



VILLAGE OF THORNTON

Committee Meeting

April 21, 2025 at 7:00 PM

Village Hall – 115 East Margaret St

AGENDA

I. Call to Order

II. Public Comment

III. Committee Topics

[A.](#) Trustee Cunningham

[B.](#) Trustee Reynolds

[C.](#) Trustee Kaye

[D.](#) Trustee Glaser

[E.](#) Trustee Atkinson

IV. Treasurer Frye

[A.](#) Treasurer's Report

V. Engineer Kaminsky

VI. Attorney Dillner

VII. Administrator Wiak

[A.](#) 2025 Employee Manual

[B.](#) ISATT Vehicle and Equipment Purchases

[C.](#) Thornton Historical Society Formal Requests

[D.](#) FY25 Line Item Transfers

[E.](#) Thornton Library Exterior Modifications

VIII. Acting President Pisarzewski

[A.](#) March 2025 Public Works Report

IX. Old & New Business

X. Adjournment

THORNTON FIRE DEPARTMENT

"Protecting Our Community With Pride"

Art Schweitzer
Fire Chief



PHONE (708) 877-4459
FAX (708) 877-1506

Trustee Report for March 2025

Fire – Rescue:

Department Operations:

- a) The following activities were conducted during the month March:
- | | | |
|----|-----|------------------------------|
| 1. | 45 | Inspections, and complaints. |
| 2. | 00 | Tickets and fines |
| 3. | 100 | Emergency responses. |
| 4. | 230 | Training Hours |
- b) The Thornton Fire Department will be doing blood pressure checks on Sunday mornings from 10:00 to noon. Please enter by the bay door located by the village hall entrance.

EMERGENCY PHONE: 9-1-1



Station Address:
115 East Margaret
Thornton, IL 60476

Village of Thornton
Cash Position
April 16, 2025

Balance per books		
01.01.0001 General Cash	\$	3,845,547.52
02.01.0001 Water		(62,493.12)
04.01.0001 Motor Fuel Tax		188,895.15
05.01.0001 Grants		(13,278.53)
06.01.0001 DUI/Vehicle Fund		1,470.82
08.01.0001 Capital Projects		268,187.25
09.01.0001 Bond Debt Service		109,059.24
11.01.0001 Downtown TIF #3		14,488.31
12.01.0001 TIF Downtown		51,376.59
13.01.0001 TIF Blackstone		83,392.89
14.01.0001 Water Capital Improvement		412,487.03
15.01.0010 SOS Grant		4,253,979.11
15.01.0002 SOS Debit account		38,642.81
16.01.0001 Rebuild Illinois		50,991.59
Adjusted Book	\$	<u><u>9,242,746.66</u></u>



Thornton Recreation Monthly Report

APRIL 17, 2025

Director Sharlee Dunlop

Restoration is complete! There are some before and after pictures are included at the bottom. We are already scheduling party rentals.

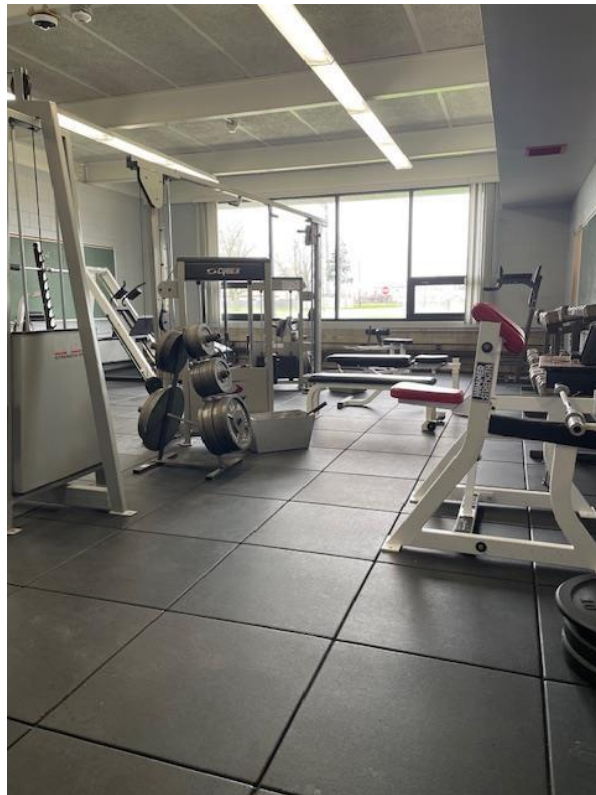
We're planning Senior Bingo, Summer Camps and more.

As a special offer to residents, fitness memberships will be reduced to \$10.00 per person for May, June and July! Offer ends 7/31/25.

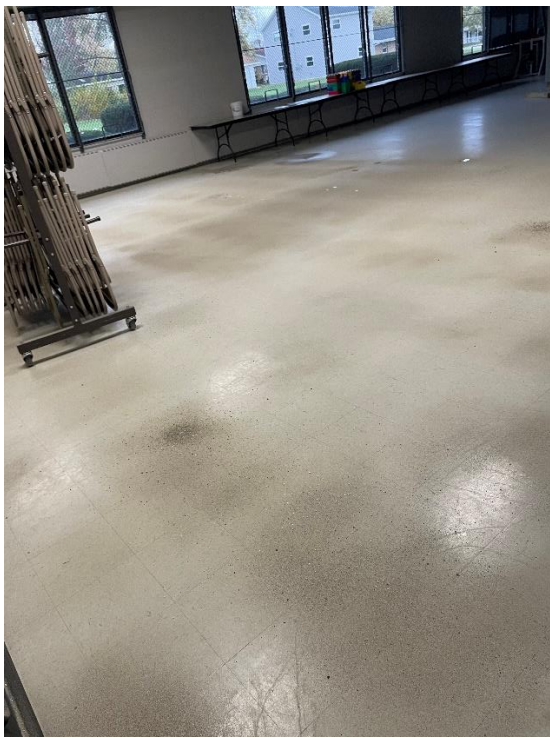
We had a great day and a nice turnout for the Easter Egg Hunts.

We host TOPS, AA and Senior card clubs weekly.

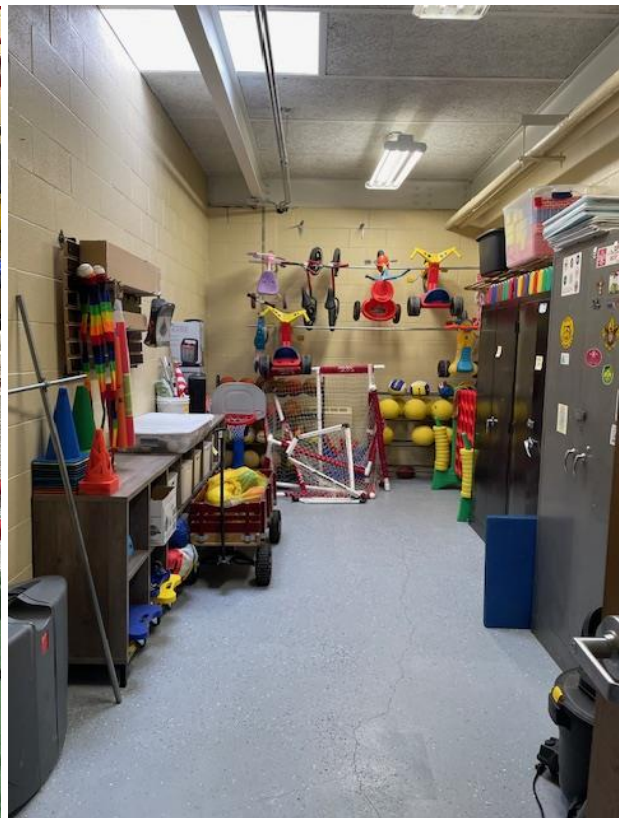
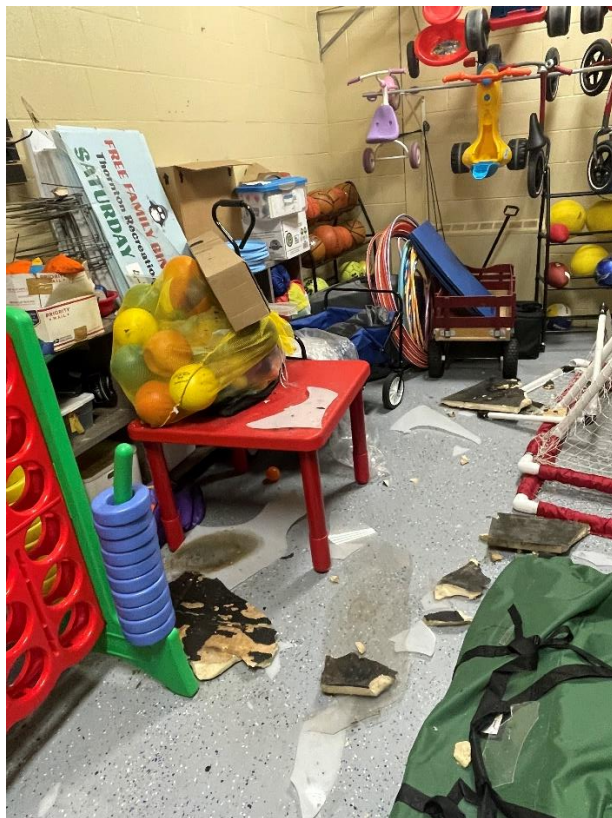
Check out the latest Village news on Comcast Channel 4, Facebook and thorntonil.us. We encourage residents to reach out with any suggestions and always "Take time for fun".



All Purpose Room



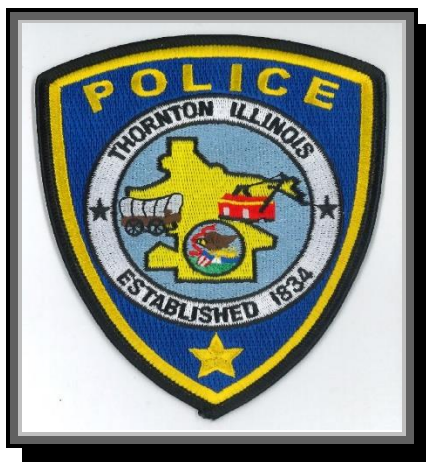
Equipment room



THORNTON POLICE DEPARTMENT

MONTHLY REPORT

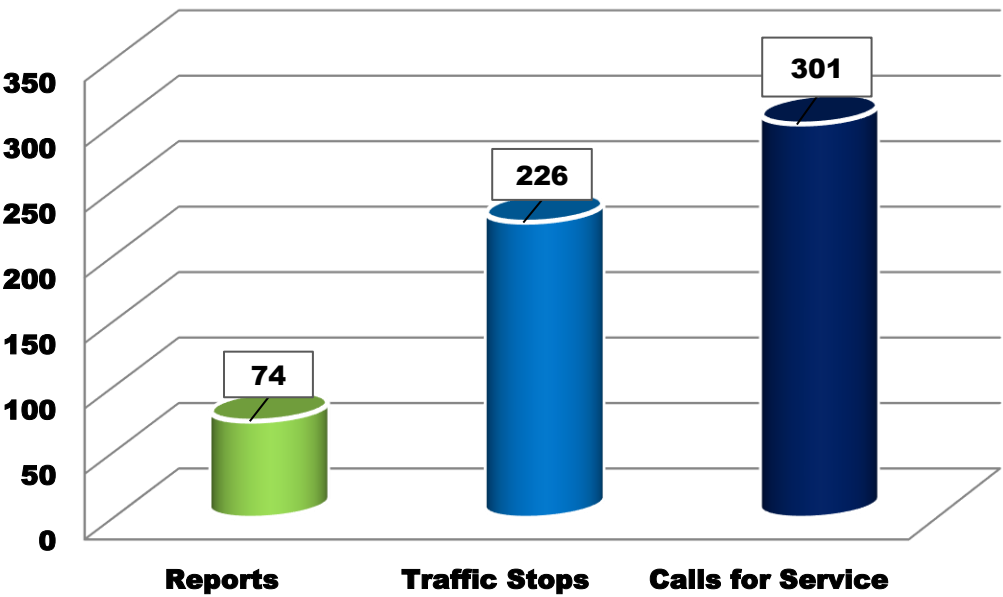
MARCH 2025



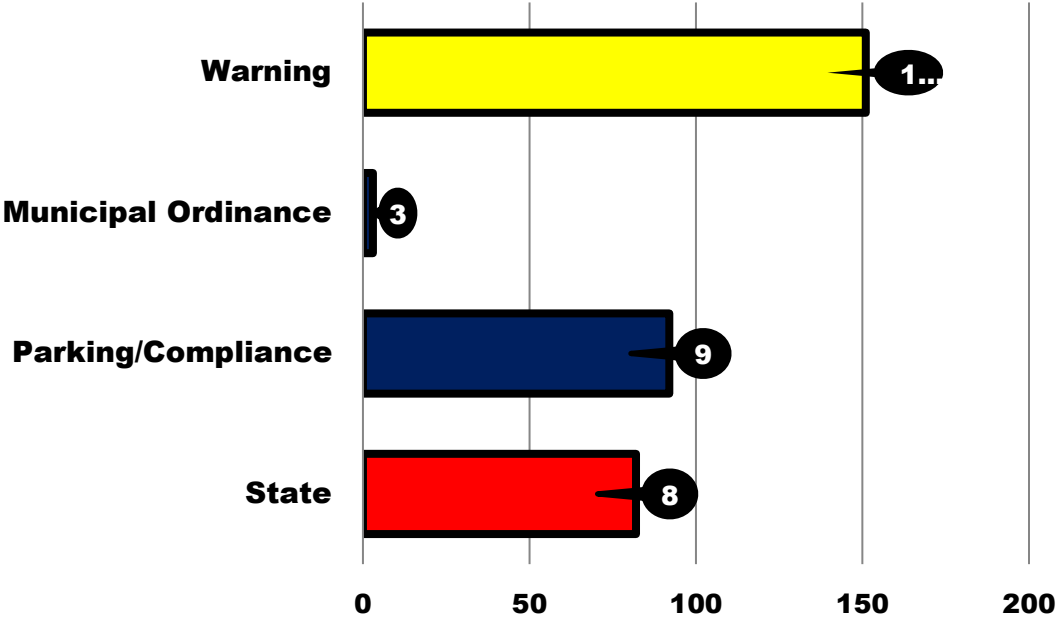
SPECIAL POINTS OF INTEREST

- **Call 911 if you see any suspicious activity.**
- **Due to the increased number of burglaries to motor vehicles in our commercial lots, residents are advised to remove all valuables from their vehicles and lock the vehicle upon exiting.**
- **Traffic enforcement in the village has increased, please remember to adhere to all traffic laws.**

PATROL ACTIVITIES



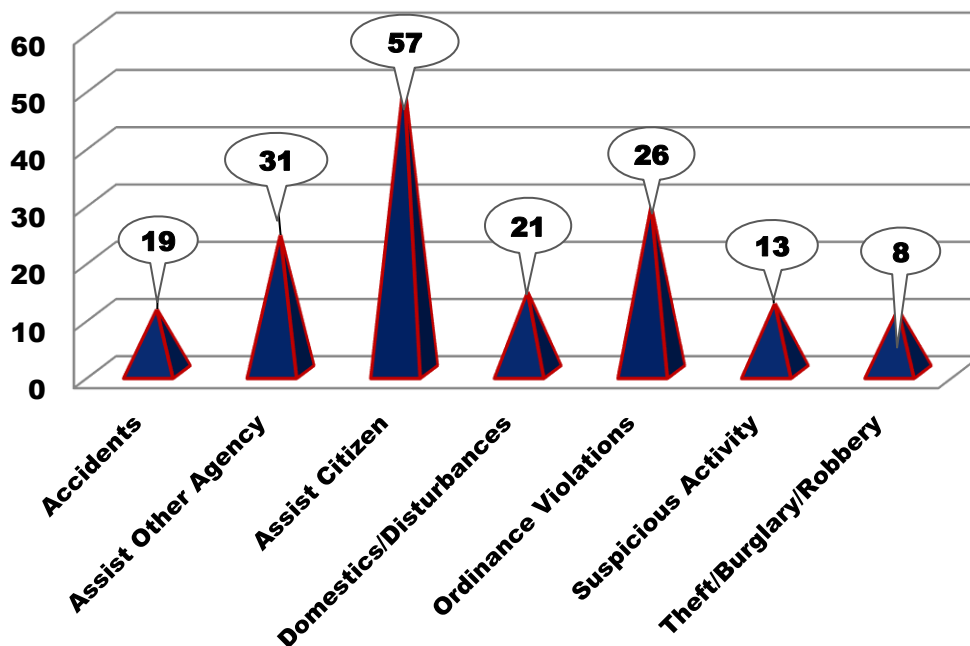
CITATION BREAKDOWN



CALL BREAKDOWN

TOTAL NUMBER OF CALLS = 527

TOTAL NUMBER OF TRAFFIC STOPS = 226



Notable Incidents

On 03/01/2025, while on routine patrol, a Thornton Police Officer observed a green Fiat traveling eastbound on Ridge Road near Parnell Avenue at an unusually slow speed and partially off the roadway. The vehicle's erratic movement caused concern among nearby motorists, one of whom flagged down the officer and pointed toward the Fiat. The officer conducted a traffic stop and made contact with the driver, who was found to be incoherent and unresponsive to repeated requests for a driver's license and proof of insurance. Concerned for the individual's well-being, the officer requested backup. Upon arrival of a second officer, the driver was asked to step out of the vehicle. When the driver refused to comply and tensed up, officers assisted him out of the vehicle and safely placed him in handcuffs for his safety and theirs. A subsequent search of the vehicle revealed no illegal substances or evidence of drug use. Believing the driver may have been experiencing a mental health crisis, officers called for medical assistance. The Thornton Fire Department responded and transported the individual to Ingalls Hospital for further evaluation. The vehicle was removed from the roadway by a local towing service. After reviewing body camera footage and evaluating the totality of the circumstances, the department determined that criminal charges would not be filed. However, the driver was cited for driving under the speed limit and improper lane usage. A medical re-examination form was submitted to the Illinois Secretary of State to request a review of the individual's fitness to drive.

On 03/02/2025, officers from the Thornton Police Department were dispatched to the parking lot of Koch's Lounge following a report of a physical domestic disturbance involving a male and female subject inside a silver vehicle. Witnesses reported a struggle between the two individuals, after which the female exited—or was pulled from—the vehicle and entered a separate gray vehicle. Both parties then left the area, traveling southbound on Chicago Road in separate vehicles. While officers were enroute, ECOM dispatch advised of a possible shooting incident involving vehicles matching the description of those involved in the earlier domestic dispute. The reported shooting occurred in the area of 300 block of Blackstone. Thornton officers responded immediately and searched the surrounding area but initially found no evidence of gunfire. Shortly after, the male involved in the initial dispute arrived at the Thornton Police Department in a silver Chrysler 300. The individual, who appeared to be bleeding from the mouth and had a bullet hole in the driver's side door of his vehicle, reported that he had been assaulted and later shot at by the female suspect following their altercation. According to the victim, the two had previously been in a relationship and had met to discuss personal matters, which escalated into a physical confrontation in the Koch's Lounge parking lot. The victim alleged that the female suspect punched him in the face, retrieved his firearm, and later fired two rounds at him from her own vehicle during a subsequent encounter on Blackstone. The victim was evaluated on scene by Thornton Fire Department paramedics and declined further medical treatment. Thornton officers coordinated with the Glenwood Police Department to locate the female suspect at a residence in Glenwood. The Thornton Police Department also contacted the Illinois State Police Crime Scene Unit to process the victim's vehicle, for which the victim gave verbal consent. The female was charged with aggravated discharge of a firearm. The Thornton Police Department would like to thank the Glenwood Police Department and the Illinois State Police for their assistance in this case.

On 03/06/2025, the Thornton Police Department received a phone call from a resident of Fort Wayne, Indiana, regarding concerns over the handling of her deceased mother's remains by a Thornton-based funeral service provider. The complainant, seeking an independent autopsy for her mother, located a business operating under the name "Gilliard and Sons" through an online search. She contracted with the company to transport the body from Fort Wayne to Thornton for examination at Forensic Mortuary Services. The transport took place on February 19, 2025. According to the caller, upon arrival at the hospital in Indiana, the funeral service representative allegedly attempted to circumvent hospital protocols to retrieve the body. Hospital staff intervened to ensure that standard procedures were followed. The complainant paid \$1,600 to Gilliard and Sons for transportation and cremation services, and an additional \$3,600 to Forensic Mortuary Services for an autopsy. In the days following the transport, she reported feeling uncomfortable with continued requests for additional funds from the funeral provider and subsequently chose to use another funeral service for the cremation. When she requested a refund and the release of her mother's body, the provider allegedly refused both. The complainant later contacted the Fort Wayne Police Department. Following their involvement, the funeral provider agreed to release the body. Arrangements were made for a new funeral home based in Indianapolis to retrieve the remains on March 7, 2025. Concerns remain regarding the validity of a death certificate that states the deceased was cremated on February 28, 2025—prior to the planned transfer. Thornton Police advised the complainant to coordinate directly with the new funeral provider and to contact local law enforcement should the remains not be those of her mother upon retrieval. She was also instructed to file a formal police report with Fort Wayne authorities and to forward all related documentation to the Thornton Police Department. An internal review revealed that neither Gilliard and Sons nor Forensic Mortuary Services currently hold valid business licenses or permits to operate within the Village of Thornton. Thornton Code Enforcement has been notified and is investigating further.

On the evening of March 6, 2025, Thornton Police officers were dispatched to a residence on Indianwood Drive following a report of an intoxicated and unwanted individual who refused to leave the property. Upon arrival, officers were met by the homeowner, who requested the removal of a female subject who was visiting her son. The subject was located in the basement area of the residence and was visibly intoxicated. When officers attempted to detain her, she became combative and physically resisted efforts to escort her from the property. During the incident, the subject kicked one of the officers in the knee, resulting in a battery charge. Once outside the residence, the subject continued to act belligerently and refused to enter a marked Thornton Police vehicle. Officers were ultimately able to secure her in the vehicle and transported her to the Thornton Police Department for processing. At the station, the subject remained uncooperative during the booking process. She was cited for battery and resisting a peace officer. Additionally, a no-trespass order was issued at the homeowner's request, prohibiting her from returning to the residence. The subject declined medical assistance at the scene. No further injuries were reported.

On 03/14/2025, while assisting with a stalled vehicle in the area of Margaret Street and Schwab Avenue, a Thornton Police officer was approached by a local resident who identified herself as the victim of a hit-and-run accident that occurred on March 4, 2025. The victim informed the officer that she had just seen the suspect vehicle from the incident — a white Jeep — pull into a nearby driveway on East Margaret Street. She also recognized the individual who exited the vehicle as the driver involved in the crash. Upon checking the license plate, officers confirmed that the vehicle matched the description and registration from the original case report. Police made contact with the registered owner of the Jeep, who initially denied knowledge of the accident but later assisted officers in having the suspect exit the residence. The male subject, who did not initially provide identification, later admitted to being involved in the hit-and-run and stated he fled the scene because he believed his driver's license was suspended. The individual was taken into custody without incident, transported to the Thornton Police Department for processing, and issued a citation for Leaving the Scene of a Property Damage Accident. He was later released on a cite-and-release with a scheduled court appearance on April 7, 2025, at the Markham Courthouse. Additionally, during the course of the investigation, it was discovered that the vehicle's insurance had been canceled due to non-payment. The vehicle owner may face further administrative action regarding this matter.

The Thornton Police Department assisted the following agencies from either patrol, SSERT, SMART or SSMCTF: Glenwood PD, East Hazel Crest PD, Dolton PD, Tinley Park PD and South Holland PD.



THORNTON BUILDING DEPARTMENT
MEMORANDUM



TO: Melissa Wiak, Village Administrator
FROM: Dave Habecker, Building Commissioner
DATE: April 6, 2025
SUBJECT: Monthly Report for March 2025

MONTH	TOTAL #	VALUE	FEES COLLECTED
JANUARY	7	\$64,222.00	\$977.50
FEBRUARY	10	\$110,733.00	\$1,075.00
MARCH	18	\$127,126.00	\$1,525.00

Projects of Note: None

Code Enforcement performed 103 inspections including:

- 50 code inspections
- 45 fire inspections
- 3 rental inspections
- 5 health inspections
- 4 citations issued.

VILLAGE OF THORNTON

REVENUES WITH COMPARISON TO BUDGET

FOR THE 11 MONTHS ENDING MARCH 31, 2025

GENERAL FUND					
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
REVENUES					
01-40-4001	PROPERTY TAX	773,256.89	2,443,716.82	3,052,479.00	608,762.18 80.1
01-40-4002	REPLACEMENT TAX	4,519.01	72,732.11	147,032.00	74,299.89 49.5
01-40-4003	SALES TAX	24,593.10	312,435.24	250,000.00	(62,435.24) 125.0
01-40-4004	STATE INCOME TAX	22,854.57	372,846.59	408,006.00	35,159.41 91.4
01-40-4005	UTILITY TAX ELECTRIC	12,625.12	123,819.14	135,000.00	11,180.86 91.7
01-40-4006	UTILITY TAX GAS	18,338.95	144,633.83	135,000.00	(9,633.83) 107.1
01-40-4007	UTILITY TAX TELEPHONE	1,907.57	22,072.84	30,000.00	7,927.16 73.6
01-40-4008	FOREIGN FIRE TAX	.00	.00	1.00	1.00 .0
01-40-4010	AMBULANCE FEES	62,045.00	222,118.30	170,000.00	(52,118.30) 130.7
01-40-4012	LOCAL USE TAX	9,668.12	78,652.66	100,641.00	21,988.34 78.2
01-40-4014	HOME RULE SALES TAX	22,374.45	291,579.79	112,000.00	(179,579.79) 260.3
01-40-4015	IGA- MENARDS REVENUE SHARING	.00	72,679.00	65,000.00	(7,679.00) 111.8
01-40-4016	VIDEO GAMING TAX	3,432.45	45,139.72	50,000.00	4,860.28 90.3
01-40-4017	CANNIBIS TAX	321.89	3,451.96	3,722.00	270.04 92.7
01-40-4018	CASINO GAMING REVENUE	9,410.80	33,627.27	.00	(33,627.27) .0
01-40-4022	FRANCHISE CABLE	.00	22,107.66	40,000.00	17,892.34 55.3
01-40-4023	FRANCHISE - GREEN ENERGY	.00	.00	1,000.00	1,000.00 .0
01-40-4029	VARIANCE/ SPECIAL USE FEES	.00	1,460.00	1,000.00	(460.00) 146.0
01-40-4030	RENTAL INSPECTION FEES	2,280.00	5,750.00	8,000.00	2,250.00 71.9
01-40-4031	BUILDING PERMITS	1,262.50	35,121.50	15,000.00	(20,121.50) 234.1
01-40-4032	BUSINESS LICENSES	1,140.00	2,475.00	10,000.00	7,525.00 24.8
01-40-4034	CONTRACTORS LICENSES	300.00	7,050.00	5,000.00	(2,050.00) 141.0
01-40-4036	LEASE PAYMENTS	6,175.00	104,712.42	76,000.00	(28,712.42) 137.8
01-40-4038	TIPPING FEES	.00	15,102.13	30,000.00	14,897.87 50.3
01-40-4040	CIRCUIT COURT FINES	.00	50.00	5,000.00	4,950.00 1.0
01-40-4041	LOCAL FINES	5,170.62	50,809.40	75,000.00	24,190.60 67.8
01-40-4050	INTEREST EARNED	.00	32,492.51	20,000.00	(12,492.51) 162.5
01-40-4065	IN LIEU OF TAXES	.00	530,604.00	553,577.00	22,973.00 95.9
01-40-4066	MISCELLANEOUS	120.50	6,338.06	10,000.00	3,661.94 63.4
01-40-4067	SOS SALARY REIMBURSEMENT	.00	136,522.92	128,000.00	(8,522.92) 106.7
01-40-4071	RECREATION ROOM RENTALS	.00	.00	27,000.00	27,000.00 .0
01-40-4072	RECREATION PARTICIPANT FEES	1,677.56	18,195.93	36,000.00	17,804.07 50.5
01-40-4073	CROSSING GUARD REIMB	.00	17,835.50	29,700.00	11,864.50 60.1
01-40-4080	AMBULANCE - GMET	.00	74,150.44	100,000.00	25,849.56 74.2
01-40-4081	FIRE RECOVERY BILLING	1,106.43	4,776.70	10,000.00	5,223.30 47.8
TOTAL REVENUES		984,580.53	5,305,059.44	5,839,158.00	534,098.56 90.9
TOTAL FUND REVENUE		984,580.53	5,305,059.44	5,839,158.00	534,098.56 90.9

