



# TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

**Personnel Committee  
456 Fulton St., Suite 401  
Peoria, IL 61602**

**CHUCK NAGEL, CHAIRMAN  
(John Kahl, and Danny Phelan)**

**MONDAY, February 12, 2024  
8:00 a.m.**

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/291023189>

You can also dial in using your phone.

United States: +1 (408) 650-3123

Access Code: 291-023-189

## **AGENDA**

1. Call to Order
2. Roll Call
3. Motion to approve November 20, 2023 minutes
4. Discussion and recommendation to Commission, amendments to Employee Handbook (Resolution 24-39)
5. Promotion in Place (Resolution 24-40)
6. Discussion of employment market condition for prospective employees
7. Other
8. Adjournment



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## **MINUTES**

1. Call to Order  
Chairman Chuck Nagel called the meeting to order at 8:00 a.m.
2. Roll Call  
Present: Chuck Nagel, John Kahl, and Dany Phelan. Staff: Eric Miller, Debbie Ulrich, and Ray Lees
3. Motion to approve August 16, 2021 minutes  
John Kahl moved to approve the August 16, 2021, minutes and Danny Phelan seconded. Motion carried.
4. Discussion and recommendation to Commission, amendments to Employee Handbook  
Eric Miller explained at the last Executive Board meeting that the committee asked to make the changes to the Employee Handbook be presented to the Personnel Committee and to get their recommendation back to Commission for approval.  
Eric Miller presented the following:
  - Adding ADA
    - Chuck Nagel asked who created the policy and Eric Miller replied to Tim Neuhauser and Risk Management helped create it,
    - Chuck Nagel said to have an attorney review the language before the Commission approves it.
  - Eric Miller explained IMRF and that it will not be in effect until July of 2024.
    - Danny Phelan has concerns about not having protection. He suggested a staffing model.
    - Chuck Nagel asked about the sharing of assets and liabilities and to stay the course of 3 counties.

- John Kahl said to move forward to Commission to have bigger discussion.
  - Danny Phelan is hesitant to move forward until questions are answered.
  - Chuck Nagel said to recommend to Commission and have questions answered.
  - Eric Miller asked who will manage the decommission plan?
- Optional (flexible holidays)- will need to work another day.
- There was not a second to work from home.

5. Other

6. Adjournment

Danny Phelan moved to adjourn at 8:45 am and John Kahl seconded. Motion carried.

Submitted by: Eric Miller, Executive Director

Recorded and transcribed by:  
Debbie Ulrich, Office Administrator

# Recommended Employee Handbook Updates February 2024

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Note that anything highlighted in blue represents a suggested change.

## ADA Policy with Reasonable Accommodations (pg. 10)

The Tri-County Regional Planning Commission is committed to providing access and reasonable accommodation in its services, activities, programs, and employment opportunities. The Commission complies with the Americans with Disabilities Act and all other applicable federal, state, and local laws regarding disability discrimination and accommodation. To request an accommodation based on a disability, employees can contact the office manager or their immediate supervisor.

Reasonable accommodations are available for qualified employees with known disabilities. For purposes of this policy, a disability is any physical or mental impairment that substantially limits a major life activity. An employee is qualified if they can perform essential job functions with or without reasonable accommodation.

A reasonable accommodation is a modification or adjustment of an employee's job or work environment that enables that employee to perform essential job functions or enjoy the same employment benefits and privileges as similarly situated employees without disabilities. Examples of reasonable accommodations include: modifying a workspace to make it wheelchair accessible, providing screen reading software, or adjusting an employee's work schedule to accommodate medical appointments. The Commission does not provide accommodations of a personal nature, such as eyeglasses or hearing aids.

The Commission is committed to providing accommodations so long as accommodations do not place an undue hardship on Commission operations or pose a threat to the health or safety of employees in the workplace.

The Tri-County Regional Planning Commission will actively engage in an interactive process with employees who request accommodations to determine what, if any, accommodation can be provided. The Commission aims to process requests for accommodations in a prompt and efficient manner.

