eligible dependents will be offered the opportunity to participate in a health care insurance program.

- 2.) Coverage begins the first day of the month following the first thirty (30) days of full-time employment and continues through the last day of the month within which the employee's employment is terminated.
- 3.) A summary plan description (SPD) which explains coverage of your health insurance benefits in greater detail is available through the Human Resources office.
- 4.) The actual plan documents, which are available through the Human Resources office are the final authority in all matters relating to benefits described in this manual or in the summary plan description and will govern in the event of any conflict.
- 5.) Additionally, the Township reserves the right to change or eliminate any benefits at any time in accordance with applicable law.
- 6.) Employees who have existing major medical coverage may elect to waive the Township's group insurance. Those employees may then be eligible to receive the Health Waiver Reimbursement, the amount of which will be set by the Township Board.

C. COBRA Continuation of Major Medical Health Insurance

- 1.) The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to temporarily continue health insurance coverage under the Township's health plan when an event occurs which normally would result in the loss of eligibility.
- 2.) Generally, an employee will have the right to continue to participate in the Township's health plan for up to eighteen (18) months.
- 3.) Employees who elect COBRA continuation coverage must pay the entire premium for health insurance after employment separation.
- 4.) If a second qualifying event occurs during the 18-month period, the continuation period for the spouse and dependent children of the employee is extended so that these qualified beneficiaries may receive up to thirty-six (36) months of coverage from the date of the first qualifying event.
- 5.) Employees who retire before age 65 (55 or older) may, if they qualify, continue under the Illinois Insurance Code (215 ILCS 5/367j) to age 65. Spouses of such employees may also be continued to age 65. Employees who elect this continuation of coverage must pay the entire premium for health insurance after employment separation.
- 6.) The Township provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage. The notice contains important information about the employee's rights and obligations.

D. Life Insurance

- 1.) Full-time employees are eligible for group term life insurance at nominal, or no expense to such employees. Spouse and dependent coverage is also available, as well as the option to voluntarily purchase additional life insurance.

- 2.) All full-time employees become eligible for the group life insurance coverage the first day of the month following the first thirty (30) days of full-time employment.
- 3.) A summary plan description (SPD) which explains coverage of your life insurance benefits in greater detail is available. The actual plan documents are the final authority in all matters relating to benefits described in this manual or in the summary plan description and will govern in the event of any conflict.
- 4.) The Township reserves the right to change or eliminate any benefits at any time in accordance with applicable law.
- 5.) In addition, the Illinois Municipal Retirement Fund currently provides that in the event of death, the employee's beneficiary(ies) will receive an amount equivalent to one year's salary, plus a refund of all IMRF contributions with interest, made by the employee, provided said employee has at least one year IMRF service credit or if death were work-related. If less than one year of IMRF credit has been accrued, a refund of all the employee's IMRF contributions is made.

E. Worker's Compensation

- 1.) All employees are protected by Workers' Compensation, as provided for by state statute, in the event of a work-related injuries and illnesses or death occurring in the course of employment.
- 2.) It is the responsibility of every employee to report any work-related illness or injury which occurs on the job, to his or her supervisor, Department Head and Township Administrator as soon as possible. Failure to report any injury, illness or incident may result in the possible forfeiture of the employee's rights under Workers' Compensation.

F. IMRF - Illinois Municipal Retirement Fund

- 1.) All employees who work 600 hours or more annually, as set by the Township board, are required to participate in the Illinois Municipal Retirement Fund (IMRF). IMRF is established under Illinois Statute to provide a program of retirement annuities and disability and death benefits for employees of local governments. All participating employees contribute a percentage of their salary or wages to IMRF through payroll deduction in accordance with IMRF regulations.
- 2.) The Township Board, at its discretion, may at anytime approve a resolution setting a 1,000 hour annual requirement for participation in IMRF. At that time, any current employees will be grandfathered under the 600 hour or more requirement for IMRF participation as long as they remain employees of the Township. Any employees whose start date falls after the passage of said resolution, would be subject to the 1,000 hour or more annual requirement for IMRF participation.
- 3.) In accordance with the relevant state statutes, all participating employees may utilize unpaid sick leave for the purpose of accumulating up to one year of additional pension service credit upon retirement. The additional credit would be earned at the rate of one month extra service for every 20 days of unpaid sick leave. Sick leave credit of any fulltime employee accrues to a maximum of 240 days only for IMRF purposes.

