



**COUNTY OF WHITESIDE, IL**  
**ORDINANCE # \_\_\_\_\_**  
**Amendments to the County's Personnel Practice Code**

---

**WHEREAS**, the County of Whiteside, Illinois (the "County") is a duly organized and existing County of the State of Illinois; and

**WHEREAS**, the County is now operating under the provisions of the Illinois Counties Code, as supplemented and amended; and

**WHEREAS**, the Paid Leave for All Workers Act (P.A. 102-1143) goes into effect on January 1, 2024; and,

**WHEREAS**, the States Attorney's office has reviewed our personnel practices code and is recommending our code be amended to comply with the Paid Leave for All Workers Act,

**THEREFORE, BE IT ORDAINED BY THE BOARD, AS FOLLOWS:**

**Paragraph 1. The County Code be amended as outlined in Exhibit 1, which is made a part hereof.**

**Paragraph 2. This Ordinance and every provision thereof shall:**

Section 1. Be considered separable and the invalidation of any provision(s) shall not affect the validity of the remainder.

Section 2. Supersede any other Ordinance or Resolutions or parts thereof, in conflict herewith.

**PASSED, APPROVED AND ADOPTED, THIS 19<sup>th</sup> DAY DECEMBER OF 2023 A.D.**  
**BY AND FOR THE WHITESIDE COUNTY BOARD**

---

Martin Koster, Chair

**ATTEST:**

---

Dana Nelson, Clerk

## **ARTICLE VI. HIRING AND PROMOTIONS**

(For law enforcement, See "Merit Commission" in chapter 2.)

### **Sec. 3-275. Postings.**

- (1) With the exception of postings by affiliate employers, only those positions approved by the appropriate standing committee may be posted.
- (2) Unless prevented by a hiring and/or promotion freeze, authorized and budgeted position vacancies shall be posted at the county's web-site, the department's principal office and the office of the county administrator. In addition, the position shall be announced in at least one local newspaper with a circulation which covers most of Whiteside County.
  - A. Vacancies of a technical nature that require a specific and unusual expertise may be announced via other means, in addition to those previously stated, as approved by the parent committee.
  - B. Promotional opportunities shall be posted internally and the county's web-site.
- (3) Content. Postings for filling vacancies or for promotional opportunities shall include the following information:
  - A. Job title with grade, including the grades minimum and maximum pay.
  - B. Whether the position is deemed exempt or non-exempt pursuant to the Fair Labor Standards.
  - C. A job description including essential job functions (an updating of the class specification may be in order).
  - D. The approved work time for the position.
  - E. A point-of-contact to direct questions/send resumes.
  - F. Close date for applications.
- (4) Establishing the beginning/promoted wage/salary. The beginning/promoted wage/salary shall be determined pursuant to the following process:
  - A. For elected officers of the county, the beginning/promoted pay shall be determined by the elected office holder, within the Whiteside County Wage and Salary Schedule of Limits or the terms of a recognized collective bargaining agreement, at a level which can be borne by that elected office holder's annual budget.
  - B. For employees of the 14<sup>th</sup> judicial circuit, the beginning/promoted pay shall be determined by the chief judge, within the Whiteside County Wage and Salary Schedule of Limits or the terms of a recognized collective bargaining agreement.
  - C. For employees of appointed department heads, the following policies control:
    1. New hires for a new class specification. The wage/salary shall be set by the county board with recommendations and internal comparabilities performed and reported by the county administrator and the wage and salary committee.
    2. New hires for an existing class specification. The wage/salary shall be set by the department head not to exceed step 4 of the applicable pay grade within the current compensation schedule and

---

reported by the county administrator. If the department heads believes placement in a higher step is warranted the case shall be referred to the wage and salary committee.

3. Promotions. In all cases, the chair of the wage and salary committee shall be apprised of pending promotions. In order to assist in the establishment of a wage/salary due to a promotion, the most recent, comprehensive wage and salary survey commissioned by the board should be consulted.
  - a. Temporary. An employee assigned to a different job classification in a higher grade for a period of time not to exceed three continuous months shall receive a temporary pay increase of not more than four percent determined by the respective department head and the county administrator. In the event the department head and the county administrator determine a larger increase is justifiable, the case shall be referred to the wage and salary committee.

Extensions beyond three months may be granted by the wage and salary committee.
  - b. An employee promoted to a different job classification in a higher grade on a permanent basis shall receive a pay increase of eight percent. In the event the department head and the county administrator determine a larger increase is justifiable, the case shall be referred to the wage and salary committee.

(5) Interviews.

- A. Department heads shall limit the scope of pre-employment interviews to the applicant's abilities, effectiveness, credentials, work experience, availability and relevant issues of discussion to determine how the prospective employee might fit in with potential co-workers. At no time shall issues of age, gender, race/ethnicity, medical history or other non-relevant subjects be explored by the employer's agent.
- B. The interview shall include a list of essential job functions for the position being filled. The candidate shall whether he/she is unable to perform the essential job functions.
- C. The interview should address employment-related vaccinations and medical screenings, including drug and alcohol screening procedures, if any.
- D. IMRF retirees. In the event an applicant is an IMRF retiree, the applicant is responsible for ensuring his/her retirement benefits will not be adversely impacted by the applicant's return to work.

