

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

BENEFITS SPECIFIC TO PART-TIME POSITIONS

RETIREMENT AND OTHER BENEFITS

RETIREMENT

I.M.R.F.: For eligible employees, 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 INSURANCE: If participating in IMRF, the employee is able to enroll in a voluntary life insurance benefit provided by NCPERS and backed by Prudential Insurance Company.

COMPENSATION

PAYCHECKS: Hourly employees are paid every two weeks.

WORKWEEK AND SHIFTS:

The workweek is Sunday through Saturday. Administrative, code enforcement and inspection personnel work 8:00 a.m. to 4:30 p.m., Monday through Friday. Maintenance, sewer system 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.

DOCUMENTS TO BE COMPLETED UPON HIRING

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

Intellectual Property 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.

(022416)