VILLAGE OF THORNTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MARCH 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL ADMINISTRATION</u>					
01-50-6001 SALARIES REGULAR	6,538.46	90,535.69	97,977.00	7,441.31	92.4
01-50-6003 SALARIES - ELECTED OFFICIALS	1,775.00	19,525.00	21,300.00	1,775.00	91.7
01-50-6004 SALARY LIQUOR COMMISSIONER	50.00	550.00	600.00	50.00	91.7
01-50-6015 FICA/MEDICARE TAX	665.36	8,712.63	9,171.00	458.37	95.0
01-50-6016 UNEMPLOYMENT BENEFITS	.00	.00	1.00	1.00	.0
01-50-6020 IMRF RETIREMENT	418.33	5,395.71	6,675.00	1,279.29	80.8
01-50-6021 HEALTH INSURANCE	1,174.05	14,446.95	31,228.00	16,781.05	46.3
01-50-7040 TELEPHONE - GENERAL	1,120.67	15,007.07	18,595.00	3,587.93	80.7
01-50-7076 ENGINEERING/ARCHITECT	.00	16,758.51	17,500.00	741.49	95.8
01-50-7078 ORDINANCE UPDATES	.00	.00	260.00	260.00	.0
01-50-7089 EXPENSE REIMBURSEMENTS	571.76	5,867.39	7,500.00	1,632.61	78.2
01-50-8002 MEMBERSHIPS	.00	5,685.12	7,870.00	2,184.88	72.2
01-50-8005 TRAINING/CONVENTIONS	.00	1,133.92	4,100.00	2,966.08	27.7
01-50-8006 MISCELLANEOUS	753.65	4,394.29	5,000.00	605.71	87.9
01-50-8007 COMPUTER SUPPORT	4,735.34	145,357.88	142,528.00	(2,829.88)	102.0
01-50-8037 SPECIAL EVENTS	.00	11,081.86	11,350.00	268.14	97.6
01-50-8054 GENERAL INSURANCE	.00	161,000.00	214,592.00	53,592.00	75.0
01-50-8064 EQUIPMENT PURCHASES	.00	28.25	500.00	471.75	5.7
01-50-8101 DEBT SERVICE PAYMENTS	.00	.00	2,000.00	2,000.00	.0
01-50-8104 FUND TRANSFERS	.00	.00	103,000.00	103,000.00	.0
01-50-8300 LEGAL SETTLEMENTS	.00	.00	1.00	1.00	.0
01-50-8310 REAL ESTATE TAXES PAID	3,172.80	(9,760.99)	1.00	9,761.99	(97609
TOTAL GENERAL ADMINISTRATION	20,975.42	495,719.28	701,749.00	206,029.72	70.6
<u>VILLAGE CLERK/COLLECTOR</u>					
01-51-6001 SALARIES-REGULAR	5,120.01	71,808.17	82,163.00	10,354.83	87.4
01-51-6002 SALARIES-OVERTIME	.00	5,544.94	10,000.00	4,455.06	55.5
01-51-6003 CLERK ELECTED SALARY	300.00	3,000.00	3,600.00	600.00	83.3
01-51-6005 SALARIES-PART TIME	.00	.00	1,500.00	1,500.00	.0
01-51-6015 FICA/MEDICARE TAX	393.87	5,854.73	7,441.00	1,586.27	78.7
01-51-6016 UNEMPLOYMENT BENEFITS	.00	.00	1.00	1.00	.0
01-51-6020 IMRF RETIREMENT	346.88	4,908.90	6,525.00	1,616.10	75.2
01-51-6021 EMPLOYEE HEALTH INSURANCE	1,177.72	16,286.37	29,232.00	12,945.63	55.7
01-51-7025 CONTRACTED SERVICE	463.32	2,461.80	2,400.00	(61.80)	102.6
01-51-7065 POSTAGE	.00	3,630.20	6,000.00	2,369.80	60.5
01-51-8002 MEMBERSHIPS	.00	.00	1.00	1.00	.0
01-51-8005 TRAINING/CONFERENCES	.00	.00	1,325.00	1,325.00	.0
01-51-8006 MISCELLANEOUS	.00	864.32	2,000.00	1,135.68	43.2
01-51-8010 SUPPLIES-OFFICE	1,059.02	5,254.31	8,600.00	3,345.69	61.1
01-51-8011 VEHICLE STICKERS	.00	.00	100.00	100.00	.0
01-51-8013 UNIFORMS	.00	.00	1.00	1.00	.0
01-51-8064 EQUIPMENT PURCHASES	.00	.00	1.00	1.00	.0
TOTAL VILLAGE CLERK/COLLECTOR	8,860.82	119,613.74	160,890.00	41,276.26	74.4

VILLAGE OF THORNTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MARCH 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FINANCE</u>					
01-53-6005 SALARIES-PART TIME	1,844.90	22,803.84	23,984.00	1,180.16	95.1
01-53-6015 FICA/MEDICARE TAX	141.14	1,744.53	1,835.00	90.47	95.1
01-53-7025 CONTRACT SERVICES	.00	882.00	925.00	43.00	95.4
01-53-7069 AUDIT	3,600.00	20,450.00	22,452.00	2,002.00	91.1
01-53-8002 MEMBERSHIPS	.00	.00	160.00	160.00	.0
01-53-8005 TRAINING	.00	.00	525.00	525.00	.0
01-53-8006 MISCELLANEOUS	.00	.00	1.00	1.00	.0
01-53-8007 COMPUTER SOFTWARE	.00	.00	1.00	1.00	.0
TOTAL FINANCE	5,586.04	45,880.37	49,883.00	4,002.63	92.0
<u>LEGAL</u>					
01-54-7061 NOTICES	.00	.00	1,200.00	1,200.00	.0
01-54-7071 LEGAL FEES-LABOR	.00	10,451.18	15,000.00	4,548.82	69.7
01-54-7073 LEGAL FEES	4,426.75	55,371.00	55,000.00	(371.00)	100.7
01-54-7074 LEGAL FEES - LITIGATION	.00	.00	1.00	1.00	.0
01-54-7075 LEGAL FEES - REGULATORY	.00	.00	1.00	1.00	.0
TOTAL LEGAL	4,426.75	65,822.18	71,202.00	5,379.82	92.4
<u>PLANNING AND DEVELOPMENT</u>					
01-58-7067 PRINTING	.00	.00	1.00	1.00	.0
01-58-7075 PROFESSIONAL SERVICES	.00	1,150.00	1,150.00	.00	100.0
01-58-8005 TRAINING/CONFERENCES	.00	.00	200.00	200.00	.0
01-58-8037 PROGAMS/SPECIAL EVENTS	.00	280.95	1,000.00	719.05	28.1
TOTAL PLANNING AND DEVELOPMENT	.00	1,430.95	2,351.00	920.05	60.9
<u>BUILDING COMMISSION</u>					
01-59-6001 SALARIES & WAGES	2,616.12	33,653.21	34,010.00	356.79	99.0
01-59-6005 SALARY - PART TIME	1,584.00	17,351.00	18,000.00	649.00	96.4
01-59-6015 FICA/MEDICARE TAX	305.86	3,732.75	4,602.00	869.25	81.1
01-59-6016 UNEMPLOYMENT BENEFITS	.00	.00	1.00	1.00	.0
01-59-6021 EMPLOYEE HEALTH INSURANCE	820.60	8,984.16	11,466.00	2,481.84	78.4
01-59-7010 CODE ENFORCEMENT EXPENSES	.00	575.00	38,000.00	37,425.00	1.5
01-59-7092 ELECTRICAL INSPECTIONS	.00	1,640.00	2,000.00	360.00	82.0
01-59-7094 PLUMBING INSPECTIONS	.00	1,160.00	2,000.00	840.00	58.0
01-59-8002 MEMBERSHIPS	.00	170.00	1,145.00	975.00	14.9
01-59-8005 TRAINING/CONFERENCES	.00	411.58	1,000.00	588.42	41.2
01-59-8007 COMPUTER SUPPORT/IT	.00	.00	500.00	500.00	.0
01-59-8014 SUPPLIES-OPERATING	362.71	387.27	1,000.00	612.73	38.7
TOTAL BUILDING COMMISSION	5,689.29	68,064.97	113,724.00	45,659.03	59.9

VILLAGE OF THORNTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MARCH 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE AND POLICE COMMISSION</u>					
01-60-7061 NOTICES	.00	.00	1.00	1.00	.0
01-60-7075 PROFESSIONAL SERVICES	.00	.00	1.00	1.00	.0
01-60-8004 DUES-FEES	.00	.00	375.00	375.00	.0
01-60-8005 TRAINING/CONFERENCES	.00	.00	1.00	1.00	.0
01-60-8008 TESTING	.00	.00	5,000.00	5,000.00	.0
TOTAL FIRE AND POLICE COMMISSION	.00	.00	5,378.00	5,378.00	.0
<u>RECREATION</u>					
01-61-6001 SALARIES	4,800.00	57,919.34	62,400.00	4,480.66	92.8
01-61-6005 SALARIES-PART TIME	6,631.56	61,557.24	113,220.00	51,662.76	54.4
01-61-6015 FICA/MEDICARE TAX	831.18	8,578.47	13,435.00	4,856.53	63.9
01-61-6016 UNEMPLOYMENT BENEFITS	.00	.00	1.00	1.00	.0
01-61-6020 IMRF RETIREMENT	598.99	6,123.21	8,611.00	2,487.79	71.1
01-61-6021 HEALTH INSURANCE	2,278.55	25,276.93	30,619.00	5,342.07	82.6
01-61-7018 MAINT-EQUIPMENT	.00	1,479.99	4,400.00	2,920.01	33.6
01-61-7025 CONTRACT SERVICES	.00	982.23	8,200.00	7,217.77	12.0
01-61-7026 RECREATIONAL PROGRAMS	282.78	4,457.03	11,600.00	7,142.97	38.4
01-61-7031 MOTOR FUEL	.00	335.66	600.00	264.34	55.9
01-61-7067 PRINTING	27.45	460.44	1,500.00	1,039.56	30.7
01-61-8005 TRAINING/CONFERENCES	.00	450.00	1,000.00	550.00	45.0
01-61-8007 COMPUTER SUPPORT/IT	.00	.00	1,000.00	1,000.00	.0
01-61-8010 SUPPLIES-OFFICE	92.36	267.01	800.00	532.99	33.4
01-61-8013 UNIFORMS	188.22	531.89	700.00	168.11	76.0
01-61-8014 SUPPLIES-OPERATING	.00	945.45	2,400.00	1,454.55	39.4
01-61-8037 PROGRAM EXPENSE/SPECIAL EVENTS	.00	2,610.07	2,750.00	139.93	94.9
01-61-8064 EQUIPMENT PURCHASES	359.55	3,207.92	5,000.00	1,792.08	64.2
TOTAL RECREATION	16,090.64	175,182.88	268,236.00	93,053.12	65.3

VILLAGE OF THORNTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MARCH 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS</u>					
01-63-6001 SALARIES	13,247.08	159,980.35	171,861.00	11,880.65	93.1
01-63-6002 SALARIES-OVERTIME	1,146.78	20,669.24	31,500.00	10,830.76	65.6
01-63-6005 SALARIES-PART TIME	.00	1,054.40	1,500.00	445.60	70.3
01-63-6015 FICA/MEDICARE TAX	1,050.00	13,107.96	14,524.00	1,416.04	90.3
01-63-6016 UNEMPLOYMENT BENEFITS	.00	.00	1.00	1.00	.0
01-63-6020 IMRF RETIREMENT	921.22	11,080.85	12,629.00	1,548.15	87.7
01-63-6021 EMPLOYEE HEALTH INSURANCE	2,244.79	31,952.33	35,888.00	3,935.67	89.0
01-63-7001 MAINT-BUILDING	461.00	11,586.66	28,500.00	16,913.34	40.7
01-63-7002 MAINT-VEHICLES	.00	1,062.98	8,000.00	6,937.02	13.3
01-63-7008 MAINT-GROUNDS	.00	19,560.90	40,800.00	21,239.10	47.9
01-63-7018 MAINT-EQUIPMENT	809.32	4,426.43	8,500.00	4,073.57	52.1
01-63-7025 CONTRACT SERVICES	433.26	19,555.85	22,103.00	2,547.15	88.5
01-63-7031 MOTOR FUEL	1,266.83	12,682.66	15,000.00	2,317.34	84.6
01-63-7035 GARBAGE DISPOSAL	20,731.10	207,369.00	250,000.00	42,631.00	83.0
01-63-7041 ELECTRICITY-HST S-VBLDGS	277.87	4,328.05	6,000.00	1,671.95	72.1
01-63-7042 HEAT	1,429.08	9,580.07	30,000.00	20,419.93	31.9
01-63-7044 STREET LIGHT ELECTRICITY	3,526.29	29,037.82	33,000.00	3,962.18	88.0
01-63-8005 TRAINING/CONFERENCES	.00	100.00	100.00	.00	100.0
01-63-8007 COMPUTER SUPPORT/IT	.00	.00	3,000.00	3,000.00	.0
01-63-8013 UNIFORMS	.00	1,014.41	2,000.00	985.59	50.7
01-63-8014 SUPPLIES-OPERATING	1,536.30	10,149.15	18,000.00	7,850.85	56.4
01-63-8064 EQUIPMENT PURCHASES	.00	415.27	6,500.00	6,084.73	6.4
01-63-8900 TRANSFER TO OTHER FUNDS	.00	10,948.12	10,948.00	(.12)	100.0
TOTAL PUBLIC WORKS	49,080.92	579,662.50	750,354.00	170,691.50	77.3

VILLAGE OF THORNTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MARCH 31, 2025

GENERAL FUND					
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE</u>					
01-67-6001 SALARIES	87,065.12	1,116,634.38	1,181,786.00	65,151.62	94.5
01-67-6002 SALARIES-OVERTIME	9,699.24	157,196.53	175,000.00	17,803.47	89.8
01-67-6005 SALARIES-PART TIME	.00	8,947.50	13,862.92	4,915.42	64.5
01-67-6009 CROSSING GUARDS	5,055.00	43,929.74	49,400.00	5,470.26	88.9
01-67-6010 TUITION REIMBURSEMENT	.00	.00	3,000.00	3,000.00	.0
01-67-6015 FICA/MEDICARE TAX	7,446.06	97,484.40	103,282.00	5,797.60	94.4
01-67-6016 UNEMPLOYMENT BENEFITS	.00	95.00	101.00	6.00	94.1
01-67-6020 IMRF RETIREMENT	6,192.89	74,040.24	85,628.00	11,587.76	86.5
01-67-6021 EMPLOYEE HEALTH INSURANCE	19,228.70	210,218.29	260,881.00	50,662.71	80.6
01-67-7002 MAINT-VEHICLES	2,035.80	8,675.06	20,000.00	11,324.94	43.4
01-67-7018 MAINT-EQUIPMENT	.00	950.60	6,000.00	5,049.40	15.8
01-67-7025 CONTRACTUAL SERVICES	7,203.56	134,739.35	151,778.08	17,038.73	88.8
01-67-7031 MOTOR FUEL	2,035.33	25,230.69	27,000.00	1,769.31	93.5
01-67-7065 POSTAGE	209.70	1,009.70	2,000.00	990.30	50.5
01-67-7067 PRINTING	.00	378.07	600.00	221.93	63.0
01-67-8002 MEMBERSHIPS	.00	4,190.00	5,035.00	845.00	83.2
01-67-8005 TRAINING/CONFERENCES	80.00	9,686.34	29,350.00	19,663.66	33.0
01-67-8006 MISCELLANEOUS	485.00	1,807.01	2,000.00	192.99	90.4
01-67-8007 COMPUTER SUPPORT/IT	271.92	6,869.29	12,632.00	5,762.71	54.4
01-67-8008 TESTING	.00	1,187.00	3,525.00	2,338.00	33.7
01-67-8009 PUBLICATIONS	.00	.00	200.00	200.00	.0
01-67-8013 UNIFORMS	2,429.09	17,387.66	21,200.00	3,812.34	82.0
01-67-8014 SUPPLIES-OPERATING	.00	562.09	2,500.00	1,937.91	22.5
01-67-8064 EQUIPMENT-DEPT	.00	25,673.47	25,752.00	78.53	99.7
01-67-8073 LEADS/NCIC	.00	.00	1.00	1.00	.0
TOTAL POLICE	149,437.41	1,946,892.41	2,182,514.00	235,621.59	89.2

VILLAGE OF THORNTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MARCH 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE</u>					
01-69-6001 SALARIES	50,579.82	597,727.52	659,933.00	62,205.48	90.6
01-69-6002 SALARIES - OVERTIME	2,017.44	60,258.98	80,000.00	19,741.02	75.3
01-69-6005 SALARIES-PART TIME	17,402.70	240,342.81	255,000.00	14,657.19	94.3
01-69-6015 FICA/MEDICARE TAX	5,126.06	66,323.32	75,424.00	9,100.68	87.9
01-69-6016 UNEMPLOYMENT BENEFITS	.00	.00	1.00	1.00	.0
01-69-6020 IMRF RETIREMENT	4,050.95	47,158.27	55,913.00	8,754.73	84.3
01-69-6021 EMPLOYEE HEALTH INSURANCE	11,397.25	105,799.10	160,730.00	54,930.90	65.8
01-69-7002 MAINT-VEHICLES	870.42	46,728.67	48,000.00	1,271.33	97.4
01-69-7018 MAINT-EQUIPMENT	1,476.00	3,523.02	7,000.00	3,476.98	50.3
01-69-7025 CONTRACTED SERVICES	6,197.77	77,001.70	79,336.00	2,334.30	97.1
01-69-7031 MOTOR FUEL	1,078.10	18,027.47	20,000.00	1,972.53	90.1
01-69-7065 POSTAGE	.00	9.13	100.00	90.87	9.1
01-69-8002 MEMBERSHIPS	.00	5,504.00	9,013.00	3,509.00	61.1
01-69-8004 DUES-FEES	51.13	148.63	1,000.00	851.37	14.9
01-69-8005 TRAINING/CONFERENCES	897.38	4,127.43	11,200.00	7,072.57	36.9
01-69-8006 MISCELLANEOUS	.00	775.78	1,000.00	224.22	77.6
01-69-8007 CUMPUTER SUPPORT/IT	.00	4,190.70	14,201.00	10,010.30	29.5
01-69-8010 SUPPLIES-OFFICE	.00	.00	1,000.00	1,000.00	.0
01-69-8013 UNIFORMS	193.00	5,103.07	7,300.00	2,196.93	69.9
01-69-8014 SUPPLIES-OPERATING	719.11	10,039.41	12,529.00	2,489.59	80.1
01-69-8062 FOREIGN FIRE TAX	.00	.00	1.00	1.00	.0
01-69-8064 EQUIPMENT-DEPT	2,475.00	9,434.91	9,800.00	365.09	96.3
01-69-8104 FUND TRANSFER	.00	55,038.07	55,038.00	(.07)	100.0
TOTAL FIRE	104,532.13	1,357,261.99	1,563,519.00	206,257.01	86.8
<u>CONTINGENCY</u>					
01-73-8006 CONTINGENCY/DEFERRED CAPITAL	.00	.00	46,400.00	46,400.00	.0
TOTAL CONTINGENCY	.00	.00	46,400.00	46,400.00	.0
TOTAL FUND EXPENDITURES	364,679.42	4,855,531.27	5,916,200.00	1,060,668.73	82.1
NET REVENUE OVER EXPENDITURES	619,901.11	449,528.17	(77,042.00)	(526,570.17)	583.5

VILLAGE OF THORNTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MARCH 31, 2025

		WATER FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
REVENUES						
02-40-4050	INTEREST EARNED	.00	530.80	1,500.00	969.20	35.4
02-40-4065	WATER CONNECTION FEES	(150.00)	1,800.00	1,500.00	(300.00)	120.0
02-40-4066	MISC-WATER	6,634.00	25,094.56	8,000.00	(17,094.56)	313.7
02-40-4067	MISCELLANEOUS - SEWER	.00	981.64	.00	(981.64)	.0
02-40-4080	WATER SALES	148,501.47	1,098,134.12	800,000.00	(298,134.12)	137.3
02-40-4081	SEWER USAGE CHARGE	12,796.44	74,853.51	55,000.00	(19,853.51)	136.1
TOTAL REVENUES		167,781.91	1,201,394.63	866,000.00	(335,394.63)	138.7
TOTAL FUND REVENUE		167,781.91	1,201,394.63	866,000.00	(335,394.63)	138.7

VILLAGE OF THORNTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MARCH 31, 2025

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER</u>					
02-74-6001 SALARIES	7,759.70	95,130.79	102,591.00	7,460.21	92.7
02-74-6002 SALARIES-OVERTIME	373.02	8,882.01	10,612.00	1,729.99	83.7
02-74-6005 SALARIES-PART TIME	.00	.00	260.00	260.00	.0
02-74-6015 FICA	567.42	7,497.52	8,871.00	1,373.48	84.5
02-74-6020 IMRF	520.48	6,382.65	7,713.00	1,330.35	82.8
02-74-6021 EMPLOYEE HEALTH INSURANCE	2,353.25	21,582.33	27,810.00	6,227.67	77.6
02-74-7016 MAINTENANCE SEWERS	.00	20,249.00	31,000.00	10,751.00	65.3
02-74-7018 MAINT-EQUIPMENT	.00	1,134.94	2,000.00	865.06	56.8
02-74-7019 MAINT-GROUND RESV AND TOWER	.00	2,700.00	3,000.00	300.00	90.0
02-74-7020 MAINT-WATER TESTS	.00	4,852.92	5,300.00	447.08	91.6
02-74-7021 MAINT-WATER SYSTEM	21,880.30	78,749.60	102,000.00	23,250.40	77.2
02-74-7023 MAINT-METERS	.00	6,202.46	6,500.00	297.54	95.4
02-74-7040 TELEPHONE-WATER	560.00	1,604.53	1,500.00	(104.53)	107.0
02-74-7041 ELECTRICITY-PUMPS	2,198.59	11,566.31	13,000.00	1,433.69	89.0
02-74-7042 HEAT	110.67	1,313.80	3,000.00	1,686.20	43.8
02-74-7043 WATER PURCHASES	54,064.80	510,321.44	658,227.00	147,905.56	77.5
02-74-7047 DEPRECIATION EXPENSE	.00	.00	5.00	5.00	.0
02-74-7065 POSTAGE	.00	3,315.48	3,900.00	584.52	85.0
02-74-7069 AUDIT	.00	2,350.00	2,350.00	.00	100.0
02-74-7073 LEGAL FEES	82.50	367.50	1,000.00	632.50	36.8
02-74-7075 PROFESSIONAL SERVICES	1,660.00	4,506.00	5,500.00	994.00	81.9
02-74-7076 ENGINEERING/ARCHITECT	.00	1,487.75	2,000.00	512.25	74.4
02-74-8004 DUES-FEES	135.00	135.00	250.00	115.00	54.0
02-74-8006 MISCELLANEOUS	384.47	2,570.91	3,000.00	429.09	85.7
02-74-8014 SUPPLIES-OPERATING WATER	.00	4,279.23	4,900.00	620.77	87.3
02-74-8015 SUPPLIES-OPERATING SEWER	.00	67.21	100.00	32.79	67.2
02-74-8016 UNEMPLOYMENT BENEFITS	.00	.00	1.00	1.00	.0
02-74-8054 GENERAL INSURANCE	.00	13,500.00	13,500.00	.00	100.0
02-74-8102 INTEREST EXPENSE	.00	.00	5.00	5.00	.0
TOTAL WATER	92,650.20	810,749.38	1,019,895.00	209,145.62	79.5
TOTAL FUND EXPENDITURES	92,650.20	810,749.38	1,019,895.00	209,145.62	79.5
NET REVENUE OVER EXPENDITURES	75,131.71	390,645.25	(153,895.00)	(544,540.25)	253.8

VILLAGE OF THORNTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MARCH 31, 2025

		MOTOR FUEL TAX FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
REVENUE						
04-40-4050	INTEREST EARNED	.00	2,278.52	2,500.00	221.48	91.1
04-40-4101	MFT TAX	.00	90,562.38	104,030.00	13,467.62	87.1
TOTAL REVENUE		.00	92,840.90	106,530.00	13,689.10	87.2
TOTAL FUND REVENUE		.00	92,840.90	106,530.00	13,689.10	87.2

VILLAGE OF THORNTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MARCH 31, 2025

MOTOR FUEL TAX FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>MFT</u>					
04-80-7006	MAINT-STREETS	708.92	1,965.80	111,000.00	109,034.20	1.8
04-80-7007	MAINT - SIDEWALKS	.00	.00	16,000.00	16,000.00	.0
04-80-7009	MAINT. - TREE REMOVAL	.00	11,080.00	17,000.00	5,920.00	65.2
04-80-7024	MAINT - STREET LIGHTS	.00	5,362.00	6,000.00	638.00	89.4
04-80-7076	MFT ENGINEERING	.00	5,092.50	10,000.00	4,907.50	50.9
04-80-8025	SALT EXPENSE	.00	1,485.00	22,000.00	20,515.00	6.8
04-80-8075	SIGNS	.00	.00	8,000.00	8,000.00	.0
04-80-8076	TRAFFIC LIGHTS	1,286.40	5,145.60	4,000.00	(1,145.60)	128.6
	TOTAL MFT	1,995.32	30,130.90	194,000.00	163,869.10	15.5
	TOTAL FUND EXPENDITURES	1,995.32	30,130.90	194,000.00	163,869.10	15.5
	NET REVENUE OVER EXPENDITURES	(1,995.32)	62,710.00	(87,470.00)	(150,180.00)	71.7

VILLAGE OF THORNTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MARCH 31, 2025

		GRANTS				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
REVENUE						
05-40-4039	SOS FORFEITURE	.00	5,112.25	30,000.00	24,887.75	17.0
05-40-4068	GRANT REVENUE	200,000.00	200,634.00	422,000.00	221,366.00	47.5
05-40-4099	CONTINGENCY	.00	.00	500,000.00	500,000.00	.0
TOTAL REVENUE		200,000.00	205,746.25	952,000.00	746,253.75	21.6
TOTAL FUND REVENUE		200,000.00	205,746.25	952,000.00	746,253.75	21.6

VILLAGE OF THORNTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MARCH 31, 2025

		GRANTS				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS</u>						
05-63-8067	INFRASTRUCTURE IMPROVEMENTS	200,000.00	200,000.00	400,000.00	200,000.00	50.0
	TOTAL PUBLIC WORKS	200,000.00	200,000.00	400,000.00	200,000.00	50.0
<u>POLICE</u>						
05-67-8039	GRANT EXPENDITURES-POLICE DEPT	.00	.00	7,000.00	7,000.00	.0
05-67-8040	MONEY LAUNDERING FORFEITURE FU	.00	8,400.00	30,000.00	21,600.00	28.0
	TOTAL POLICE	.00	8,400.00	37,000.00	28,600.00	22.7
<u>FIRE</u>						
05-69-8039	GRANT EXPENDITURES-FIRE DEPT	.00	634.00	15,000.00	14,366.00	4.2
	TOTAL FIRE	.00	634.00	15,000.00	14,366.00	4.2
<u>DEPARTMENT 73</u>						
05-73-8006	CONTINGENCY	.00	.00	500,000.00	500,000.00	.0
	TOTAL DEPARTMENT 73	.00	.00	500,000.00	500,000.00	.0
	TOTAL FUND EXPENDITURES	200,000.00	209,034.00	952,000.00	742,966.00	22.0
	NET REVENUE OVER EXPENDITURES	.00	(3,287.75)	.00	3,287.75	.0

VILLAGE OF THORNTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MARCH 31, 2025

POLICE DUI/VEHICLE REPLACEMENT

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	REVENUE					
06-40-4040	CIRCUIT COURT FINES	.00	75.00	250.00	175.00	30.0
06-40-4050	INTEREST INCOME	.00	20.89	10.00	(10.89)	208.9
	TOTAL REVENUE	.00	95.89	260.00	164.11	36.9
	TOTAL FUND REVENUE	.00	95.89	260.00	164.11	36.9

VILLAGE OF THORNTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MARCH 31, 2025

POLICE DUI/VEHICLE REPLACEMENT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
POLICE					
06-67-7002 MAINT-VEHICLES	.00	.00	1,619.00	1,619.00	.0
06-67-8006 MISCELLANEOUS	.00	.00	1.00	1.00	.0
06-67-8064 EQUIPMENT/VEHICLES PURCHASE	.00	.00	1.00	1.00	.0
06-67-8102 INTEREST EXPENSE	.00	.00	1.00	1.00	.0
TOTAL POLICE	.00	.00	1,622.00	1,622.00	.0
TOTAL FUND EXPENDITURES	.00	.00	1,622.00	1,622.00	.0
NET REVENUE OVER EXPENDITURES	.00	95.89	(1,362.00)	(1,457.89)	7.0