(6) Background checks.

- A. Criminal checks. For applicants interested in a law enforcement, judiciary and certain types of healthcare positions, pre-employment criminal checks may be made at county expense.
- B. Background checks. By applying for a position with the county or an affiliate employer, applicants understand they are subject to background checks.

(7) Offers of employment.

- A. For those positions with essential job functions requiring strenuous or repetitive lifting/pulling/pushing and/or running, offers of employment will be made contingent upon the satisfactory outcome of a pre-employment physical examination, including a back evaluation, performed at county expense. The hiring department/office will make arrangements for the evaluation.
- B. Drug and alcohol screenings. For certain categories of employment (i.e., employees required to possess a CDL, law enforcement employees and judiciary employees) offers of employment will be made contingent upon the satisfactory outcome of a pre-employment drug/alcohol screening at county expense. The hiring department/office will make arrangements for the evaluation.

- 
- C. Verbally-accepted offers of employment, contingent or otherwise, shall be followed-up in writing within 24 hours of acceptance. The follow-up correspondence shall include the following:
1. The date and time of the applicant's pre-employment examination and that hiring is contingent upon a satisfactory outcome of the examination, including screenings.
  2. The new employee's start time and date and beginning wage.
  3. The name of the new employee's immediate supervisor.
  4. The employee's approved work time.
  5. For the hiring of a full-time employee, the first day of health insurance coverage.

(Compiled Ords. 2013, § 3-275; Ord. No. 12-2020-15 , ¶ 1(Exh. 1), 12-22-2020; Ord. No. 07-2021-7 , ¶ 1, 7-20-2021)

### **Sec. 3-276. Orientation.**

- (1) *Core policies.* The immediate supervisor shall assure all new hires, including volunteers and interns, are familiar with the core policies described in this chapter and that a breach or violation of said core policies may result in immediate termination.
- (2) *Enrolling with the county.* The county administrator's office is charged with establishing and maintaining the county's payroll records. New hires (not including volunteers or unpaid interns) are required to report to the administrator to:
  - A. Complete payroll forms.
  - B. Discuss those benefits to which the employee is entitled.
  - C. Consider and choose optional benefits available to the employee.
- (3) Certain county benefits do not begin immediately with employment. (Please refer to "Benefits".)
- (4) *Employee immunizations.*
  - A. Unless contraindicated for medical reasons, all employees whose jobs involve participation in tasks or activities with exposure to blood or other body fluids to which "universal precautions" apply will be vaccinated with Hepatitis B virus vaccine. Employees refusing immunization shall sign a waiver.
  - B. All employees, at time of hire, will be provided current information concerning Tetanus and Hepatitis B.

(Compiled Ords. 2013, § 3-276)

### **Sec. 3-277. Probationary period.**

- (1) The probationary period is six months.
- (2) During the probationary period, the employee has an opportunity to demonstrate proper attitude and abilities for the position for which employed. The employee may be dismissed or terminate employment with proper notice without obligation during this period.
- (3) Paid leave.
  - A. Sick leave credit and vacation credit shall accrue during the probationary period. As of 1/1/24, employees are neither entitled to nor eligible for sick leave or vacation until after 90 days of continuous employment.

- 
- B. Personal days shall be granted at the end of the probationary period.
  - C. Once the probationary period is over personal leave is available for use.
  - D. All accrued leave requests are subject to Department Head approval

(Compiled Ords. 2013, § 3-277)

**Secs. 3-278—3-284. Reserved.**

## **ARTICLE VII. TRAVEL AND REIMBURSEMENTS**

### **Sec. 3-285. Transportation.**

- (1) *Employee reimbursement for work-related mileage.*
  - A. Mileage for work-related travel shall be reimbursed at the current maximum rate set by the Internal Revenue Service.
  - B. On-call/called-in mileage. Mileage from home to the first work site and from the last work site to home for on-call or called-in work shall be treated as work-related travel.
- (2) *County-owned vehicles.*
  - A. *Employee responsibilities.* Employees responsible for a county-owned vehicle shall:
    - 1. Not operate or store said vehicle in an illegal, reckless, or manner abusive to the vehicle.
    - 2. Ensure driver and passengers properly use seat belts/restraints. (Passengers, other than employees of the county or an affiliate employer, passengers are generally not permitted in a county-owned vehicle without permission from the responsible employee's immediate supervisor.)
    - 3. Ensure only licensed employees of the county or affiliate employers drive a county-owned vehicle, emergency situations excepted.
    - 4. Lock the vehicle when left unattended, unless contra-indicated by unusual circumstances.
    - 5. Follow those general provisions that apply to equipment use in this chapter.
  - B. *Tobacco use.* See article III.
  - C. *Assignment.* The following employees may be assigned vehicles:
    - 1. County engineer.
    - 2. Assistant to the county engineer.
    - 3. Assistant highway supervisor during snow season (approximately 3½ months).
    - 4. Employees under the control of affiliate employers. (Affiliate employers must assure their practices are congruent with county risk management practices and compliant with rules and regulations established by the Internal Revenue Service.)
  - D. *Personal mileage.*
    - 1. Commuting restriction. Personal use of a county-owned vehicle is restricted to commuting and de minimus personal use such as running an errand between business-related stops/deliveries.

