

**PERSONNEL POLICIES FOR COUNTY BOARD  
SUPERVISORY, PROFESSIONAL, CONFIDENTIAL AND NON-UNION EMPLOYEES  
(Revised 11/2022)**

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## **I. APPLICABILITY**

These policies apply to all County Board employees not governed by a Collective Bargaining Agreement. These policies do not apply to Department Heads or Appointed Officials, as such individuals have a separate section of the Policy Manual which governs the terms and conditions of their employment. The employees governed by these policies are hired, evaluated, disciplined, promoted, and terminated by their respective Department Head or Appointed Official.

## **II. JOB CLASSIFICATION/PAY GRADE SYSTEM**

### **A. NON-EXEMPT POSITIONS**

The Madison County Pay Step Plan was put into effect for all non-exempt employees as of April 4, 1992. The classification of all non-union job titles and the Madison County Pay Step Plan are included in Appendix A. The classification of particular job titles may be modified according to the procedures described below. The Pay Step Plan will be updated to reflect annual increases. The Executive Committee in cooperation with the County Board Chairman Pro Tem will review increase amounts prior to being acted upon by the full Board.

Non-exempt employees are paid on an hourly basis for all hours worked, based upon their position's assigned grade and step, on a regularly scheduled payday. This hourly wage is reflected on a projected annual salary calculation, assuming a forty (40) hour work week, and shown on the Pay Step Plan; however, actual wages will vary based on the amount of hours actually worked. Overtime pay or compensatory time off at the rate of time and one-half may be allowed for any work performed in excess of forty hours per week subsequent to pre-approval by the Department Head or Appointed Official. Holiday hours will count as time worked. Non-exempt employees must track their time, recording it daily. Falsification of a time card is grounds for dismissal.

When a non-union non-exempt employee is promoted, a promotion step is incorporated into the 2005 pay step plan. This step is referred to as a promotion step. When a non-union employee hired after 8/17/2005 is promoted into a position which has a higher pay grade assignment than his/her present position, the employee will be moved to the step in the new grade that is at least as large as the next promotion step in the current grade. The employee will be eligible to be moved to the next promotion step or regular step, whichever is first, in the new grade at the appropriate number of years. After that increase, future step increases will be based on the actual step increases in the new non-union step plan.

When an employee bids on and is promoted into a non-exempt position which has a higher pay grade assignment than his/her present position, the base wage rate that the

employee will receive will be the first step on the new pay grade which represents a pay increase at least as large as the next scheduled step increase under the employee's old pay grade. Employees whose wage rate is at step 7 shall be placed on the first step on the new pay grade which represents a pay increase at least as large as one full step under the employee's old pay grade. The employee's step date will change to the date (day and month) the new wage rate begins and reflect the year that represents the first year of the new step. The new step date will only be used for the purpose of movement within the step pay system and will not affect any other benefits. Employees whose wage rate is above step 7 shall, for the purposes of promotion, be treated as if their current wage rate is at step 7 when determining the proper step at the new pay grade, except in those instances when their current wage rate is greater than the appropriate step on the new pay grade, in which case the employees wage rate shall remain unchanged until their next step or general pay increase is due.

To A Lower Position - When an employee bids or bumps into a position which has a lower grade assignment than his/her present position, the base wage rate that the employee will receive for the new position will be the step closest to but not greater than the employee's current wage rate. The employee's step date will change to reflect the date which begins the new wage rate. The new step date will only be used for the purpose of movement within the step pay system and will not affect any other benefits.

To An Equal Position - When an employee bids or bumps into a position which has the same grade assignment as his/her current position, the employee's base wage and step date will remain the same for the new position.

Part-time employees would receive step increases based on the relation of hours worked to 2080. For example: a part-time employee must have 10,400 life-to-date hours (5x 2080) to move to the five year step. This provision applies to employees hired after 11/30/05.