G. Disability Coverage (Coverage through IMRF)

- 1.) After the first year of employment, an employee may be eligible for benefits from IMRF. While on approved IMRF disability leave, an employee receives the following benefits:
 - a. Continue to earn IMRF service credit as if working;
 - b. Continue to be covered by IMRF death benefit protection;
 - c. Receive monthly disability benefit payments equal to fifty percent (50%) of the employee's average monthly salary based on the employee's salary for the 12 months prior to the month he or she became disabled;
- 2.) An employee generally may be eligible for disability benefits through IMRF meets the following:
 - a. Has at least 12 consecutive months of service credit;
 - b. Is disabled for more than 30 days;
 - c. Is unable to perform assigned duties due to injury or illness;
 - d. Is not receiving any earnings from any IMRF employer;
- 3.) In the event of a work-related disability, the Township may pay 100 percent of the regular salary for the first thirty (30) days of disability, or until Worker's Compensation is granted within the (30) day period.

H. Paid Time Off

1.) Vacation Days

- a. Full-time employees, (those that are scheduled to work 30 or more hours per week), are eligible for paid time off.
- b. The number of a full-time employee's paid vacation days is based on the employee's number of completed continuous years of employment.
- c. No employee will be compensated for time spent on vacation unless the employee is using his or her accrued paid vacation days. Full-time employees are eligible for paid vacation days as follows:
 1. After the first 30 days of employment, an employee is eligible to use five (5) working days of vacation time within the first year of employment.
 2. On the one year anniversary to the completion of the fourth year of employment an employee will be eligible to use ten (10) working days of vacation time, annually.
 3. From the fifth year of employment to the completion of the ninth year of employment an employee will be eligible to use fifteen (15) working days of vacation time, annually.

4. From the tenth year of employment and any subsequent year after that an employee will be eligible to receive twenty (20) working days of vacation time, annually.
- d. The anniversary date for full-time employees will be the same day on which full-time employment began.
 - e. Accrued paid vacation days will not carry over from the current calendar year to the next. Full-time employees must use their accrued paid vacation days prior to the expiration of the current anniversary date or forfeit the paid vacation. In certain circumstances, a request may be made to the Township Administrator to extend unused vacation days up to two (2) months past the employee's anniversary date.
 - f. The only exception to vacation day accrual is that any vacation days accrued prior to December, 31, 2001 by eligible employees may continue to accrue on an annual basis.
 - g. Full-time employees who are terminating their employment will be paid for any unused, accrued vacation days.
 - h. Vacations are provided to each full-time employee as a means of refreshing an employee's health, rest, relaxation and individual pleasure. As such, the Township does not pay employees vacation pay in lieu of time off, except with the prior approval of the Township Board, Appointing Authority or upon separation.
 - i. Vacations must be scheduled far enough in advance to assure the smooth performance of Township governmental functions.
 - j. Vacation schedules will be determined by the Department Head involved. In scheduling vacations, the Department Head should consider: the Township's work requirements; the employee's length of continuous employment; the employee's preferences; and other relevant business considerations.
 - k. In the event of a scheduling conflict, the Department Head should give preference to employees based on seniority.
 - l. Except in unusual circumstances, paid vacation days may not be used in increments of less than one (1/2) workday.
- 2.) Paid Sick Leave
- a. Full-time employees, (those employees who are scheduled to work more than 30 hours per week), will accumulate one (1) day of compensated sick leave for each completed month of employment totaling twelve (12) days per year.
 - b. Part-time employees are not eligible to receive sick leave. Should a part-time employee be absent or sick from work, they will not be compensated for that day. The policies set forth for frequent absences and continuous days of time off will apply to part-time employees as well as full-time employees.
 - c. Full-time employees may accrue paid sick leave up to 60 days.