- 
2. Mileage value. Personal use shall be valued at \$1.50 per one-way commute/work day.
  3. Treatment of mileage value. The mileage value shall be included in the employee's reportable wages.

(Compiled Ords. 2013, § 3-285; Ord. No. 09-2019-5 , ¶ 1(Exh. 1), 9-24-2019)

### **Sec. 3-286. Out-of-county travel.**

- (1) *Purpose.* This section applies to out-of-county, work-related travel, at county expense, associated with continuing education and in-services, annual conventions, legislative and economic development initiatives and professional meetings. All other work-related, out-of-county travel, at county expense, must receive prior approval from the parent committee and the executive committee on a case-by-case basis.
- (2) *Approvals.*
  - A. Out-of-county, work-related travel within the state OR less than 200 miles from the county shall be considered for approval by the department head. Said travel should be reported monthly by the department head to his/her respective parent committee.
  - B. Out-of-county, work-related travel outside of the state AND more than 200 miles from the county shall be treated in the following manner:
    1. If discreetly reported and approved during the annual budget-building process, said travel is considered board-approved. Reimbursable expenses, however, cannot exceed the travel budget without parent committee approval.
    2. If not discreetly reported and approved during the annual budget-building process, said travel must be approved by the parent committee and the county board prior to departure.
- (3) *Reimbursement for travel expenses.* All employees duly authorized to travel on county business shall be reimbursed for meals, lodging, common carrier, and mileage through the regular claims process, upon presenting reasonable, qualified receipts for same.
  - A. Meals and lodging expenses shall be reasonable for the locale in which they are secured.
  - B. The maximum per diem reimbursement for meal expense shall be \$50.00 per day in-state and \$60.00 per day out-of-state.

(Compiled Ords. 2013, § 3-286; Ord. of 4-15-2014; Ord. No. 11-2022-13 , ¶ 1(Exh. A), 11-15-2022)

### **Secs. 3-287—3-299. Reserved.**

## **ARTICLE VIII. BENEFITS**

### ***DIVISION 1. PAID LEAVE***

(Also see "Leaves of Absences".)

### **Sec. 3-300. Sick leave.**

- (1) *Purpose.*

- 
- A. It is the policy of the board to provide its full-time and part-time employees with an approved work time of 35 hours or more against loss of income due to an illness, injury or short-term impairment or for routine medical and dental appointments.
  - B. All eligible employees are encouraged to conserve sick leave credits in the event of an extended illness or injury.
- (2) *Accrual eligible.* All full-time and part-time employees with an approved work time of at least 35 hours per pay period shall accrue sick leave credit at the rate of 0.03847 hours of credit per hour of compensable time in a pay period, not to exceed the employee's approved work time. (The annual equivalent for a full-time employee is approximately ten days per year.)
- (3) *Circumstances.* Sick leave may be used in the following circumstances:
- A. An employee is temporarily unable to perform the essential job functions of the position due to a serious health condition;
  - B. An employee is required to care for his/her spouse, domestic partner, child, step-child, parent, step-parent, sister, brother, mother-in-law, father-in-law, grandchild, grandparent, or any person who raised the employee from childhood who suffers from a serious health condition;
  - C. A healthcare provider determines an employee has been exposed to a contagious disease that may be communicated to employees and/or the general public.
- (4) *Notice.*
- A. Requests for foreseeable sick leave shall be presented to the employer or its authorized agent at least 24 hours in advance.
  - B. When a serious health condition unexpectedly prevents an employee from reporting for duty, the employee shall notify the department head or his/her agent within one hour of the employee's reporting time, if practicable.
  - C. For notices related to family medical leave, see those policies.
- (5) *Medical certifications for extended sick leave.*
- A. Requests for sick leave due to a serious health conditions. When a serious health condition is expected to last more than three working days, the employee must provide medical certification that states all of the following:
    - 1. The date on which the serious health condition commenced.
    - 2. The probable duration of the condition.
    - 3. The appropriate medical facts within the knowledge of the health care provider regarding the condition.
    - 4. A statement that the employee is unable to perform the functions of the job.
  - B. Return-to-duty. When a serious health condition has resulted in an absence of more than three working days, the employee must provide medical certification that states the employee is fit to return to duty.
  - C. Employees suffering from a chronic or recurring illness resulting in absences in excess of the absences for which sick pay is payable, may be required to submit to an evaluation by a healthcare provider of the employer's choice to determine if the employee can satisfactorily and safely perform the position's essential job functions.