VILLAGE OF THORNTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MARCH 31, 2025

CAPITAL PROJECTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
REVENUE					
08-40-4050 INTEREST INCOME	.00	5,514.70	1,500.00	(4,014.70)	367.7
08-40-4055 VEHICLE SALES	.00	.00	10,000.00	10,000.00	.0
08-40-4056 SALE OF PROPERTY	.00	190,153.00	150,000.00	(40,153.00)	126.8
08-40-4091 TRANSFER FROM OTHER FUNDS	.00	.00	41,000.00	41,000.00	.0
TOTAL REVENUE	.00	195,667.70	202,500.00	6,832.30	96.6
TOTAL FUND REVENUE	.00	195,667.70	202,500.00	6,832.30	96.6

VILLAGE OF THORNTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MARCH 31, 2025

CAPITAL PROJECTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
08-50-7075 PROFESSIONAL SERVICES	.00	.00	1.00	1.00	.0
08-50-8039 GRANT ADMINISTRATION	.00	.00	1.00	1.00	.0
08-50-8064 EQUIPMENT ACQUISITIONS	.00	.00	1,500.00	1,500.00	.0
08-50-8066 BUILDING IMPROVEMENTS	.00	.00	1.00	1.00	.0
08-50-8067 INFRASTRUCTURE IMPROVEMENTS	.00	.00	1.00	1.00	.0
TOTAL ADMINISTRATION	.00	.00	1,504.00	1,504.00	.0
<u>RECREATION DEPARTMENT</u>					
08-61-8039 GRANT MATCH	.00	.00	1.00	1.00	.0
08-61-8064 EQUIPMENT ACQUISITION	.00	.00	1.00	1.00	.0
08-61-8066 BUILDING IMPROVEMENTS	4,316.00	110,932.22	108,000.00	(2,932.22)	102.7
08-61-8067 INFRASTRUCTURE IMPROVEMENTS	.00	.00	25,000.00	25,000.00	.0
TOTAL RECREATION DEPARTMENT	4,316.00	110,932.22	133,002.00	22,069.78	83.4
<u>PUBLIC WORKS</u>					
08-63-8039 GRANT MATCH	.00	.00	1.00	1.00	.0
08-63-8064 EQUIPMENT ACQUISITION	.00	.00	23,000.00	23,000.00	.0
08-63-8066 BUILDING IMPROVEMENTS	.00	.00	1.00	1.00	.0
08-63-8067 INFRASTRUCTURE IMPROVEMENTS	.00	.00	1.00	1.00	.0
08-63-8900 TRANSFER TO OTHER FUND	.00	.00	1.00	1.00	.0
TOTAL PUBLIC WORKS	.00	.00	23,004.00	23,004.00	.0
<u>POLICE DEPARTMENT</u>					
08-67-8039 GRANT MATCH	.00	.00	1.00	1.00	.0
08-67-8064 EQUIPMENT ACQUISITION	3,236.39	70,842.43	86,000.00	15,157.57	82.4
08-67-8066 BUILDING IMPROVEMENTS	.00	.00	7,000.00	7,000.00	.0
TOTAL POLICE DEPARTMENT	3,236.39	70,842.43	93,001.00	22,158.57	76.2
<u>FIRE DEPARTMENT</u>					
08-69-8039 GRANT MATCH - FIRE DEPT	.00	.00	1.00	1.00	.0
08-69-8064 EQUIPMENT ACQUISITION	.00	.00	93,580.00	93,580.00	.0
08-69-8066 BUILDING IMPROVEMENTS	.00	.00	1.00	1.00	.0
TOTAL FIRE DEPARTMENT	.00	.00	93,582.00	93,582.00	.0
TOTAL FUND EXPENDITURES	7,552.39	181,774.65	344,093.00	162,318.35	52.8

VILLAGE OF THORNTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MARCH 31, 2025

CAPITAL PROJECTS FUND					
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	(7,552.39)	13,893.05	(141,593.00)	(155,486.05)	9.8

VILLAGE OF THORNTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MARCH 31, 2025

GO BOND DEBT SERVICE

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	REVENUES					
09-40-4001	REAL ESTATE TAXES	33,476.03	198,681.69	144,575.00	(54,106.69)	137.4
09-40-4050	INTEREST INCOME	.00	700.61	.00	(700.61)	.0
09-40-4091	TRANSFER FROM OTHER FUNDS	.00	123,463.87	140,464.00	17,000.13	87.9
	TOTAL REVENUES	33,476.03	322,846.17	285,039.00	(37,807.17)	113.3
	TOTAL FUND REVENUE	33,476.03	322,846.17	285,039.00	(37,807.17)	113.3

VILLAGE OF THORNTON

EXPENDITURES WITH COMPARISON TO BUDGET

FOR THE 11 MONTHS ENDING MARCH 31, 2025

GO BOND DEBT SERVICE

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DEBT SERVICE</u>					
09-30-8101	PRINCIPAL - 2018 GO BOND	.00	115,000.00	115,000.00	.00	100.0
09-30-8102	INTEREST - 2018 GO BOND	.00	20,978.69	21,025.00	46.31	99.8
09-30-8111	PRINCIPAL - 2014 GO BOND	.00	175,000.00	175,000.00	.00	100.0
09-30-8122	INTEREST - 2014 GO BOND	.00	7,175.00	7,175.00	.00	100.0
09-30-8131	CAPITAL LEASE LOAN - PRINCIPAL	.00	90,473.54	90,474.00	.46	100.0
09-30-8132	CAPITAL LEASE LOAN - INTEREST	.00	32,990.33	32,990.00	(.33)	100.0
	TOTAL DEBT SERVICE	.00	441,617.56	441,664.00	46.44	100.0
	TOTAL FUND EXPENDITURES	.00	441,617.56	441,664.00	46.44	100.0
	NET REVENUE OVER EXPENDITURES	33,476.03	(118,771.39)	(156,625.00)	(37,853.61)	(75.8)

**FIFTH THIRD**

(CHICAGO)

P.O. BOX 630900 CINCINNATI OH 45263-0900

VILLAGE OF THORNTON
GENERAL FUND
115 E MARGARET ST
THORNTON IL 60476-1292

Statement Period Date: 3/1/2025 - 3/31/2025

Account Type: PF C

Account **Section IV, ItemA.**

Banking Center: Rosemont South Bc

Banking Center Phone: 847-653-2100

Commercial Client Services: 866-475-0729

Account Summary - 4375041

03/01	Beginning Balance	\$348,083.33	Number of Days in Period	31
1	Checks	\$(12,200.00)		
2	Withdrawals / Debits	\$(578.17)		
13	Deposits / Credits	\$86,055.68		
03/31	Ending Balance	\$421,360.84		

Check

1 check totaling \$12,200.00

* Indicates gap in check sequence i = Electronic Image s = Substitute Check

Number	Date Paid	Amount
24536 i	03/14	12,200.00

Withdrawals / Debits

2 items totaling \$578.17

Date	Amount	Description
03/12	378.17	SERVICE CHARGE
03/13	200.00	POSTALIA TDCPOSTAGE 106000951140 VILLAGE OF THORNTON PO 031325

Deposits / Credits

13 items totaling \$86,055.68

Date	Amount	Description
03/04	112.54	State of Ill HCCLAIMPMT AC6627093005026 0001VILLAGE OF THORN TRN*1*4782025052D867*1376002057 030425
03/06	6,234.87	State of Ill HCCLAIMPMT AC6634974014817 0001VILLAGE OF THORN TRN*1*4782025058C465*1376002057 030625
03/07	1,428.60	CIGNA HCCLAIMPMT 366006125 /VLG OF THORNTON TRN*1*250304090035292*1591031071 030725
03/11	9,410.80	State of Ill Commercial AC6656132006811 VILLAGE OF THORN 031125
03/12	1,990.63	State of Ill HCCLAIMPMT AC6663857006906 0001VILLAGE OF THORN TRN*1*4782025064D513*1376002057 031225
03/14	523.33	UnitedHealthcare HCCLAIMPMT 366006125 village of thornton TRN*1*S7038684*1411289245*000087726 031425
03/17	12,200.00	RETURNED ITEM/COUNTERFEIT
03/19	18,338.95	Nicor Gas Compan PAYMENTS 9600038545 VILLAGE OF THORN 031925
03/20	3,750.00	Lamar Advertisin PAYMENTS 325536 Village Of Thornton 032025
03/20	29,808.80	State of Ill HCCLAIMPMT AC6702734005225 0001VILLAGE OF THORN TRN*1*4782025072C062*1376002057 032025
03/21	574.83	UnitedHealthcare HCCLAIMPMT 366006125 village of thornton TRN*1*S7404019*1411289245*000087726 032125
03/24	462.28	PALMETTO GBA RRB CDA HCCLAIMPMT 1235295650 VILLAGE OF THORNTON TRN*1*819774825*1571062326~ 032425
03/28	1,220.05	UnitedHealthcare HCCLAIMPMT 366006125 village of thornton TRN*1*T0237348*1411289245*000087726 032825



Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
03/04	348,195.87	03/13	366,682.60	03/20	419,103.68
03/06	354,430.74	03/14	355,005.93	03/21	419,678.51
03/07	355,859.34	03/17	367,205.93	03/24	420,140.79
03/11	365,270.14	03/19	385,544.88	03/28	421,360.84
03/12	366,882.60				



A WINTRUST COMMUNITY BANK
9801 W. Higgins, Box 32, Rosemont, IL 60018

Last Statement:
Statement Ending:
Page:

Section IV, Item A.
1 of 18

21220 TWS924OR040125030255 01 000000000 2 019



VILLAGE OF THORNTON
OPERATING ACCOUNT
115 E MARGARET ST
THORNTON IL 60476-1285

Customer Service



Customer Support:
708-478-4447



Branch Hours of Operation:
Mon-Fri 9:00 am - 5:00 pm
Saturday 9:00 am - 1:00 pm

Customer Contact Center Hours:
Mon - Fri 7:00 am - 8:00 pm
Saturday 7:00 am - 5:00 pm



Access Your Account Online:
www.oldplanktrailbank.com

GOVERNMENT CHECKING

Account Number: XXXXXX8430

Balance Summary

Beginning Balance as of 03/01/25 **\$2,091,160.95**
+ Deposits and Credits (67) \$1,328,721.53
- Withdrawals and Debits (127) \$1,136,832.35
Ending Balance as of 03/31/25 **\$2,282,659.34**
Analysis or Maintenance Fees for Period \$390.79
Number of Days in Statement Period 31

Checks

* Indicates a break in check sequence
R-Check has been returned

Date	Check#	Amount	Date	Check#	Amount	Date	Check#	Amount
Mar 20	71296	\$12.93	Mar 04	71740	\$119.50	Mar 10	71791	\$20,731.10
Mar 04	71423	\$250.00	Mar 14	71746	\$860.00	Mar 11	71792	\$1,147.95
Mar 19	71438	\$150.00	Mar 11	71748	\$500.00	Mar 11	71794	\$870.42
Mar 11	71514	\$126.78	Mar 04	71753	\$9,495.26	Mar 17	71795	\$3,600.00
Mar 20	71519	\$96.38	Mar 03	71754	\$330.00	Mar 11	71796	\$1,660.00
Mar 11	71544	\$50.00	Mar 11	71757	\$108.50	Mar 13	71797	\$1,539.75
Mar 11	71579	\$126.78	Mar 06	71764	\$2,380.31	Mar 14	71798	\$80.00
Mar 20	71584	\$96.38	Mar 03	71765	\$266.82	Mar 12	71799	\$417.45
Mar 07	71586	\$310.00	Mar 03	71766	\$255.28	Mar 17	71800	\$130.00
Mar 07	71589	\$72.07	Mar 03	71767	\$256.82	Mar 12	71801	\$417.58
Mar 07	71599	\$1,436.00	Mar 04	71768	\$53,307.97	Mar 13	71802	\$1,476.00
Mar 14	71624	\$9,364.63	Mar 20	71774	\$96.38	Mar 10	71803	\$400.00
Mar 11	71664	\$126.78	Mar 11	71777	\$300.00	Mar 20	71804	\$3,245.10
Mar 20	71668	\$96.38	Mar 12	71778	\$675.00	Mar 11	71805	\$1,611.15
Mar 07	71670	\$310.00	Mar 10	71780	\$2,475.00	Mar 18	71807	\$5,000.00
Mar 07	71673	\$72.07	Mar 18	71781	\$145.00	Mar 10	71808	\$200,000.00
Mar 03	71695	\$3,144.75	Mar 17	71782	\$49.92	Mar 24	71810	\$150.00
Mar 10	71704	\$319.60	Mar 11	71783	\$51,421.33	Mar 17	71812	\$647.87
Mar 03	71712	\$220.26	Mar 07	71784	\$6,995.30	Mar 20	71813	\$257.50
Mar 20	71718	\$96.38	Mar 21	71785	\$83,848.11	Mar 31	71814	\$359.60
Mar 07	71720	\$310.00	Mar 12	71786	\$1,448.19	Mar 18	71816	\$349.60
Mar 07	71723	\$72.07	Mar 11	71787	\$2,500.00	Mar 17	71817	\$2,380.31
Mar 21	71729	\$64,832.91	Mar 12	71788	\$970.12	Mar 18	71818	\$188.15
Mar 03	71731	\$259.87	Mar 17	71789	\$93.48	Mar 17	71819	\$183.53
Mar 04	71735	\$20,347.74	Mar 12	71790	\$1,156.24	Mar 17	71820	\$178.15

Section IV, Item A.

[illegible]

2. Enter the Bank Balance shown on this statement	
Add deposits made by you, but not shown on this statement.	
Subtotal	
3. List total of checks outstanding	
Subtract check total from above Subtotal	
	The number above should match your checkbook balance

1. Review last month's statement to make sure any differences were corrected.
2. Check additions and subtractions in your checkbook.
3. Compare the amount of each check and deposit on this statement with the amount recorded in your checkbook.
4. Make sure all outstanding checks have been listed, including those that may not have been paid from the previous statement.
5. Make sure that any electronic fund transfers or automatic payments are recorded in your checkbook.

- Your name and account number.
- The dollar amount of the suspected error.
- Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.



A WINTRUST COMMUNITY BANK
9801 W. Higgins, Box 32, Rosemont, IL 60018

Account Number:
Statement Date:
Page :

Section IV, Item A.

2 of 18

Checks (Continued)

* Indicates a break in check sequence
R-Check has been returned

Date	Check#	Amount	Date	Check#	Amount	Date	Check#	Amount
Mar 18	71821	\$352.39	Mar 28	71843	\$14,885.00	Mar 31	71866	\$51.55
Mar 20	71830	*	Mar 31	71845	\$54,064.80	Mar 27	71867	\$227.50
Mar 18	71831	\$600.00	Mar 28	71848	\$2,500.00	Mar 28	71875	*
Mar 18	71833	*	Mar 31	71850	\$708.92	Mar 31	71879	*
Mar 19	71834	\$49,698.70	Mar 31	71851	\$246.00	Mar 21	71882	*
Mar 18	71835	\$75.00	Mar 31	71852	\$4,466.75	Mar 28	71884	*
Mar 20	71836	\$71.11	Mar 31	71853	\$75.00	Mar 31	71886	*
Mar 20	71837	\$51.72	Mar 28	71855	\$359.77	Mar 31	71887	\$232.05
Mar 31	71838	\$100.88	Mar 28	71859	\$160.00	Mar 31	71888	\$256.82
Mar 31	71842	*	Mar 28	71865	\$932.62			

Debits

Date	Description	Subtractions
Mar 03	CHECK 71695	-\$3,144.75
Mar 03	CHECK 71712	-\$220.26
Mar 03	CHECK 71731	-\$259.87
Mar 03	CHECK 71754	-\$330.00
Mar 03	CHECK 71765	-\$266.82
Mar 03	CHECK 71766	-\$255.28
Mar 03	CHECK 71767	-\$256.82
Mar 04	CHECK 71423	-\$250.00
Mar 04	CHECK 71735	-\$20,347.74
Mar 04	CHECK 71740	-\$119.50
Mar 04	CHECK 71753	-\$9,495.26
Mar 04	CHECK 71768	-\$53,307.97
Mar 04	PREAUTHORIZED DEBIT FIRST AMERICAN B PLAN FUND 250304 2560078B4848	-\$133.33
Mar 04	PREAUTHORIZED DEBIT FIRST AMERICAN B PLAN FUND 250304 25605DB116AD	-\$150.00
Mar 04	PREAUTHORIZED DEBIT IMRF RECEIVABLE 250303 00198	-\$22,578.11
Mar 05	PREAUTHORIZED DEBIT IRS USATAXPYMT 250305 220546430409404	-\$31,379.29
Mar 06	CHECK 71764	-\$2,380.31
Mar 06	PREAUTHORIZED DEBIT IL DEPT OF REVEN EDI PYMNTS TXP*366006125000*0 112*20250331*T*562 780\	-\$5,627.80
Mar 06	PREAUTHORIZED DEBIT WEX INC FLEET DEBI 250306 9100007653681	-\$13,590.91
Mar 07	CHECK 71586	-\$310.00
Mar 07	CHECK 71589	-\$72.07
Mar 07	CHECK 71599	-\$1,436.00
Mar 07	CHECK 71670	-\$310.00
Mar 07	CHECK 71673	-\$72.07
Mar 07	CHECK 71720	-\$310.00
Mar 07	CHECK 71723	-\$72.07
Mar 07	CHECK 71784	-\$6,995.30
Mar 10	CHECK 71704	-\$319.60
Mar 10	CHECK 71780	-\$2,475.00
Mar 10	CHECK 71791	-\$20,731.10
Mar 10	CHECK 71803	-\$400.00
Mar 10	CHECK 71808	-\$200,000.00
Mar 10	PREAUTHORIZED DEBIT IMRF RECEIVABLE 250307 00198	-\$26,498.82



A WINTRUST COMMUNITY BANK
9801 W. Higgins, Box 32, Rosemont, IL 60018

Account Number:
Statement Date:
Page :

Section IV, ItemA.

3 of 18

Debits (Continued)

Date	Description	Subtractions
Mar 11	CHECK 71514	-\$126.78
Mar 11	CHECK 71544	-\$50.00
Mar 11	CHECK 71579	-\$126.78
Mar 11	CHECK 71664	-\$126.78
Mar 11	CHECK 71748	-\$500.00
Mar 11	CHECK 71757	-\$108.50
Mar 11	CHECK 71777	-\$300.00
Mar 11	CHECK 71783	-\$51,421.33
Mar 11	CHECK 71787	-\$2,500.00
Mar 11	CHECK 71792	-\$1,147.95
Mar 11	CHECK 71794	-\$870.42
Mar 11	CHECK 71796	-\$1,660.00
Mar 11	CHECK 71805	-\$1,611.15
Mar 11	PREAUTHORIZED DEBIT FIRST AMERICAN B EMPL FEE 250311 25069278BBE68	-\$2.95
Mar 12	CHECK 71778	-\$675.00
Mar 12	CHECK 71786	-\$1,448.19
Mar 12	CHECK 71788	-\$970.12
Mar 12	CHECK 71790	-\$1,156.24
Mar 12	CHECK 71799	-\$417.45
Mar 12	CHECK 71801	-\$417.58
Mar 13	CHECK 71797	-\$1,539.75
Mar 13	CHECK 71802	-\$1,476.00
Mar 14	CHECK 71624	-\$9,364.63
Mar 14	CHECK 71746	-\$860.00
Mar 14	CHECK 71798	-\$80.00
Mar 14	PREAUTHORIZED DEBIT VILLAGE OF THORN PAYROLL 250314	-\$1,319.21
Mar 14	PREAUTHORIZED DEBIT VILLAGE OF THORN PAYROLL 250314	-\$76,196.69
Mar 17	CHECK 71782	-\$49.92
Mar 17	CHECK 71789	-\$93.48
Mar 17	CHECK 71795	-\$3,600.00
Mar 17	CHECK 71800	-\$130.00
Mar 17	CHECK 71812	-\$647.87
Mar 17	CHECK 71817	-\$2,380.31
Mar 17	CHECK 71819	-\$183.53
Mar 17	CHECK 71820	-\$178.15
Mar 17	PREAUTHORIZED DEBIT POSTALIA TDCPOSTAGE 250316 106000951173	-\$500.00
Mar 17	PREAUTHORIZED DEBIT IMRF RECEIVABLE 250314 00198	-\$36,094.80
Mar 18	CHECK 71781	-\$145.00
Mar 18	CHECK 71807	-\$5,000.00
Mar 18	CHECK 71816	-\$349.60
Mar 18	CHECK 71818	-\$188.15
Mar 18	CHECK 71821	-\$352.39
Mar 18	CHECK 71831	-\$600.00
Mar 18	CHECK 71833	-\$48,923.47
Mar 18	CHECK 71835	-\$75.00
Mar 18	PREAUTHORIZED DEBIT FIRST AMERICAN B PLAN FUND 250318 2574D8C7CA29	-\$133.33
Mar 18	PREAUTHORIZED DEBIT FIRST AMERICAN B PLAN FUND 250318 2574F1A00E87	-\$150.00
Mar 18	MAINTENANCE FEE ANALYSIS ACTIVITY FOR 02/25	-\$390.79
Mar 19	CHECK 71438	-\$150.00
Mar 19	CHECK 71834	-\$49,698.70



A WINTRUST COMMUNITY BANK
9801 W. Higgins, Box 32, Rosemont, IL 60018

Account Number:
Statement Date:
Page :

Section IV, Item A.

4 of 18

Debits (Continued)

Date	Description	Subtractions
Mar 19	PREAUTHORIZED DEBIT IMRF RECEIVABLE 250318 00198	-\$23,871.92
Mar 20	CHECK 71296	-\$12.93
Mar 20	CHECK 71519	-\$96.38
Mar 20	CHECK 71584	-\$96.38
Mar 20	CHECK 71668	-\$96.38
Mar 20	CHECK 71718	-\$96.38
Mar 20	CHECK 71774	-\$96.38
Mar 20	CHECK 71804	-\$3,245.10
Mar 20	CHECK 71813	-\$257.50
Mar 20	CHECK 71830	-\$300.00
Mar 20	CHECK 71836	-\$71.11
Mar 20	CHECK 71837	-\$51.72
Mar 20	PREAUTHORIZED DEBIT IRS USATAXPYMT 250320 220547970507063	-\$29,359.60
Mar 21	CHECK 71729	-\$64,832.91
Mar 21	CHECK 71785	-\$83,848.11
Mar 21	CHECK 71882	-\$716.78
Mar 21	PREAUTHORIZED DEBIT IL DEPT OF REVEN EDI PYMNTS TXP*366006125000*0 112*20250331*T*533 241\	-\$5,332.41
Mar 21	PREAUTHORIZED DEBIT AMEX EPAYMENT ACH PMT 250321 W1434	-\$15,181.89
Mar 24	CHECK 71810	-\$150.00
Mar 24	PREAUTHORIZED DEBIT WEX INC FLEET DEBI 250324 9100012659553	-\$1,078.10
Mar 24	PREAUTHORIZED DEBIT WEX INC FLEET DEBI 250324 9100012659616	-\$1,266.85
Mar 24	PREAUTHORIZED DEBIT WEX INC FLEET DEBI 250324 9100012659517	-\$2,035.31
Mar 24	PREAUTHORIZED DEBIT WEX INC FLEET DEBI 250324 9100007653681	-\$7,897.88
Mar 27	CHECK 71867	-\$227.50
Mar 28	CHECK 71843	-\$14,885.00
Mar 28	CHECK 71848	-\$2,500.00
Mar 28	CHECK 71855	-\$359.77
Mar 28	CHECK 71859	-\$160.00
Mar 28	CHECK 71865	-\$932.62
Mar 28	CHECK 71875	-\$280.44
Mar 28	CHECK 71884	-\$2,714.26
Mar 28	PREAUTHORIZED DEBIT VILLAGE OF THORN PAYROLL 250328	-\$80,545.38
Mar 31	CHECK 71814	-\$359.60
Mar 31	CHECK 71838	-\$100.88
Mar 31	CHECK 71842	-\$669.41
Mar 31	CHECK 71845	-\$54,064.80
Mar 31	CHECK 71850	-\$708.92
Mar 31	CHECK 71851	-\$246.00
Mar 31	CHECK 71852	-\$4,466.75
Mar 31	CHECK 71853	-\$75.00
Mar 31	CHECK 71866	-\$51.55
Mar 31	CHECK 71879	-\$2,543.51
Mar 31	CHECK 71886	-\$266.82
Mar 31	CHECK 71887	-\$232.05
Mar 31	CHECK 71888	-\$256.82





A WINTRUST COMMUNITY BANK
9801 W. Higgins, Box 32, Rosemont, IL 60018

Account Number:
Statement Date:
Page :

Section IV, Item A.

5 of 18

Credits

Date	Description	Additions
Mar 04	PREAUTHORIZED CREDIT LexisNexis SV9T 8002552414 103656132025030312 140101 IN:Village of Thornton - Recr	\$67.50
Mar 04	PREAUTHORIZED CREDIT LexisNexis SV9T 8002552414 103656122025030312 140101 IN:Village of Thornton - Poli	\$525.00
Mar 04	PREAUTHORIZED CREDIT IMRF VD_CED_PAY 250304 98-100000007821	\$851.46
Mar 04	PREAUTHORIZED CREDIT VITALCHEK NETWOR PAYMENT REF*TN*10365576202 5030211593001\	\$5,400.81
Mar 05	PREAUTHORIZED CREDIT doxo doxoPAY 250305 7r30	\$279.15
Mar 06	PREAUTHORIZED CREDIT COOK COUNTY TRSR COMB DISTR 250306 031260020	\$36.88
Mar 06	PREAUTHORIZED CREDIT AETNA AS01 HCCLAIMPMT 882506001076161*10 66033492\	\$292.31
Mar 06	PREAUTHORIZED CREDIT COOK COUNTY TRSR COMB DISTR 250306 031260000	\$176,231.21
Mar 07	PREAUTHORIZED CREDIT COOK COUNTY TRSR COMB DISTR 250307 031260020	\$112.05
Mar 07	PREAUTHORIZED CREDIT AETNA AS01 HCCLAIMPMT 882506201051015*10 66033492\	\$454.93
Mar 07	PREAUTHORIZED CREDIT BCBS ILLINOIS HCCLAIMPMT T25064E54239350*17 31350270*TM2025030 5E542393500-123529 5650\	\$560.63
Mar 07	DEPOSIT	\$1,338.70
Mar 07	PREAUTHORIZED CREDIT COOK COUNTY TRSR COMB DISTR 250307 031260502	\$2,360.66
Mar 07	PREAUTHORIZED CREDIT COOK COUNTY TRSR COMB DISTR 250307 031260503	\$6,339.44
Mar 07	DEPOSIT	\$203,868.54
Mar 07	PREAUTHORIZED CREDIT COOK COUNTY TRSR COMB DISTR 250307 031260000	\$535,446.23
Mar 10	CASH MGMT TRSFR CR REF 0691558L FUNDS TRANSFER FRM DEP XXXXXX8449 FROM AP 232025	\$249.25
Mar 10	CASH MGMT TRSFR CR REF 0691557L FUNDS TRANSFER FRM DEP XXXXXX8449 FROM SOS 2 28 2025 PYRL	\$11,290.90
Mar 10	CASH MGMT TRSFR CR REF 0691558L FUNDS TRANSFER FRM DEP XXXXXX8449 FROM SOS PYRL 2 14 202 5	\$14,332.62
Mar 10	CASH MGMT TRSFR CR REF 0691558L FUNDS TRANSFER FRM DEP XXXXXX8449 FROM 2182025 AP RCLS CK 70693	\$160,685.31
Mar 11	PREAUTHORIZED CREDIT LexisNexis SV9T 8002552414 103862622025031012 020101 IN:Village of Thornton - Recr	\$88.00
Mar 11	PREAUTHORIZED CREDIT State of Ill Commercial 250311 AC6656134011662	\$109.49
Mar 11	PREAUTHORIZED CREDIT VITALCHEK NETWOR PAYMENT REF*TN*10386256202 5030911593001\	\$862.55
Mar 11	PREAUTHORIZED CREDIT BCBS ILLINOIS HCCLAIMPMT C25066E77084110*13 61236610*CP2025030 7E770841100-123529 5650\	\$1,839.60
Mar 12	PREAUTHORIZED CREDIT NGS, INC. HCCLAIMPMT 800288668*13518405 97~	\$918.67
Mar 12	PREAUTHORIZED CREDIT VIOLATIONS PAYME ACH Pmt Feb webpay funds t ransfer	\$1,705.00





A WINTRUST COMMUNITY BANK
9801 W. Higgins, Box 32, Rosemont, IL 60018

Account Number:
Statement Date:
Page :

Section IV, Item A.