- d. After accruing sixty (60) days of paid sick leave, employees may continue to accumulate up to 240 additional sick days solely for the purpose of receiving additional IMRF credits after retirement. These additional days cannot be used for time off of work.
 - e. If sick leave has been exhausted, personal time and vacation time must be used, unless otherwise prohibited by law.
 - f. Upon approval of the Department Head, employees may use accumulated days of paid sick leave to care for members of their immediate family. Immediate family members for purposes of this leave will include only the employee's spouse, children, parents and members of the employee's household living with the employee.
 - g. If a full-time employee has suffered a work-related illness or injury and is receiving Workers' Compensation benefits, the employee is only eligible to receive accumulated sick leave pay for the difference between the Workers' Compensation benefits and employee's regular pay.
 - h. All employees are required to provide written verification of an illness or injury from a licensed medical provider when they know or anticipate that they will be absent from work for any period in excess of three (3) consecutive workdays.
 - i. In addition, when employees are absent from work due to illness or injury for any period in excess of three (3) consecutive workdays, the employee must provide the statement from a licensed medical provider verifying that they are able to return to work. This requirement applies to part-time and full-time employees regardless of whether the full-time employee's absence was compensated sick leave or not.
 - j. A full-time or part-time employee who is frequently absent from work and who claims that such absences are due to illness or injury, may also be required to submit a medical certification for safety and health reasons.
 - k. Upon separation, full-time employees will be compensated for any unused accumulated days of paid sick leave, up to sixty (60) days, at a rate of one half (1/2) their accumulated days of sick leave.
 - l. In order to be compensated for unused sick leave, employees must provide two (2) weeks notice of their departure.
 - m. Employees must notify their Department Head, or if the Department Head is unavailable or if the person requesting sick leave is a Department Head, the Township Administrator within thirty (30) minutes of their normal starting time before paid sick leave may be granted.
 - n. This policy is intended to comply with the requirements of federal and state law.
- 3.) Personal Days
- a. Full-time employees are compensated with two (2) personal days in addition to sick and vacation time.

- b. Personal days are applied to an employee's time off, annually, on the date of their full time anniversary.
- c. New employees receive two (2) personal days upon the successful completion of the first thirty (30) days of continuous employment.
- d. Personal days do not accrue from year to year and must be utilized prior to the anniversary date of an employee.
- e. Additionally, in special circumstances the Township Administrator may compensate employees with additional personal days.

I. Ancillary Benefits

1.) Dental and Vision Insurance

- a. Full-time employees and their eligible dependents will be offered the opportunity to participate in a dental and vision insurance program.
- b. Coverage begins the first day of the month following the first thirty (30) days of full-time employment and continues through the last day of the month within which the employee's employment is terminated.
- c. A summary plan description (SPD) which explains coverage of your dental and vision insurance benefits in greater detail is available through the Human Resource office.
- d. The actual plan documents, which are available through the Human Resources office are the final authority in all matters relating to benefits described in this manual or in the summary plan description and will govern in the event of any conflict.
- e. Additionally, the Township reserves the right to change or eliminate any benefits at any time in accordance with applicable law.
- f. A summary plan description (SPD) which explains coverage of your dental and vision insurance benefits in greater detail is available through the Assistant Township Administrator's office.

2.) Employee Assistance Program

- a. Full-time employees and their eligible dependents may be offered the opportunity to participate in the Township's Employee Assistance Program at no cost to the employee or eligible dependents.
- b. Coverage begins the first day of the month following the first thirty (30) days of full-time employment and continues through the last day of the month within which the employee's employment is terminated.

3.) Employee Wellness Benefit

- a. The Township believes in promoting healthy lifestyles for all employees and in that effort has developed an Employee Wellness Benefit to be used for purposes of promoting wellness and healthy living to eligible full-time employees.