- 
- (6) *Light duty.* If a temporary short-term impairment prevents the employee from performing the position's essential job functions, the employer may not provide the employee temporary accommodations (i.e., light duty or an alteration of the position's essential job functions) However, temporary accommodations will be considered if the employee's health status is expected to improve to the point where the employee will be able to perform the position's essential job functions, without restrictions, within 15 calendar days.
- (7) *Credits.* Upon termination of employment, accrued and remaining sick leave credits will not be paid. (Retiring employees: I.M.R.F. does allow, under certain conditions, the conversion of unused sick leave to additional service credits. See "I.M.R.F.")
- (8) *Compensation.*
- A. Paid sick leave will be compensated, hour for hour, at the employee's straight time rate.
  - B. Every hour of paid sick leave will be added to all other hours of compensable time during a pay period. However, paid sick leave shall not be included when calculating overtime pay.

(Compiled Ords. 2013, § 3-300; Ord. No. 12(02-20-2018) , ¶ 1, 2-20-2018)

### **Sec. 3-301. Personal leave.**

Three days of paid personal leave per calendar year shall be granted to full-time employees for the transaction of personal business. Beginning January 1, 2006, personal leave shall equal two-tenths of the employee's approved work time.

- (1) Eligible employees shall receive three days of personal leave at the end of their initial probationary period.
- (2) Unless the reason for personal leave is an emergency situation precluding the making of prior arrangements, the leave is to be scheduled with the consent of the employee's department far enough in advance in order to accommodate the employer's needs.
- (3) Personal leave does not carry-over from one calendar year to the next. Unused personal leave shall not be compensated.
- (4) *Compensation.*
  - A. Personal leave will be compensated, hour for hour, at the employee's straight time rate.
  - B. For the calculation of overtime pay, every hour of personal leave will be added to all other hours of compensable time.
  - C. Upon termination of employment, unused personal leave will not be paid.

(Compiled Ords. 2013, § 3-301)

### **Sec. 3-302. Vacation leave.**

- (1) *Accrual rates.* All temporary employees with an approved work time of 39 hours or less will accrue 1 hour of paid vacation leave for every 40 hours worked and remain at that accrual rate for their career. All employees with an approved work time of 40 hours or more shall accrue vacation leave credits at the accrual rates shown in the table below:

Table 3-302 (A). Vacation Accrual Rates			
Beginning	Ending	Accrual Rate: Vacation hours accrued per hour of compensable time in a pay	Accrual Rate Equivalent Days/Year



		period, (not to exceed the employee's approved work time)	
Upon employment	Year 1	0.01923 hours per compensable hour	About 5 days
Year 2 of employment	Year 7	0.03847 hours per compensable hour	About 10 days
Year 8 of employment	Year 16	0.05769 hours per compensable hour	About 15 days
Year 17 of employment	Year 24	0.07692 hours per compensable hour	About 20 days
Year 25 of employment	Termination	0.09615 hours per compensable hour	About 25 days
Accrual rates are adjusted on the employee's anniversary date.			

- (2) *Department control.* Each department may establish individual written regulations regarding the minimum and maximum amount of vacation time which can be used at any one time. Particular regard will be given to the seniority of the employee, the needs of the county, and, in so far as possible, to the wishes of the employee in scheduling vacation time. Typically, vacation leave is limited to no more than three consecutive work weeks. All vacation requests are subject to Department Head approval.
- (3) *Maximum accrual.* On the employee's anniversary date, accrued vacation exceeding 1½ times the annual rate of accrual will be deducted and added to the employee's sick leave.
- (4) *Compensation.*
  - A. Vacation leave will be compensated, hour for hour, at the employee's straight time rate.
  - B. For the calculation of overtime pay, every hour of vacation leave will be added to all other hours of compensable time.
  - C. No employee will be paid for vacation time not taken, except at time of termination.
- (5) *Credits for rehires.* Individuals returning to employment in a department within two years of satisfactory termination from that department shall be given credit for previous complete years of full-time employment for purposes of determining the appropriate accrual rate for vacation leave. The anniversary date shall be established as the date of rehire.
- (6) *Rescheduled.* If a properly scheduled vacation leave must be canceled by the department head, the employee shall be compensated for the lost vacation leave time at the employee's current straight time rate and, in addition, shall be compensated for all work time. However, upon the request of the employee, the vacation leave may, instead, be rescheduled.
- (7) *Integration and coordination with family medical leave.* See "Family medical leave".

(Compiled Ords. 2013, § 3-302; Ord. of 3-16-2016(1) , ¶ 1, 3-16-2016; Ord. No. 7-2016(1) , ¶ 1, 3-16-2016)

### **Sec. 3-303. Bereavement leave.**

- (a) *Definitions.* In this section 3-303:

*Assisted reproduction* means a method of achieving a pregnancy through an artificial insemination or an embryo transfer and includes gamete and embryo donation. "Assisted reproduction" does not include any pregnancy achieved through sexual intercourse.

*Child* means an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.

---

*Covered family member* means an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.

*Domestic partner*, used with respect to an unmarried employee, includes:

- (1) The person recognized as the domestic partner of the employee under any domestic partnership or civil union law of a state or political subdivision of a state; or
- (2) An unmarried adult person who is in a committed, personal relationship with the employee, who is not a domestic partner as described in paragraph (1) to or in such a relationship with any other person, and who is designated to the employee's employer by such employee as that employee's domestic partner.