## B. EXEMPT POSITIONS

Certain positions, by virtue of how they are paid and their job duties, are classified as "exempt" under the Fair Labor Standards Act (FLSA). In order to be considered exempt, a position must be paid on a salary basis, be paid a minimum annual salary (set by federal regulations), and perform exempt duties. Certain administrative, professional, and supervisory positions are exempt, and such exemption shall be noted on the applicable job description. Exempt positions are exempt from timekeeping requirements, overtime compensation, and compensatory time.

Exempt positions shall be assigned a salary range based upon the requirements of that position and the salary ranges of similar positions inside and outside the county. Each position shall have a minimum, median and maximum salary, this salary range shall be established by the Personnel Committee for each exempt position. These ranges will be

updated to reflect annual increases. The Executive Committee in cooperation with the County Board Chairman Pro Tem will review increase amounts prior to being acted upon by the full board.

When a non-union exempt employee is hired, promoted, moved to an equal position or demoted the Department Head or Appointed Official shall recommend a salary that is commensurate with their skills/experience and is within the salary range established by the Personnel Committee for that position. All exempt salary assignments must be approved by the County Board Chairman Pro Tem or the County Administrator before being implemented by payroll. This annual salary shall be paid to the employee in equal installments on a regularly-scheduled payday. Aside from general County increases and merit increases, an exempt employee's salary range cannot be increased without a job audit being performed.

In addition to the annual increase determined by the County Board, in lieu of the step plan system in place for union and non-union non-exempt positions, exempt employees shall be eligible for an annual merit increase not to exceed 1.5% of their current yearly salary. This merit increase will be based on a performance evaluation of the employee and their success in meeting major work objectives and goals during the previous year. Exempt employees will receive their first annual performance review after the anniversary of their first year of employment. Subsequent performance evaluations will be conducted on an annual basis thereafter. Annual performance evaluations shall be conducted by the employee's direct supervisor or Department Head/Appointed Official.

### C. RECLASSIFICATION OF A POSITION

At the request of the employer or employee(s), an audit shall be made to determine the proper classification of a position. Such request shall be made in writing to the Department Head or Appointed Official, who shall immediately submit the request to Human Resources, who will conduct the audit.

Such audit shall be based on the duties currently being performed, and shall determine which position title is most appropriate for classification of the position, by reference to the job descriptions, duties actually performed, and review of other employees' positions who perform essentially the same job at the same level of difficulty.

If the position is reclassified to a higher pay grade or salary range, the incumbent shall be moved with the position, shall receive an increase in pay as if promoted, and shall receive retroactive pay, at the higher rate, from the date of the request for a job audit.

Employees, whose position is, as a result of a job audit, reclassified to a lower pay grade, shall retain their current rate of pay and continue to receive general increases and any other adjustment as provided for by the County Board for a period of four years.

Reclassification may not be implemented when the duties being performed result from

temporary assignment.

The results of an audit shall be made known to the parties no later than ninety (90 ) days from the date the request was made.

The employee may appeal the results of the audit decision by Human Resources, to the Personnel Committee. Such appeal shall be commenced by the employee filing with Human Resources a notice of appeal of said decision in writing within ten (10) working days after receipt of notice of the decision.

The Personnel Committee shall meet with the employee within sixty (60 ) days after receipt of notice of appeal and shall issue a decision in writing within ten (10) working days after such meeting.

If a Department Head or Appointed official wants to reclassify a non-exempt position as exempt, s/he must submit a job audit request to Human Resources. Human Resources will treat the request as a regular job audit (described herein) and shall determine whether the position can be made exempt and recommend a salary range based upon comparable positions.

#### D. PAY DIFFERENTIAL

In addition to the regular base wage, a pay differential will be paid to all continuous-operations employees for worked hours as follows:

|                             |                   |
|-----------------------------|-------------------|
| 4:00 P.M. to Midnight ..... | 45 cents per hour |
| Midnight to 8:00 A.M. ....  | 55 cents per hour |

### III. HOLIDAYS

The following days shall be granted to supervisory, professional and confidential employees as paid holidays:

- New Year's Day;
- Martin Luther King Day;
- Washington's Birthday; (Celebrated as President's Day)
- Good Friday;
- Memorial Day;
- Juneteenth;
- Independence Day;
- Labor Day;
- Columbus Day;
- Veteran's Day;
- Thanksgiving Day;
- Thanksgiving Friday;
- Christmas Eve Day\*

Christmas Day;

\*When Christmas Day falls on Monday, Saturday, or Sunday, an additional Floating Holiday will be provided in lieu of Christmas Eve Day. The Floating Holiday shall be taken after Christmas Eve Day in the same fiscal year as the Christmas holiday (does not carry over to next fiscal year). Hours associated with a Floating Holiday must be taken in a whole day increment (cannot be broken across multiple days).