## Gifts Policy (pg. 16)

The Commission requires all employees to only use lawful practices involving payments to customers, political parties, officials, candidates or governmental authorities. As a result, kickbacks and bribes offered with the intent of inducing or rewarding specific buying decisions or actions are strictly prohibited. No Commission employee may offer to make direct or indirect payments of value in the form of compensation, gifts or contributions to any of the following:

- Persons or firms employed by or acting on behalf of a customer (private or governmental) for the purpose of rewarding favorable actions in a transaction.
- Any governmental officials, political parties or officials of a party or candidate for political office, for the purpose of rewarding favorable actions or influence of the official, party or candidate.

These restrictions are not applicable to ordinary, reasonable business entertainment expenses and gifts of no substantial value. Management should exercise sound judgment and discretion with regard to controlling and authorizing these business expenses on a regular basis.

According to the [US General Services Administration](#), a **gift** is considered to be anything of monetary value. Examples include gratuities, favors, discounts, entertainment, hospitality, loan, forbearance (forgiveness of a loan), services, training, transportation, travel, meals, lodging, etc.

An employee shall not, directly or indirectly, solicit or accept a gift from a prohibited source or a gift that is offered because of the employee's official position. Under the \$20 rule, an employee may accept an unsolicited gift of \$20 or less per occasion and no more than \$50 in a calendar year from one person. If the market value of a gift offered on any single occasion exceeds \$20, the employee may NOT pay the excess value over \$20 in order to accept the gift.

For example, if Tim was offered a \$55 item by a prohibited source, he could not apply the \$20 rule to the gift and pay the other \$35 to account for the total \$55.

For more information about employees accepting gifts, refer to the [US General Services Administration](#) SmartPay guidance.

## Employee Retirement Plan (pg 34)

### 457 DEFERRED SAVINGS/SALARY REDUCTION PLAN

All full-time employees participate in the Commission sponsored retirement plan administered by Nationwide Retirement Systems. For the first ten years of employment, five percent (5%) of monthly gross earnings will be contributed by the Commission to the account of each full-time employee. After ten years of employment the Commission's contribution will increase to 7%. The ten years employment will be calculated from date of employment and will include all approved leaves of absence. For vesting purposes, you are considered to have completed one (1) year of service upon the completion of 1,000 hours of service at any time during your employment year. The vesting schedule is 1 year of service, 10%, 2 years of service 25%, 3 years of service 45%, 4 years of service 70% and 5 years of service 100%. In addition, all full time employees are eligible to contribute tax deferred income into the retirement plan.

### ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)

The Commission provides Retirement, Disability and Death Benefits to all full-time employees through Illinois Municipal Retirement Fund (IMRF).

The Illinois Municipal Retirement Fund (IMRF) provides employees of local governments and school districts in Illinois with a system to pay retirement annuities and disability and death benefits. These benefits are in addition to any benefits provided by Social Security. By working for the Commission, IMRF law authorizes and directs the Commission, as a condition of employment, to make deductions from the employee's earnings. The Commission also contributes to the IMRF program on the employee's behalf.

Employees are considered an IMRF participating member if their job requires 1000 or more hours in a year and they are less than 70 years of age at the time the employee was initially employed in a position covered by IMRF.

NOTE: This policy is only a general overview of IMRF and does not attempt to explain all of the rules and regulations set forth by IMRF. Anyone who has a question concerning IMRF benefits should see the [www.imrf.org](http://www.imrf.org) website or call IMRF Member Services at 1-800-ASK-IMRF (1-800-275-4673).

All decisions concerning IMRF will be made by IMRF and will be final.

### 457 DEFERRED SAVINGS PLAN

All employees have the option to enroll in the 457 Plan made available through Nationwide Retirement Solutions. The 457 Plan is similar to a 401K plan in private industry. Employees select the dollar amount they wish to have deducted from their paycheck, pretax and also decide how they would like their funds to be distributed. The Nationwide Retirement Solutions representatives are available to discuss retirement options with employees.

## Disability Insurance (pg. 33)

Eligibility: From Date of Full-time Employment the Commission full-time employees are covered, without cost to them, under a loss of time disability insurance plan.