*Employee* means eligible employee, as defined by section 101(2) of the Federal Family and Medical Leave Act of 1993 (29 U.S.C. 2601 et seq.).

*Employer* means employer, as defined by section 101(4) of the federal Family and Medical Leave Act of 1993 (29 U.S.C. 2601 et seq.).

(b) *Bereavement leave.*

- (1) All employees shall be entitled to receive four days of paid leave, and thereafter, additional unpaid leave up to a maximum of two weeks of total bereavement leave to:
  - (i) Attend the funeral or alternative to a funeral of a covered family member;
  - (ii) Make arrangements necessitated by the death of a covered family member;
  - (iii) Grieve the death of a covered family member; or
  - (iv) Be absent from work due to (1) a miscarriage; (2) an unsuccessful found of intrauterine insemination or of an assisted reproductive technology procedure; (3) a failed adoption match or an adoption that is not finalized because it is contested by another party; (4) a failed surrogacy agreement; (5) a diagnosis that negatively impacts pregnancy or fertility; or (6) a stillbirth.
- (2) Bereavement leave under subsection (b)(1) of this section must be completed within 60 days after the date on which the employee receives notice of the death of the covered family member or the date on which an event listed under paragraph (iv) of subsection (b)(1) occurs.
- (3) An employee shall provide the employer with at least 48 hours' advance notice of the employee's intention to take bereavement leave, unless providing such notice is not reasonable or practicable.
- (4) An employer may, but is not required to, require reasonable documentation. Documentation may include a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. For leave resulting from an event listed under paragraph (iv) of subsection (b)(1), reasonable documentation shall include a letter or form, to be completed by a health care practitioner who has treated the employee or the employee's spouse or domestic partner, or surrogate, for an event listed under paragraph (iv) of subsection (b)(1), or documentation from the adoption or surrogacy organization that the employee worked with related to an event listed under paragraph (iv) of subsection (b)(1), certifying that the employee or his or her spouse or domestic partner has experienced an event listed under paragraph (iv) of subsection (b)(1). The employer may not require that the employee identify which category of event the leave pertains to as a condition of exercising rights under this Section.
- (5) In the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period. this section does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time

---

allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. 2601 et seq).

- (c) *Existing leave usable for bereavement.* An employee who is entitled to take paid or unpaid leave (including family, medical, sick, annual, personal, or similar leave) from employment, pursuant to federal, State, or local law, a collective bargaining agreement, or an employment benefits program or plan may elect to substitute any period of such leave for an equivalent period of leave provided under subsection (b).

(Compiled Ords. 2013, § 3-303; Ord. of 8-18-2015; Ord. No. 12(02-20-2018) , ¶ 2, 2-20-2018; Ord. No. 02-2023-4 , ¶ 1(Exh. A), 2-21-2023)

**Secs. 3-304—3-309. Reserved.**

***DIVISION 2. HOLIDAYS***

**Sec. 3-310. Approved holidays.**

- (1) Holidays shall be as set by the Whiteside County Board annually.
- (2) Eligibility. Full time employees shall be paid one-tenth of their approved work time for each holiday, paid at the straight time rate. This shall be called holiday pay.
- (3) Hours worked. Full-time, FLSA non-exempt employees who are required to work on a holiday shall be compensated straight time for hours worked in addition to holiday pay. Only work hours will be used in calculating overtime.

(Compiled Ords. 2013, § 3-310)

**Secs. 3-311—3-315. Reserved.**

***DIVISION 4. GROUP HEALTH AND LIFE INSURANCE***

**Sec. 3-316. Professional services.**

In designing the kind of insurance benefits and features provided by the group insurance programs, the board may enter into contracts for the following professional services:

- A. Advice concerning the level of benefits typically offered to other groups of similar size and composition.
- B. Solicitation, from the open market, of group insurance plan quotes and an assessment of the proposals, in terms of value and cost.
- C. Development, establishment and maintenance of a plan that identifies, prioritizes and attempts to lay out a schedule of changes that addresses plan improvements, risk reductions and risk management.
- D. Identification of acceptable areas of risk which the board should consider for self-insuring.

(Compiled Ords. 2013, § 2-685)

---

**Sec. 3-317. Administration.**

- (1) Employer-provided administration of the group insurance program, unless out-sourced by the board, shall be assigned to the office of the county administrator.
- (2) The board shall be authorized to develop policies that prescribe the method-of-operation of the insurance program. The policies shall carry the weight of regulation and shall be included in this Code.

(Compiled Ords. 2013, § 2-686)

**Sec. 3-318. Dental plan.**

- (1) The board shall establish, maintain, and operate a self-insurance program for employee-group dental benefits.
- (2) The program shall operate pursuant to a plan approved by the board.
- (3) The board shall contract for claims processing, claims management and other administrative services only (ASO).