Whenever a designated holiday falls on a Saturday, the preceding Friday shall be the paid holiday. Whenever a designated holiday falls on a Sunday, the succeeding Monday shall be the paid holiday.

Non-Union employees shall be eligible for holiday pay provided that the employee worked his/her last scheduled work day prior to the designated holiday and the first scheduled workday after the holiday, unless excused under an approved paid leave of absence or vacation or due to other reasonable causes to be verified and substantiated by the employee to the satisfaction of the Employer. In the event of a dispute as to whether a "reasonable cause" exists, such dispute should be brought to the Human Resources Department for a determination.

#### **IV. VACATIONS**

Non-Exempt supervisory, professional and confidential employees shall be entitled to accumulate vacation leave based upon continuous hours of service compensated at the regular straight-time rate of pay on accordance with the following schedule:

| Number of continuous hours compensated at regular, <u>straight-time rate</u> | Rate of vacation accrual based on each continuous hour <u>compensated at straight-time rate</u> |
|--|---|
| Upon hire to to 18,720   | .05770 hours  |
| 18,721 to 39,520   | .07693 hours  |
| 39,521 and over  | .09616 hours  |

The above rate of accrual is equivalent to earning: three (3) weeks or 120 hours of leave annually until completion of nine years of continuous, full-time employment; four (4) weeks or 160 hours of leave annually from the beginning of the tenth year until the completion of nineteen years of continuous, full-time employment; and five (5) weeks or 200 hours of leave annually for completion of nineteen years or more of continuous, full-time employment. Continuous hours of service shall be interpreted as meaning continuous service with the employer since the employee's last date of hire with the County. Employees shall be eligible to take paid vacation leave after they have completed (90) calendar days of employment with the employer.

Exempt supervisory, professional & confidential employees shall accrue annual paid vacation pursuant to the schedule below and accrued vacation may be taken after completion of ninety (90) days of continuous service with the County:

| Years of Service          | Vacation Accrual               |
|---------------------------|--------------------------------|
| One (1) to Nine (9)       | 3 Weeks (4.61 hours per check) |
| Ten (10) to Nineteen (19) | 4 Weeks (6.15 hours per check) |
| Twenty (20) or more       | 5 Weeks (7.69 hours per check) |

Vacation leave shall be taken each year. An employee who does not request a vacation period prior to the end of the ninth month following his/her anniversary year shall be scheduled for a vacation by the employer during the three (3) remaining months of the succeeding year. No more than one (1) year's worth of accumulated vacation leave may be carried into the next anniversary year without the express permission of the Department Head or Appointed Official.

Vacations may be scheduled in one-day increments, except that employees may request vacation leave time of no less than one (1) hour duration with the express permission of the Department Head or Appointed Official. All vacation will be subject to pre-approval as determined by the employer and will be taken at such times as will not interfere with the efficient scheduling of the employer. Vacation time is not available for use until it is recorded at the conclusion of the payroll period.

Any employee who is laid off, retires or is otherwise separated from the service of the employer for any reason shall receive vacation pay for all unused vacation accrued prior to said separation. Payment for unused vacation shall be calculated based upon the employee's regular, straight-time, hourly rate of pay in effect on the date of separation.

The County Board Chairman Pro Tem may authorize the buy back of accumulated vacation time in excess of one (1) year's worth from a non-union employee. Any such buy back shall take place during November at the non-union employee's then-current salary rate.