6 of 18

Credits (Continued)

Date	Description	Additions
Mar 12	PREAUTHORIZED CREDIT BCBS ILLINOIS HCCLAIMPMT C25069E77243770*13 61236610*CP2025031 0E772437700-123529 5650\	\$2,382.36
Mar 13	PREAUTHORIZED CREDIT iStream 5036233 250313	\$216.24
Mar 14	PREAUTHORIZED CREDIT COOK COUNTY TRSR COMB DISTR 250314 031260020	\$16.58
Mar 14	PREAUTHORIZED CREDIT BCBS ILLINOIS HCCLAIMPMT C25071E77515460*13 61236610*CP2025031 2E775154600-123529 5650\	\$116.06
Mar 14	PREAUTHORIZED CREDIT COOK COUNTY TRSR COMB DISTR 250314 031260503	\$934.87
Mar 14	PREAUTHORIZED CREDIT BCBS ILLINOIS HCCLAIMPMT C25071E77515450*13 61236610*CP2025031 2E775154500-123529 5650\	\$1,388.20
Mar 14	PREAUTHORIZED CREDIT COOK COUNTY TRSR COMB DISTR 250314 031260502	\$27,570.45
Mar 14	PREAUTHORIZED CREDIT COOK COUNTY TRSR COMB DISTR 250314 031260000	\$79,301.49
Mar 17	PREAUTHORIZED CREDIT COOK COUNTY TRSR COMB DISTR 250317 031260020	\$3.31
Mar 17	PREAUTHORIZED CREDIT AETNA AS01 HCCLAIMPMT 882507001058490*10 66033492\	\$575.67
Mar 17	PREAUTHORIZED CREDIT COOK COUNTY TRSR COMB DISTR 250317 031260502	\$11,324.09
Mar 17	PREAUTHORIZED CREDIT COOK COUNTY TRSR COMB DISTR 250317 031260000	\$15,585.17
Mar 18	PREAUTHORIZED CREDIT LexisNexis SV9T 8002552414 104069882025031712 070101 IN:Village of Thornton - Recr	\$382.00
Mar 18	PREAUTHORIZED CREDIT VITALCHEK NETWORK PAYMENT REF*TN*10406972202 5031712033101\	\$965.77
Mar 19	PREAUTHORIZED CREDIT NGS, INC. HCCLAIMPMT 800308001*13518405 97~	\$2,220.32
Mar 20	PREAUTHORIZED CREDIT iStream 5036233 250320	\$781.70
Mar 20	RETURN ITEM Auto Return CHECK 71837	\$51.72
Mar 20	RETURN ITEM Auto Return CHECK 71836	\$71.11
Mar 20	RETURN ITEM Auto Return CHECK 71584	\$96.38
Mar 20	RETURN ITEM Auto Return CHECK 71519	\$96.38
Mar 20	RETURN ITEM Auto Return CHECK 71718	\$96.38
Mar 20	RETURN ITEM Auto Return CHECK 71774	\$96.38
Mar 20	RETURN ITEM Auto Return CHECK 71813	\$257.50
Mar 20	RETURN ITEM Auto Return CHECK 71830	\$300.00
Mar 20	RETURN ITEM Auto Return CHECK 71804	\$3,245.10
Mar 21	PREAUTHORIZED CREDIT BCBS ILLINOIS HCCLAIMPMT C25078E78218470*13 61236610*CP2025031 9E782184700-123529 5650\	\$236.59





A WINTRUST COMMUNITY BANK
9801 W. Higgins, Box 32, Rosemont, IL 60018

Account Number:
Statement Date:
Page :

Section IV, Item A.

7 of 18

Credits (Continued)

Date	Description	Additions
Mar 21	PREAUTHORIZED CREDIT BCBS ILLINOIS HCCLAIMPMT C25078E78218460*13 61236610*CP2025031 9E782184600-123529 5650\	\$1,850.40
Mar 24	PREAUTHORIZED CREDIT BCBS ILLINOIS HCCLAIMPMT C25079E78346830*13 61236610*CP2025032 0E783468300-123529 5650\	\$1,803.60
Mar 25	PREAUTHORIZED CREDIT LexisNexis SV9T 8002552414 104276792025032311 593101 IN:Village of Thornton - Recr	\$325.00
Mar 25	PREAUTHORIZED CREDIT doxo doxoPAY 250325 7wka	\$372.44
Mar 25	PREAUTHORIZED CREDIT LexisNexis SV9T 8002552414 104277052025032412 103701 IN:Village of Thornton - Poli	\$525.00
Mar 25	PREAUTHORIZED CREDIT VITALCHEK NETWOR PAYMENT REF*TN*10427681202 5032412003101\	\$5,353.67
Mar 25	DEPOSIT	\$16,028.69
Mar 26	PREAUTHORIZED CREDIT NGS, INC. HCCLAIMPMT 800328227*13518405 97~	\$3,117.65
Mar 27	PREAUTHORIZED CREDIT doxo doxoPAY 250327 7x43	\$17.50
Mar 27	PREAUTHORIZED CREDIT iStream 5036233 250327	\$41.55
Mar 27	PREAUTHORIZED CREDIT NGS, INC. HCCLAIMPMT 800332405*13518405 97~	\$195.65
Mar 27	PREAUTHORIZED CREDIT AETNA AS01 HCCLAIMPMT 882508101074358*10 66033492\	\$581.42
Mar 27	DEPOSIT	\$11,209.61
Mar 28	PREAUTHORIZED CREDIT BCBS ILLINOIS HCCLAIMPMT C25085E78925820*13 61236610*CP2025032 6E789258200-123529 5650\	\$115.52
Mar 31	PREAUTHORIZED CREDIT EXELON CORP PYMNT 250331 0000372730	\$12,625.12

Daily Balances

Date	Balance	Date	Balance	Date	Balance	Date	Balance
Feb 28	\$2,091,160.95	Mar 10	\$2,787,788.48	Mar 18	\$2,677,434.76	Mar 25	\$2,421,402.40
Mar 03	\$2,086,427.15	Mar 11	\$2,730,135.48	Mar 19	\$2,605,934.46	Mar 26	\$2,424,520.05
Mar 04	\$1,986,890.01	Mar 12	\$2,730,056.93	Mar 20	\$2,577,247.25	Mar 27	\$2,436,338.28
Mar 05	\$1,955,789.87	Mar 13	\$2,727,257.42	Mar 21	\$2,409,422.14	Mar 28	\$2,334,076.33
Mar 06	\$2,110,751.25	Mar 14	\$2,748,764.54	Mar 24	\$2,398,797.60	Mar 31	\$2,282,659.34
Mar 07	\$2,851,654.92	Mar 17	\$2,732,394.72				



**Village of Thornton
Cash Position
March 31, 2025**

5/3 Financial	Checking	\$	421,360.84
Wintrust	Checking		2,282,659.34
IL Funds	Pooled		1,633,147.73
IL Funds	Escrow		146,923.24
	SOS Grant		4,502,404.11
	SOS Grant Debit Card Acct		38,642.81
	BNY Mellon - D/S Escrow		52,389.07
	Balance per bank statement		<u>9,077,527.14</u>
	Deposits in Transit		24,166.24
	Outstanding Checks		<u>(496,356.08)</u>
	Adjusted Bank Balance	\$	<u><u>8,605,337.30</u></u>
	Balance per books		
	01.01.0001 General Cash		3,327,428.41
	02.01.0001 Water		(169,045.32)
	04.01.0001 Motor Fuel Tax		188,895.15
	05.01.0001 Grants		(13,278.53)
	06.01.0001 DUI/Vehicle Fund		1,470.82
	08.01.0001 Capital Projects		268,187.25
	09.01.0001 Bond Debt Service		85,613.58
	11.01.0001 Downtown TIF #3		14,488.31
	12.01.0001 TIF Downtown		51,376.59
	13.01.0001 TIF Blackstone		83,392.89
	14.01.0001 Water Capital Improvement		411,150.77
	15.01.0001 SOS Grant		4,304,665.79
	16.01.0001 Rebuild Illinois		<u>50,991.59</u>
	Adjusted Book	\$	<u><u>8,605,337.30</u></u>
	Difference		0.00

DRAFT OF 4/7/25



VILLAGE OF THORNTON

EMPLOYEE PERSONNEL HANDBOOK

REVISED APRIL 2025

TABLE OF CONTENTS

MESSAGE FROM THE VILLAGE PRESIDENT 2

YOUR OBLIGATIONS TO THE PUBLIC 3

DISCLAIMER..... 4

PERSONNEL MISSION AND VALUES STATEMENT 5

FORM OF GOVERNMENT 5

ORGANIZATIONAL CHART (2025) 5

ARTICLE I. GENERAL INFORMATION..... 6

 Section 1.1 Purpose of Personnel Policy Manual 6

 Section 1.2 Effective Date of This Personnel Policy Manual..... 7

 Section 1.3 Open Door..... 7

 Section 1.4 Equal Employment Opportunity 7

ARTICLE II. EMPLOYMENT CATEGORIES* 8

 Section 2.1 Full-Time Employees..... 8

 Section 2.2 Part-Time Employees..... 8

 Section 2.3 Temporary Employees 8

 Section 2.4 Seasonal Employees..... 8

 Section 2.5 Exempt Employees 9

 Section 2.6 Non-Exempt Employees 9

ARTICLE III. GENERAL EMPLOYMENT CONDITIONS..... 9

 Section 3.1 Hiring..... 9

 Section 3.2 Driver’s License Obligation..... 9

 Section 3.3 Probationary Period 10

 Section 3.4 Internal Investigations and Searches..... 10

 Section 3.5 Employment of Relatives..... 10

 Section 3.6 Outside Employment11

 Section 3.7 Dual Capacity Employment.....11

 Section 3.8 Temporary Transfers 12

 Section 3.9 Civil Litigation..... 12

 Section 3.10 Employment Separation..... 12

 Section 3.11 Employee Performance Evaluation..... 13

 Section 3.12 Personnel Files 13

 Section 3.13 Personal Information..... 14

ARTICLE IV. HOURS OF WORK AND WORK SCHEDULES 14

 Section 4.1 Regular Work Week 14

 Section 4.2 Lunch and Break Periods 14

 Section 4.3 Attendance and Absenteeism 15

 Section 4.4 Temporary Modified Work Duty 15

Section 4.5	Flex Time	16
ARTICLE V. EMPLOYEE CONDUCT		16
Section 5.1	Rules of Conduct/ Code of Ethics.....	16
Section 5.2	Personal Appearance	17
Section 5.3	Gifts and Gratuities	17
Section 5.4	Solicitation and Distribution	17
Section 5.5	Political Activities	18
Section 5.6	Work Area Housekeeping	18
Section 5.7	Fraternization/Romantic Relationships.....	18
Section 5.8	Use of Village Equipment, Vehicles, and Supplies	18
Section 5.9	Visitors	21
Section 5.10	Confidentiality	21
Section 5.11	Media Contact.....	22
Section 5.12	Unlawful Discrimination and/or Unlawful Harassment	22
Section 5.13	Sexual Harassment.....	22
Section 5.14	Workplace Violence	22
Section 5.15	Complaint Procedures	23
Section 5.16	Drug and Alcohol Policy.....	24
Section 5.17	Tobacco Usage	26
Section 5.18	Whistleblowing.....	26
ARTICLE VI. COMPENSATION		27
Section 6.1	Payroll.....	27
Section 6.2	Overtime	27
Section 6.3	Compensatory Time	28
ARTICLE VII. EMPLOYEE BENEFITS AND SERVICES.....		28
Section 7.1	Health, Dental and Vision Insurance.....	28
Section 7.2	Life Insurance	28
Section 7.3	Retirement Health and Hospitalization Insurance	28
Section 7.4	Social Security	29
Section 7.5	COBRA.....	29
Section 7.6	Illinois Municipal Retirement Fund (IMRF)	29
Section 7.7	Vacation (Full-Time Employees)	29
Section 7.8	Paid Time Off (Part-Time; Seasonal and Temporary Employees).....	31
Section 7.9	Personal Time for Compelling Reasons.....	32
Section 7.10	Holidays	32
Section 7.11	Sick Time	33
Section 7.12	Employee Assistance Program.....	34
ARTICLE VIII. APPROVED LEAVES OF ABSENCE		34
Section 8.1	Bereavement Leave.....	34
Section 8.2	Jury Duty.....	35
Section 8.3	Court Appearance.....	35
Section 8.4	Military Leave.....	35
Section 8.5	Catastrophic or Compassionate Leave Donation	35

Section 8.6	Workers’ Compensation	36
Section 8.7	Temporary Modified/Restricted Duty Work Assignments.....	36
Section 8.8	Education Reimbursement	36
ARTICLE IX. UNPAID LEAVES OF ABSENCE		36
Section 9.1	Personal Leave of Absence	36
Section 9.2	Family and Medical Leave Act (FMLA)	37
Section 9.3	Maternity/Paternity Leave	45
Section 9.4	Victim’s Economic Safety and Security Act (VESSA)	46
Section 9.5	School Visitation	46
Section 9.6	Voting Leave	46
ARTICLE X. SAFETY AND SECURITY		47
Section 10.1	Employee Safety	47
Section 10.2	Personal Protective Equipment (PPE)	47
ARTICLE XI. COMPUTER SYSTEM, INTERNET, AND E-MAIL ETHICS POLICY...		48
Section 11.1	General	48
Section 11.2	Copyright	48
Section 11.3	Computer Policy	48
Section 11.4	Unauthorized Use:	52
APPENDIX A POLICY PROHIBITING SEXUAL HARASSMENT		54
APPENDIX B ACKNOWLEDGEMENT OF POLICY TRAINING		59
2025 PERSONNEL MANUAL ACKNOWLEDGEMENT		60

MESSAGE FROM THE VILLAGE PRESIDENT

Dear Valued Employee,

It is my pleasure to welcome you to the Village of Thornton. You are joining a team of individuals who are committed to providing excellent public service to the residents of Thornton. The Village of Thornton’s progress and growth depends on employees who take responsibility for the community and its success. Continuing the Village’s tradition as a progressive community that takes pride in its accomplishments depends on your contribution as an employee.

You are now part of an active and progressive municipal government. You must set the example for your fellow citizens and co-workers. We are continually working to make Thornton a more enjoyable and attractive place to live and work. Your personal contribution is required to make our Village government responsive and efficient for the residents of Thornton and your co-workers. You are expected to carry out your responsibilities and to follow all Village provisions, ordinances, Village policies and Departmental rules and procedures as they relate to you and to your job, including revisions that are adopted from time to time by the Village Board.

This Personnel Policy Manual does not articulate every nuance of every issue that an employee and employer may face. Its intent is to provide a general knowledge and understanding of the Village's expectations of you as an employee as well as inform you of what support you can expect from the Village. It should be used as a reference that should assist you in adhering to the rules, policies, and procedures of this organization. *As noted later in this Manual, you should not rely on the terms of this Manual as a contract or promise of employment for any specific term.*

After reading this Personnel Policy Manual, you may still have questions about a particular provision. If so, please communicate these questions, or suggestions for improvement, to your supervisor or to me. Many of our current policies have been suggested by valued employees and are welcome!

I am proud to work with each of you and to serve you. Thank you for your dedicated service, I wish you luck in a successful career with the Village of Thornton.

Sincerely, Village President

YOUR OBLIGATIONS TO THE PUBLIC

You are a public employee serving the residents of the Village of Thornton. You may be the only contact a resident has with his/her Village Government. The impression you make may be the residents' only impression of the local government. This applies whether speaking over the telephone or in direct personal contact. When answering the telephone, give your name and department. If you are asked a question or presented with a problem you cannot solve, transfer the call to someone who can handle the request or take the telephone number and name so that, when you find a solution to the residents' request, you can return the call. In your contact with a resident, display a pleasant, sincere, and helpful manner. Always remember:

**THE RESIDENTS OF THIS COMMUNITY ARE NEVER AN
INTERRUPTION OF YOUR WORK, THEY ARE THE REASON FOR IT**

DISCLAIMER

THIS MANUAL IS NOT A CONTRACT AND DOES NOT CREATE ANY RIGHTS TO EMPLOYMENT WITH THE VILLAGE OF THORNTON. ADDITIONALLY, ALL EMPLOYEES OF THE VILLAGE ARE CONSIDERED “AT WILL” EMPLOYEES WHICH MEANS THAT THEY ARE EMPLOYED FOR AN INDEFINITE DURATION AND MAY BE TERMINATED FOR ANY OR NO REASON AND WITHOUT PRIOR NOTICE. THE ONLY EXCEPTION IS IF THE EMPLOYEE’S TERMS AND CONDITIONS OF EMPLOYMENT ARE SET FORTH IN A COLLECTIVE BARGAINING AGREEMENT (“CBA”) OR OTHER BINDING WRITTEN DOCUMENT THAT WAS SIGNED AND APPROVED BY AUTHORIZED REPRESENTATIVES OF THE VILLAGE.

THE VILLAGE RESERVES THE RIGHT TO ALTER, AMEND, AND/OR MODIFY ALL OR ANY PART OF THIS MANUAL AT ANY TIME, WITH OR WITHOUT NOTICE. IN THE EVENT OF A CONFLICT BETWEEN THIS MANUAL AND ANY APPLICABLE COLLECTIVE BARGAINING AGREEMENT (“CBA”), THE APPLICABLE CBA SHALL GOVERN. LIKewise, THE PLAN TERMS OF ANY BENEFIT PROGRAM WILL GOVERN TO THE EXTENT IT CONFLICTS WITH AN EXPRESS PROVISION OF THIS MANUAL.

THIS MANUAL IS INTENDED TO PROVIDE ONLY A GENERAL OVERVIEW OF SOME OF THE PRIMARY ASPECTS OF EMPLOYMENT WITH THE VILLAGE OF THORNTON. IT IS NOT INTENDED TO BE AN EXHAUSTIVE DESCRIPTION OF APPLICABLE EMPLOYMENT POLICIES, AND THE VILLAGE RESERVES THE RIGHT TO ADDRESS SPECIFIC SITUATIONS ON AN INDIVIDUAL BASIS.

ANY QUESTIONS OR CONCERNS ABOUT THIS MANUAL OR ABOUT ANY ASPECT OF EMPLOYMENT SHOULD BE BROUGHT TO THE ATTENTION OF THE VILLAGE ADMINISTRATOR WHO WILL HELP GET YOU AN ANSWER PROMPTLY.

PERSONNEL MISSION AND VALUES STATEMENT

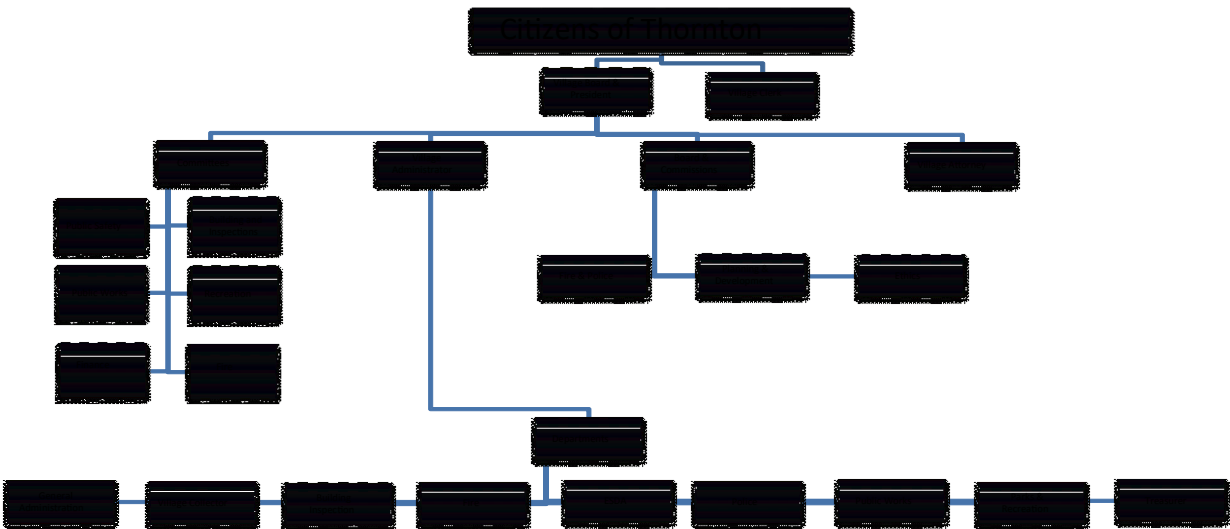
The Village of Thornton exists to serve the needs of its residents and business community by providing responsive and efficient municipal services. Through focused efforts by its elected officials, the Village strives to provide a fair system of governance for its residents and visitors in a fiscally responsible manner.

Our professional, dedicated employees and volunteers contribute to our safe environment in order to promote a stronger sense of community, thereby shaping the future.

FORM OF GOVERNMENT

The Village operates under the Village President-Trustee form of government. The Village President and Trustees are all elected "at large". Collectively, Village Trustees serve as the policy-making body of the Village. They perform functions that include passing resolutions and ordinances, approving the appropriation of money, levying taxes, approving zoning and other land use regulations, and generally deciding on important issues that affect the Village of Thornton. The President, with the advice and consent of the Village Board, appoints the Village Administrator as well as Department Heads, who direct the activities of their respective operating departments. Department Heads report directly to the Village Administrator, who in turn reports directly to the President and Village Board. The Village Administrator is responsible for overseeing all day-to-day operations of the Village government, as well as the implementation of Village Board Policy.

ORGANIZATIONAL CHART (2025)



ARTICLE I.
GENERAL INFORMATION

Section 1.1 Purpose of Personnel Policy Manual

The Village of Thornton (“Village”) Personnel Policy Manual (“Manual”) contains the general operating practices and procedures pertaining to employment with the Village. While this Manual is not all inclusive, its purpose is to provide guidelines for supervisory personnel and staff relating to employment matters. All provisions within the Manual are subject to change at any time, with approval of the Village Board, without prior notice.

This Manual applies to all full-time, part-time, Paid-on-Call employees, temporary or seasonal employees, interns and other employees of the Village, except as stated otherwise in a particular section of the Manual. In some cases, there are policies that are also extended non-employee consultants and contractors who perform services for the Village; those policies are expressly referenced when applicable.

Nothing in the Village's Personnel Policy Manual is intended to, or shall, create any contractual obligations of any kind. No policy, benefit, procedure, or information set forth in the Manual implies or may be construed to imply that it or any portion thereof is an employment contract. Employment with the Village is “at-will” and may be terminated by the Village with or without cause and with or without notice at any time, at the sole and absolute discretion of the Village. The Village of Thornton is an equal employment opportunity employer.

To the extent that a collective bargaining agreement with any group of employees of the Village is more or less restrictive than the provisions of this personnel policy Manual, the provisions of such collective bargaining agreement shall control, even though such collective bargaining may provide lesser privileges than this personnel Manual. In the event that no language is present in the collective bargaining agreement pertaining to a specific issue, language in this personnel policy Manual shall prevail.

No representative, employee or agent has the authority to make any agreement contrary to the provisions of this document, except the Village Board, and then, only in writing. Final approval of this Manual and any subsequent amendments will be determined by the Village President and the Village Board. The Village Administrator or his/her designee is responsible for administering and interpreting the personnel practices of the Village.

Notwithstanding anything to the contrary in this Personnel Policy Manual, the Village retains all traditional rights to manage and direct the affairs of the Village in all of its various aspects and to manage and direct its employees, including but not limited to the following: to plan, direct, control and determine all the operations and services of the Village; to supervise and direct the working forces; to establish the qualifications for employment and to employ individuals; to schedule and assign work; to determine the workweek of employees and to establish the starting and ending times of the workday; to assign or to transfer employees within the Village; to establish work and productivity standards and from time to time, to change those standards; to assign overtime, to lay-off or relieve employees due to lack of work or funds or for any other reason; to determine the methods, means, organization and number of personnel by which such operations

and services shall be made or purchased; to contract out for goods and services; to discipline, suspend and discharge employees; to change or eliminate existing methods, equipment or facilities; and to take any and all actions as may be necessary to carry out the functions and purposes of the Village.

Section 1.2 Effective Date of This Personnel Policy Manual

The language in this Personnel Policy Manual becomes effective upon the date of publication/issuance and remains as such until the entire Personnel Policy Manual or portions thereof become obsolete due to revisions. This does not limit or restrict the rights of management to amend these policies due to business, legal or operational reasons. If changes are necessary, the Village will attempt to provide the affected employees advance notice when practicable. If you have questions about our current policies as to topics covered by the Manual, consult with your Department Head or the Village Administrator.

Section 1.3 Open Door

The Village of Thornton promotes an atmosphere whereby employees can speak freely with members of management staff without fear of retaliation. An employee is encouraged to discuss any issues, ideas for improvement and/or workplace problems openly with a supervisor to ensure that necessary action may be taken when appropriate to do so. All issues will be promptly investigated and remedied, as appropriate. Retaliation in any form will not be tolerated against any person who voices concerns or complaints to an immediate supervisor and/or any employee who participates in an investigation of such a complaint pursuant to this Open Door Policy – even if the recommendation of the employee(s) involved are not adopted.

Section 1.4 Equal Employment Opportunity

It is the policy and practice of the Village of Thornton to recruit, hire, train and promote employees without discrimination on the basis of any legally protected category including an individual’s actual or perceived “Legally Protected Categories” which means: race, religion, color, physical or mental disability, ancestry, national origin, work authorization status sex, marital status, age, sexual orientation, civil union status, pregnancy (or medical condition related to pregnancy or childbirth), order of protection status, sexual preference, gender or gender identity, family responsibilities, reproductive health decisions, military leave or military discharge status, etc. We also are committed to providing reasonable accommodations to our employees who are disabled employees (and to those employees who are pregnant or have a medical condition related to pregnancy or childbirth) in order to assist them in the performance of their essential job functions.

If you are aware of any violation of this policy, you are encouraged to report the situation promptly to management pursuant to the complaint procedure set forth in Section 5.15 of this Manual.

ARTICLE II.
EMPLOYMENT CATEGORIES*

Section 2.1 Full-Time Employees

Full-time employees are defined as employees who are hired with the expectation to be regularly scheduled to work a minimum 35-hour week and are budgeted for 52 weeks per calendar year. These employees must successfully complete a minimum one-year probationary period which may be extended for reasons deemed appropriate by management. All full-time employees must participate in the Illinois Municipal Retirement Fund.

For employees moving from part-time to full-time status, benefit time begins on the date when the employee becomes a full-time employee, subject to any remaining terms, conditions and eligibility requirements referenced in the applicable benefit program or plan terms.

Section 2.2 Part-Time Employees

Part-time employees are defined as those employees that are not considered full-time employees and are not hired with the expectation to be regularly scheduled to work a minimum 35 hours per week. All part-time employees must complete a minimum one-year probationary period which may be extended for reasons deemed appropriate by management. Part-time employees are ineligible to receive any benefits such as holiday pay, health insurance benefits, and tuition reimbursement. However, part time employees are eligible for paid and/or unpaid time off pursuant to the applicable laws and ordinances in effect at the time. Part-time employees will be hired as either IMRF eligible or non-IMRF eligible based on the expectation of the number of hours to be actually worked in a year as determined upon hire and pursuant to the applicable laws.

Section 2.3 Temporary Employees

Temporary employees are assigned either full or part-time positions. Temporary positions are defined as positions that are budgeted to work for a limited and defined period of time. Temporary employees are ineligible to receive any of the benefits outlined above, unless otherwise specifically stated or required by law. Temporary employees who are anticipated to work more than 1,000 hours per year are required to participate in the Illinois Municipal Retirement Fund. Temporary employees who work over ninety (90) days will be entitled to paid time off as required by the Cook County Paid Leave Ordinance.

Section 2.4 Seasonal Employees

Seasonal Employees are those employees that staff areas only during specific seasons. Seasonal employees are ineligible to receive any of the benefits outlined in this Manual. Although rare, seasonal employees who work more than 1,000 hours per year are required to participate in the Illinois Municipal Retirement Fund. Seasonal employees who work over ninety (90) days will be entitled to paid time off as required by the Cook County Paid Leave Ordinance.

Section 2.5 Exempt Employees

An exempt employee is one who is compensated on a salaried basis for all hours of worked performed in a given week with limited deductions from their base salary as allowed by law. Exempt employees also must perform services that meet the “responsibilities” tests as established by the applicable Federal and State Wage & Hour laws. If you have a question about your exempt status or if you feel that you have had an improper deduction taken from your guaranteed weekly payroll, you are encouraged to contact the Village Administrator (or designee) without fear of reprisal.

Section 2.6 Non-Exempt Employees

A non-exempt employee is an employee for whom the Village is required to pay overtime at the rate of time and one-half the employee’s regular rate of pay for all hours actually worked in a workweek in excess of 40 hours in accordance with applicable Federal and State Wage Hour Laws.