(Compiled Ords. 2013, § 2-687)

**Sec. 3-319. Employer premiums during IMRF disability.**

The corporate fund will bear all employer-related premium expenses related to an employee placed on IMRF temporary disability.

(Compiled Ords. 2013, § 2-688)

**Sec. 3-320. Group health and life insurance.**

A group insurance program, consisting of a group health insurance program and a group life insurance program shall be made available as a benefit to eligible employees, as defined in the regulations. A group health insurance program shall be made available as a benefit for eligible retired employees, including eligible retired elected department heads.

- (1) *Declarations.*
  - A. Whiteside County shall make available to its eligible employees, eligible retirees, certain members of the Whiteside County Board and disabled employees the benefits of a group health insurance program, which include a prescription drug benefit. These benefits shall be considered core benefits.
  - B. Whiteside County shall make available to its eligible employees, eligible retirees, certain members of the board and disabled employees the benefits of group dental program. This benefit shall be considered ancillary.
  - C. Whiteside County shall provide to its active, full-time employees the benefits of an employer-provided group life insurance program with a \$15,000.00 face value. Said program shall include additional benefits for dependent coverage.
  - D. Whiteside County shall work in-concert with the Illinois Municipal Retirement Fund (IMRF) in making available optional life insurance products to its eligible employees and or eligible retirees.

---

(Note: Plan design issues related to this optional life insurance product are controlled solely by IMRF and/or its agents.)

- E. Recognizing the dynamic nature of healthcare in this country, features related to plan design are subject to change. Plan design issues related to the health insurance program and the group life insurance program are hereby declared a management right of the board.
  - F. This policy shall apply throughout the public agency known as Whiteside County.
  - G. The county's summary plan document (SPD) and the policies in this division, together, are the controlling instruments in terms of the group health insurance program. An SPD may be obtained from the county administrator's office.
- (2) *Definitions.* All definitions regarding the group insurance program described by contracts between the board and the insurers shall, in all cases, take precedence. In addition to the aforementioned definitions, the following terms and definitions shall also apply.
- A. *Disabled employee* shall mean an eligible employee, determined to be disabled under Article 7 of the Illinois Pension Code, and who meets all qualifications outlined in 215 ILCS 5/367h or 215 ILCS 5/367j.
  - B. *Eligible early retiree* shall mean a retired employee, under the age of 65, who meets all qualifications outlined in 215 ILCS 5/367h or 215 ILCS 5/367j.
  - C. *Eligible employee* shall mean an eligible part-time employee or active, full-time employee of the public agency known as Whiteside County.
  - D. *Eligible part-time employee* shall mean an employee of the public agency known as Whiteside County, hired on or after July 1, 2002, with an approved work time of 60 hours per pay period, or more, but less than 70 hours per pay period. In addition, employees of the public agency known as Whiteside County hired before July 1, 2002, who have an approved work time of 40 hours or more, up to 60 hours per pay period as of June 30, 2002, shall also be considered eligible part-time employees.
  - E. *Eligible retiree* shall mean a retired employee, 65 years of age or older, who meets all qualifications outlined in 215 ILCS 5/367h or 215 ILCS 5/367j.
  - F. *Active, full-time employee* shall mean an elected department head of Whiteside County, except the regional superintendent of schools, or a person occupying an approved position found within the Whiteside County Pay Plan, budgeted by the board, who has an approved work time of 70 hours per pay period, or more, seasonal assignments of up to six months in a calendar year excepted.
  - G. *Public agency known as Whiteside County* shall mean the following employers: Whiteside County Board, elected department heads of Whiteside County including the Regional Office of Education-55 and the Whiteside County State's Attorney, the Emergency Telephone System Board, the Whiteside County Board of Health, and the State of Illinois as personified by the Chief Judge of the 14th Judicial Circuit of Illinois, limited to his/her probation services employees budgeted by the board.
- (3) *Eligibility.*
- A. Group health insurance program. The following persons are eligible to participate in the group health insurance program:
    - 1. Eligible employees.
    - 2. Eligible early retirees.

3. Eligible retirees.
  4. Disabled employees.
  5. Members of the board who were enrolled in the legacy group health insurance as of April 1, 2002.
- B. Group dental program. The following persons are eligible to participate in the group dental program:
1. Eligible employees.
  2. Eligible early retirees.
  3. Eligible retirees.
  4. Disabled employees.
  5. Members of the board who were enrolled in the legacy group health insurance as of April 1, 2002.
- C. Employer-provided group life insurance program. Active, full-time employees are eligible to participate in the employer-provided group life insurance program.
- D. IMRF life insurance program. Eligibility for the IMRF life insurance program is determined by IMRF and/or its duly authorized agents.
- (4) *Participation in the group life insurance programs.*
- A. IMRF life insurance program. IMRF makes available a life insurance product to employees it deems eligible. Premiums related to this optional life employee benefit are borne solely by the employee.
- B. Employer-provided group life insurance program.
1. Active, full-time employees are automatically enrolled into the program for single coverage. Said employees are not charged a co-payment for the premium.
  2. Active, full-time employees also have the opportunity to participate in a dependent coverage program. The premium for dependent coverage is split 50/50 between the active, full-time employee and the employer.
- (5) *Participation in the group health insurance program.*
- A. Spouses with health insurance coverage available through their own employer will not be eligible for the county group health insurance plan.
- B. Participation in the group health insurance program.
- (1) Spouses with health insurance coverage available through their own employer will not be eligible for the counties group health insurance plan.
  - (2) Persons deemed eligible to participate in the group health insurance program and the group dental program shall participate in paying the following premium co-payments:

Full-Time Employees* / Certain Elected Officials *Employees with an Approved Work Time equal to or greater than 70 hours per pay period.	Premium Co-Payments	
	Monthly	per Pay Period
a. Single	\$148.54	\$68.57
b. Single plus One Dependent:	\$570.20	\$263.17

c. Single with Two or More Dependents	\$734.59	\$339.04
---------------------------------------	----------	----------

Part-Time Employees* *Employees with an Approved Work Time greater than 60 and less than 70 hours per pay period.	Premium Co-Payments	
	Monthly	per Pay Period
a. Single	\$247.56	\$114.26
b. Single plus One Dependent:	\$665.23	\$307.03
c. Single with Two or More Dependents	\$857.02	\$395.55

Medicare Retirees\*

Continuation Coverage - Single	\$661.84 per Month
Continuation Coverage - Family	\$1,241.46 per Month

(6) *Enrollment.*

- A. Health insurance program. Enrollment in the group health insurance program is permitted upon the following occurrences:
  - 1. An initial enrollment for those individuals listed in groups 1 through 5 under subsection 3.A. of this policy, commencing June 3, 2002 and terminating June 28, 2002.
  - 2. The first day of the next calendar month, after a 30-calendar-day waiting period after hire.
  - 3. A qualifying change in status, as permitted under the Internal Revenue Code.
- B. Group dental program. Enrollment in the group dental plan is permitted at time of enrollment in the group health insurance program.
- C. Employer-provided group life insurance program. Enrollment automatically occurs at time of enrollment in the group health insurance program.
- D. IMRF life insurance program. Enrollment criteria are determined solely by IMRF.

(7) *Limits and core benefits of the dental program.*

- A. Deductibles: Individual: \$50.00 per year; Family: \$150.00 per year.
- B. Preventive services: 100 percent of usual and customary.
- C. Primary services: 80 percent of usual and customary.
- D. Major services: 50 percent of usual and customary.
- E. Maximum benefit: \$1,200.00 per calendar year.
- F. Orthodontia: 50 percent (Maximum lifetime benefit: \$1,500.00).

(8) *Voluntary revocation of insurance benefits.* Employees may decline or discontinue participation in the group health insurance program as shown below:

- A. Employees with an approved work time of 70 hours or more who decline or discontinue participation in the group health insurance program will be offered an annuity program, approved by the finance committee of the board, whereby \$80.00 per month will be deposited and credited to the employee. An employee has 30 days from the revocation date to apply for

---

this annuity program. In order to decline or discontinue participation, employees must provide the county administrator's office proof of insurance. The county shall not act as an annuity manager nor shall it be responsible for expenses related to annuity management.

- B. Participation in the group health insurance program by eligible part-time employees is a choice which must be exercised by the employee. Said employees who are presently enrolled in the group health plan may discontinue participation, with no annuity benefit, pursuant to county policies.
  - C. If an employee discontinues participation in the group health insurance program, the group vision program and the group dental program shall cease, effective the first day of the next calendar month. This month is herein referred to as the termination month.
  - D. An employee who previously declined/discontinued participation in the group health insurance program and who experiences a subsequent qualified change in status as permitted under the Internal Revenue Code may apply for group health coverage. (A qualified change in status is typically involuntary.) Once group health coverage is active, the employee can no longer receive the annuity program payments described in subsection (8)A of this section.
- (9) *Continuation of benefits; COBRA.* State law and the Consolidated Omnibus Budget Reconciliation Act of 1985, a federal law, entitles eligible employee's and/or qualified beneficiaries to extend their health care coverage if coverage would be otherwise lost due to certain qualifying events.
- A. Employer's initial notice. During employment orientation, eligible employees who do not decline participation in the group health insurance programs, and their spouses, shall be provided an initial notice of COBRA benefits. The county administrator's office shall be responsible for providing initial notices.
  - B. Qualified beneficiary's notices.
    - 1. It is incumbent upon the employee or beneficiary to provide written notice to the county administrator's office, within 60 days, for any of the following events:
      - a. A divorce, legal separation, or cessation of dependent eligibility.
      - b. An occurrence of a second qualifying event.
      - c. A covered employee becomes entitled to Medicare under Title XVIII of the Social Security Act. (Under provision, beneficiaries that are no longer disabled are required by law to notify the county administrator's office within 30 days of any final determination made by Social Security. Extended coverage will be terminated, effective the first month beginning more than 30 days after Social Security determination.)
    - 2. No special reporting forms are required. However, the county administrator's office will require [that] the notice address the following:
      - a. Who was affected by the event and has to provide notice?
      - b. What was the qualifying event?
      - c. When did the event occur?
      - d. Where should the employer send subsequent and related written notices?
    - 3. Failure to provide required notices in a timely manner may result in denial of COBRA rights/coverage.