- b. The Wellness Benefit coincides with the Fiscal Year and must be used prior to the end of the Fiscal Year; otherwise, the value of the benefit will be forfeited.
 - c. A listing of appropriate programs or services and instructions on how to redeem the benefit are available from the Human Resource office.
 - d. The amount of the wellness benefit will be established by the Township Board.
 - e. In addition to the wellness benefit, the Township may offer health focused educational programs as well as free screenings, including an annual wellness exam, through the Office of Community Health.
- 4.) Education and Training Opportunities for Employees
- a. Hanover Township believes that formal education has a positive impact on an employee's contribution to the Township, and the residents we serve. The Township supports professional and educational efforts by providing reimbursements for many of the expenses associated with continuing education courses.
 - b. All full-time employees, who have been with the Township for one year or more are eligible for benefits under this policy. Full-time employees are defined as those that work more than 30 regular hours per week.
 - c. The Township may allow for employees to, obtain a degree, or take individual courses at an approved and accredited educational institution under this program, provided that the courses of study are related to the employee's current position or probable future assignment at the Township. The Township must approve the courses, or reimburse employees for professional development costs related to the preparatory and continuing education courses related to licensure.
 - d. Covered Expenses – Professional Development
 - 1. The Township may reimburse employees for professional development costs related to preparatory and continuing education courses related to licensure and other professional development opportunities. Requests must be approved by the immediate supervisor and the Department Head as well as be provided for in the budget, prior to registering for the classes or programs.
 - 2. With written permission from their Department Head, employees are allowed compensated time-off for professional development activities and/or licensing examinations. Any time taken in excess of the allowed time shall be reported as vacation.
 - 3. Additional certification programs or professional development seminars may be reimbursed by the Township, but require written approval from the employees Department Head and the Township Administrator.
 - 4. All related expenses, will be reimbursed to an employee or be processed via an invoice from the issuing agent.

e. Covered Expenses – Continuing Education

1. Expenses eligible for up to \$2,000.00 per fiscal year include tuition, registration and required fees, such as building use and lab fees. This policy will be administered on first come first serve basis contingent on available funds.
2. Other miscellaneous expenses, such as parking, supplies, social dues, athletic fees, computer access charges, etc. are not reimbursable. Township reimbursements will be reduced by any other financial aid that does not have to be repaid (such as the GI Bill, scholarships, or grants). Reimbursement is limited to 100 percent of actual costs.
3. If a required class is available only during regularly scheduled work hours, the employee may submit a written request to his or her immediate supervisor and the Department Head explaining the circumstances. Recommendation from the immediate supervisor is required. Prior approval of the Township Administrator is needed before registering for or attending such a class. If approved, the employee can make up time away from work during the same workweek, deducting from the employee's available paid time off, or reducing hours and bi-weekly pay for the duration of the course.

f. Procedures and Approval

1. An Educational Assistance Request form with a cost estimate must be submitted to the employee's supervisor for approval. (Forms may be obtained from Human Resources.) The supervisor should assess the cost, course and /or degrees, taking into account the employee's current and future assignments and potential impact on the employee's work responsibilities. The request requires the approval of the Department Head and the Township Administrator.
2. The employee should initiate the approval process prior to enrolling in the course(s). The employee is responsible for all costs prior to requesting the reimbursement.
3. Reimbursable expenses must be submitted for payment within 90 days from end of the semester or term. Reimbursement will be made provided the employee has satisfactorily completed the course with a grade (or numeric equivalent) of "C" or better or a "P" if taken Pass/Fail. The official grade record and itemized receipts documenting all of the expenses must be provided to the Township Administrator.

Article XI Technology Use

A. Computer, Telephone, Electronic Equipment and Network Usage Policy

- 1.) All computer, electronic and telephonic communication and information storage systems and all communications and information transmitted by, received from, or stored in these systems are the property of the Township and as such are to be used for job related purposes.

- 2.) Computer, telephone, electronic equipment and network usage includes, but is not limited to, Hanover Township computers (including desktop, laptops, portable, servers, mainframes, local area networks, wide area networks, printers, software and removable storage media such as floppy disks, CD-ROMS, hard disks and tape); electronic mail (“e-mail”), including attachments; the internet; the phone systems; iPhones, smartphones, tablets, iPads, and other similar devices; and anything connected to or a part of the server, as well as any other computer-related or technology-related device that is or may be owned, rented, or leased by Hanover Township.
- 3.) Access to the Internet through the Township network is a privilege and carries responsibilities reflecting responsible and ethical use. Employee-users are expected to be knowledgeable of all Township policies with regards to acceptable use of all technological equipment.
- 4.) Further, employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized Township representative.
- 5.) All pass codes are the property of the Township. No employee may use a pass code that has not been issued to that employee or that is unknown to the Township. Employees who violate this policy are subject to disciplinary action, up to and including discharge.
- 6.) Employees cannot refuse to reveal work-related pass codes for Hanover Township computers or accounts.
- 7.) To ensure that the use of computer, electronic and telephonic communications and information storage systems and business equipment is consistent with the Township's legitimate business interests, the Township Administrator or his designee, may monitor the use of such equipment from time to time in accordance with applicable state and federal law. Employees have no expectation of privacy with respect to their use or pattern of usage of Township email, voice mail, computers, networks, internet, electronic and telephonic communications equipment, information storage systems or business equipment regardless of whether the use is for business or personal reasons. All forms of Township technology are subject to search.
- 8.) Employees are reminded that all property of the Township is primarily for the purpose of Township business. Any personal use of the Internet is expected to be on the employee's own time and is not to interfere with the employee's job responsibilities.
- 9.) Limited personal use of the Township technology is allowed. However, any viewing of lewd, suggestive, chance or gaming websites, or other site deemed inappropriate or abuse of the network or any and all Township property may result in disciplinary action.