* Please note that employees can fall into more than one of the above categories, e.g., “a full-time, non-exempt employee”. Please also note that nothing in this Manual creates a guarantee of any specific number of hours of work per week or year.

**ARTICLE III.
GENERAL EMPLOYMENT CONDITIONS**

Section 3.1 Hiring

It is the policy of the Village of Thornton to provide equal employment opportunities to all applicants and employees. As an equal opportunity employer, the Village will interview and hire candidates for employment according to all applicable state, federal and local laws. Discrimination against any person in recruitment, hiring, training, promotion, discipline, pay or any other aspect of employment because of an employee’s actual or perceived race, color, sex, religion, national origin, sexual orientation, age, disability, or any other Legally protected classification (as defined in Section 1.4) is prohibited by law and constitutes a violation of this Policy.

All newly hired employees will be required to satisfy a job-related background check consisting of a job-related criminal background check via fingerprinting by the police department, reference checks and a post-offer drug screen when applicable. Each individual Department may have more stringent hiring requirements depending on the nature of work perform in the position and/or the applicable laws.

Section 3.2 Driver’s License Obligation

Any employee whose job includes operating a Village vehicle (or a personal vehicle for business purposes) must maintain an appropriate Driver’s License and proof of adequate insurance coverage. Those employees also must inform his/her supervisor in the event of loss or change of status of their license, receipt of a moving violation or any restriction of their license or eligibility for insurance status. The Village reserves the right to take appropriate action in the event the

employee becomes, in the opinion of the Village, no longer qualified or suitable to operate a Village vehicle (either with or without a reasonable accommodation in the case of an employee with a disability). The Village does not make any employment decisions based on a record of arrest alone.

Section 3.3 Probationary Period

The probationary period is utilized to observe an employee’s work, to evaluate the employee’s skills, to train the employee and/or terminate an employee whose work performance fails to meet required work standards. Generally, an employee’s probationary period lasts for a period of twelve (12) full months (18 full months for police department), unless otherwise specified by the Village Administrator or set forth in a binding CBA. The Village reserves the right to extend the probationary period in appropriate cases.

Classification of Employee	Probationary Period
Full time	12 Months
Part time	12 Months
Police Officers	18 Months

Section 3.4 Internal Investigations and Searches

The Village of Thornton reserves the right to search any employee’s office, bags/purses/backpacks, desk, work areas, files, lockers, Village issued wireless communication devices and/or other devices/accessories used for business purposes, computers, laptop or portable computers, flash drives, tablets, electronic organizers and/or any other area or article on Village premises, including personal or Village vehicles, whether or not such property is locked or unlocked and whether or not the lock is Village or employee owned. It should be noted that all offices, computers, phones, desks, files, and lockers, whether locked or unlocked, are the property of the Village and are issued for use by employees for business related purposes.

Section 3.5 Employment of Relatives

As a general rule, the Village discourages hiring or promotion of any employee that creates a situation whereby an employee would be supervised by, or under the immediate supervision of, a relative or individual with whom they have a romantic/personal relationship. We also discourage employment of such individuals under circumstances when it could present an actual or potential conflict of interest for other reasons.

For purposes of this section 3.5 of the manual only, members of the “immediate family” mean: : spouse/civil union partner, mother, father, sister (step, half), brother (step, half), children (birth, step, adopted), aunt, uncle, nephew, niece, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandparents, spouse’s grandparents, grandchildren and any relative or other person currently living with the employee. However, members of the same immediate family are not precluded from applying for positions within the Village even though it is discouraged in some cases.

These situations will be addressed on a case-by-case basis to determine if a policy violation exists or if some accommodation or transfer may be appropriate to avoid or minimize any conflict of interest or perceived favoritism.

Section 3.6 Outside Employment

“Outside employment” is defined as employment with another entity or organization (or self-employment) with or without pay that is in addition to an employee’s regular employment activities with the Village. No full-time employee shall engage in outside employment without prior written approval by the Department Head and Village Administrator. Newly hired full-time employees are required to address this issue at the time of hire. Written approval must be obtained and renewed on an annual basis (or more frequently in the event of a change of job status with another employer).

The Village reserves the right to prohibit or deny approval for any outside employment when such employment creates an actual or potential conflict of interest to the employee’s primary duties to the Village such as (not all-inclusive list, these are examples):

- Interferes with work hours or over-time requirements of the employee’s full-time position with the Village;
- Is conducted on Village time;
- Involves the use of Village uniforms, facilities, equipment, vehicles, or supplies;
- Involves the use of official information not available to the public;
- May be reasonably construed by the public to be an official act of the Village;
- Reflects adversely upon the Village; or
- Is in conflict with the employee’s position with the Village, including work that an employee would be expected to do as part of his/her normal duties with the Village, work requiring approval or review of the Village, or work that would tend to influence the exercise of judgment on any matter coming before the employee in the course of his/her Village employment.

Section 3.7 Dual Capacity Employment

It is the policy of the Village of Thornton to prohibit full-time Village employees from being employed by the Village in two positions, without prior written approval of the Village Board. All employees who hold part-time positions must resign prior to accepting full-time positions within the Village in most every case. With exceptions for those who were hired prior to the approval of this document, this policy may only be waived by the recommendation of the Village Administrator with consent and approval of the Village Board.

Section 3.8 Temporary Transfers

In certain circumstances, some employees may be temporarily transferred to an alternate position to meet the needs of the Village and to properly service the residents/public. Under certain conditions it may become necessary for the Village to request a transfer of an employee to another position, and we appreciate your cooperation when this occurs. If an employee is transferred to a higher-level position and performs all of the normal functions of a higher position for a period of thirty (30) days or more, the employee will receive the higher-level position. A transfer does not include assisting personnel of another department, temporarily, with a specific assignment that may involve work outside your normal essential job functions.

Section 3.9 Civil Litigation

Any employee of the Village who receives a summons, notice or complaint alleging a claim or cause of action arising as a result of the performance of his/her official duties as an employee of the Village shall immediately notify and furnish to his/her Department Head a copy of said summons, notice or complaint. The Department Head shall in turn forward the information to the Village Administrator for proper administration and to ensure approved time off is granted when legally required.

Section 3.10 Employment Separation

An employee who experiences a “termination of employment” as a result of resignation, retirement, expiration of employment contract, reduction in workforce or discharge may be asked to participate in an “exit interview” process in appropriate cases as determined by management. This process provides them with important information regarding health insurance and reimbursement of retirement contributions, or other relevant information.

An employee’s employment may be “terminated”, and a separation of employment may occur for either voluntary and involuntary reasons that may include the following (not all-inclusive list):

- **ABANDONMENT:** If an employee is absent from work three (3) consecutive scheduled work days without communicating the cause of the absence to his/her supervisor, the lack of notice will be construed as job abandonment, and the employee shall be deemed to have resigned. Abandonment also includes leaving the worksite without permission or prior notice for even one incident in some cases.
- **DEATH:** Employment Termination/Separation will be effective as of the date of the death of an employee.
- **RESIGNATION:** An employee may resign his/her employment at any time and for any or no reason. However, the Village prefers that an employee who intends to resign provide a writing which sets forth the reasons for and the effective date of the resignation to his/her Department Head or Supervisor. A minimum two-week notice is desired in appropriate cases. Uniforms or patches, I.D. cards, keys, etc. must be

returned prior to the employee’s last day of employment. The Department Head may consent to an employee leaving sooner if necessary for our business or other reasons.

- **RETIREMENT:** An employee who retires from the Village will be separated as of the effective date of their retirement.
- **TERMINATION:** An employee who is terminated will be separated as of the date of his termination.
- **LACK OF QUALIFICATIONS:** In some cases, termination may be deemed appropriate when an employee is unable to perform the essential job functions of their position either with or without a reasonable accommodation due to a medical condition that rises to the level of a mental or physical disability.

The Village encourages employees to participate in the exit interview process conducted by his/her immediate supervisor. The interview provides employees with an opportunity to discuss their work experience and to comment on the strengths and weaknesses within both their department and the Village. It is also used to facilitate the return of Village property. Information obtained during the exit interview will not become part of the employee’s personnel file.

Section 3.11 Employee Performance Evaluation

All employees are periodically evaluated generally on an annual basis and generally at or near the end of each fiscal year or other approved review date by his/her immediate supervisor. The primary purpose of the employee performance evaluation is to foster communication between the employee and his/her supervisor to review overall contributions and results of the employee during the review period. Evaluations may also be used in determining demotions, discipline, discharges and/or potential eligibility for promotions and/or merit pay. It should be noted that a positive performance evaluation does not guarantee an increase in pay.

Employee input during the performance evaluation process is strongly encouraged.

Section 3.12 Personnel Files

The Village complies with the provisions set forth in the Personnel Record Review Act 820 ILCS 40-1. The Village Administrator is responsible for establishing and maintaining the official personnel files for Village employees. Employees may inspect and copy their own personnel files but may not remove original documents. Personnel file inspections must be requested in advance and will be scheduled at a mutually convenient time as deemed appropriate by the Village Administrator. The Village reserves the right to have the Village Administrator or his/her designee present at the time an employee reviews his/her personnel file.

Only supervisory employees who have a legitimate employment-related reason may review another employee’s personnel file. Employees reviewing any personnel file should consider the material to be confidential. All inspections of personnel files must be approved by the Village Administrator in advance. The Village also maintains a separate confidential medical file for each employee that includes records that is maintained separate from the employee’s general personnel

file. Any employee who would like to inspect their personnel file (or obtain copies of same) should direct their request in writing to the Village Administrator using the form created for this purpose.

Section 3.13 Personal Information

It is the employee’s responsibility to notify their immediate supervisor, in a timely manner (generally within 48 hours of the change) of any changes in personal information such as: name, mailing address, emergency contact person/contact number, change of marital status (that may be relevant for insurance purposes), and personal cellular telephone number. In addition, for the purpose of health insurance administration, an employee’s dependents and other related information must be kept current with the Village Collector. We need this information up to date to communicate with the employee in the event of safety or security reasons.

**ARTICLE IV.
HOURS OF WORK AND WORK SCHEDULES**

The Village renders service 24 hours a day, seven days a week. As a consequence, the daily hours of work and the regular workweek of Village employees varies according to the services rendered by the particular department or division. Regular work schedules shall be established by the Department Head with approval of the Village Administrator. Any deviation from the established regular hours of work must be approved by the Department Head and the Village Administrator in advance, except as otherwise provided in an applicable leave policy or as a form of reasonable accommodation for an individual who is disabled (including medical conditions related to pregnancy or childbirth).

Section 4.1 Regular Work Week

In general, a regular work week is defined as a consecutive seven (7) day period commencing at 12:00 a.m. on Sunday, and ending at 11:59 p.m. on Saturday, the seventh day. It is the policy of the Village to establish the time and duration of work hours as required by business factors such as the workload and production flow, customer service needs, the efficient management of employees and any applicable law. Each Department Head will determine the schedule of work hours for employees in his/her department. The Department Head has the discretion to schedule employees to work weekends, extra shifts, or holidays when necessary. Once an employee reports for duty, work is to commence promptly. Failure to perform work activities during working time may be deemed to be falsification of time keeping records due to the seriousness of the offense.

We reserve the right to adjust the regularly scheduled hours of work or regularly scheduled work week of an employee as necessary to meet the needs of our residents. When this occurs, we will attempt to provide prior notice to the affected employee(s). We appreciate the cooperation of all employees in this process when it becomes necessary.

Section 4.2 Lunch and Break Periods

Each supervisor will schedule a one-half hour unpaid lunch period and two paid fifteen-minute breaks for each employee on each shift/workday that lasts 7 hours or longer. Lunch and break periods will be scheduled to ensure adequate coverage for the department to assist the

general public. Employees may not shorten the work day with the use of break time or lunch time at the start or end of the workday. Non-exempt employees, absent extraordinary circumstances, are required to take their scheduled lunch period and those employees are not permitted to work through a designed lunch period. Non-exempt employees are completely relieved of their obligation to perform work during their authorized lunch periods. The only rare exception is necessary for authorized business purposes to serve the public and with the prior approval of the Department Head. On occasion, an employee may be asked to work during their paid break period(s) when needed for business reasons.

Section 4.3 Attendance and Absenteeism

Regular and predictable attendance is an essential function of every position of employment in the Village of Thornton. Village employees are required to report to a designated place of work punctually and to work all regularly scheduled hours established by the Department (with or without a reasonable accommodation if the employee is disabled or has a medical condition related to pregnancy or child birth). When employees give notification of their inability to report for work, tardiness or need to leave early, they must speak directly to their Supervisor.

Voice mail notification may be used to report inability to work and tardiness to the employee’s supervisor. Notice must be received at least one hour prior to the employee’s scheduled start time. Notification should include a reason for absence and an indication of when the employee can be reasonably expected to return to work. Employees must obtain permission from their Supervisor(s) to leave their designated place of work during scheduled work hours. In addition, employees who are frequently away from their designated place of work for business reasons should keep their supervisors informed of their whereabouts. Except as required by law and/or for approved time off, employees who are absent due to illness may be required to present medical certification justifying their absence and/or indicating their ability to return to work. Leaving work without justification prior to the employee’s designated ending time also may be construed as voluntary job abandonment in some cases.

Employees who are absent from work due to serious weather conditions must use compensatory time or personal and vacation days to receive pay for their absence. (See also **Section 7.11 – Sick Days and Disability**).

The Village reserves the right to request medical certification to confirm the need for the employee to be away from work for extended periods of time and/or to ensure that the employee may safely perform his/her essential job functions (with or without a reasonable accommodation) when returning to work following an approved leave of absence.

Section 4.4 Temporary Modified Work Duty

The Village may, at its discretion, assign an employee to an available temporary modified work duty position while the employee is recovering from a work-related illness or injury. However, the Village is not required to create or provide modified duty to any employee where there is no need to have the work performed. As a general rule, no modified work duty assignment may exceed 60 days without the approval of the Village Administrator. Modified work duty

decisions will be made on a case-by-case basis by the Village Administrator. Exceptions to this policy will also be made when legally required for individuals with disabilities (including employees who have medical conditions related to pregnancy or childbirth); these issues will be addressed on a case-by-case basis.

The Village does not have any permanent modified work duty assignments. Therefore, if an employee is not reasonably expected to be released to return to work to perform their normal essential job functions within a reasonable period of time (with or without reasonable accommodations), a request for temporary modified work duty may be denied or cancelled (if previously approved).

Section 4.5 Flex Time

Employees may work flexible schedules, dependent on the needs of their department and the requirements of their position, but only after receiving prior written approval from their Department Head and the Village Administrator . Generally, full-time hourly employees who work a flex schedule will be required to work the equivalent number of regular hours per work week as expected of other similarly situated employees as their workload will remain the same even on flex time schedule when approved.

**ARTICLE V.
EMPLOYEE CONDUCT**

Section 5.1 Rules of Conduct/ Code of Ethics

Employees of the Village must adhere to the following standards (THIS LIST IS NOT ALL INCLUSIVE):

- Uphold the Constitution and laws of the United States and the State of Illinois, and the laws, ordinances, and policies of the Village of Thornton;
- Be honest and trustworthy in all they say and write;
- Be dedicated to providing quality services;
- Be cooperative, constructive, and efficiently use all available resources;
- Be fair and considerate in the treatment of fellow employees and residents, addressing concerns and needs with equity, granting no special favors;
- Be committed to accomplishing all tasks in a superior way, and abstaining from all behavior (on or off duty) that may tarnish the image of the Village of Thornton;
- Recognize that public and political decisions are ultimately the responsibility of the Village Board; and
- Be dedicated to service that improves the quality of life in the Village of Thornton.’

Note: This policy is not intended to limit or restrict an employee’s right to engage in protected concerted activities when allowed by law.

Section 5.2 Personal Appearance

The Village is committed to maintaining a favorable public image with Village residents and promoting on-the-job safety practices.

Any department receiving budgeted funds for uniforms must establish a departmental policy regulating the wearing of those uniforms (and consequences of any policy violations). Employees who are issued Village uniforms and identification badges must wear them in accordance with departmental standards. Employees who separate from the Village within 30 days of hire who were issued uniforms may be required to return the uniform or reimburse the Village for a portion of the cost of the uniform depending on the circumstances involved. Where uniforms aren’t purchased, Department Heads must establish department guidelines for suitable professional attire to ensure that the work environment is conducive to effective and efficient operations.

In general, clothing should be professional, tasteful, clean, neat, and appropriate for your duties. Employees are also expected to report to work in a clean and professional manner and without wearing any perfume or sprays that could be offensive to others. The Village does not discriminate against or tolerate discrimination against an individual based on their natural hair style and texture, such as locs, cornrows, twists, braids, etc. related to race or ancestry.

Any employee who reports to work in violation of this Policy may be asked to leave work for the day (without pay for time not worked) and/or the employee may be directed to take appropriate steps to get in compliance. Violations of this Policy will be grounds for disciplinary action, including dismissal for repeated or serious violations (even if not repeated). This policy will be applied on a non-discriminatory basis without regard to any legally protected category of the affected employees.

Section 5.3 Gifts and Gratuities

All Village employees are prohibited from accepting personal gifts, gratuities or donations from the general public, vendors, businesses, or other persons that employees may come in contact with in the course of performing their job-related duties.

Complimentary promotional gifts, of a nominal value (i.e., less than \$20), such as: pens, pencils, paperweights, memo pads, and meals where Village business is discussed or food for general consumption in the work place are not subject to this policy. When in doubt about the value of any gift, consult your Department Head for guidance before retaining the gift.

Section 5.4 Solicitation and Distribution

Village employees are expected to devote their full attention to assigned work tasks during scheduled working hours. For purposes of this policy, “scheduled working hours” do not include scheduled lunch or break periods where the employee is properly relieved from working. In general, solicitation by employees or non-employees is not permitted during scheduled working hours on Village property. Solicitation, while in an official capacity, is prohibited at all times.

Furthermore, distribution of materials by employees or by non-employees may be limited to control litter and minimize safety risks in public areas.

Section 5.5 Political Activities

The support or promotion of political activities or interests by Village employees during work hours or with Village resources is prohibited. Any activity of a political nature conducted on an employee’s authorized non-working/personal time is permitted; however such activity pertaining to local municipal elections is discouraged. Village employment, job evaluation, retention, compensation, appointment, or termination will not be based on lawful political activities. Any employee who wishes to run for an elected Village Trustee or President position must first resign his/her position or seek a leave of absence. This policy will be construed and enforced to the fullest extent of the law.

Section 5.6 Work Area Housekeeping

Good housekeeping is essential to safety in the work place. All employees should keep their work area clean, orderly, and free from loose and unnecessary items. The Village is not responsible for any personal property lost, damaged or stolen while being used by an employee in the performance of his/her duties.

In general, we prefer that employees turn off their personal cellular phone or devices during working time. When there is a unique personal reason for an employee to keep his/her personal cell phone on during working hours, it must be switched to silent mode or vibrate during regular office hours so as to prevent disruption of the normal course of business. An employee is involved in excessive or lengthy personal phone conversations may be deemed to be in violation of this Policy and disciplinary action may be imposed.

All staff must maintain a clean and clear work area, which promotes organization and efficiency. Personal cell phones (or other personal electronic devices), food items or magazines are allowed in plain sight.

Section 5.7 Fraternization/Romantic Relationships

Unless previously approved by the Village Board, personal/romantic relationships among employees is discouraged as it may negatively impact the work place by creating an actual or potential conflict of interest. Employees in a supervisory capacity must maintain a professional relationship with subordinates and peers. An employee holding a supervisory role is not permitted to pursue or continue a romantic relationship with any employee who may report, either directly or indirectly, to them. If you have questions about whether the policy applies to your situation, you are encouraged to speak with the Village Administrator for additional guidance. Important Note: These issues will be addressed on a case-by-case basis.

Section 5.8 Use of Village Equipment, Vehicles, and Supplies

Any employee who damages or destroys any municipal equipment, either through willfulness or neglect, may be required to repair or replace the lost or damaged equipment. In

addition, the employee may suffer disciplinary penalties imposed by the Department Head and/or the Village Administrator for intentional misuse or damage to Village property or equipment.

a. **Voice Mail Systems**

The voice mail system is the property of the Village of Thornton. It has been provided by the Village for use in conducting Village business. All communication and information transmitted by, received from, or stored in this system is considered Village record and property of the Village of Thornton. The voice mail system is to be used for Village purposes only. Use of the voice mail system for personal purposes is prohibited. Employees have no right to personal privacy within the Village of Thornton’s voice mail system.

The Village of Thornton, at its discretion, reserves and may exercise the right to monitor, access, retrieve and delete any matter stored in, created, received, or transmitted in the voice mail system without permission of, or notice to, the employee.

b. **Computers**

The Village owns and operates various computer systems that are provided for business use by employees and contractors in support of business activities. All users are responsible for ensuring the equipment is used in an effective, ethical, and lawful manner. Any unauthorized use of Village computers (or related resources) is prohibited, and is grounds for loss of privileges, as well as discipline, termination of employment and/or legal sanctions under federal, state, or local laws when appropriate.

The Village complies with all applicable hardware and software copyright, licensing and other laws, agreements, and regulations. In order to ensure compliance with the law, and to protect our system from damage from computer viruses and other causes, we have established certain policies which all employees must follow:

- Employees are not permitted to take or transmit any original or copy of any software from the Village, without express advance written permission from the Department Head or Village Administrator.
- No software can be brought into or transmitted to the Village for use on our system without express advance written permission from the Department Head or Village Administrator.
- The Village’s hardware and software cannot be used for any personal purposes without express advance permission from your direct Supervisor.
- Employees’ personal hardware (such as a notebook computer) cannot be used with our software and/or on our system without permission from your direct Supervisor, or without complying with any conditions placed on such use.
- All passwords, password procedures (including confidentiality), and e-mail policies and procedures must be strictly honored. If you think someone may have gained access

to your password, it is your obligation to report the matter promptly to the IT Director (prior to the end of the workday) and ensure that your password is changed.

- During working time, computers and internet access are to be used only for business-related reasons. Personal use should be confined to non-working hours, and only with the permission of a Supervisor. When using the Village’s computers and/or the internet for any purpose, do not use derogatory, inappropriate and/or non-professional language or communications, including but not limited to profanity, intentional defamation, obscenity, sexual harassment, etc. Use of Village computers or the internet for an inappropriate purpose or to harass or personally attack other individuals is expressly prohibited.
- Nothing in this policy is intended to limit or restrict an employee from properly engaging in legally protected speech or other legally protected activities. These issues will be addressed on a case-by-case basis to ensure that the rights of the employee are preserved while also protecting the rights of the Village and its residents

c. **Use of Village Vehicles for Business Purposes**

Unless otherwise expressly approved by an authorized Department Head in advance, Village vehicles should not be used for an employee’s personal use. Additionally, passengers are not permitted to accompany a Village employee in a Village vehicle except for express business purposes that is approved in advance by the Department Head.

Employees are held responsible for the proper care and use of all Village vehicles. When relevant to Village business, Village vehicles may be taken home by employees when approved by the Department Head and Village Administrator in writing. When not in use, Village vehicles must be properly locked to avoid any theft or destruction. In addition, employees should inspect their vehicles on a daily basis and report any damage and/or needed maintenance to an immediate supervisor. Any employee that fails to abide by the above requirements will be subject to disciplinary action including reimbursement, replacement and or termination. Tobacco usage or smoking/vaping of any kind is strictly prohibited in all Village owned or leased vehicles.

Any employee who drives a Village-owned vehicle must have a valid driver's license and proper proof of insurance (if required). If an employee must have a valid driver's license to perform the essential functions of his/her job, the loss of the driver's license normally will result in the employee being placed on a leave of absence. The employee may utilize benefit time (but not sick time) during the leave of absence. In some cases, it may be necessary to remove an employee from the position and leave may not be appropriate depending on the circumstances involved.

State law must be followed at all times, including the wearing of seat belts whenever vehicle is moving. In the event an employee is involved in an accident while operating a Village vehicle, a prompt drug and alcohol screening test may be conducted, as further outlined in Section 5.16. The employee is responsible for paying any moving violation or parking citations received or incurred while operating a Village vehicle.

d. **Use of Personal Vehicle for Business Purposes**

Vehicle Allowance: If an employee is asked to use his/her personal vehicle for Village business, they may request mileage reimbursement at the applicable Internal Revenue Service mileage rate. Request for reimbursement must be submitted timely, in no greater intervals than quarterly (every 3 months). Reimbursement requests must be approved by Department Head and Village Board and indicate date, miles driven, destination and purpose of trip.

e. **Cellular Telephones**

The Village owns and operates various cellular telephones that are provided for use by employees in certain positions to support their business activities. All users are expected to carry their cellular phones at all times during work hours and are responsible for ensuring the equipment is used in an effective, ethical, and lawful manner. Given that the cellular telephone is made available at no cost to employees, there is no reason for the employee to incur any expense through the business use of their own cellular telephone

Unacceptable use or misuse is prohibited, and is grounds for loss of privileges, as well as discipline, termination of employment and legal sanctions under federal, state, or local laws. Use of cellular phones is further governed by all applicable rules outlined in subsection (a) of this Section 5.8 of the Handbook and the applicable laws.

The Village will provide cellular telephones for specific positions; therefore, there is no business reason for any employee to use their personal phone for business purposes.

Of course, all communications on a Village issued phone (or personal phone used for business purposes) are subject to inspection and potential disclosure per FOIA and other applicable laws.

f. **Supplies**

Unless otherwise approved, the Village’s supplies, equipment and other tangible resources should not be used for an employee’s personal use or for any purpose other than the proper performance of your work assignments to the Village. Employees are held responsible for the care and appropriate use of Village supplies, resources, equipment and property.

Section 5.9 Visitors

Due to the nature of our business, employees are discouraged from receiving personal visitors during working hours. In the event an employee deems it important to receive a visitor during working hours, they should first receive permission from his/her direct Supervisor. Any authorized visitor must be escorted at all times while in working areas.

Section 5.10 Confidentiality

Employees who have access to confidential information concerning employees, residents or Village businesses are entrusted to maintain the privacy of such information. Unauthorized attempts to access, misuse, disclose or otherwise misappropriate confidential information is

considered a breach of trust and employees who do so may be subject to disciplinary action, including termination of employment.

The use of any type of recording device to record private conversations is prohibited unless all parties to the conversation have given their prior consent and approval and provided there is a business-related reason for the conversation to be taped. 5.11 Media Contact. This policy will be construed in accordance with the applicable laws, and it is not intended to limit or restrict employees from engaging in legally protected or concerted activities

Section 5.11 Media Contact

Occasionally, employees may be contacted by members of the media. In order to protect the confidentiality of information and ensure a consistent and accurate message is delivered on behalf of the Village, , official contact between employees and members of the media is prohibited without prior approval from the Village Administrator. Any inquiries from members of the media about Village related business activities should be promptly directed to the Village Administrator (or his/her designee if not immediately available). This policy is not intended to limit or restrict employees from engaging in legally protected or concerted activities.

Section 5.12 Unlawful Discrimination and/or Unlawful Harassment

The Village of Thornton will not condone or tolerate discrimination or harassment of any kind by employees based on any legally protected categories (as defined in Policy 1.4). Similarly, the Village does not condone such discrimination or harassment of its employees on the part of residents, vendors, contractors, or other visitors. Village employees are expected to treat their fellow employees, residents of Thornton and Village clients with courtesy and respect regardless of any legally protected categories. Any Village employee found to have discriminated against or to have harassed another employee, contractor, resident of Thornton, or other individual who performs services for the Village will be disciplined up to and including termination if deemed appropriate by the circumstances involved.

Any employee experiencing similar acts of discrimination or harassment should immediately report such incidents to their Supervisor or the Village Administrator. Formal complaint procedures for instances of alleged harassment are further addressed in Section 5.15 and without retaliation.

Section 5.13 Sexual Harassment

All employees will comply with the Village’s policy prohibiting sexual harassment which is attached as Appendix A. of this Manual.

Formal complaint procedures for instances of alleged sexual harassment are further addressed in Section 5.15 without retaliation.

Section 5.14 Workplace Violence

The Village of Thornton seeks to provide a workplace for all of our employees that is free from recognized hazards or threats (even if joking or horseplay is involved) that are causing, or

likely to cause, physical harm or threats of physical harm. We also do not tolerate workplace “bullying” which could interfere with the performance of work activities or could cause an employee to be uncomfortable at work. Therefore, we have adopted the following policy regarding violence in the workplace:

1. The Village does not tolerate violence in the workplace. This applies to all employees, residents, vendors, and visitors.
2. All employees are expected to conduct themselves in a manner that will maintain a workplace that is free of violence or threat of violence.
3. This policy is intended to cover any behavior that constitutes violence or threat of violence (even joking) including, but not limited to, the following:
 - Physical fighting, including pushing, shoving, hitting or in any way deliberately hurting a co-worker, resident, vendor, or visitor; or
 - Destruction or sabotage of personal or Village property; or
 - A verbal or written statement that indicates intent to hurt or otherwise harm a co-worker, resident, vendor, or visitor; or
 - Belligerent or inappropriate conduct, including swearing and persistent loud, angry statements made to or in the presence of a co-worker, resident, vendor, or visitor.