## **V. LEAVES**

### **A. SICK LEAVE**

A "Madison County Fitness-For-Duty Certification" must be completed by the Health Care Provider of an employee who has been or expects to be absent from work due to illness or disability for a period of three (3) or more consecutive working days. It must be filed with Human Resources immediately upon return to work or prior to the tenth (10th) day of the absence, whichever is earlier, unless the employee is physically unable to do so.

The County reserves the right to require a second medical opinion regarding an employee's absence because of illness or injury or regarding a doctor's certification of an employee's absence or ability to return to work. Any such second opinion will be paid for by the County with a physician chosen by the County.

An employee's sick leave accrual will be noted within the HRIS system. Sick leave is not available for use until it is recorded at the conclusion of the pay period.

Employees may use up to one-half of their annual sick leave allotment as family sick leave.

Any supervisory, professional and confidential employee contracting or incurring any non-service-connected sickness or disability which renders such employee unable to perform the duties of his/her employment or is attending an appointment with a doctor, dentist or other licensed professional medical practitioner shall be eligible to receive sick leave with pay for a period not to exceed the amount of such employee's accrued sick leave; provided, however, that such sickness or disability shall be bona fide. Sick leave shall be taken in increments of no less than one hour, except that pre-approved sick leave may be taken in one-half (1/2)-hour increments. All provisions applicable to sick leave received for an employee's personal illness shall be applicable to sick leave received to care for an ill child, parent, or spouse.

If any employee has received sick leave contrary to the provisions of this Section through any misrepresentation(s) made by the employee or by anyone else on his/her behalf, said employee shall reimburse the employer in an amount equal to the sick leave pay so received and said employee will be subject to disciplinary action. The employer shall have the right to require a doctor's written certification or other reasonable proof of illness as the circumstances may require.

Supervisory, professional and confidential employees will accrue sick leave at the rate of .061539 hours (the equivalent of one and one-third 8-hour shifts per month for full-time employees) for each hour compensated at the regular, straight-time rate. Employees shall first be eligible for sick leave after they have completed (90) calendar days of employment with the employer.

Such employees shall accumulate sick leave so long as they are in the service of the employer, subject to the provisions of this Section. Employees hired before April 1, 2022 shall accumulate sick leave to a maximum of 1,920 hours. Employees hired after April 1, 2022 shall accumulate sick leave to a maximum of 480 hours.

Upon termination of employment, employees hired before April 1, 2022 will be paid for one-half of unused sick up to a maximum of 480 hours total paid. Employees hired after April 1, 2022 must turn unused sick leave in to IMRF for service credit upon separation; half of any remaining unused sick time will be paid to the employee up to a maximum of 240 hours.

Unused sick time will only be paid out if the employee's termination is for the following

reasons:

- The employee is retiring from service and is subject to receive pension funds through the Illinois Municipal Retirement Fund which were earned due to his/her completing the required years of service under said fund; and provided the required years of service were with employer.
- The employee dies or becomes disabled and is unable to perform the duties of his/her employment with the employer, having furnished the employer with documented evidence of such disability in the form of a statement from a licensed physician; or, the employee's spouse or legal dependent has become disabled or contracted an illness which required the termination of his/her employment and the employee has furnished the employer with documented evidence of such disability or illness in the form of a statement from a licensed physician.

No employee shall be paid for accumulated sick leave if their reasons for termination are: voluntary change of employment or involuntary dismissal. The amount of any payment for unused sick leave is to be calculated at the employee's rate of pay in effect on the payday immediately preceding the date of the employee's permanent separation.

In the event that an employee is disabled in a service-connected injury or illness, he/she shall be eligible for a sick leave pay for only those days which he/she is ineligible for compensation under the State of Illinois Worker's Compensation Insurance laws.

## B. PERSONAL LEAVE DAYS

Non-Union employees hired before April 1, 2022 shall accrue personal leave days as follows: One Personal Day after accruing 128 hours of sick leave, a 2nd Personal Day after accruing 152 hours of sick leave, a 3<sup>rd</sup> Personal Day after accruing 192 hours of sick leave, and a 4<sup>th</sup> Personal Day after accruing 336 hours of sick leave. Personal Days do not come off of accrued sick leave. Personal days are calculated at the beginning of each fiscal year for that year, based on the Sick balance as of the final pay period ending in November.