Employees who have a medical certification of a disability which may extend for 30 calendar days or more could be eligible for disability benefits under the Illinois Municipal Retirement Fund (see IMRF Disability Benefits).

Generally, you are eligible for monthly payments up to 50% of your monthly earnings if you—

1. Have at least 12 consecutive months of service credit,
2. Are disabled for more than 30 days,
3. Are unable to perform duties assigned by your employer because of illness or injury, and
4. are not receiving any earnings from any IMRF employer

IMRF's Member Disability Checklist, available from [www.imrf.org](http://www.imrf.org), can guide you through the disability application process.

Disability benefits may be payable for any injury or illness whether work-related or not.

If your application for IMRF disability benefits is approved, while you are receiving disability benefits, you:

- Continue to earn IMRF service credit as if working (no cost to you),
- Continue to be covered by IMRF death benefit protection,
- Receive monthly disability benefit payments equal to 50% of your average monthly salary based on your salary for the 12 months prior to the month you became disabled.
- Are assured that your future pension would be based on your full salary, not your reduced disability benefit.

For a complete explanation of your disability benefits, contact IMRF at 1-800-ASK-IMRF (1-800-275-4673) and request a copy of the IMRF Disability Benefits booklet.



## Flexible Holidays (pg. 47)

The Commission recognizes eleven paid holidays per year as follows:

New Year's Day

Thanksgiving

**President's Day**

**The day after Thanksgiving**

**The Friday before Easter**

**Christmas Eve Day**

Memorial Day

Christmas

July 4th

**New Year's Eve Day**

Labor Day

If a holiday falls on a Saturday, it will be observed on the preceding Friday. Those which fall on a Sunday will be observed on the following Monday. If a holiday occurs during your vacation period, you will be paid for the holiday and will not be charged with a vacation day for the day that the holiday is observed.

Commission employees have the option to flex five out of 11 their holidays at the discretion of their immediate supervisor. The flexible holidays are shown in **bold** above. This means that staff have a choice to work on a Commission holiday and take a different working day off in its place, as a holiday, at a different date. To flex a holiday, a staff member must request permission from their supervisor in advance and use the flexed holiday within the same fiscal year.

## Office Emergency Action Plan (pg. 50-51)

In the event of an emergency where staff is no longer safe in the Tri-County office, employees should follow these listed procedures:

### **Responsible Parties:**

- For any emergency evacuation event, the Office Manager is responsible for making sure all individuals in the office are accounted for and understand where to meet after leaving the office. If the Office Manager is not present, the Executive Director is the responsible party; if the Executive Director is not present, the Planning Program Manager is responsible, etc. This will follow the administrative order of Tri-County employees as needed.
- If guests are visiting the Commission offices for a meeting or any other reason, the individual in charge of the meeting is responsible for ensuring that all guests are accounted for and understand where to meet.

### **Policies and Procedures During Evacuation:**

- Individuals should take only their essential belongings with them in the event of an office evacuation.
- Once individuals have left the building in an evacuation, no one should re-enter the building for any reason until emergency personnel, building management personnel, or others in charge of the emergency situation give an all-clear signal and/or verbal command.
- All individuals should take the stairs in an evacuation situation and avoid the elevators. If an individual is unable to take the stairs, ensure that others can assist them in doing so to the best of their ability.
- After all individuals have evacuated the office, everyone should stay together and ensure that the responsible party knows where they are at all times.

### **Meeting Locations**

- In case of fire, all individuals in the office should take the stairs to the first floor, exit the building, and cross the street to meet in front of City Hall.
- In case of tornado, all individuals in the office should take the stairs to the P1 level of the parking deck on the Fulton Street side.

## Business Meal Policy (pg. 55)

Employees will be reimbursed for reasonable and actual expenses for meals incurred while on business trips away from their normal business hours. All original receipts must be included with the employee's travel and expense report. Any employee expense report received without the receipts will be returned to the employee. Reasonable meal expenses are defined in the [US General Services Administration](#).

The guideline for reimbursement of tips on business meals is 20 percent.

Alcohol will not be reimbursed.