Formal complaint procedures for instances of alleged workplace violence are further addressed in Section 5.15 without retaliation. In some cases, the “bullying” or alleged harassment may be a violation of this Policy even if it does not constitute a violation of the law. All such violations should be reported for investigation (and remedy if appropriate) to help ensure that we have a professional and comfortable working environment for all employees.

Section 5.15 Complaint Procedures

Complaints alleging a violation of discrimination, harassment, workplace violence, retaliation or sexual harassment policies are encouraged to be brought to the attention of the relevant Department Head or Village Administrator as soon as possible after the alleged incident. In the event that the Village Administrator is the alleged offending party, complaints should be taken directly to the Village Attorney who can determine if an outside independent investigation is necessary and appropriate due to the nature of the allegations.

Employees shall not be subjected to harassment or retaliation as a result of having filed a complaint or appealed a decision or for participating as a witness in an investigation of this sort.

Due to their sensitive nature, all complaints of discrimination, harassment, violence, or sexual harassment will be investigated with care, and the privacy of the complainant and the person being accused will be respected to the extent appropriate and consistent with a thorough investigation. The Village will actively investigate all discrimination, harassment, and/or

workplace violence complaints, and if it is determined that misconduct has occurred, management will take appropriate disciplinary action against the offending party, up to and including discharge, criminal penalties, or both.

Section 5.16 Drug and Alcohol Policy

The Village of Thornton subscribes to the principle of a drug free work force and work place. It is the policy of the Village to strictly prohibit manufacturing, distributing, dispensing, possessing, using, and/or selling controlled substances by any individual or employee while on Village premises. Village premises includes all job sites, land, property, building, structures, installations, parking lots, mean of transportation owned or managed by or leased to the Village or otherwise being utilized for Village business, and private vehicles while parked or operated on Village premises.

At Village-approved or business-related functions or meetings during which alcohol is served, moderate consumption is allowed so long as the individual does not drive afterwards and provided the employee conducts him/herself in accordance with our normal standards of conduct and applicable rules of professionalism.

- Employees are prohibited from being at work with any detectable amount of alcohol in their system. Employees are also prohibited from reporting to work under the influence of or impaired by alcohol or cannabis products (even if lawfully used while off duty). Any employee violating this prohibition will be subject to disciplinary action up to and including immediate discharge. Consequently, employees are not allowed to consume alcohol or cannabis products during lunch or break periods.
- Employees must not perform safety-sensitive duties if they are aware of any medical condition or have used alcohol or a drug, including prescribed medication (taken according to prescription) , that may adversely affect their ability to perform such duties or that may affect safety, employees, or the public. (When in doubt, report the situation to the Department Head so we can determine if an accommodation is necessary to help you with the performance of your essential job functions in a safe manner).
- The Village reserves the right to inspect packages, bags, briefcases, desks, lockers, automobiles, etc., where there is a reasonable belief that illegal drugs or alcohol may be present on Village property. An employee’s failure to promptly and fully cooperate with an investigation may result in disciplinary action, including but not limited to immediate discharge.
- An employee suspected of being under the influence of a controlled substance, or an employee who is involved in an on-the-job accident (especially when the accident involves property damage or which requires medical treatment of any person), may be required to take a medically approved test(s), to be given by authorized medical personnel, to determine whether the Village’s drug and alcohol policy has been violated.

- Employees subject to Department of Transportation (DOT) regulations must comply with DOT'S Drug and Alcohol Testing Policy.
- An employee's refusal to promptly and fully submit to a drug and/or alcohol test may result in disciplinary action, up to and including immediate discharge. Refusal includes refusing to report immediately to the testing location upon request, refusal to sign a medical test authorization form as required by the Village, tampering with a test, refusal to provide specimens unless medically incapable of doing so, and/or attempts to falsify or interfere with the testing process, including failure to comply with instructions or attempting to substitute, dilute, or otherwise change specimens to be tested.
- Employee consent to testing under this policy will not act as a waiver of disciplinary action, up to and including termination.
- While the Village awaits the results of drug and/or alcohol test, the employee may be suspended with or without pay (as determined by the Department Head). In this situation, if the results of the test are negative, the employee will be reimbursed for regular working time lost due to taking the test(s). Further, the fact that the employee took such test, and the results thereof, shall not be used against the employee if the test results are negative.
- If an initial test is positive, a second test will be conducted from the sample, or a second sample may be required. A confirmed positive drug and/or alcohol test may result in disciplinary action up to and including immediate discharge. The employee may also submit a written request for a confirmatory retest of the original sample at his or her own expense at an appropriately certified laboratory. Such written request must be received by the Village within five (5) working days of the date of the original test result notice. Any such retest would be in addition to the Village's confirmation test described above.
- An employee may be disciplined (up to and including discharge) for violation of the Village's drug and alcohol policy, in the absence of a test, based on other evidence, including but not limited to observed conduct and symptoms.
- Employees who are convicted for off-the-job drug-related activity may be considered to be in violation of this policy. In deciding what action to take, the Village will consider the nature of the charges, the employee's present job assignment, the employee's record with the Village, the impact of the employee's conviction on the Village and any other factor the Village may deem relevant.
- Additionally, employees shall notify the Village of any criminal drug statute conviction no later than five (5) days after such conviction. Any employee who is so convicted will be considered to be in violation of this policy and subject to appropriate sanctions, including discharge. Alternatively, and in keeping with the Village's desire to encourage treatment and rehabilitation where possible, the Village may require a convicted employee to successfully complete an approved drug rehabilitation program in lieu of other disciplinary action.

- An employee will not be disciplined based on a positive test alone for cannabis where there is no evidence or reason to believe that the employee was impaired or under the influence of cannabis while on duty. If an employee is directed to submit to a drug test based on a reasonable suspicion that they are under the influence of or impaired by cannabis on working time, the employee has a right to request review/appeal of the circumstances involved through the Village Administrator to review the circumstances that created the basis of the reasonable suspicion. The determination by the Village Administrator about whether a policy violation occurred will be final based on a review of the totality of the circumstances involved.
- Employees with substance abuse problems are encouraged to contact their supervisor for counseling and possible referral for treatment. The Village will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of the Village’s drug and alcohol policy or other rules of conduct. The cost of such treatment is at the employee’s expense, subject to possible coverage, if any, by group health insurance. Seeking such assistance will not be a defense for violating the Village’s drug and alcohol policy, nor will it excuse or limit the employee’s obligation to meet the Village’s policies, rules of conduct, and standards including but not limited to those regarding attendance, job performance, and safe and sober behavior on the job. Additional information regarding specific Village assistance programs can be found in **Section 7.12**. **Note:** An after the fact request for assistance will not excuse a policy or rule violation.

Section 5.17 Tobacco Usage

In accordance with the Illinois Smoke-free Workplace Act, the Village prohibits smoking of any product (including vaping even if tobacco is not involved) in any form in all buildings owned or leased by the Village, and in all Village-owned or leased vehicles. Employees who choose to smoke must remain at least 15 feet away from any entrance, exit or ventilation intake. Smoking is only permitted during authorized break or lunch periods in authorized areas that are at least 15 feet from an entrance. Cigarette butts and other tobacco waste must be disposed of properly and should not be left on the ground. Violations of this policy will result in disciplinary action.

Section 5.18 Whistleblowing

When an individual discovers information that he/she believes may tend to show malpractice or wrongdoing within the organization, this information should be disclosed internally without fear of reprisal. In order to ensure that no member of staff feels at a disadvantage in raising legitimate concerns, this policy hereby prohibits any retaliation against any employee who in good faith reports such allegedly improper action (regardless of the outcome of the investigation). Employees who feel they have been retaliated against should report those concerns directly to the Village Administrator or Village Attorney. This policy will be administered and enforced pursuant to all applicable laws.

ARTICLE VI.
COMPENSATION

Section 6.1 Payroll

Employees of the Village are paid bi-weekly, generally on every other Friday by the end of the workday, for the two-week period ending the previous Saturday. When a holiday falls on a Friday, pay checks or direct deposit statements normally will be distributed the preceding day by the end of the work day. Paychecks/pay stubs should be given personally to the employee, unless alternative prior arrangements are made with the Village Collector.

All employees must maintain and submit accurate records of all hours worked. These records will be forwarded to the Village Collector (or designee) for payroll purposes. It is a violation of this policy and grounds for disciplinary action (including termination) for any employee to falsify or otherwise misrepresent any information submitted on their time sheet (no matter when discovered).

Your paycheck/pay stub itemizes the amounts and descriptions of all deductions from your gross earnings, including all Federal and State Income taxes, Social Security and Medicare taxes, all additional legally required deductions, as well as those which you have previously authorized the Village to make. Any inquiries regarding an employee’s paycheck/pay stub should be directed to an employees’ immediate Supervisor and/or the Village Collector. We will promptly investigate and remedy all inquiries as appropriate and without retaliation against the employee who raised the inquiry.

Section 6.2 Overtime

It is the Village’s expectation that all work should be accomplished within the regularly scheduled workday. Occasionally, however, employees may be expected to work a reasonable amount of overtime to meet our business needs. Appropriate efforts will be made to provide employees with advance notice of any overtime work that is required when it is practical to do so. Employees are not permitted to work overtime without prior authorization due to the potential safety risks involved.

Non-exempt hourly employees will receive overtime pay of one and one-half their regularly hourly rate, for all time worked in excess of 40 hours in a given work week. Hours not worked but paid for, such as vacation, holidays, personal/sick days, funeral leave, bereavement leave, etc. are not counted as hours worked for purposes of calculating overtime.

For exempt employees, your regular salary covers all of your hours worked during the preceding payroll week, regardless of the number of hours worked. Exempt employees will not experience any reduction in their weekly salary based on the number of hours worked, with limited exceptions allowed based on the state and federal wage/hour laws for time away from work on intermittent leaves, for full day increments after an employee exhausted their paid benefit time, etc.

Section 6.3 Compensatory Time

Compensatory time is administered on a departmental basis through the guidelines set forth by the Department Head or, if applicable, a CBA. Compensatory time usage shall be taken only with pre-approval of the employee’s immediate Supervisor or Department Head, and the Department Head may require that compensatory time only be used during time periods in which the department reasonably and in good faith believes the use of requested compensatory time off would impose an unreasonable burden on the department. Unused earned compensatory time will be paid out at the time of termination, regardless of the reason for termination. As a general rule, no employee may accrue more than 40 hours of compensatory time without prior approval of the Village Board except as provided otherwise in a CBA.

**ARTICLE VII.
EMPLOYEE BENEFITS AND SERVICES**

Section 7.1 Health, Dental and Vision Insurance

The Village provides eligible employees and their eligible dependents an opportunity to enroll in the Village’s group health insurance program subject to the terms, eligibility requirements of the benefit programs. For details about the conditions, coverage, co-payments, eligibility requirements enc, consult the Village Administrator to obtain additional information about the current benefit program. The employee share of the premium costs may be paid through deductions that will be withheld directly from the employee’s payroll check. This employee contribution amount (premium costs) is also subject to change from time to time in the discretion of the Village. If an employee has any questions regarding the Village’s insurance benefit program, the current premium amounts or other eligibility or coverage requirements, they should contact the Village Administrator. In all cases, the terms of the plan documents will prevail in the event of a conflict between a plan document and this Manual.

Important Note: The Village reserves the right to modify, amend, or terminate employee benefits and services as they apply to all current, former, and retired employees (when applicable).

Section 7.2 Life Insurance

Eligible full-time employees in certain positions may elect to participate in the Village’s life insurance benefit program. Under this program, employees will receive a flat, \$50,000 coverage policy. For more details about the insurance coverage and eligibility requirements, consult the plan documents available from the Village Administrator o

Section 7.3 Retirement Health and Hospitalization Insurance

The Village currently provides Health and Hospitalization Insurance coverage for eligible retired employees under the following conditions:

1. The employee must be a full-time employee and completed a minimum of 20 years continuous full-time service immediately prior to retirement with the Village.
2. Must be between the ages of 55 and 65 years of age.

As of the time of issuance of this Handbook, retired employees qualifying for this coverage, the cost of the monthly insurance premiums for the retiree only coverage is to be split on an even 50/50 basis between the Village and the retired employee. Retirement insurance coverage will cease upon the 65th birthday of the eligible retiree.

Eligible retired employees also may elect to include his/her spouse and/or children(s) on the Village’s group health insurance plan; however the retiree is required to pay for 100% of the premium attributable to the coverage cost for the spouse or other eligible dependents. This benefit program will be construed according the applicable plan documents and the law. For more details, consult the Village Administrator or applicable plan documents. Like all benefit programs, this program is subject to review and revision at the discretion of the Village Board for various reasons and this should not be construed as a binding promise or contract.

Section 7.4 Social Security

Employees participate in the Federal Social Security Program (FICA) which provides retirement, disability, and death benefits. The rate of deduction is set by law and withheld from each paycheck. In addition, all employees participate in the Medicare program

Section 7.5 COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides workers and their families who become ineligible for health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods of time under certain circumstances such as voluntary or involuntary job loss, reduction in hours worked, transition between jobs, debt, divorce, and other life events. Qualified individuals shall be required to pay the entire premium cost of the plan. Consult the Village Collector if you have questions about this law.

Section 7.6 Illinois Municipal Retirement Fund (IMRF)

Eligible employees, those who work a minimum of 1,000 hours within a 12-month period, are mandated to participate in the Illinois Municipal Retirement Fund. State Statutes require that a percentage be deducted from each employee's paycheck for his/her contribution to the plan. The Village also contributes a percentage for each eligible employee, subject to legal requirements and other applicable conditions.

Participation and benefit levels are set by IMRF. This information can be found at www.imrf.org. Consult the Village Collector if you have questions.

Section 7.7 Vacation (Full-Time Employees)

All active full-time employees are eligible to receive paid time off, as outlined in this policy, for the purpose of rest and relaxation. This Policy Section 7.7 will be construed pursuant to the Cook County Paid Leave Ordinances. Employees will begin to earn vacation time upon their date of hire but are not eligible to use any vacation time until they have successfully completed 90 days of employment.

This time off will be accrued on a pro-rata basis to the employee (based on the number of completed months worked in a year, subject to the terms referenced below and pursuant to the amounts referenced in the chart below. In no event will any employee accrue less than one hour of paid time off for each 40 hours worked.

Full-time employees will receive a maximum amount of paid vacation leave (for sick, personal or any reason) as follows per year (12 month period), unless otherwise approved by the Village Board:

COMPLETED YEARS OF CONSECUTIVE SERVICE	VACATION HOURS
1-4	80
5-14	120
15-19	160
20+	200

Vacation hours may not be taken in less than one (1) hour increments. Vacation pay is based upon an employee’s normal straight-time weekly salary. Upon termination of employment, the employee will receive pay for any unused but earned vacation time. Vacation hours are granted and available to be taken (once earned) on the basis of the calendar year; up to 40 hours of unused vacation time within any calendar year will be carried over to the following calendar year. Employees may ‘cash out’ up to 40 hours of unused vacation time at the end of the year. Employees must notify their supervisor by November 15th of their intention to do so. This compensation will be added to the employee’s check in December when applicable.

Employees may not take more than 40 Hours of vacation time consecutively without prior approval from their Supervisor to ensure it is not disruptive to our core operational needs. When taking benefit time for reasons that are foreseeable, the employee should provide at least seven (7) calendar days’ prior notice to their supervisor. When taking the paid time for reasons that are not foreseeable, employees are asked to provide as much notice as is practicable under the circumstances. Notice of use of benefit time may be made by email, phone or text messaging to the employee’s immediate supervisor. Requests to use paid time off must be received no later than one hour prior to the employee’s designated starting time.

Due to the small size of our workforce, we reserve the right to deny a request to use paid benefit time by a part time employee during the second week of alternating calendar months (for Village Hall staff involved in billing functions) and for police/fire fighters when another employee in the same department is approved to use the benefit time on the same day (as provided in the CBS). This is necessary for operational reasons such as safety objectives (for police/fire employees) and to serve the needs of our residents with respect to public services. Of course, exceptions may be considered on a case-by-case basis as a form of reasonable accommodation for an employee with a disability or medical condition related to pregnancy or childbirth. In the event of multiple requests for time off on the same day/time among similarly situated employees, seniority will normally be the determining factor in selecting who may be approved or denied their requested time off.

Section 7.8 Paid Time Off (Part-Time; Seasonal and Temporary Employees)

The Village employs individuals whose normal workweek is less than 40 hours per week. These employees are entitled to paid time off under this Section 7.9 pursuant to the Cook County Paid Leave Ordinance. Part-time employees are entitled to use these hours for any reason in increments of no less than 1 hour.

Part-time employees can earn one (1) hour of paid time off for every forty (40) hours worked, up to a maximum of 40 hours. These hours will be “frontloaded” on a pro-rata basis, except for part-time firefighters, at time of hire and every January 1 thereafter based on the number of hours the employee is expected to work in the year. At time of hire, the employee will begin to accrue paid time off but benefit time may not be used until the employee has completed a 90-day waiting period after being hired. At each January 1 thereafter, the employee will be allocated a number of hours based on the anticipated number of hours to be worked in that calendar year at a rate of 1 hour for every 40 hours, up to a maximum/cap of 40 hours of paid time off in any calendar year.

If an employee worked more than the anticipated hours in any given year, the additional hours earned over their frontloaded hours will be “true up” and added to the estimated hours available in the subsequent calendar year up to the maximum 40 hours per year. If an employee works fewer than the anticipated hours, there will be no adjustment to the frontloaded hours in the form of compensation or repayment obligation. However, if an employee used more paid time than they accrued in a year, the additional time will be “credited” toward the employee’s benefit time bank in the following year to “true up” the amount used but not earned. If this happens, employees will be given a “true up” agreement to confirm this arrangement in writing.

Here are some examples of the “true up”/credit principles:

1. Employee is hired February 1, 2025 and is frontloaded 26 hours of paid time off to be used prior to December 31, 2025. If this employee actually uses 30 hours of paid benefit time prior to December 31, 2025, the employee is not required to repay the 4 hours of unearned benefit time in the form of compensation. However, the 4 hours will be counted and “credited” toward the amount that is frontloaded in the employee’s bank as of January 1 in the following year for use prior to December 31, 2026. This true up arrangement will be confirmed in writing and the employees will not be required to repay the amount in cash.
2. Employee is hired February 1, 2025 and is frontloaded 26 hours of paid time off and they did not truly work enough hours in the year to earn the full 26 hours of paid time off. The amount that was frontloaded but not earned in the year will be offset from the employee’s time off bank and/or a “true up” arrangement will be confirmed in writing to reflect the amount credited toward future paid time off rights.

Hours worked will include all hours worked in 15-minute increments, rounded up and including overtime pay when applicable. Hours will not include paid or unpaid leave or other non-

compensable time off. Paid leave for this section is not eligible for carryover and will expire on December 31 of any given year except as noted in the examples referenced above.

Employees who perform services at various rates of pay will be paid for time off at a rate based on the weighted average of the estimated hours to be performed for each job assignment.

When taking benefit time for reasons that are foreseeable, the employee should provide at least seven (7) calendar days’ prior notice to their supervisor. When taking the paid time for reasons that are not foreseeable, employees are asked to provide as much notice as is practicable under the circumstances. Notice of use of benefit time may be made by email, phone or text messaging to the employee’s immediate supervisor.

Due to the small size of our workforce, we reserve the right to deny a request to use paid benefit time by a part time employee during the second week of alternating calendar months (for Village Hall staff involved in billing functions) and for police/fire fighters when another employee in the same department is approved to use the benefit time on the same day. This is necessary for operational reasons such as safety objectives (for police/fire employees) and to serve the needs of our residents with respect to public services. Of course, exceptions may be considered on a case-by-case basis as a form of reasonable accommodation for an employee with a disability or medical condition related to pregnancy or childbirth.

Section 7.9 Personal Time for Compelling Reasons

Full-time employees also will receive 24 Hours of paid “Personal Time” for compelling and unanticipated personal reasons during each calendar year that cannot be scheduled outside the employee’s regular working hours. Personal Time must be taken in minimum increments of one hour unless otherwise approved by the Department Head. r. Unused personal Time may not be carried over to the following year. Please understand that this Personal Time off is available for specific compelling personal reasons and should not be construed as additional Vacation time off.

Section 7.10 Holidays

Holidays in which the Village Hall is closed are set annually by the Village Board. For informational purposes, however, the following holidays have traditionally been approved on days designated by the Village Board when they fall on scheduling workdays:

- 1. NEW YEAR'S DAY
- 2. DR. MARTIN LUTHER KING JR.’s BIRTHDAY
- 3. PRESIDENT’S DAY
- 4. GOOD FRIDAY
- 5. MEMORIAL DAY
- 6. INDEPENDENCE DAY

- 7. LABOR DAY
- 8. VETERAN’S DAY
- 9. THANKSGIVING DAY
- 10. FRIDAY AFTER THANKSGIVING DAY
- 11. CHRISTMAS EVE
- 12. CHRISTMAS DAY
- 13. NEW YEAR’S EVE DAY

In the event that any of the above holidays fall on a Saturday, the preceding Friday normally will be observed as the holiday. In the event that any of the above holidays fall on a Sunday, the following Monday shall be observed as the holiday.

In order to be paid for a holiday, employees must not have an unapproved absence on the day preceding a holiday and/or the day after a holiday

.Any other holidays or specific days that an employee may wish to celebrate for religious or other reasons must be taken by utilizing personal or vacation time. If the employee has no paid benefit time remaining, an employee may apply for unpaid time off for a genuinely held religious belief by making arrangements with their supervisor.

Section 7.11 Sick Time

Upon completing one’s probationary period, active full-time employees will receive fifty-six (56) sick hours per calendar year. Unlike vacation or personal time, unused sick time shall carry over from year-to-year. Upon employment separation, employees shall be paid 25% of all accumulated sick time.

When an employee finds it necessary to be absent for personal (physical or mental) illness, an immediate family member’s illness, bodily injury, exposure to contagious disease, or appointments with a doctor or dentist, the employee shall report the absence to his/her immediate Supervisor at least one hour prior to the regular time for reporting to work. Sick leave pay may be denied in cases when a timely report is not made.

For purposes of this provision "immediate family member" is defined in the Family Medical Leave Act.

For more than three (3) days of absence due to employee’s own illness, a Supervisor will require proof of illness, such as a statement signed by an attending physician or other proof satisfactory to the Supervisor, for any absence chargeable to sick leave of any duration. A Supervisor may also request for the employee to be examined by the Village's Occupational Health physician (or in some cases the employees own health care provider) before returning to work to

be sure the employee is released to perform their essential job functions and to determine if reasonable accommodation(s) may be medically necessary.

Compensation for sick leave of twenty-four (24) or more consecutive working hours for reason of personal (physical or mental) illness or physical incapacity shall be granted only after presentation of a written statement by a licensed medical doctor or other satisfactory evidence certifying that the employee's condition prevented him/her from performing the duties of his/her position. Any time off that qualifies under this policy and the FMLA or other Village leave policy will run concurrently.

Section 7.12 Employee Assistance Program

The Village offers an Employee Assistance Program (EAP) to afford employees counseling and referral services. The EAP provider, Employee Resource Systems, provides confidential services to employees and their families to aid in coping with difficulties that may arise both at work and at home. Examples of such difficulties include alcohol and drug abuse, stress, anxiety, depression, marital or family discord, child or adolescent behavioral problems, domestic violence, elderly care, and financial or legal problems. Employees and their immediate family members, regardless of place of residence, are eligible to take advantage of EAP services. Services can be accessed by calling 800-292-2780.

**ARTICLE VIII.
APPROVED LEAVES OF ABSENCE**

PAID LEAVE:

Section 8.1 Bereavement Leave

A Department Head or the Village Administrator may, upon request, grant an eligible employee an emergency leave of absence of up to twenty-four (24) consecutive hours without loss of pay due to the death of a member of the employee’s immediate family. The purpose of this leave shall be to attend the funeral and/or assist with pre/post funeral arrangements on days that the employee would normally be working.

For purposes of this section, members of the immediate family include: spouse, mother, father, sister (step, half), brother (step, half), children (birth, step, adopted), mother-in-law, father-in-law, grandfather, grandmother, and/or grandchildren.

Vacation and compensatory time may be used to extend bereavement leave with the approval of the Department Head or Administrator so long as it does not cause undue hardship to the Department. The Village reserves the right to request documentation of a death and/or attendance at a funeral or related service.

The Village also complies with its obligations under the Illinois Family Bereavement Leave Act in providing job protected unpaid time off for eligible employees in certain circumstances.

Section 8.2 Jury Duty

All eligible full-time employees qualify for paid jury duty leave. Upon notification of jury duty by the court, the employee should inform his/her Supervisor by presenting a copy of the notification. When at all possible, employees should give the Village reasonable notice of the need for jury duty leave by delivering a copy of the notification to the Village within 10 days of issuance. Upon completion of jury duty, the employee is obliged, as evidence of his/her attendance, to submit to the Village a copy of the compensation check awarded by the courts.

An employee will be granted leave with pay for jury duty only when he/she is required to serve on a regularly scheduled work day, up to 10 working days (remaining time off will be approved but is unpaid). Additionally, an employee may not be denied time off for jury duty because he/she works nights (The Village may not require a night shift worker to work the night shift while on jury duty during the day.) Jury duty is treated as an authorized absence from work; therefore, an employee will continue to receive his/her regular base pay while performing jury duty services, up to 10 working days.

Compensation for jury duty will be calculated on the employee’s base rate times the number of hours the employee would otherwise have worked on the day of absence. The time spent on jury duty leave does not constitute hours worked and will not be used in the calculation of overtime. An employee called to jury duty may retain whatever compensation is awarded by the court for such service.

Section 8.3 Court Appearance

Any employee who is summoned to serve as a witness pursuant to his/her job duties with the Village will receive full pay for the period of time required in fulfilling this duty. Employees will not be granted paid time off to appear in court on personal matters or as a witness for a party other than the Village (when requested by the Village), except if required by law.

Section 8.4 Military Leave

Full-time employees who are members of a reserve component of the Armed Forces or National Guard and who are fulfilling a compulsory or voluntary military obligation shall be allowed a paid leave of absence to participate in annual field training or emergency duty for a period not exceeding 15 working days during any calendar year. The Village will comply with the Local Government Employees Benefits Continuation Act, 50 ILCS 14011 which applies to the mobilization of any employee reservist to active military duty by order of the President of the United States and all other applicable state and federal laws.

Section 8.5 Catastrophic or Compassionate Leave Donation

It is the policy of the Village to permit employees to donate vacation and compensatory time to be used by qualifying employees. The leave is to assist employees and their families when a catastrophic event forces the employee to exhaust all leave time, lose compensation from the Village, and when the situation presents a hardship to the employee and the employee’s family or to assist when the employee is absent due to a situation that places primarily responsibility for care on those employees. A qualifying employee may benefit from a maximum of 80 hours (10 days)

of time transferred from other employees. The Village Administrator will make the final determination as to what qualifies as a catastrophic event.

Section 8.6 Workers’ Compensation

An employee who incurs an illness or injury as the result of job-related duties shall be entitled to worker's compensation benefits in accord with the Illinois Workers’ Compensation Act and pursuant to other applicable state and federal laws.

If an employee sustains an injury while at work, no matter how slight, they are expected to report it immediately to their Supervisor as soon as possible and prior to the end of the employee’s work day so that a determination can be made about whether an adjustment to conditions is necessary and/or to review the available reasonable accommodations if medically necessary. If your Supervisor is not available, injuries shall be reported to the Village Administrator. In addition, an accident report form must be completed and received by the Supervisor within 24 hours of the injury or accident.

Section 8.7 Temporary Modified/Restricted Duty Work Assignments

Nothing in this section shall preclude the Village from requiring that the employee return to work on a modified work or light duty basis if a physician certifies that the employee is released to perform to the available modified work assignments (with or without reasonable accommodations if medically necessary) capable of performing such light duty. Once an employee has been released by a physician for light duty, all workers’ compensation benefits may end if provided by law.

As referenced in **Section 4.4**, the Village reserves the sole right to determine the availability of any light or modified work duty.

Section 8.8 Education Reimbursement

It’s the Village’s policy to cover costs for all or part of approved job-related seminars, training programs, and academic courses, assuming funding is available within budget limitations. Education reimbursement must be preapproved by the Department Head or Village Administrator. If approved, employees also may be compensated at their regular rate of pay while attending seminars, training programs, etc., assuming such attendance occurs on a regularly scheduled work day.

