

**DOWNERS GROVE SANITARY DISTRICT  
SUMMARY OF BENEFITS AND OTHER INFORMATION**

**THIS SUMMARY IS PROVIDED TO JOB APPLICANTS FOR GENERAL INFORMATION PURPOSES ONLY. IT IS NOT TO BE CONSTRUED AS AN OFFER OF EMPLOYMENT, CONTRACT, OR GUARANTEE OF BENEFITS OR CONDITIONS OF EMPLOYMENT IF HIRED.**

**PRE-EMPLOYMENT AND POST OFFER REQUIREMENTS**

When directed by the District, an applicant will be required to complete the following items:

- 1) Comply with the District's Drug and Alcohol Policy. Copies of the policy are available upon request.
- 2) Provide a Driver's License Abstract.
- 3) Complete a post-offer physical exam.

**BENEFITS**

**TIME-OFF BENEFITS**

**HOLIDAYS:** 8 holidays - New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day. Christmas Eve Day and New Year's Eve Day are also paid holidays if they fall on a Monday, Tuesday, Wednesday, or Thursday.

**PERSONAL LEAVE:** 2 days per year

<b>VACATIONS:</b>	<b><u>Years of Service</u></b>	<b><u>Vacation Earned per Year</u></b>
	12 months - 3 years	10 days
	3 years - 5 years	13 days
	5 years - 7 years	15 days
	7 years - 10 years	18 days
	10 years - 15 years	22 days
	15 years or more	25 days

No vacation time is earned during the first twelve months of employment. Vacation time may not be carried over from one year to the next.

**SICK LEAVE:** Earned at the rate of 8 hours per month. Sick leave may be used for personal illness or injury, personal medical or dental appointments which cannot be scheduled before or after working hours (not to exceed 3 hours in any calendar quarter), or to supplement workers compensation payments. Sick leave may be accumulated to a maximum of 1,040 hours.

**BEREAVEMENT LEAVE:** 2 days in the event of loss of an immediate family member.

**JURY DUTY:** Full time employees are paid the difference between jury duty pay and the amount of the employee's base wage. Payment is based on the number of hours the employee is scheduled to work during the time called to service and the number of hours the employee must be absent for such service.

## INSURANCE, RETIREMENT AND OTHER BENEFITS

### INSURANCE

**GROUP HEALTH:** Employees are enrolled on the 31<sup>st</sup> day of employment. The District pays the entire premium for employees and eligible dependents. The current plan provides hospitalization, medical, dental, prescription drug coverage and vision care.

**GROUP LIFE:** The District provides life insurance of \$50,000 per employee.

### RETIREMENT

**I.M.R.F.:** The Illinois Municipal Retirement Fund provides pension coverage and death and disability benefits. The current employee contribution is 4.5% of gross pay.

**SOCIAL SECURITY:** Employees are covered by Social Security.

### OTHER

**WORKERS COMPENSATION:** All employees are covered by workers compensation in accordance with state statutes.

**VOLUNTARY LIFE:** For \$16 per month, through payroll deduction, an employee may purchase additional life insurance coverage for the employee and dependents. The insurance value is based on the employee's age.

**FLEXIBLE SPENDING PLAN:** Employees may annually enroll in a Section 125 flexible spending plan. The plan allows an employee to use a portion of before-tax compensation from the District for various health care expenses and/or dependent care expenses.

**DEFERRED COMPENSATION PLAN:** Employees may participate in a Section 457 deferred compensation plan offered by the ICMA Retirement Corporation. The plan enables the employee, through payroll deduction, to shelter a portion of their compensation from federal and state income taxes. The plan offers several types of investment funds with varying degrees of earnings potential and risk.

**CREDIT UNION:** District employees are eligible to join the DuPage Credit Union. The Credit Union provides checking, savings, loans and other types of financial services. Employees may deposit funds into the Credit Union through payroll deduction.

**EDUCATIONAL ASSISTANCE:** The District may reimburse employees for courses directly related to their jobs, provided prior supervisory approval is obtained and the costs are within the District's budget constraints.

**UNIFORMS:** Operations employees (plant, lab, sewer system) are provided with uniforms through a uniform cleaning service. They are also provided safety shoes annually and outerwear (coats, coveralls, etc.) on an as-needed basis. All safety equipment, such as safety glasses, earplugs, etc, is also provided. All of these items are provided at no cost to the employee.

**COMPENSATION**

**PAYCHECKS:** Hourly employees are paid every two weeks. Salaried employees are paid twice per month.

**WORKWEEK AND SHIFTS:**

The workweek is Sunday through Saturday. Administrative, sewer system, code enforcement and inspection personnel work 8:00 a.m. to 4:30 p.m., Monday through Friday. Maintenance and laboratory personnel work 7:30 a.m. to 4:00 p.m., Monday through Friday. Operators work various shifts subject to change, with a shift differential paid for some shifts.

**OVERTIME:** Overtime is paid at time and one-half the employee's base wage for hours worked in excess of the employee's regular shift. Overtime is also paid for those hours worked on a District recognized holiday or day of observance.

An employee called in to work during nonscheduled work time is paid time and one-half for the hours worked and receives a minimum of 2 hours of overtime for each call-in.

An on-call response employee who is able to properly handle an emergency call without coming in to District facilities, receives one-half hour of overtime for each such call.

**ON-CALL RESPONSE PAY:**

Each on-call response employee shall receive on-call compensation in the amount of \$60.00 per week, in addition to all other compensation.

**DOCUMENTS TO BE COMPLETED UPON HIRING**

The following documents must be completed on the new employee's first day of work:

- Employment Agreement - This document relates to the disclosure and assignment of patents.
- Federal and State Income Tax Withholding Forms
- U.S. Department of Justice Form I-9 - Employment Eligibility Verification
- Enrollment forms for the Illinois Municipal Retirement Fund
- AND such other documents as the District deems necessary.

(070111)