B. Mobile/Cellular Phone Usage

- 1.) Employees that are assigned mobile/cellular phones have the responsibility to use all Township equipment with prudence and reasonable care.
- 2.) Department Heads will be responsible for issuing mobile/cellular equipment to employees.

- 3.) Department Heads will be responsible for reviewing mobile/cellular telephone invoices on a regular basis to ensure that telephones are used appropriately and that the Township is reimbursed for calls not identified as official use.

Article XII Dress Code

A. Dress Code Policy

- 1.) The image that the Township projects to the public is reflected in the professionalism of its employees. Appropriate attire is an important part of this professionalism.
- 2.) The Township promotes and wishes to project a professional image through its employees while on Township premises, or while representing the Township during other Township-related or sponsored activities.

B. Appropriate Attire

- 1.) Attire, grooming, business-like conduct and maintaining a neat and orderly work place are important to projecting a professional image to the public.
- 2.) Shirts that are designed to be tucked in should be, and belts should be worn when belt loops are visible.
- 3.) Shoes or sandals should fit properly so that they can be worn safely to avoid personal injury.
- 4.) Employees should err on the side of caution; if an item is questionable, another item of clothing should be selected.
- 5.) Road workers, laborers, maintenance and certain other employees, identified by the Township Administrator, are exempt from this dress code, However, appropriate work clothing including any necessary safety attire should be worn.
- 6.) Under special circumstances, the Township Administrator may waive or modify the dress policy.

C. Enforcement

- 1.) It is the responsibility of all Department Heads to make sure the conduct and appearance of their staff is consistent with projecting a professional image.
- 2.) Wearing inappropriate attire shall be brought to the attention of the employee immediately.
- 3.) No employee shall be allowed to continue work until properly attired.

- 4.) Using accrued time-off shall not be allowed for the purpose of changing clothes.
- 5.) Failure to comply with this code shall result in disciplinary action, including but not limited to, warning, suspension and/or termination.

Article XIII Vehicle Fleet Safety and Usage

A. Driver Guidelines and Reporting Requirements

- 1.) Township vehicles are to be driven by authorized employees only.
- 2.) Any employee who is authorized to drive a Township vehicle who has a driver's license revoked or suspended shall immediately notify their Department Head and immediately discontinue operation of the Township vehicle. Failure to do so may result in disciplinary action, up to and including termination.
- 3.) All accidents in Township vehicles, regardless of severity, must be reported to the police and to the employee's Department Head and the Township Administrator. Accidents are to be reported immediately, (from the scene), during the same day, or as soon as practicable if immediate or same day reporting is not possible.
- 4.) Accidents in personal vehicles while on Township business must follow these same accident procedures.
- 5.) Drivers must report all ticket violations received during the operation of a Township vehicle, or while driving a personal vehicle while on Township business to the employee's Department Head and the Township Administrator. It will be the responsibility of the driver to pay any and all fees for ticket violations when driving a vehicle on Township Business.
- 6.) Motor Vehicle Records will be obtained on all drivers prior to employment and at intervals to be determined by the Township Administrator. A driving record that fails to meet the criteria stated in this policy, or is considered to be in violation of the intent of this policy will result in a loss of the privilege of driving a Township vehicle.