**ARTICLE IX.
UNPAID LEAVES OF ABSENCE**

Section 9.1 Personal Leave of Absence

For extraordinary reasons, and upon employee request, a Department Head may recommend to the Village Administrator the granting of a leave of absence without pay for up to twelve (12) consecutive workweeks. Extensions may be considered on a case-by-case basis for compelling personal reasons or as a form of reasonable accommodation for an employee who is disabled (or has a medical condition related to pregnancy or childbirth).

In granting a personal, non-FMLA leave of absence, employees shall understand that it is not possible for the Village to guarantee job availability upon return. The Village will, however, make a serious effort to reinstate an employee to the same position or to another position for which the employee is qualified. Failure to return to work following completion of a personal leave of absence, or refusal to accept an offered position will constitute a voluntary resignation.

Exceptions to this policy and leave extensions will be granted where appropriate for individuals with a disability under circumstances where this is deemed to be a reasonable accommodation which does not provide an undue hardship to the Village.

Section 9.2 Family and Medical Leave Act (FMLA)

1. If you have been employed by the Village for at least 12 months (with no break in service of seven (7) or more years except if related to USERRA covered military obligations [and/or as otherwise provided in a collective bargaining agreement or written agreement, if applicable]) and have worked at least 1,250 hours during the 12-month period preceding the start of the leave (which includes all periods of absence from work due to or necessitated by USERRA-covered service, you are eligible for up to a total of 12 workweeks of unpaid leave during any rolling 12 month period for one or more of the following reasons:
 - (a) Because of the birth of your child and in order to care for such child (within 12 months after the birth of the child);
 - (b) Because of the placement of a child with you for adoption or foster care (within 12 months of the placement of the child);
 - (c) In order to care for your spouse, child, or parents if they have a “serious health condition;”
 - (d) Because of a “serious health condition” that makes you unable to perform the functions of your job; or
 - (e) Because of any “qualifying exigency” (as defined by the Secretary of Labor) arising out of the fact that your spouse, child, or parent is deployed on covered active duty in a foreign country (or has been notified of an impending call or order to covered active duty in a foreign county) in the Armed Forces, including the National Guard and Reserves.
2. Serious Health Condition. For purposes of this policy, “serious health condition” means an illness, injury, impairment or physical or mental condition that involves one of the following:
 - (a) Hospital Care. Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity relating to the same condition;

- (b) **Absence Plus Treatment.** A period of incapacity of more than three (3) full consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves either:
- Treatment two (2) or more times (within 30 days and provided the first visit takes place within seven (7) days of the first day of incapacity) by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider;
 - Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider (first visit to health care provider must take place within seven (7) days of the first day of incapacity).
- (c) **Pregnancy.** Any period of incapacity due to pregnancy, or for prenatal care;
- (d) **Chronic Conditions Requiring Treatment.** A chronic condition which: requires at least two (2) periodic visits for treatment per year by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider; which condition continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity;
- (e) **Permanent/Long-term Conditions Requiring Supervision.** A period of incapacity which is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider;
- (f) **Multiple Treatments (non-chronic conditions).** Any period of incapacity to receive multiple treatment (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) full consecutive calendar days in the absence of medical intervention or treatment.
3. **Qualifying Exigency Leave.** If you are an eligible employee (as defined above), you are entitled to take up to 12 weeks of unpaid FMLA leave for any qualifying exigency arising out of the fact that a covered military member is on covered active duty or called to covered active-duty status in a foreign country. The leave described in this paragraph is available during a 12-month rolling period and may be taken on an intermittent or reduced leave schedule basis. You will be required to provide a copy of the covered military member's active-duty orders or other documentation issued by the military that indicates that the military member is on covered active duty or is called to covered active-duty status in a foreign country

and the dates of the covered military member's covered active-duty service. Eligible employees may take all 12 weeks of his/her FMLA leave entitlement as qualifying exigency leave or the employee may take a combination of 12 weeks of leave for both qualifying exigency leave, or any other qualifying reason listed above.

With respect to a Qualifying Exigency Leave:

- (a) A "covered military member" means your spouse, son, daughter, or parent who is on covered active duty or called to covered active-duty status in any foreign country in any of the Armed Forces, including a member of the National Guard or Reserves.
- (b) A "qualifying exigency" includes the following broad categories: (a) short notice deployment; (b) military events and related activities; (c) childcare and school activities; (d) parental care; (e) financial and legal arrangements; (f) counseling; (g) rest and recuperation; (h) post deployment activities, including reintegration activities, for a period of 90 days following the termination of active duty status; and, (i) additional categories that are agreed to by the employer and employee within this phrase.
- (c) The phrase "son or daughter" is defined as your biological, adopted, or foster child, stepchild, legal ward, or child for whom you stood in loco parentis, of any age for qualifying exigency leave, who is on active duty or called to active-duty status who is of any age. (Note: This definition is different from other sections of this FMLA policy). If the exigency leave is to arrange for childcare or school activities of a military member's child, the military member must be the spouse, son, daughter, or parent of the employee requesting the leave.
- (d) A "parent" means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to you when you were a son or daughter, but it does not include "parents in law."
- (e) Parental care – eligible employees may take leave to care for a military member's parent who is incapable of self-care when the care is necessitated by the military member's covered active duty. Such care may include arranging for alternative care, providing care on an immediate need basis, admitting, or transferring the parent to a care facility, or attending meetings with staff at a care facility.
- (f) Rest and Recuperation – eligible employees may take up to fifteen days to spend time with a military member on Rest and Recuperation leave, limited to the actual leave time granted to the military member and supported by the Rest and Recuperation leave orders or other appropriate documentation issued by the military setting forth the dates of the leave.

4. **Military Caregiver Leave.** If you have been employed by the Village for at least 12 months and have worked at least 1,250 hours during the 12-month period preceding the start of the leave, and you work at or report to a work site which has 50 or more Village employees within a 75-mile radius of that work site, and you are a spouse, child (of any age for military caregiver leave), parent or next of kin of a Covered Service member, as defined below, you are entitled to a total of 26 workweeks of unpaid leave during a single 12-month period to care for the Covered Service member (including 12 workweeks for any other FMLA qualifying reason). The leave described in this paragraph shall only be available during a single 12-month period beginning as of the date the leave commences and ending 12 months after that date (and any unused amounts are forfeited).

Military Caregiver Leave may be permitted more than once if necessary to care for a different Covered Service member (or the same Service member with multiple or subsequent injuries or illnesses) up to a combined total of 26 workweeks in a 12-month period. However, your total available leave time in any single 12-month period generally may not exceed a combined total of 26 workweeks (including FMLA time off taken for any other reason); except as provided under the FMLA regulations. You will be required to submit a timely medical certification available from the Village Administrator or an invitational travel order or authorization from the Department of Defense as a condition of receiving approved Military Caregiver Leave. NOTE: the 12-month computation period for this type of leave differs from the other types of FMLA leave.

With respect to Military Caregiver FMLA Leave:

- (a) A “Covered Service member” means (1) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, or (2) a covered veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces, (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy, and who was discharged or released under conditions other than dishonorable.
- (b) “Outpatient status” means the status of a Covered Service Member assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.
- (c) “Next of kin” means the nearest blood relative of that individual (regardless of age) other than an employee’s spouse, son, or daughter. You are required to provide confirmation of the relationship upon request. The Service member may designate the blood relative who is considered his/her next of

kin; otherwise, the following order generally will apply: blood relatives granted custody by law, brother/sister, grandparents, aunts/uncles, and then first cousins.

- (d) “Serious injury or illness” for a Current Service member means an injury or illness incurred by the Service member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the Service member’s active duty and was aggravated by service in the line of duty) that (i) may render the Service member medically unfit to perform the duties of the member’s office, grade, rank or rating, or (ii) in the case of a veteran Service member, that manifests itself before or after the member became a veteran.
 - (e) “Serious injury or illness” for a Covered Veteran means an injury or illness that was incurred or aggravated by the member in the line of duty on active duty in the Armed Forces and manifested itself before or after the member became a veteran, and is: (1) A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the Service member unable to perform the duties of the Service member’s office, grade, rank, or rating; OR (2) A physical or mental condition for which the covered veteran has received a VA Service Related Disability Rating (VASRD) of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; OR (3) A physical or mental condition that substantially impairs the veteran’s ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would do so absent treatment; OR (4) An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
5. Spouses Employed by the Village. If your spouse also works for the Village and you both become eligible for a leave under paragraphs 1a. or 1b. above, or for the care of a sick parent under paragraph 1c. above, the two of you together will be limited to a combined total of 12 workweeks of leave in any rolling 12-month period. In addition, if you and your spouse both become eligible for a leave under the Military Caregiver Family Leave provision above or under a combination of the Military Caregiver Family Leave provision, paragraphs 1a. and 1b. above, or to care for your parent with a serious health condition under paragraph 1c above, the two of you together generally will be limited to a combined total of 26 workweeks of leave in any single 12-month period.
 6. Medical Certification. Any request for a leave under paragraphs 1c., 1d. or under the Servicemember Family Leave provision above must be supported by certification issued by the applicable health care provider or the Department of Defense. You are required to submit this information on the forms provided to you and available from the Human Resources Manager or on the Invitational Travel Orders or Authorizations provided to you by the Department of Defense.

You will be required to submit a new medical certification form for each leave year for a medical condition(s) that last longer than one year. Additionally, you are required to submit a recertification of an ongoing condition every six (6) months in connection with an absence where the duration of the condition is described as “lifetime” or “unknown”.

At its discretion, the Village may require a second medical opinion and periodic recertification to support the continuation of a leave or under paragraphs 1c. and 1d. (except as otherwise provided by the Department of Labor). If the first and second opinions differ, a third opinion can be obtained from a health care provider jointly approved by both you and the Village (unless you accept the second opinion as determinative). A second medical opinion generally will not be requested for Military Caregiver Leave but may be requested if the Certification is completed by a health care provider who is not affiliated with the DOD, VA, or TRICARE.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, the Village asks that employees not provide any genetic information when responding to a request for medical certification regarding their own serious health conditions under this FMLA Policy. “Genetic information” as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

There is an exemption to GINA’s limitation on the disclosure of family medical history when an employee requests a leave of absence under the FMLA due to a family member’s serious health condition. In such situations, all information necessary to make the medical certification form complete and sufficient under the FMLA should be provided.

7. Intermittent Leave. If certified as medically necessary for the serious health condition of either you or your spouse, child or parent (Paragraphs 1c. and 1d., above), or to care for a Covered Servicemember if you are a spouse, child, parent or next of kin to the Covered Servicemember (Paragraph 3, above), leave may be taken on an intermittent or reduced leave schedule. Intermittent leave also may be taken if you qualify for leave because of a qualifying exigency as described in Paragraph 1e, above, subject to the submission of a certification prescribed by the Secretary of Labor. If leave is requested on an intermittent basis, however, the Village may require that you transfer temporarily to an alternative position which better accommodates recurring periods of absence or to a part-time schedule, provided that the position offers equivalent pay and benefits.

- 8. Light Duty Work Assignments. While voluntarily performing in a light duty capacity while on FMLA leave, that time does not count against your 12-week FMLA allotment. In effect, your right to restoration is held in abeyance during the period of time that you are performing in a light duty capacity (or until the end of the applicable 12-month FMLA leave year if longer).
- 9. Notification and Reporting Requirements. All requests for leaves of absence must be submitted to your supervisor or the Human Resources Manager at least 30 days in advance of the start of the leave, except when the leave is due to an emergency or is otherwise not foreseeable. If the leave is not foreseeable, you must provide notice as soon as “practicable,” which generally means either the same day or the next business day that you learn of the need for leave, in the absence of any unusual circumstances. A delay in submitting an FMLA leave request may result in a loss of FMLA protections and/or a delay of the start of your leave. Your supervisor will forward the request to the Village Administrator for approval.

You must respond to our questions relative to your leave request so that we can determine if the leave qualifies for FMLA protection; failure to do so may result in loss or delay of FMLA protections. If you are seeking leave due to an FMLA-qualifying reason for which the Village has previously granted you FMLA-protected leave, you must specifically reference the qualifying reason or need for FMLA leave at the time of your request to be away from work. It is not sufficient to simply “call in sick” without providing additional information which would provide the Village with reasonable cause to believe your absence/time away from work may qualify as an FMLA qualifying event. In all cases in which you are seeking leave under this policy, you shall provide such notice to the Village consistent with the Village’s established call-in procedures so long as no unusual circumstances prevent you from doing so. Failure to comply with the call-in procedures may result in a delay or denial of FMLA protected leave.

You must make an effort to schedule a leave so as not to disrupt business operations. During the leave, you may be required to report periodically on your status and your intention to return to work. Any extension of time for your leave of absence must be requested in writing prior to your scheduled date of return to work, together with written documentation to support the extension. Your failure to either return to work on the scheduled date of return or to apply in writing for an extension prior to that date will be considered to be a resignation of employment effective as of the last date of the approved leave. Employees on leaves for their own serious health condition must provide fitness-for-duty releases from their health care provider before they will be permitted to return to work. Your maximum time on a leave of absence, all types combined, and including all extensions, cannot exceed a total of 12 weeks in a rolling twelve-month period, unless you are a spouse, child, parent, or next of kin on leave to care for a Covered Servicemember, in which case your leave can last for up to 26 workweeks in a single 12-month period (unless legally required otherwise).

An Employee shall not be granted a leave of absence for the purpose of seeking or taking employment elsewhere or operating a private business. Unauthorized work while on a leave of absence will result in disciplinary action, up to and including discharge.

A leave of absence will not affect the continuity of your employment. Your original date of employment remains the same for seniority purposes. However, you will not accrue any benefits during the period you are on a leave.

10. Employee Benefits During Family and Medical Leave of Absence. You will be permitted to maintain health and dental insurance coverage for the duration of the leave under the same conditions coverage would have been provided if you had remained actively at work. However, you must make arrangements for the continuation of and payment of insurance premiums before you go on leave status. If you do not return to work after the leave, or if you fail to pay your portion of the premiums, you will be required, under certain circumstances, to reimburse the Village for the costs and expenses associated with insuring you during the leave.
11. Return From a Family and Medical Leave. If you return from your leave on or before being absent for 12 workweeks in a rolling 12-month period or 26 workweeks during a single 12-month period if you took a leave under the Servicemember Family Leave provision, you will be restored to the same or to an equivalent position to the one you held when the leave started. Of course, you have no greater right to reinstatement or to other benefits and conditions of employment than if you had been continuously employed during the FMLA leave period. In determining whether a position is “equivalent” we would look at whether the position had substantially similar terms and conditions of employment and whether the position entails similar duties, skills, efforts, responsibilities, authority, privileges, and status.

If the leave was due to your own serious health condition, you will be required to submit a fitness-for-duty certification from your health care provider in accordance with our normal policies and practices applicable to other leaves of absence, certifying that you are able to resume work and perform the essential functions of the job (either with or without a reasonable accommodation). A list of the essential job functions will be made available to you for compliance with this requirement prior to the Village designating your leave as FMLA leave. If a reasonable job safety concern exists, you also may be required to provide a fitness for duty certification up to once every 30 days before returning from an intermittent or reduced schedule FMLA leave related to your own serious health condition. Generally, a returning employee will be permitted to return to work within two (2) business days of the Village’s receipt of a valid fitness for duty release.

If you fail to return to work at the expiration of your approved Family and Medical Leave, it will be considered to be a resignation of your employment with us. Likewise, an employee on FMLA leave who provides notice of their intent not to

return to work upon expiration of a leave will lose their entitlement to FMLA leave and related benefits.

- 12. Coordination with Other Policies. You must substitute any accrued paid vacation days, personal time, and sick days (if you otherwise qualify) for unpaid leave under this policy, and any such paid time off must be taken concurrently with your Family and Medical Leave. If you otherwise qualify for disability pay, you will collect it at the same time you are on unpaid Family and Medical Leave.

Further, if you otherwise qualify for any other type of leave of absence, you must take that leave at the same time as you are taking your Family and Medical Leave. All time missed from work that qualifies for both Family and Medical Leave, and for workers’ compensation (or any other type of lawfully allowed leave), will be counted toward your Family and Medical Leave. To receive any type of paid time off benefit while on FMLA leave, you are required to meet the Village’s conditions for taking the paid leave (although the Village may in its discretion waive any procedural requirement for the paid leave in appropriate circumstances).

- 13. Anti-Retaliation Provisions. Be assured that no retaliation will be taken or tolerated against any employee who exercises his/her rights under our FMLA policy. If you feel that you have been the victim of any discrimination or retaliation under this Policy, you are encouraged to contact the Village Administrator so that the matter can be promptly investigated and remedied as appropriate.
- 14. Compliance With Other Laws. In administering this FMLA Policy, the Village complies with the Americans with Disabilities Act (“ADA”) and any other relevant law. The Village may approve a reasonable request for an extension of a leave of absence beyond the amount of leave provided by the FMLA, approve a leave of absence for an employee who does not qualify for FMLA leave, or otherwise modify this Policy, as a reasonable accommodation for a disability under the ADA.

Section 9.3 Maternity/Paternity Leave

The Village offers maternity/paternity leave to employees who have been employed for at least one year and who have worked at least 1250 hours during the 12-month period preceding the leave in accordance with the FMLA policy set forth in Section 9.2 of this Manual. The eligible employee may take maternity/paternity leave within 12 months of a birth, adoption, or placement of a foster child. This leave will allow a qualified employee up to 12 weeks of leave and will fulfill the Village's obligations under the FMLA.

An employee utilizing maternity/paternity leave may utilize available sick time during the 12-week leave. An employee may also utilize other benefit time within the guidelines of those benefits (e.g., vacation, personal days, and compensatory time). An employee may take all or part of the maternity/paternity leave without pay if benefit time is exhausted. An employee may take less than 12 weeks of leave but may not return to work until a fit-for-duty release from their physician is received by the Village, as in the case of a mother returning from maternity leave. The

employer reserves the right to have an employee see the Village's physician to verify ability to return to work.

The Illinois Municipal Retirement Fund (IMRF) offers disability payments for pregnancies. Employees who anticipate maternity leave should contact the Village Collector for the appropriate forms to submit to IMRF. Failure to notify IMRF may prohibit an employee from receiving disability benefits.

During maternity/paternity leave, the Village will continue to share the employee's medical insurance coverage consistent with the Village's Health Plan. To the extent that an employee is able to take paid leave, all benefits will remain the same (e.g., vacation time will be earned; insurance premium payments will be made.)

During this leave an employee, both exempt and non-exempt, may, at the discretion of his/her Supervisor, work on a part-time basis.

Section 9.4 Victim’s Economic Safety and Security Act (VESSA)

Village employees may take unpaid leave under the Victim’s Economic Security and Safety Act (VESSA) in order to seek assistance in response to an act or threat of domestic violence, sexual assault, or stalking. An employee may take this leave to seek services for someone who is a victim of domestic or sexual violence or other crimes of violence if the victim is (1) the employee, (2) a covered family member (spouse, child, or parent) and/or (3) a household member (person currently residing with the employee).

In accordance with applicable State laws, employees are eligible to take up to 12 weeks of VESSA leave in any rolling 12-month period.

Section 9.5 School Visitation

The Village complies with the Illinois School Visitation Rights Act (1992) 820 ILCS 147/1-49 by permitting employees to take up to eight (8) hours of unpaid leave per school year, with no more than four hours taken in one day for the purpose of attending conferences or classroom activities. An employee requesting leave under this Act must provide a written request to their Supervisor at least seven days in advance, except in the case of emergencies. This leave is intended to be used as a last resort by employees who have no other paid (vacation or personal) leave available and who have made every attempt to schedule the visit during non-working hours.

Section 9.6 Voting Leave

The Village encourages each employee to fulfill his/her civic responsibilities by participating in elections. Generally, employees should vote either before or after work. If an employee is unable to vote in an election during non-working hours, the Village will grant him/her up to two (2) hours of unpaid time off in accordance with state law (10 ILCS 5/17-15).

Employees should request time off to vote from their supervisor at least two working days prior to Election Day. Advance notice is required so that the necessary time off can be scheduled

at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

ARTICLE X.
SAFETY AND SECURITY

Section 10.1 Employee Safety

The Village of Thornton provides and maintains safe and healthy working conditions for all employees. Each employee is required, as a condition of employment, to develop and exercise safe work habits in the course of employment, to prevent injuries to themselves and fellow employees and to conserve Village property and equipment. It is the responsibility of each employee to observe safety regulations and to use all safety equipment provided. All employees are expected to help maintain a clean and uncluttered work area in order to minimize fire and safety hazards. All unsafe acts or conditions should be reported immediately to a Supervisor immediately. Contact your Supervisor regarding your Department specific Safety Rules that govern your conduct.

The Village provides a First Aid Kit on all Village premises for employee use in the treatment of minor scratches, burns, headaches, nausea, etc. The Village provides automated external defibrillators (AED) in several locations in all municipal buildings. AED’s are used to treat victims who experience sudden cardiac arrest. In the event of an emergency requiring AED application, any trained volunteer responder/employee may activate the internal emergency response system and provide prompt basic life support including AED and first aid according to training and experience. When in doubt in case of emergency, call 911 for assistance.

Employees who are injured on the job are entitled to Workers’ Compensation benefits as required by law. See Section 8.6 for additional Workers’ Compensation information. Employees are required to report any injury to their Supervisor, regardless of severity, while on duty so that the supervisor can determine if adjustments are made for safety reasons. Accident report forms should be immediately forwarded by Department Heads to the Village Collector, who shall in turn file all reports with the Village’s insurance provider, the Intergovernmental Risk Management Agency (IRMA). These issues must be immediately reported also to ensure the employee is properly treated and/or reasonable accommodated when medically necessary. Be assured that no retaliation will be taken against any employee based on the reporting of an accident or injury at work.

Section 10.2 Personal Protective Equipment (PPE)

Department Heads will be responsible for identifying personal protective equipment that should be provided to employees. The Village shall provide personal protective equipment to all applicable positions as necessary and appropriate. Any employee who believes his/her personal protective equipment is deteriorated or outdated should immediately report it to a Supervisor. Personal protective equipment must be worn when specified by the employee’s Supervisor and only when engaged in Village business.

ARTICLE XI.
COMPUTER SYSTEM, INTERNET, AND E-MAIL ETHICS POLICY

Section 11.1 General

With the fast development of information technology, the effective use of the computer systems has become an important part of the services delivered to the community. The intent of this policy is not to impose burdensome limits on the users; rather, it is to provide an information technology infrastructure that promotes the basic missions of the village and effective use of information technology. This policy codifies what is considered appropriate usage of computers and networks with respect to the rights of others. With the privileges to use the information resources of the village come specific responsibilities outlined in this policy.

This policy is applicable to all employees including full-time, part-time, as well as seasonal employees (or authorized vendors) whose duties require the use of information system resources.

Access and use of information systems resources are not the right of the user, but a privilege. When usage behavior is in conflict with this policy, the usage privilege will be terminated, and the user may be subject to disciplinary action set forth in the village of Thornton Personnel Manual.

Section 11.2 Copyright

There is a huge volume of information available on the Internet. In most cases, users can read and use the information for free. In some cases, however, copyright laws, such as company logos or news photos published by various news organizations protect items accessible via the Internet. Internet use by Village users should be consistent with the law.

Section 11.3 Computer Policy

The computer system of the village of Thornton is provided for the purpose conducting the official business of the village. These resources are the property of the village and data stored on them cannot be considered private to the user.

Access:

Unauthorized access to resources or data is not permitted. The ability to access a resource or item of data does not explicitly imply authorization. Department administrators will oversee access authority.

Tampering, Willful Destruction or Theft:

Tampering, willful destruction or theft of any computer data, equipment or software, which is the property of the village, is expressly prohibited. Tampering includes any deliberate effort to degrade or halt the system, to “tie up” the system, or to compromise the system / network performance, and also includes any efforts to bypass security measures in place within the system and unauthorized modification of programs. Willful destruction includes a deliberate disabling or damaging of computers, systems terminals or other facilities / equipment, including the network,

and any deliberate destruction or impairment of software and / or data. Theft includes the unauthorized removal of village data, equipment or software or the unauthorized copying of village owned software or data. **Copying of data can be a federal offense.**

Passwords and Logins / Logoffs:

Each employee is provided with a login identification unique to that employee. The village reserves the right to access any employee account. An employee may not use another employee’s login to gain access to the village computer system, nor may an employee offer another employee use of their privileges for access. Temporary logins can be established.

Passwords are provided to access individual user accounts. These passwords are unique to the individual account holder and the village and may not be shared or revealed to others. If an employee feels that their password or computer terminal has been compromised, they should change that password immediately and report the incident to their supervisor.

No passwords may be applied to individual computers, files, programs or directories without the consent of the Department Administrator and IT Director.

Employees should not leave their computers logged on and unattended. Every user will be required to log off the computer every day at the close of their workday and as required for periods away from the computer to prevent unauthorized access.

Software:

Software shall not be installed on village computers / systems in violation of copyright rules. Unless required for use of the application, the license and media of any software will be kept in the custody of the IT Director or Department Administrator for each department. All software installed on the village computers shall be properly licensed. village owned software will not be removed from village property without permission from the Department Administrator or IT Director. Village owned software will not be installed on non-village owned computers without permission from the IT Director and Department Administrator.

Unauthorized Altering of Village Computer Equipment:

Personal software applications, hardware peripherals, and / or data may not be installed on village computer equipment without the express written permission of the Department Administrator. The IT Director will be notified when the software is installed on any village computer. The IT Director, or his / her authorized agent or Department Administrator may perform the installation. Any removal of software applications, data sets and peripherals must be reported to the IT Director and Department Administrator.

Authorized Use:

Village computers are to be used for the conduct of Village business. Personal use may be restricted by the Department Administrator. Authorized users of the Village computer systems include employees or authorized agents of the Village of Thornton. All unauthorized users are strictly prohibited without the consent of and access privileges granted by the Village of Thornton.

Some Village computer users have the need to access outside computers, bulletin boards and the Internet with permission from the IT Director and Department Administrator. Under no circumstances are users to download any files or programs without checking that file or program through an approved anti-virus checking program.

Repairs:

Employees should not attempt to repair problems with Village computers. They should notify the IT director or designated assistants about the problem. The IT director will notify the Department Administrator as needed.

Extraordinary Uses of Village Computers:

Sworn officers of the Village of Thornton Police Department may, during the conduction of an investigation may be authorized to deviate from the terms of this Policy for legitimate police purposes. These actions may only be allowed with the express prior permission of the Chief of Police. Care should be taken to store only investigation-related material in a secure location separate from the standard home directories and drives.

E-Mail:

The Village of Thornton e-mail system is maintained for the convenience of the Village and its employees. Delivery, confidentiality and privacy of e-mail sent over the Village network cannot be guaranteed.

- Privacy:

The Village will respect the privacy of an individual’s e-mail except when such mail is involved in the commission of a crime, a security issue, policy violation, or systems maintenance problem. Village employees should be aware that any messages sent via e-mail is available for review by the village administrator and the IT Director. The Village reserves the right to monitor all internal / external (incoming and outgoing) e-mail by their employees who send or use e-mail, either local or Internet. Department Administrators may restrict employees from using e-mail if it is determined that they are using it inappropriately, as described below (section IV).

Email Use/Access:

Access to e-mail will be limited to those individuals able to demonstrate a documented need to use e-mail resources. Employees wishing to use e-mail must receive approval from their Department Administrator. The IT Director will maintain a list of those with e-mail access.

Internet Access:

The Internet, by its nature, is an unsecured and unregulated media. While it is able to provide a wide access to information, materials, and people, care must be taken to ensure that ethics and judgment are not compromised.

- a. Access:

Access to the Internet will be limited to those individuals able to demonstrate a documented need to use Internet resources. Employees wishing to use the Internet must receive approval from their Department Administrator. The IT Director will maintain a list of those with Internet access.

- b. Accounts:

Internet access will be controlled through the users network login account. Employees should not leave their computers logged on and unattended. Every user will be required to log off the computer every day at the close of their workday and as required for periods away from the computer to prevent unauthorized access to Internet resources.

- c. Resources:

Access to the Internet for personal use may only be done on the employee’s personal time with the consent of the Department Administrator.

Downloading of excessive or non-approved material to the Village drives is prohibited. The IT Director may clear excessive download material from

the Village computers by notification to the respective Department Administrator.