- C. Employer's qualifying event notices. Within 14 days of receiving a qualified beneficiary's notice or notice from an affiliate employer that an employee is no longer eligible for group health insurance benefits (due to reduction in working hours, layoff, voluntary or involuntary termination of employment for reasons other than gross misconduct, death of an employee or entitlement to Medicare), the county administrator's office will provide written notice to the employee and beneficiaries regarding continuation of health insurance coverage.
- D. Each qualified beneficiary will be required to pay the entire cost of continuation coverage.
1. The amount a qualified beneficiary may be required to pay will be 102 percent of the applicable premium, except in the case of an extension of continuation coverage due to a disability, 150 percent of the applicable premium will be required.
  2. Qualified beneficiaries will be billed monthly for continuation charges.
- (10) *Continuation of benefits.* Retiring employees may elect continuation coverage as allowed by state law. The retiring employee will be responsible for paying all charges related to continuation coverage.
- (11) *Voluntary supplemental health insurance (effective January 1, 2003).* Eligible employees may elect to participate in the supplemental health insurance programs offered through the county.
- A. Participation is voluntary with all related participation charges, including premiums, to be borne by the employee.
  - B. Eligible charges related to participation in the supplemental health insurance programs may be paid through the county's Section 125 Plan. (See Plan Document for details.)

(Compiled Ords. 2013, § 3-320; Ord. No. 3, 5-21-2002; Res. No. 13, 6-18-2002; Ord. of 5-19-2015; Ord. No. 5-2016, ¶ 4, 5-17-2016; Ord. No. 7-2016(2), ¶ 1, 10-18-2016; Ord. No. 5-2017, ¶ 3, 5-16-2017; Ord. No. 6, ¶ 3, 5-15-2018; Ord. No. 05-2019-15, ¶ 3, 5-21-2019, eff. 7-1-2019; Ord. No. 05-2020-8, ¶ 3, 5-19-2020; Ord. No. 05-2022-9, ¶ 3, 5-17-2022)

### **Secs. 3-321—3-324. Reserved.**

## ***DIVISION 5. VALUE-ADDING BENEFITS***

### **Sec. 3-325. Table of other benefits.**

The following benefits are offered as a choice to eligible employees. For a full explanation of benefits, see the county administrator's office.

Benefit Name	Short Description	Cost	Additional Comments
Deferred Compensation	Pre-Tax payroll withholding into an investment/retirement program	Employee pays 100%	Employee-directed investments.
Section 125 "Cafeteria" Plan	Pre-tax payroll withholding to pay the employee's healthcare premium.	Premium co-payments.	Annual enrollment (December) or at time of hire.
IMRF Voluntary Life Insurance	See division 4 of this article.	Employee pays 100%	Supplements county death benefits.
Credit Union	Automatic payroll deductions.	See the Credit Union for details	
Vision Insurance Plan	See the county administrator.	Employee pays 100%	
Endorsed Long Term Care	See the county administrator.	Employee pays 100% on discounted premium; plans can be customized.	

---

(Compiled Ords. 2013, § 3-325; Ord. of 5-19-2015; Ord. No. 6-2017 , ¶ 1, 5-16-2017)

**Secs. 3-326—3-329. Reserved.**

## *DIVISION 6. PENSION*

### **Sec. 3-330. IMRF. [1 (800) ASK - IMRF].**

- (1) On November 5, 1946, the proposition to include the county within the provisions of an act creating the I.M.R. F. filed July 20, 1939, as amended, was approved.
- (2) Contributions.
  - A. For employees hired on or before August 17, 2004. Every employee working in a position which requires 600 hours or more per year is required by law to become a participating member of the I.M.R.F. Every such employee contributes as a payroll deduction, a percentage of his or her gross wage to the fund. This contribution covers both retirement and social security. The county is also required by law to contribute to the retirement fund.
  - B. For employees hired after August 17, 2004. Every employee working in a position which requires 1,000 hours or more per year is required by law to become a participating member of the I.M.R.F. Every such employee contributes as a payroll deduction, a percentage of his or her gross wage to the fund. This contribution covers both retirement and social security. The county is also required by law to contribute to the retirement fund.
- (3) Military duty.
  - A. The county board elects to allow creditable service to participating employees who have left or leave their employment to serve in the armed forces of the United States for a period for completion of their military obligation only, provided such employee returned or returns to active employment and participation in the Illinois Municipal Retirement Fund within 90 days after release from service.
  - B. The county board elects to allow service credit to members who served in the armed forces of the United States for up to four years of service, prior to their participation in the I.M.R.F.
- (4) A pension is earned with eight or more years of service. A death benefit is earned with one or more years of service. All contributions to the fund (except social security contributions) are refundable to any employee who discontinues employment with less than eight years of service.

(Compiled Ords. 2013, § 3-330)

**Secs. 3-331—3-349. Reserved.**