B. Driver Criteria and Administration

- 1.) Employees must have a valid and current Driver's license to operate a Township vehicle, or a personal vehicle with auto insurance while on Township business.
- 2.) Employees are expected to drive in a safe and responsible manner and to maintain a good driving record.
- 3.) Criteria that may indicate an unacceptable driving record includes but is not limited to:
 - a. Reckless or negligent driving
 - b. Driving while impaired by or under the influence of alcohol or drugs
 - c. Homicide, negligent homicide, or involuntary manslaughter by vehicle
 - d. Fleeing or attempting to elude police officers
 - e. Driving without a license or while license is suspended or revoked

- f. Hit and run or failure to stop after an accident
- g. Using a motor vehicle for the commission of a felony
- h. Operating a motor vehicle without the owner's authority (theft)
- i. Speeding
- j. "At fault" accident
- k. Any moving violation

C. Driver Safety Rules

- 1.) The use of Township vehicles while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, up to and including termination.
- 2.) Use of any electronic communications device, including but not limited to, a handheld wireless telephone, handheld personal digital assistant, a portable or mobile computer, and/or any other device capable of transmitting or receiving telephonic communications while operating any motorized vehicle or heavy equipment is prohibited. Exceptions to this rule are:
 - a. Hands-free voice activated operational phones being used in that manner while driving a car or light truck and only for official Township business. However, such hands-free voice activated equipment use shall be suspended when heavy traffic or dangerous weather and/or other dangerous conditions are encountered, and shall also be suspended when operating a motor vehicle in a school speed zone established under Section 11-605 of the Illinois Vehicle Code or on a highway in a construction or maintenance speed zone established under Section 11-605.1 of the Illinois Vehicle Code.
 - b. Communications between Emergency Services personnel while they are responding to emergency calls and/or other emergency purposes.
 - c. Calling 9-1-1 to report an emergency situation. Calling 9-1-1 to call for help or to help others in an emergency is allowed in all situations where it is safe to do so.
 - d. Use of an electronic communications device when necessary to conduct official Township business, provided that the vehicle is safely parked on the shoulder of a roadway or other safe location in compliance with applicable law at all times while using said device. It is important for all Township employees to remember that all other actions are secondary to driving safely.

In the event federal, state and/or local law imposes more stringent or restrictive prohibitions (e.g. ban on both handheld and hands-free devices), the employee must comply with the most stringent/restrictive prohibitions.

- 3.) Operating any motorized vehicle and/or heavy equipment while engaging in a distracting activity is prohibited. A distracting activity includes any activity that impairs the employee's ability to safely operate a motorized vehicle and/or heavy equipment and includes, but is not limited to eating, applying cosmetics, and use of an electronic communications device in violation of paragraph 2 above.

- 4.) No driver shall operate a Township vehicle when his or her ability to do so safely has been impaired by illness, fatigue, injury, or medication.
- 5.) All drivers and passengers operating or riding in a Township vehicle must wear seat belts.
- 6.) No unauthorized personnel are allowed to ride in Township vehicles.
- 7.) Drivers are responsible for the security of the Township vehicle assigned to them.
- 8.) All state and local laws must be obeyed.

D. Accident Procedures

- 1.) In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately.
 - d. Call for emergency assistance if necessary
 - b. Call the police. All accidents, regardless of severity, must be reported to the police.
 - c. Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
 - d. Complete the Vehicle Accident Report. Pertinent information to obtain includes: driver's license numbers of other drivers; insurance company names and policy numbers of other vehicles; make, model, and year of other vehicles; date and time of accident; pictures of damage and overall road and weather conditions.
- 2.) Do not discuss the accident with anyone at the scene except the police. Do not accept any responsibility for the accident.
- 3.) Provide the other party(ies) with your name, address, drivers license number and insurance information.



COMMITTEE ON YOUTH
ADULT MEMBERSHIP APPLICATION

Name: Ariel Correa

Address: 309 Merry Oaks Rd, Streamwood IL
60107

Telephone: (773) 425-6040

Email Address: arielcorrea@u-46.org

Occupation: Principal

1) What leads you to want to serve on the committee?

This opportunity has been on my mind for the past four years. I am now able to meet ~~on~~ the commitment of the Hanover Township Committee on Youth. I am a school principal that lives within the Streamwood community looking for opportunity to not only give back to community but to aide in Youth Leadership Development.

250 S. Route 59 Bartlett, IL 60103
(630) 837-0301 Office | (630) 837-9064 Fax
www.hanover-township.org

Mission Statement

Hanover Township is committed to providing an array of quality, cost effective, community based services and to acting as a dynamic and responsive organization that delivers services in a responsible and respectful manner.