## **RESOLUTION 24-39**

### **A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO ADOPT THE CHANGES AS STATED IN ATTACHMENT AS AMENDMENTS TO THE EMPLOYEE HANDBOOK.**

**WHEREAS**, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, has established an Employee Handbook that provides employees with general information about working conditions, benefits, and policies of the Commission, and

**WHEREAS**, the Commission is committed to encouraging growth and development for its employees, and

**WHEREAS**, the Commission, from time to time, reviews and updates the Employee Handbook to ensure that it complies with federal, state, and local employment laws, and

**WHEREAS**, there is need to adapt those policies and procedures to attract and retain those employees who will provide guidance in the development and implementation of strategies leading to the adoption of regional approaches addressing issues of interest to the Commission, and

**WHEREAS**, the Personnel Committee, and Executive Board, of the Commission have reviewed the proposed changes of the TCRPC of the Employee Handbook and desire to amend it,

**WHEREAS**, the Commission attorney reviewed the proposed changes and provided comments and corrections where appropriate.

#### **THEREFORE BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:**

that the Commission adopt the changes as stated in attachment A as amendments to the Employee Handbook

Presented this 6th day of March 2024

Adopted this 6th day of March 2024

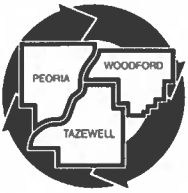
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Greg Menold, Chairman  
Tri-County Regional Planning Commission

#### **ATTEST:**

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Eric Miller, Executive Director  
Tri-County Regional Planning Commission



# TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

To: Personnel Committee  
From: Eric Miller, Executive Director  
Subject: Promotion in Place for selected Commission employees  
Date: February 9, 2024

## **Action Needed:**

Make recommendation to Full Commission

## **Background:**

In my continued efforts to attract and retain quality professional employees for the Commission. The management staff undertakes several steps to provide existing employees with continual feedback regarding performance. The management team conducts mid-year and end of year reviews with all staff. There is also an open-door policy where employees are encouraged to discuss performance and other issues with management.

The Commission has a promotion in place policy to recognize and reward employees for excellent work above which goes beyond the annual cost of living increase that the Commission acts at the beginning of the fiscal year.

The Planning Program Manager and I have performed mid-year reviews with staff for the purpose of developing a recommendation for employee promotions. After much discussion between the Accountant, Planning Program Manager, and myself, I recommend to the Personnel Committee the following:

## **Action:**

Recommend to the Commission the promotion of:  
Gabriel Guevara, Planner I to Planner II. This promotion would carry a corresponding salary adjustment.

In addition, I am requesting adequate funding to be allocated for the promotion of two individuals who meet specific targets as outlined in their performance evaluations after a period of 3 months.

Funding for these three actions shall not exceed \$15,000.

## **RESOLUTION 24-40**

### **A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE FY 2022 WAGE ADJUSTMENTS FOR EMPLOYEE PROMOTION IN PLACE**

**WHEREAS**, the Tri-County Regional Commission, hereafter referred to as the Commission, employs a staff of administrators, planners, and specialists, and

**WHEREAS**, the Commission's professional staff has successfully carried out the policies and assignments of the Commission as set out in the FY 2024 Overall Work Program, and

**WHEREAS**, The Commission's policy is to encourage employee retention and to recognize and reward employees for excellent work and,

**WHEREAS**, the Executive Board has directed the Executive Director to evaluate employees and consider a promotion in place plan, and

**WHEREAS**, The Executive Director has reviewed employees and has met with the Executive Committee, and

**WHEREAS**, The Executive Committee has recommended to the Commission the promotions in place, and

**WHEREAS**, the FY 2024 Budget accounts for the sum of the increase for the staff promotions, and

**THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:** That the Commission approves an amount not to exceed \$15,000 for FY 2024 for the purpose of Employee Promotions.

Presented this 6th day of March 2024

Adopted this 6th day of March 2024

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Greg Menold, Chairman  
Tri-County Regional Planning Commission

ATTEST:

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Eric W. Miller, Executive Director  
Tri- County Regional Planning Commission