Non-union employees hired after April 1, 2022 may convert unused sick leave into personal leave at a 4:1 ratio, meaning employees may trade in four unused whole days of sick leave (32 hours) for one day of personal leave (8 hours). Employees cannot convert partial days of sick leave for personal leave, only whole days will be converted. Once Payroll has processed the conversion, the employee cannot have the personal leave converted back to sick leave. Employees should consult with Payroll or Human Resources for further questions.

Use of personal leave shall be requested in advance and must be approved by the employee's Department Head. Personal leave days may not be carried over from one fiscal

year to the next. Personal leave may be taken in one-half ½ hour increments.

Non-Union Part Time employees will receive a pro-rated amount of hours based on their average hours worked per day.

### C. LEAVE WITHOUT PAY

Any request for leave without pay shall be submitted in writing by the employee to his/her Department Head or Appointed Official at least ten (10) working days prior to the date of departure if at all possible. The request shall state the reason the leave of absence is being requested and the length of time off that the employee desires.

Authorization for a leave of absence must be in writing and must contain the signature of the Department Head or Appointed Official.

No seniority, vacation benefits, sick leave or holiday benefits shall accrue during a leave of absence. Employees shall be returned to the position they held at the time the leave of absence was requested. Any employee on leave of absence shall not receive compensation from the employer during such period.

Leaves of absence not to exceed six (6) months may be granted by the employer for any reasonable purpose and may be extended to a maximum of one (1) year. What constitutes a reasonable purpose in each case shall be determined by the employer.

## VI. MEDICAL INSURANCE

The employer will provide all full time, supervisory, professional and confidential employees individual coverage under its medical insurance plan. Beginning December 1, 1998, the employer will pay one hundred percent (100%) of the cost of individual coverage under the Madison County Government Plan. Dependent coverage shall be made available to all full-time supervisory, professional and confidential employees, provided a portion of the cost for such coverage is paid by employees through payroll deduction.

Employees who elect dependent health coverage will relinquish four (4) days of sick leave entitlement per year of enrollment in the coverage.

In the event a full-time supervisory, professional and confidential employee is on lay-off status or on authorized leave without pay, except for approved family and medical leave, for a period not to exceed one year, the Employer will provide for the immediate reinstatement of medical insurance for said employee upon his/her return to full-time employment with the employer.

## **VII. EMPLOYEE REVIEW OF PERSONNEL FILE**

Supervisory, professional and confidential employees shall have the right to review their own personnel file during normal business hours without loss of pay. Persons wishing to view their file shall file a written request with Human Resources or their Department Head or Appointed Official. A reasonable number of copies of documents in the file will be furnished at no cost. A copy of said request will be placed in the employee's personnel file. Nothing shall be placed in the personnel file nor shall anything be removed from the file without the consent of the Department Head or Appointed Official, nor without the employee's knowledge.

## **VIII. RESIDENCY REQUIREMENT**

It is the policy of Madison County that new supervisory, professional and confidential employees of Madison County shall be or attempt to become residents of Madison County within six (6) months of their hiring date and shall maintain their residency for the duration of their employment with Madison County.

If after six (6) months of employment an employee has not been able to become a Madison County resident, the employee's department head/appointed official may extend the time-period to a maximum of twenty-four (24) months from the hire date of the employee.

If after 24 months of employment, the employee has not become a Madison County resident, his/her employment shall be terminated.

If a department has an open position for a supervisory, professional, or confidential employee, and the department has been unable to find a qualified applicant that is willing to relocate to Madison County within the appropriate time-period as established in this policy, the Madison County Board Chairman Pro Tem may grant that department an exception to the Residency Requirement as long as the following conditions have been met:

- The job posting has been open and public for at least 30 days.
- No qualified applicants have applied who currently reside within the County.
- The position is covered by Personnel Policies for County Board Supervisory, Professional, Confidential and Non-Union Employees.