2) What contributions do you feel you can make?

Youth Leadership Development
Organizational Capacity Building
Community Outreach and Support
Leadership and Quality Management Support

3) Life experiences which you feel are relevant to this committee:

I hold a doctorate degree in Urban School Leadership, 10 year school principal, 17 years of Educational experience as Teacher and Administration in PreK to 12th grade

4) Organizations/Volunteer Organizations in which you are a member:

School District 21-46: various leadership and Instructional committee member.

Kane Co. ROE: Principal Leadership Comm.

Illinois Principal Association and
Elgin Administrators and Supervision Association

Mission Statement

Hanover Township is committed to providing an array of quality, cost effective, community based services and to acting as a dynamic and responsive organization that delivers services in a responsible and respectful manner.



250 S. Route 59 Bartlett, IL 60103
(630) 837-0301 Office | (630) 837-9064 Fax
www.hanover-township.org

**COMMITTEE ON YOUTH
ADULT MEMBERSHIP APPLICATION**

The Hanover Township Committee on Youth is a volunteer committee which serves in an advisory capacity to the Hanover Township Board of Trustees. The goal of the Committee on Youth is the prevention of delinquency and the promotion of positive development in young people. Meetings are held monthly on the 2nd Tuesday at 6:30 PM.

Adult membership on the Committee on Youth is open to adults that reside or work in the township. Adults appointed to the Committee on Youth are asked to serve a minimum of three years. To be considered for membership the applicant needs to submit the following:

1. Name, address, and phone number.
2. Completion of a short questionnaire describing why the applicant is interested in joining the Committee on Youth and what the applicant would hope to contribute. Include a listing of any relevant volunteer or work experiences.

Applicants should submit the above information to:

James C. Barr, MPA, SPHR
Administrator
Hanover Township
250 S. Route 59
Bartlett, IL 60103
jbarr@hanover-township.org

250 S. Route 59 Bartlett, IL 60103
(630) 837-0301 Office | (630) 837-9064 Fax
www.hanover-township.org

Mission Statement

Hanover Township is committed to providing an array of quality, cost effective, community based services and to acting as a dynamic and responsive organization that delivers services in a responsible and respectful manner.



2016 Board of Trustees Meeting Dates

Pursuant to 5 ILCS 120/2.0 and 2.03, the Hanover Township Board of Trustees meet on the first and third Tuesday, except as noted, of each month at 7:00 p.m. The Board meetings will generally be held at 240 S. Route 59, Bartlett, Illinois 60103. (Board Approved _____)

Tuesday, January 19
Tuesday, February 2
Tuesday, February 16
Tuesday, March 1
Tuesday, March 22
Tuesday, April 5
Tuesday, April 12 – Annual Town Meeting (60 ILCS 1/30-5)
Tuesday, April 19
Tuesday, May 3
Tuesday, May 17
Tuesday, June 7
Tuesday, June 21
Tuesday, July 19
Tuesday, August 2
Tuesday, August 16
Tuesday, September 20
Tuesday, October 4
Tuesday, October 18
Tuesday, November 1
Tuesday, November 15
Tuesday, December 6
Tuesday, December 20

2016 Scheduled Workshop Dates

Pursuant to 5 ILCS 120/2.0 and 2.03, the Hanover Township Board of Trustees meet quarterly for workshops on Saturday, as noted, at 8:30 a.m. The Board meetings will be held at the Hanover Township Senior Center, Veterans Hall, 240 S. Route 59, Bartlett, Illinois 60103. (Board Approved _____)

Saturday, March 5
Saturday, June 11
Saturday, October 1
Saturday, December 3



2016 Holiday Closing Dates

(Board Approved _____)

Friday, January 1 (New Year's Day)

Monday, January 18 (Martin Luther King Birthday)

Monday, February 15 (Presidents Day)

Monday, May 30 (Memorial Day)

Monday, July 4 (Independence Day)

Monday, September 5 (Labor Day)

Friday, November 11 (Veterans Day)

Thursday, November 24 (Thanksgiving)

Friday, November 25 (Day after Thanksgiving)

Monday, December 26 (Day after Christmas Eve)