Section 11.4 Unauthorized Use:

It is a violation of this policy to use the Village's computer system for any of the following purposes (not all-inclusive list):

- a. Any purpose which violates U.S., state, local laws or ordinances.
- b. Sending, receiving, uploading or downloading Village software or data in violation of applicable copyright laws and licensing agreements.
- c. Sending, receiving, uploading or downloading or printing files or other resources in violation of applicable copyright laws and licensing agreements.
- d. Sending, receiving, uploading or downloading material, possession of which, violates U.S., state, local laws or ordinances.
- e. Sending, receiving or downloading material which could reasonably be construed as offensive.
- f. Copying files from another employee without employee's consent. Village programs may not be copied from one computer to another.
- g. Unauthorized faxing of Village data or information via the computer system.
- h. Destruction or damage to equipment, software or data belonging to the Village.
- i. Disruption of or interference with network services. This includes but not limited to: intentional propagation of computer viruses; attempting to add, modify or remove system software or other system elements; attempting to evade system security measures or network access rights; disruption of unsolicited advertising; harassment; libeling or slandering of others.
- j. Disruption of or interference with other Village computer users. This includes but not limited to harassment of others; threatening others and displaying text or graphics that may reasonably be construed as offensive.
- k. Use of Village system resources to falsely represent you or the Village, or for personal, financial or commercial gains, including sending a message under another user's name.
- l. Creation, installation of intentional propagation of any computer virus on the Village network or on a Village computer is expressly prohibited. Employees should report any virus detected to their immediate supervisor.
- m. Conducting commercial activity.

- n. Sending or forwarding chain letters.
- o. Sending mass mailings.

Violation of any of the provisions reference din this Article XI may be grounds for disciplinary actions, up to and including termination. Violations also may result in loss of privileges in some cases.

IMPORTANT NOTE: The provisions set forth in this Article XI of this Manual will be applied and construed in a manner that does not limit or restrict an employee from engaging in legally protected concerted activities.

APPENDIX A
POLICY PROHIBITING SEXUAL HARASSMENT

1. Prohibition On Sexual Harassment

It is unlawful to harass a person because of that person’s sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is a policy of Village of Thornton to prohibit harassment of any person by any municipal official, municipal agent, municipal employee, municipal agency or municipal office on the basis of sex or gender. All municipal officials, municipal agents, municipal employees and municipal agencies or municipal offices are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

This policy applies to all employees of the Village in addition to all non-employees/individuals who perform services for the Village.

2. Definition Of Sexual Harassment

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

- a. Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:
 - i. Submission to such conduct is made a term or condition of an individual’s employment, either explicitly or implicitly; or
 - ii. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - iii. Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.
- b. Conduct which may constitute sexual harassment includes, but is not limited to:
 - iv. Verbal Harassment: sexual innuendos, suggestive comments, insults, humor, jokes about: sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates; or, statements of a sexual nature about other employees, even outside of their presence.
 - v. Non-verbal Harassment: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, “catcalls,” “smacking” or “kissing” noises.
 - vi. Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
 - vii. Physical Harassment: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
 - viii. Textual/Electronic Harassment: “sexting” (electronically sending messages

with sexual content, including pictures or video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (email/text/picture/video messages, intranet/online postings, blogs, instant messages and posts on social network websites, like Facebook and Twitter).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a “reasonable person.”

3. Procedure For Reporting An Allegation Of Sexual Harassment

An employee who either observes sexual harassment or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, and her/his immediate supervisor. It is not necessary for sexual harassment to be directed at the person making the report.

Any employee may report conduct which is believed to be sexual harassment, including the following:

- a. *Electronic/Direct Communication.* If there is sexual harassment behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
- b. *Contact with Supervisory Personnel.* At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report, a department head, a director of human resources, an ethics officer, the city manager or administrator or the chief elected official of the municipality.
- c. The employee experiencing what she/he believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the municipality will not be presumed to have knowledge of the harassment.
- d. *Resolution Outside Municipality.* The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the municipality. However, all municipal employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 300 days of the alleged incident(s) unless it is a

continuing offense. A complaint with the EEOC must also be filed within two years (beginning on January 1, 2025).

- e. *Allegations of Sexual Harassment made against an elected official of the governmental unit by another elected official of a governmental unit.* In addition to the methods of reporting included above, an elected official may request an independent review of a complaint of sexual harassment by another elected official. The request shall be made to the human resources director, the city manager or administrator or the chief elected official of the municipality. The official receiving the request shall take immediate action in keeping with the procurement process of the municipality to retain a qualified individual or entity for the independent review of the allegations of sexual harassment in violation of this policy. The outcome of the independent review shall be reported to the corporate authorities.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the location), including, but not limited to, written records such as letters, notes, memos and telephone messages.

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the municipality. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant’s willing cooperation may be a relevant component of an effective inquiry and an appropriate outcome.

4. Prohibition On Retaliation For Reporting Sexual Harassment Allegations

No municipal official, municipal agency, municipal employee or municipal office shall take any retaliatory action against any municipal employee or official due to a municipal employee’s or official’s:

- a. Disclosure or threatened disclosure of any violation of this policy; or
- b. Providing information related to an investigation or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy; or
- c. Assistance with or participation in a proceeding to enforce the provisions of this policy.

For purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer or change in the terms or conditions of employment of any municipal employee that is taken in retaliation for a municipal employee’s or official’s involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against, even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action, and this policy prohibits retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

- a. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy or practice of any officer, member, agency or other employee that the employee reasonably believes is in violation of a law, rule or regulation; or
- b. Provides information to or testifies before any public body conducting an investigation, hearing or inquiry into any violation of a law, rule or regulation by any officer, member, agency or other employee; or
- c. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act or this policy.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, before a legislative commission or committee or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a state or federal law, rule or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a state or federal law, rule or regulation. (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire to retaliate against a person because she/he has opposed that which she/he reasonably and in good faith believes to be sexual harassment in employment, because she/he has made a charge, filed a complaint, testified, assisted or participated in an investigation, proceeding or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge within two (2) years of the alleged retaliation.

5. Consequences Of A Violation Of The Prohibition On Sexual Harassment

In addition to any and all other discipline that may be applicable pursuant to municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable disciplinary actions or discharge by the municipality and any applicable fines and penalties established pursuant to local ordinance, state law or federal law. Each violation may constitute a separate offense. Any discipline imposed by the municipality shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a state or federal agency.

6. Consequences For Knowingly Making A False Report

A false report is a report of sexual harassment made by an accuser to accomplish an outcome other than stopping sexual harassment or stopping retaliation for reporting sexual harassment. A false report is not a report made in good faith which simply cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to disciplinary action or discharge pursuant to applicable municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the Illinois State Police, a State’s Attorney, the Attorney General or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

APPENDIX B
ACKNOWLEDGEMENT OF POLICY TRAINING

By signing below, I acknowledge that I have received a copy of the Village of Thornton Policy Prohibiting Sexual Harassment (“Policy”) and understand that it is my responsibility to read and become familiar with its contents. I further understand that it is my responsibility to ask questions of my supervisor and/or other responsible official if I do not understand any of the information contained in the Policy and that I am required to abide by and observe all of the information, rules, policies and procedures explained therein.

I acknowledge that nothing in the Policy constitutes a contract or promise of employment.

I agree to abide by and observe all of the information, rules, policies, and procedures set forth in the Policy and understand that Village of Thornton’s rules, policies and procedures may be changed from time to time, with or without notice, and that this Policy supersedes and replaces any and all prior manuals or policies.

I further certify that I have carefully read and reviewed the content of the Policy and completed Sexual Harassment Prevention Training pursuant to the Illinois Human Rights Act, 775 ILCS 5/2-109.

Training Participant Information:

Printed Name - First, Middle Initial, Last

Municipality/Work Location

Training Date

Signature

Date Signed

This form will be kept by the municipality as an internal record of training compliance to be made available for the Illinois Department of Human Rights upon request.

2025 PERSONNEL MANUAL ACKNOWLEDGEMENT

[] I understand it is my responsibility to read the Personnel Manual and the Appendices and, if I have any questions, I should first contact my supervisor or Department Head, then the Village Administrator.

[] I understand that the Personnel Manual is not an employment contract and does not create any enforceable rights to any particular forms and conditions of employment but does provide the organizational employment policies and procedures by which I am governed.

[] I further understand that the Personnel Manual is subject to change without notice and changes in procedure will supersede or eliminate those found in this book.

[] I also understand that I will be notified of such changes through normal channels of communication. I further understand that in the event of a conflict between a provision of this Manual and an applicable law (or ordinance), the law or ordinance will govern in all cases.

Employee Name (please print)Date

Employee Name (please print)Date

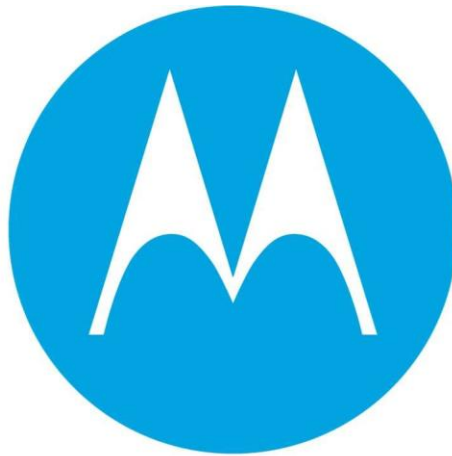
Department:_____

Please sign and return this page to your Supervisor immediately after executing this document.
Thank you.



3/20/2025

SOW508- VILLAGE OF THORNTON - VEHICLE HIJACKING TASKFORCE



MOTOROLA ***SOLUTIONS***

The design, technical, pricing, and other information ("Information") furnished with this submission is proprietary and/or trade secret information of Motorola Solutions, Inc. ("Motorola Solutions") and is submitted with the restriction that it is to be used for evaluation purposes only. To the fullest extent allowed by applicable law, the Information is not to be disclosed publicly or in any manner to anyone other than those required to evaluate the Information without the express written permission of Motorola Solutions.

MOTOROLA, MOTO, MOTOROLA SOLUTIONS, and the Stylized M Logo are trademarks or registered trademarks of Motorola Trademark Holdings, LLC and are used under license. All other trademarks are the property of their respective owners. © 2023 Motorola Solutions, Inc. All rights reserved.

TABLE OF CONTENTS

Section 1

System Description.....	1-2
1.1 System Overview.....	1-2
1.2 Motorola Solutions Responsibilities	1-2
1.3 Chicago Police Department Responsibilities.....	1-2
1.4 Design overview	1-3
1.5 Installation Detail	1-3
1.5.1 CR-H2 Cameras with Solar Panel.....	1-3
1.6 Change Order Process.....	1-4
1.7 Commissioning/Completion Criteria	1-4
1.8 Equipment Specifications	1-5
1.9 Training	1-5
1.10 Project Assumptions	1-5
1.11 Warranty & Maintenance	1-5
1.12 Deliverables.....	1-5

Section 2

Equipment List.....	2-1
---------------------	-----

Section 3

Pricing.....	3-2
3.1 Pricing	3-2
3.2 Payment.....	3-3

SECTION 1

SYSTEM DESCRIPTION

1.1 SYSTEM OVERVIEW

Motorola Solutions is proposing a Genetec Clouddrunner CR-H2 Quick-Deploy License Plate Recognition (LPR) system. This Statement of Work (SOW) will provide Chicago Police Department six (6) leased Genetec Clouddrunner CR-H2 license plate reader cameras with one-year subscription. Lease will begin approximately one week after Motorola has obtained a payment confirmation for the term of 12 months.

The Clouddrunner investigation system removes the complexities of deploying a high-performance ALPR solution. The CR-H2 camera works wirelessly over existing cellular networks (4G/LTE) and is easy to install, set up, and maintain without the need for specialized ALPR expertise. In addition, the sensor can be installed in minutes and professionally calibrated and optimized remotely by a member of the Genetec team.

Built from the ground up following privacy by design and cybersecurity best practices, Clouddrunner fosters responsible collaboration between local stakeholders either directly through the Clouddrunner solution or as a part of a broader Genetec™ Security Center deployment. In addition, when relevant evidence is found, it can quickly and securely be shared through Genetec Clearance™, the company's digital evidence management system (DEMS).

The technology allows the Chicago Police Department to upload LPR reads efficiently. The cost of maintenance is included in the original subscription, up to one year from the time of equipment delivery.

This document delineates the general responsibilities between Motorola and Chicago Police Department as agreed to by the contract.

1.2 MOTOROLA SOLUTIONS RESPONSIBILITIES

Motorola Solutions general responsibilities include the following:

- Provide the outlined equipment

1.3 CHICAGO POLICE DEPARTMENT RESPONSIBILITIES

The Chicago Police Department will assume responsibility for the performance of all other equipment and work necessary for completion of this project that is not provided by Motorola Solutions. The Chicago Police Department's general responsibilities include the following:

- Provide all buildings, equipment shelters and towers required for system installation.
- Provide site access and escorts to all investigation sites as needed during SOW implementation.
- Provide required system interconnections.
- Ensure all poles are in good condition to deploy the CR-H2 LPR.

1.4 DESIGN OVERVIEW

Clouddrunner gathers the information you need to solve crime quickly. It combines an intuitive, cloud-based solution with purpose-built cameras to collect rich vehicle-based evidence in all conditions. Easily filter and locate vehicles of interest based on testimonials and suspicious behaviors. Clouddrunner even notifies you when a vehicle on a watchlist is detected, helping you take immediate action.

The CR-H2 offers:

Easy Deployment

Spending hours setting up a new solution and learning its software is a thing of the past. Clouddrunner can be up and running in minutes.

Evidence Collection 24/7

Crime doesn't take the night off, neither should your ALPR system. Clouddrunner gets you the data you need to close cases, at all times, under all meteorological conditions.

Go beyond the license plate

Expand case knowledge with detailed analytics. Clouddrunner automatically captures vehicle characteristics like color, type, make, and more, as well as vehicle behavior.

Track vehicles in real-time

Identifying suspects is only half the job. Clouddrunner notifies you as soon as it detects bad actors on the move, allowing you to apprehend them immediately.

Navigate with ease

The intuitive interface used by Clouddrunner lets you view data based on your needs. Toggle between views and effortlessly apply filters so you can quickly narrow down your list of suspects.

1.5 INSTALLATION DETAIL

1.5.1 CR-H2 Cameras with Solar Panel

Motorola has proposed Six (6) CR-H2 camera for Chicago Police Department Rapid Deployable LPR solution.

Motorola Responsibilities:

Motorola is responsible for the following items as it pertains to this project.

- Supply Six (6) Genetec CR-H2 cameras, and solar kit for each approved site, as proposed.

Customer Responsibilities:

Customer is responsible for the following items as it pertains to this project.

- Define locations for installations prior to implementation.
- Provide existing, installed pole per specification for mounting the proposed equipment.
- Providing all points of attachment for hardware that include Genetec CR-H2 Cameras and solar kit.
- Obtaining all permits required for installation.
- Providing the communications point of attachment for each site.
- Traffic Control, as needed.
- Aerial cabling (if needed)
- Provide installation on existing pole.
- Install cameras into existing Genetec system

1.6 CHANGE ORDER PROCESS

Either Party may request changes within the general scope of the final SOW. If a requested change causes an increase or decrease in the cost or time required to perform this Agreement, the Parties will agree to an equitable adjustment of the SOW price, performance schedule, or both and will reflect the adjustment in a change order. Neither Party is obligated to perform requested changes unless both Parties execute a written, jointly signed change order. Change orders that exceed the Chicago Police Department's budgeted contract price or expand the scope beyond the authorization received for this project may require additional approval.

1.7 COMMISSIONING/COMPLETION CRITERIA

There will be no commissioning of these cameras. Chicago Police Department will be responsible for installing the camera.

1.8 EQUIPMENT SPECIFICATIONS

CR-H2	• Power: Solar or 12V • Processing: Hybrid • Installation: Flexible • Procurement: Subscription only	
-------	---	---

1.9 TRAINING

NA. This SOW does not include any training.

1.10 PROJECT ASSUMPTIONS

1. This is an equipment only SOW. Chicago Police Department is responsible for configuration, deployment and installation of the CR-H2 LPRs.
2. Assumes install on an existing Pole for the proposed camera and solar panel.
3. Standard mounts are proposed. Chicago Police Department is responsible for purchasing all additional hardware outside of what is included with the Motorola purchased cameras as it pertains to mounting and installation, if required.
4. New poles and arms for LPR camera attachment to be purchased by customer and installed, if needed.
5. Existing pole is assumed to be structurally sound and undamaged.
6. No structural allowance has been accounted for in this SOW and should a structural be requested by the Chicago Police Department then a change order will be required.
7. MSI does not guarantee camera uptime due to insufficient sun coverage

1.11 WARRANTY & MAINTENANCE

Motorola warranty support & services will be effective from beneficial use through expiration of the 12-month manufacturer warranty or termination of the Motorola Service Contract, whichever comes first.

Preventative Maintenance/On-Site Warranty

On-site response of any equipment installed in this SOW along with any Preventative Maintenance will be handled through the Field Order process and is not included in this SOW.

1.12 DELIVERABLES

Motorola Solutions will provide the following for the purchased equipment.

- Equipment

SECTION 2

EQUIPMENT LIST

PART NUMBER	DESCRIPTION	QTY	LIST	EXT LIST
AU-K-CRH2-740-LTE-SB	Cloudrunner CR-H2 Automatic License Plate Recognition (ALPR) 740nm Solarboost sensor kit with two solar panels, external power pack with Genetec Advanced Power Management Software (APMS), and built-in LTE radio, including 90 days retention. Requires annual subscription. Genetec retains ownership of hardware	6	\$ -	\$ -
CRS-CRH2-LTESB-1Y	1 prepaid year to AutoVu Cloudrunner™ CR-H2 Solarboost subscription with LTE data plan, includes 90 days retention	6	\$ 2,665.55	\$ 15,993.30
TOTAL EQUIPMENT				\$ 15,993.30

Equipment pricing is valid for 30 days from date of proposal. If unforeseen price hikes due to supply chain, shortage of materials or inflation is a factor a change order will have to be issued to accommodate the unexpected change in price.

SECTION 3

PRICING

3.1 PRICING

Pricing	
Professional Services	\$0.00
Field Installation Services	\$0.00
Equipment (LPRs and 1 Yr Subscription)	\$15,993.30
Annual Subscription Price	\$15,993.30

***Pricing valid 30 days from date of proposal**

Total Funding Requirement: \$15,993.30

Start Date: Upon Receipt of payment

Anticipated Project Duration: NA. Equipment will be ordered and shipped once payment is received.

3.2 PAYMENT

The pricing quoted herein is valid for 30 days from the date of this SOW. If this SOW is not accepted during that price validity period, MSI may provide a revised SOW and pricing is subject to change. This Statement of Work, signed by the Chicago Police Department, acknowledges that funding has been identified and will be secured at time of purchase.

Motorola Solution's proposal is conditioned upon the ability of Motorola Solutions to complete the project at the prices set forth herein. Due to significant market volatility and material price fluctuations in raw materials such as steel, copper, finished wood, and concrete, Motorola Solutions reserves the right to review all material and multiyear services pricing prior to placing any order for materials or equipment required for new towers or shelters and related civil work at each site and at the start of any maintenance services in order to verify price validity. In the event of a cost increase in material, equipment, labor, or energy occurring during performance of the project through no fault of Motorola Solutions, including customer delays, the contract price, time of completion and/or contract requirements shall be equitably adjusted by Change Order in accordance with the procedures of the contract documents.

Items documented in this quote will be ordered once the payment has cleared.

Customer affirms that a purchase order or notice to proceed is not required for contract performance or for subsequent years of service, if any, and that sufficient funds have been appropriated in accordance with applicable law.

Check Address:

Motorola Solutions, Inc.
13108 Collections Center
Chicago IL 60693
United States

Please provide your remittance details to:

US.remittance@motorolasolutions.com

Signature Page

In Witness Whereof, the Parties here to have executed this Statement of Work as of the date first written above.

Agreed to:

Chicago Police Department

Agreed to:

Motorola Solutions, Inc.

By:

Chicago Police Department Authorized Signature

By:

MSI Authorized Signature



Pat Hughes

Name (type or print)

Name (type or print)

May 15, 2024

Date:

REQUEST FOR CHECK

Date

March 21, 25

Payable To <u>Zeigler Ford of North Riverside</u>		
Address <u>2100 S. Harlem Ave.</u>		
City <u>North Riverside</u>	State <u>IL</u>	Zip Code <u>60546</u>
Amount \$ <u>46,867⁹⁸</u>	Charge To Account No. <u>15-68-8064</u>	
Or Charge To _____		
For <u>2025 Ford Explorer Police Interceptor</u> <u>Utility</u>		
REQUESTED BY <u>M. Davis</u>	APPROVED BY	CHECK ISSUED BY
		CHECK NO.

Date: 03/12/25 Section VII, Item B.
 Salesperson: Louls Vittoria
 Manager: - Zelgler Ford of North Riverside

GUEST INFORMATION

Name: CITY OF CHICAGO			
Address: 210 W 69TH ST		City: CHICAGO	State: IL Zip: 60621
Home #:	Work #: (312) 744-3900	Cell #:	
E-mail: GUS.VASILOPOULOS@CHICAGOPOLICE.ORG Work:			

VEHICLE DESCRIPTION

Make: Ford	Model: Police Interceptor Utility	Year: 2025	Color:
Mileage: 1685	Stock #:	VIN: 1FM5K8AB4SGA50727	

RETAIL PAYMENTS

Down Pmt

LEASE PAYMENTS

Down Pmt

Retail Option

MSRP	
Selling Price	46,500.00
Rebate	
Accessories	
Adjusted Price	46,500.00
Total Taxes	
Total Fees	367.70
Trade Allowance	
Trade Payoff	
F&I Adds	
Final Selling Price	46,867.70

Let's Buy 3/21/25
15-68-8084

Guest Signature _____

Management Approval _____



VILLAGE OF THORNTON HISTORICAL SOCIETY

P. O. BOX 34
THORNTON, ILLINOIS 60476

Village Board
Village of Thornton, Illinois
115 East Margaret Street
Thornton, IL 60476

April 3, 2025

Dear Members of the Village Board,

On behalf of the Village of Thornton Historical Society (the "Society"), please accept this letter as a formal request to address several matters of importance regarding the Society's relationship with the Village.

1. Lease Agreement and Rent Increase

It has come to the Society's attention that the rent charged to us by the Village was increased. We respectfully request a fully executed copy of the updated lease agreement for our review and signature.

Additionally, several months ago, the Society submitted a written request asking the Board to reconsider the rent increase. Mayor Pisarzewski informed Society member Tom Ellis that this request would be reviewed. At a later time, the Mayor relayed that the Board had reviewed the matter and decided not to revise the increase. We respectfully request a written response from the Board confirming that the matter was reviewed and stating the Board's decision regarding the rent adjustment.

2. Liability and Insurance Coverage

Given today's heightened concerns around liability, the Society seeks to clarify its current risk exposure. Our public meetings, which include historical presentations, are held at Village-owned property on Hunter Street. In addition, the Society hosts occasional social gatherings and sponsors two annual tours of Heidelberg Materials' Thornton Quarry. Heidelberg requires signed liability waivers from all tour participants, and the Society will be implementing the same practice starting this year.

To help further protect the Society and its volunteers, we request that the Board obtain a quote from the Village's insurance provider regarding the potential addition of the Society as an additional insured party under the Village's liability policy. It is our understanding that this may be feasible with minimal or no additional cost.

We have summarized the key points here for the sake of brevity. However, the Society is more than willing to provide any further information or clarification the Board may require to assist with these considerations.

Thank you for your time and attention to these matters. We appreciate your continued support of the Historical Society's mission and activities within the Village.

Sincerely,

Tom Ellis, Society Member at Large, Village of Thornton Historical Society

THORNTON FIRE DEPARTMENT
"Protecting Our Community With Pride"

Art Schweitzer
Fire Chief



PHONE (708) 877-4459
FAX (708) 877-1506

DATE: April 8, 2025
TO: Administrator Wiak
FROM: Fire Chief Art Schweitzer
SUBJECT: Line-Item Adjustment Request

Fire Department is requesting the following line item transfers:

FIRE DEPARTMENT:

Increase:	01-69-7002	Vehicle Maintenance	\$1600.00
Increase:	01-69-8007	IT	\$800.00
Decrease:	01-69-7018	Equipment Maintenance	\$(1600.00)
Decrease:	01-69-7018	Equipment Maintenance	(\$800.00)



VILLAGE OF THORNTON

Section VII, ItemD.

115 EAST MARGARET STREET • THORNTON, ILLINOIS 60476
PHONE (708) 877-4456 • FAX (708) 877-4458

Memorandum

Date: April 21, 2025
To: Village Board and President
From: Melissa Wiak, Village Administrator
Subject: FY 25 Line-Item Transfer Requests

Administration:

Increase:	01-50-8007	Computer Support	\$5,000
Decrease:	01-50-6021	Health Insurance	(\$5,000)

Village Clerk/Collector's Office:

Increase:	01-51-7025	Contracted Services	\$600.00
Decrease:	01-51-6021	Health Insurance	(\$600.00)

Recreation:

Increase:	01-61-6016	Unemployment Benefits	\$4,300.00
Decrease:	01-61-6005	PT Salaries	(\$4,300.00)

Legal:

Increase:	01-54-7073	Legal Fees	\$5,000
Decrease:	01-54-7061	Notices	(\$1,000)
Decrease:	01-50-8054	General Insurance	(\$4,000)

Water/Sewer:

Increase:	02-74-7040	Telephone	\$700.00
Decrease:	02-74-6021	Health Insurance	(\$700.00)

MFT:

Increase:	04-80-8076	Traffic Lights	\$2,000
Decrease:	04-80-8075	Signs	(\$2,000)

Capital Fund:

Increase:	08-61-8066	Building Improvements	\$3,000
Decrease:	08-61-8067	Infrastructure Map	(\$3,000)



Ashley Roeda <simonashley2016@gmail.com>

Wheel Chair Ramp

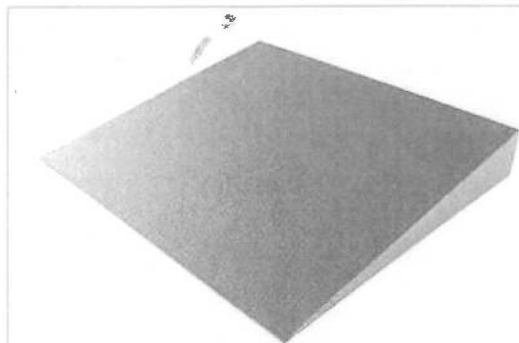
1 message

Alex Roeda <alex.roeda@roeda.com>

Thu, Apr 10, 2025 at 3:39 PM

To: Ashley Simon <simonashley2016@gmail.com>

Amazon.com: VersaRamp 5" High Lightweight Foam Threshold Ramp for Wheelchairs, Mobility Scooters, and Power Chairs by Silver Spring - 800 lb. Weight Capacity : Health & Household



Amazon.com: VersaRamp 5" High Lightweight Foam Threshold Ramp for Wheelchairs, Mobility Scooters, and Power Chairs by Silver Spring - 800 lb. Weight Capacity : Health & Household

Versa Foam Threshold Ramps by Silver Spring THFS-1, THFS-15, THFS-2, THFS-3, THFS-4, THFS-5, THFS-6 . A Silver Spring exclusive, the Versa foam threshold ramps combine lightweight, solid foam with a strong, high-traction coating that doesn't have the harsh look of metal and is much more

www.amazon.com

Ashley, this will be the most affordable way to go for the library, For the dimensions of the concrete pad that is down in the well, and the size of this. It will fit perfect leaving an additional 18" of room before getting to the stairs.

It is Hardened foam, light weight, water resistant and slip resistant.

If this is a route they want to go I will install for free. By anchoring it into the concrete so that it does not move.

Let me know what you think.

Alex Roeda

Director, Installation

ROEDA, Inc.

www.roeda.com

(708) 333-3021 ext. 126

20530 Stoney Island Ave. Lynwood, IL 60411





Joe Pisarzewski, Village President
VILLAGE OF THORNTON
PUBLIC WORKS

121 NORTH WOLCOTT STREET • THORNTON, ILLINOIS 60476
PHONE (708) 877-4462 • FAX (708) 877-1627
www.thorntonil.us

Date: 4-14-25

To: Admin. Melissa Wiak

From: Public Works Supt. Bryan Roberts

Re: March 2025 Board Report

J.U.L.I.E Locates:	18
Water Main Breaks:	3
Repaired Hydrant	0
Water Service Line Repair	0
Sewer Complainants:	5
Sanitary Sewer Repairs	1 (Replaced approx. 6ft of sanitary sewer main)

Daily tasks: Cleaning and maintenance at Village buildings (Village Hall, Fire Department, Police Department, Recreation Department, Public Works, 2 pump stations and lift station). Water system reads and analysis, Ground maintenance as needed.



Bryan Roberts,
Superintendent
Department of Public Works
Village of Thornton
708/877-4462 Office
708/877-1627 Fax
brobert@thornton60476.com