## **IX. POLITICAL FUND RAISING**

No employee shall be required as a condition of employment to buy or sell tickets for fundraisers.

## **X. DISCIPLINE AND DISCHARGE**

Supervisory, professional and confidential employees are subject to discipline and discharge actions. Disciplinary actions or measures include the following: Verbal and written reprimands, suspensions and discharge. Disciplinary actions or measures will be documented and maintained in the employees personnel file for the following period of time: verbal and written reprimands for two (2) years, suspensions and terminations for five (5) years.

## **XI. GRIEVANCE PRODCEDURES**

Any supervisory, professional and confidential employee who has a grievance or dispute shall present said grievance or dispute within five (5) working days of the date of the grievance or the supervisor's or exempt employee's knowledge of its occurrence to the County Board Committee which supervises his/her department or if there be no supervising committee then said grievance or dispute shall be presented to the Director of Administration for presentation to the Chairman Pro Tem of the County Board. If said grievance or dispute is not adjusted within five (5) working days thereafter, or the resolution is disputed by the employee then he/she shall have three (3) working days thereafter to present a written request to the Chairman Pro Tem of the County Board for a review by the County Board Personnel Committee and thereafter to the County Board Executive Committee which shall make a recommendation to the full County Board for final action.

## **XII. MILEAGE REIMBURSEMENT**

The County will use the official published IRS mileage rate

## **XIII. TRAVEL POLICY TO TRAINING CONFERENCES AND WORKSHOPS**

### **A. SINGLE DAY ATTENDANCE**

If an employee travels to and attends a conference, meeting, or workshop that lasts less than 12 hours, the employee is entitled to overtime for all time over the 8-hour workday, less commuter time deduction (CTD). With prior approval from immediate supervisor, an employee may drive back and forth rather than stay overnight at a workshop within 100 miles from Madison County, Illinois (e.g. Springfield, IL, Mt. Vernon, IL, Effingham, IL), provided the total time including travel and meeting does not exceed 12 hours.

### **B. OVERNIGHT ATTENDANCE**

1. Overtime will be provided only for travel that occurs outside normal working hours on a normal working day (Monday – Friday) to an overnight conference, meeting or workshop, when public transportation is not the most direct and least expensive mode

of travel, and the individual must drive. (It is not reasonable to use public transportation if the destination is within 100 miles of Madison County). Only the driver will be provided compensation. Passengers are free to relax therefore not entitled to overtime. If travel to the conference occurs on a non-working day (Saturday, Sunday or holiday) then overtime will be provided only if the employee travels during their normal working hours when public transportation is not the most direct and least expensive mode of travel, and the individual must drive. Only the driver will be provided compensation. Passengers are free to relax therefore not entitled to overtime.

2. Hotel accommodations can be provided for the evening before if arrival is necessary and reasonable due to travel duration and conference location.

3. All overtime for travel must be approved in advance by the Immediate Supervisor.

**XIV. AGREEMENT**

**MADISON COUNTY PERSONNEL POLICIES FOR COUNTY BOARD  
SUPERVISORY, PROFESSIONAL, CONFIDENTIAL AND NON-UNION EMPLOYEES  
AGREEMENT**

I HEREBY AGREE TO READ THE “MADISON COUNTY PERSONNEL POLICIES FOR COUNTY BOARD SUPERVISORY, PROFESSIONAL, CONFIDENTIAL AND NON-UNION EMPLOYEES” REVISED NOVEMBER 2022, AS ESTABLISHED BY THE MADISON COUNTY BOARD. THE MADISON COUNTY PERSONNEL POLICIES FOR COUNTY BOARD SUPERVISORY, PROFESSIONAL, CONFIDENTIAL AND NON-UNION EMPLOYEES IS ON THE INTRANET UNDER “PERSONNEL” AND EACH OFFICE HAS A HARD COPY. HARD COPIES CAN BE OBTAINED FROM YOUR DEPARTMENT HEAD, ELECTED OFFICIAL OR HUMAN RESOURCES.

\_\_\_\_\_  
Employee’s Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Department Name