

CERTIFICATE

To All To Whom These Presents Shall Come, Greeting:

I, Louis Simpson, President
(Name of Certifying Official) (Title of Certifying Official)

do hereby certify that the attached is a true and correct copy of

Ordinance / Resolution number 2001-2 adopted by

Tri-Township Park District on March 24, 2001.
(Date of Adoption)

(SEAL)


(Signature of Official)

ORDINANCE 2001 - 2

**EMPLOYEE WAGE AND BENEFIT
COMPENSATION PACKAGE**

The Tri-Township Park District Board of Commissioners, having been elected by the voters of the Tri-Township Park District, are given the responsibility to govern the operation of the Tri-Township Park District in the best interest of the voters and the Park District.

Therefore, the Board of Commissioners after an in-depth review and consideration of present and future requirements of the Tri-Township Park District set forth the following Wage and Benefit Compensation Package effective April 1, 2001.

The Board of Commissioners of the Tri-Township Park District continue to monitor the financial obligations of the Park District and may adjust the Wage and Benefit Compensation Package in order to provide the best service to the voters and the employees of the Tri-Township Park District.

The Tri-Township Park District Wage and Benefit Compensation Package cover all employees, Full Time or Temporary/Part Time Personnel.

SECTION I: PERSONNEL POSITIONS

FULL TIME PERSONNEL

Park Director
Recreation Program Director
District Office Clerk
Maintenance/Grounds Personnel

TEMPORARY/PART-TIME PERSONNEL

Director - Day Camp
Counselor - Day Camp
Maintenance/Grounds Personnel

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SECTION II: SALARIES AND WAGES

JOB PERSONNEL: FULL TIME

Park Director:

- A. Annual Salary**
- B. Paid Bi-Weekly**
- C. Salary: April 1, 2001 --- \$32,000.00**
April 1, 2002 --- \$34,500.00
April 1, 2003 --- \$36,500.00

Recreation Program Director:

- A. Annual Salary***
- B. Paid Bi-Weekly**
- C. Salary: April 1, 2001 --- \$22,500.00**
April 1, 2002 --- \$24,000.00
April 1, 2003 --- \$25,500.00

***Annual Salary is based on Contribution from Tri-Township Sports Programs: Tri-Township Baseball / Softball League, Troy Soccer Club and Titans Football League, and Future Sports Programs. The annual salary will be divided equally through all sports programs.**

***The Tri-Township Park District will contribute \$1500.00 per year for incidental services.**

DISTRICT OFFICE CLERK

- A. Hourly Wage**
- B. Paid Bi-Weekly**
- C. Wages: April 1,2001 --- \$10.00**
April 1,2002 --- \$11.00
April 1,2003 --- \$11.50

***Full Time Position**

MAINTENANCE/GROUNDS PERSONNEL

- A. Hourly Wage**
- B. Paid Bi-Weekly**
- C. Wages: April 1, 2001 --- \$12.00**
April 1, 2002 --- \$12.50
April 1, 2003 --- \$13.00

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WAGE PROGRESSION SCHEDULE --- FULL TIME

- A. Progression Period: 3 Years
- B. Hourly Wage
- C. Paid Bi-Weekly
- D. \$.75/Hr. -- Raises at six(6) month intervals up to Current Maximum hourly rate.

PART-TIME/SEASONAL PERSONNEL

DIRECTOR -- DAY CAMP *

- A. Hourly Wage
- B. Paid Bi-Weekly
- C. Wages: April 1, 2001 --- \$12.00

COUNSELORS -- DAY CAMP *

- A. Hourly Wage
- B. Paid Bi-Weekly
- C. Progression Schedule: 1st Year --- \$7.00/Hr.
2nd Year --- \$8.00/Hr.
3rd Year --- \$9.00/Hr.

NOTE: Counselors progression schedule based on continuous seasonal employment with the Tri-Township Park District Day Camp Program.

****Contract rates are subject to yearly review by the Tri-Township Park District Board of Commissioners in order to meet changes in professional services, financial abilities and needs of the Park District.***

MAINTENANCE/GROUNDS PERSONNEL *

- A. Hourly Wage
- B. Paid Bi-Weekly
- C. Progression Schedule: 1st Year --- \$7.00/Hr.
2nd Year --- \$8.00/Hr.
3rd Year --- \$9.00/Hr.

NOTE: Maintenance/Grounds Personnel progression schedule based on continuous part-time employment with the Tri-Township Park District.

