

**PERSONNEL POLICIES FOR COUNTY BOARD APPOINTED OFFICIALS  
AND DEPARTMENT HEADS**

(Revised 11/22)

I. APPOINTMENT

- A. All Appointed Officials and Department Heads (as listed in Appendix A) under the jurisdiction of the Madison County Board shall be appointed by resolution of the County Board. Individuals so appointed shall be recommended by the County Board Chairman Pro Tem, in consultation with the committee that has the responsibility of overseeing the operation of that department, if any.
- B. If the position to which an Appointed Official or Department head is appointed has a statutory term, and then the appointment shall be for the appropriate term for that position. If the position does not have a statutory term, then the appointment shall continue until either resignation or dismissal.
- C. Each Appointed Official and Department Head will serve at the pleasure of the Chairman Pro Tem and County Board and may be dismissed by the Chairman Pro Tem and County Board in accordance with conditions set forth in section ten of this policy.

II. SALARIES

- A. Appointed Officials and Department Heads are management personnel and as such are provided an annual salary, to be paid in fractional installments on regularly scheduled County paydays. No provisions are provided for overtime pay or compensatory time off for any work performed in addition to regular County workdays.

The salaries of all Appointed Officials and Department Heads shall be set by the County Board. Recommendations may come from the appropriate oversight committee and/or County Board Chairman Pro-Tem and then shall be reviewed by the Personnel and Finance committees prior to being recommended to and acted upon by the full Board. The salaries for all positions, including those with multi-year terms, shall be set on an annual basis.

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 positions, Department Heads and Appointed Officials shall be eligible annually for an up to 1.5% merit increase in salary, beginning 1 year after appointment, and every year thereafter. The increase will be based on a review by the County Board Chairman Pro-Tem of the employee's performance and their success in meeting major work objectives and goals. The County Board Chairman Pro-Tem shall consult with the oversight committee, if one exists, prior to determining a merit increase.

### III. HOLIDAYS

The following days shall be granted to Appointed Officials and Department Heads 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 (when falls on a normal work day, otherwise employees receive a Personal Day)
- Christmas Day;

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.

Appointed Officials and Department heads shall be eligible for holiday pay provided they 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

- A. Appointed Officials and Department Heads shall accrue annual paid vacation pursuant to the schedule below and it 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) |

It is the County Board's intent that vacation leave shall be taken each year. No more than one (1) years worth of accumulated vacation leave may be carried into the next anniversary year without authorization by the County Board Chairman Pro-Tem.

Upon recommendation of the appropriate oversight Committee, the County Board Chairman Pro-Tem may authorize the buy back of accumulated vacation time in excess of one (1) year's worth from an Appointed Official or Department Head. Any such buy back shall take place during November at the Appointed Official or Department head's then current salary rate.

- B. If an Appointed Official or Department Head terminates his/her employment for any reason, he/she shall be paid for any unused authorized vacation time prorated to the date of termination.

V. LEAVE TIME:

A. SICK LEAVE

A "Madison County Fitness-For-Duty Certification" must be completed by the Health Care Provider of an Appointed Official or Department Head 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 Appointed Official or Department Head'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.

Appointed Officials and Department Heads may use up to one-half of their annual sick leave allotment as family sick leave.

Appointed Officials and Department Heads 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 an Appointed Official or Department Head has received sick leave contrary to the provisions of this Section through any misrepresentation(s) made by the Appointed Official or Department Head or by anyone else on his/her behalf, said Appointed Official or Department Head 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.

Appointed Officials and Department Heads 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.

Appointed Officials and Department Heads shall accumulate sick leave so long as they are in the service of the employer, subject to the provisions of this Section. Appointed Officials and Department Heads 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, Appointed Officials and Department Heads hired before April 1, 2022 will be paid for one-half of unused sick up to a maximum of 480 hours total paid. Appointed Officials and Department Heads 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 Appointed Official or Department Head's termination is for the following reasons:

- The Appointed Official or Department Head 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 Appointed Official or Department Head 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 Appointed Official or Department Head 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 Appointed Official or Department Head's rate of pay in effect on the payday immediately preceding the date of the Appointed Official or Department Head's permanent separation.

In the event that an Appointed Official or Department Head 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

Appointed Officials and Department Heads 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 3rd Personal Day after accruing 192 hours of sick leave, and a 4th 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.

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

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.

#### C. LEAVE WITHOUT PAY

Any requests for leave without pay shall be submitted in writing by the employee to the County Board Chairman Pro-Tem 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 County Board Chairman Pro-Tem.

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 the term of appointment or six (6) months, whichever is less, 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 County Board Chairman Pro-Tem.

## VI. MEDICAL INSURANCE

The employer will provide all Appointed Officials and Department Heads with individual coverage under its health and hospitalization 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 to all Appointed Officials and Department Heads, provided a portion of the cost for such coverage is paid by employees through payroll deduction. The employer will pay no less than the contributions to premiums for dependent coverage as set forth in Appendix B as determined by the County Board.

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 an Appointed Official or Department Head 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 health and hospitalization insurance for said employee upon his/her return to employment with the employer.

## VII. DISCIPLINE AND DISCHARGE

Appointed Officials and Department Heads are subject to discipline and discharge actions. Disciplinary actions or measures include the following: oral and written reprimands, suspensions and discharge.

## VIII. TERMINATION

Appointed Officials and Department Heads serve at the pleasure of the Chairman Pro Tem and the County Board and may be terminated by the Chairman Pro Tem and County Board.

In the event the Department Head or Appointed Official is terminated, then thirty (30) days written notice of such termination shall be given. At the end of such thirty (30) days, the County agrees to pay severance benefits of a lump sum cash payment equal to three (3) months' aggregate salary and continue all benefits at the County's expense for that same period of time; PROVIDED, HOWEVER, that in the event Department Head/Appointed Official is terminated because of his/her conviction of any illegal act involving personal gain to the official, or for a felony under Federal or State Law, or a crime of moral turpitude, then, in that event, County shall have no obligation to pay the aggregate severance sum designated in this paragraph, nor to give prior notice of such termination.

In the event Department Head/Appointed Official voluntarily resigns his/her position with the County at any time, then he/she shall give the County thirty (30) days' notice in advance, unless the parties otherwise agree. Voluntary resignation by Department Head/Appointed Official will result in a loss of all severance pay and benefits by the County.

#### IX. GRIEVANCE PROCEDURES

Any Appointed Official or Department Head who has a grievance or dispute shall present said grievance or dispute within five (5) working days of the date of the grievance or dispute or the Department Head's knowledge of said grievance or dispute, 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 Chairman Pro-Tem of the County Board. If said grievance or dispute is not adjusted within five (5) working days thereafter or said adjustment is disputed by said Appointed Official or Department Head, 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 Executive Committee and the Executive Committee shall make a recommendation to the full County Board for final action.

The provisions of the Madison County Personnel Policy Handbook apply to Appointed Officials and Department Heads, except as modified herein.

#### X. MILEAGE REIMBURSEMENT

The County will use the official published IRS mileage rate.

## Appendix A

### Department Heads

Animal Care and Control Administrator  
Community Development Administrator  
County Administrator  
Director of Administrative Services  
Emergency Management Coordinator  
Director of Information Technology  
Director of Safety & Risk Management  
Director of Employment & Training  
Executive Director of Mental Health Services  
Facilities Management Administrator  
Health Department Administrator  
Building and Zoning Administrator  
Superintendent Special Service Area #1

### Appointed Officials

Board of Review  
Chief County Assessment Official  
County Engineer