****Contract rates are subject to yearly review by the Tri-Township Park District Board of Commissioners in order to meet changes in professional services, financial abilities and needs of the Park District.***

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SECTION III: CONTRACT SERVICE

BOOKKEEPING/BOARD MINUTES

- A. Flat Rate
- B. Monthly
- C. Rate: \$500.00/Month

Contract rates are subject to yearly review by the Tri-Township Park District Board of Commissioners in order to meet changes in professional services, financial abilities and needs of the Park District.

SECTION IV: OVERTIME COMPENSATION

HOURLY PERSONNEL COMPENSATION:

- A. All hours worked over 40 hours in a work week are paid at least 1 & 1/2 times your regular rate of pay per the Federal Fair Labor Standards Act.
- B. Compensation -- Time Off Job in Lieu of Pay
 - 1. An employee may elect to take time off the job equal to 1 & 1/2 hours for each hour worked in lieu of pay for all hours worked over 40 in a work week.
 - 2. A maximum of 40 hours compensation time in lieu of pay may be accrued at any given time period.
 - 3. All overtime compensation must be recorded on weekly time reports and approved. No changes to be allowed after final approval.

MANAGEMENT PERSONNEL COMPENSATION:

- A. All hours worked over 40 hours in a work week may with the approval of the Board of Commissioners BE PAID at a rate of 1 & 1/2 times the hourly rate of pay currently paid.
- B. Compensation -- Time off job in lieu of Pay
 - 1. All Management Personnel may accrue up to a maximum of 120 hours per year in compensated time through hours worked in excess of 40 hours per week at a rate equal to 1 & 1/2 hour for each hour worked.
- C. All Management Personnel overtime in excess of the maximum of 120 hours are not compensated and controlled by each manager in the best interest of the job assignment.

SECTION V: VACATIONS

Vacation schedules are established by the Tri-Township Park District Board of Commissioners. Any and All changes must have Board approval.

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VACATIONS HOURLY PERSONNEL:

- A. One (1) week vacation after completion of one (1) year of service**
- B. Two (2) weeks vacation after completion of three (3) years of service**
- C. Three (3) weeks vacation after completion of ten (10) years of service**

***Based on current full time hourly personnel, three (3), the Board of Commissioners established that one (1) hourly employee may be on vacation at any one time in order to meet the needs of the District.**

***Vacations may be scheduled a day at a time providing the needs of District are met.**

VACATIONS -- MANAGEMENT PERSONNEL:

- A. One (1) week vacation after completion of one (1) year of service**
- B. Two (2) weeks vacation after completion of two (2) years of service**
- C. Three (3) weeks vacation after completion of five (5) years of service**

***Based on current full time management personnel, two (2), the Board of Commissioners established that one (1) Manager may be on vacation at any one time in order to meet the needs of the District.**

***Vacations may be scheduled a day at a time providing the needs of the District are met.**

***All vacation days must be taken during the Park District's fiscal year, April 1 thru March 31, unless approved by the Park District Board of Commissioners.**

SECTION V: HOLIDAYS

NEW YEARS	LABOR DAY
*PRESIDENTS DAY	*VETERANS DAY
GOOD FRIDAY	THANKSGIVING
MEMORIAL DAY	DAY AFTER THANKSGIVING
4TH OF JULY	CHRISTMAS

***Holiday changes effective April 1, 2001.**

Holidays that fall on a non-scheduled work day shall be scheduled as follows:

- A. Holidays falling on Saturday will be scheduled for the preceding Friday.**
- B. Holidays falling on Sunday will be scheduled for the following Monday.**
- C. An employee must work the day before and the day after a holiday in order to receive Holiday pay.**

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SECTION VI: MEDICAL INSURANCE

Medical Insurance is provided to the Tri-Township Park District full time employees as previously approved by the Board of Commissioners. The Park District covers all cost associated with the Medical Insurance Plan.

The Tri-Township Park District's current insurance provider is the Right Choice Insurance Company.

Insurance coverage may be waived by any full time employee upon request.

SECTION VII: RETIREMENT / 401K

The Tri-Township Park District Board of Commissioners have established by Ordinance 2001 - 1, that all employees whom perform duties for 1000 hours per year will be covered under the Illinois Municipal Retirement Fund including all of it's rules, regulations, etc.

The Illinois Association of Park Districts has a 401K plan that is available to all Park District employees. The 401K Plan is self-supporting with no contributions made by the Tri-Township Park District.

Ayes: 4
Nays: 0
Absent: 3



President, Board of Commissioners
Tri-Township Park District

ATTEST:



Secretary