



Village of Addison Full and Part-Time Employee Informational Packet





Village of Addison

TO: INTERVIEWEE

FROM: DON PINSON, DIRECTOR OF HUMAN RESOURCES/RISK
MANAGEMENT

RE: FULL AND PART-TIME EMPLOYEE SUMMARY OF BENEFITS

Thank you for your interest in employment with the Village of Addison. In an effort to answer any questions you may have regarding benefits offered to full and part-time employees, the attached benefit summary sheet is being distributed to you. Please review the material carefully.

If you are hired, you will meet with my assistant, Kathy Augusewicz, prior to commencing employment, to explain your medical benefits, compensation, personnel policy rules, etc. You will also be given a copy of the Village's Personnel Policy Manual as well as given access to the Village-wide Safety Manual, all of which you will be required to review immediately upon hire.

After this meeting, you will be brought to payroll in our Finance Department to meet with Ms. Patricia Andrews. Ms. Andrews will have you sign up for payroll, including pension. You will also have the option of joining one of our deferred compensation plans.

The Department in which you are employed will orient you to their own policies and procedures, as well as distribute documents and information that you will need to be aware of as an employee with the Village of Addison. It is your responsibility to carefully review and become familiar with both the Village and departmental rules and regulations, including safety procedures.

In the meantime, please direct all questions you may have about this hiring process, employee benefits, duties of the position you are applying for, compensation, etc. to my office directly at extension 630-543-4100 x7505 or my Assistant, Kathy Augusewicz, at 630-543-4100 extension 7504. We kindly request that you do not contact the representatives of the department you are applying to work with directly with the aforementioned types of questions. Please direct all inquiries through my office.

Thank you and good luck,

A handwritten signature in black ink, appearing to read "D. Pinson", written over the typed name.

Donald Pinson

**VILLAGE OF ADDISON
FULL-TIME EMPLOYEE - SUMMARY OF BENEFITS**

BENEFIT	EXPLANATION OF BENEFITS
PRE-EMPLOYMENT SCREENINGS AND EVALUATIONS	<p>All Village employment is contingent upon the successful completion and passing of not only a written test (if applicable) and personal interview, but also a drug screen, pre-employment physical and depending on the position, a psychological examination. All screening is conducted by a physician at Edwards-Elmhurst Medical Center and depending on some positions requiring a psychological examination, a licensed psychologist, and is paid for by the Village of Addison.</p> <p>Applicants must also submit to a series of background checks, including but not limited to: current and previous employer reference checks, fingerprinting (required to initiate a criminal background check), obtaining a motor vehicle report, which includes a driver's license verification, etc. Educational and/or professional license verification will also be conducted. The results of any of these aforementioned checks may affect the offer of full or part-time employment.</p> <p>Any applicant wishing to proceed further in the application process must successfully complete all required background checks. Successfully completing the entire background check process does not however, guarantee employment with the Village of Addison, as the final decision regarding employment is subject to Village Manager approval.</p> <p>The Village of Addison has a Zero Tolerance Drug and Alcohol Policy. Violators of the policy may be disciplined, up to and including discharge for using, possessing, selling, distributing drugs or alcohol and/or being under the influence of any detectable drugs or alcohol while in the performance of their work duties or on Village property. If an employee reports to work, performs Village business or operates a Village vehicle, whether on or off duty, with detectable drugs or alcohol in my system, they are in violation of this policy.</p>
RETIREMENT PLAN	<p>All full-time (and eligible part-time), non-sworn, employees are enrolled in a pension plan through the Illinois Municipal Retirement Fund or I.M.R.F. A Bi-weekly payroll deduction of 4.5% of the employee's salary is made from the employee's paycheck. The employer also makes bi-weekly contributions to the employee's pension fund. Employees hired with I.M.R.F before January 1, 2011(Tier 1 participants) are vested after eight (8) years of full-time service in I.M.R.F. Employees hired with I.M.R.F after January 1, 2011 (Tier 2 participants) are vested after ten (10) years.</p>
MEDICAL INSURANCE PLAN	<p>All full-time employees are eligible for medical insurance coverage, including vision and dental care, effective the first day of the next month after they are hired. For example, if someone is hired on March 15th, their medical insurance will commence on April 1st.</p>

**VILLAGE OF ADDISON
FULL-TIME EMPLOYEE - SUMMARY OF BENEFITS CONTINUED**

BENEFIT	EXPLANATION OF BENEFITS
<p>MEDICAL INSURANCE PLAN – FOR FULL-TIME EMPLOYEES ONLY</p>	<p><u>MEDICAL INSURANCE:</u> The Village offers a High Deductible PPO Plan with a Health Savings Account.</p> <p><u>\$4,500 Deductible High Deductible Plan/Health Savings Account:</u> Employees electing any tier of coverage (single, employee + 1 and family) will pay nothing for their medical premiums in this plan.</p> <p>The Village will make contributions to the eligible employee's Health Savings Account, on a bi-weekly basis, based on the coverage a participant has (this amount is subject to annual approval by the Village and is subject to change). The contributions made by the Village Board, on an annual basis, into the applicable H.S.A will total:</p> <p style="text-align: center;">Single coverage: \$2,000 Employee +1 coverage: \$4,000 Family coverage: \$6,000*</p> <p style="text-align: center;">** - The amount of H.S.A contributions made by the Village is subject to change at the discretion of the Village Manager and/or Village Board.</p> <p><u>VISION INSURANCE:</u> The High Deductible Health PPO Plan, will only have an eye exam included in the vision benefits. There are no additional benefits offered for lenses, frames, etc.</p> <p>However, all employees, will be eligible to participate in the enhanced vision plan through V.S.P. Those purchasing V.S.P coverage will have to pay 25% of the monthly premium. V.S.P benefits are richer and considerably better than those vision benefits offered to those participating in the High Deductible Health Plan.</p> <p><u>DENTAL INSURANCE:</u> The Village offers Standard and Enhanced Dental coverage options. The dental coverage is offered through Delta Insurance Company. Employees who elect either the Standard or Enhanced dental plan, are required to pay 25% of the monthly premium for single, employee + 1 and family coverage. Should dependent coverage be elected, payroll deductions will be made in conjunction with the medical insurance deductions.</p> <p><u>RE-ENROLLMENT PERIOD:</u> Once a year (around late approximately October), the Village accepts requests from employees to change the plans they are enrolled in. This is a period of time (the only time during the year) when employees can purchase or drop voluntary benefits. All requested moves become effective 1/1 of the upcoming year and will not change until the same date the next year.</p>

**VILLAGE OF ADDISON
FULL-TIME EMPLOYEE - SUMMARY OF BENEFITS CONTINUED**

BENEFIT	EXPLANATION OF BENEFITS
DEFERRED COMPENSATION PLAN	<p>The Village offers one (1) deferred compensation plan, available through Mission Square Deferred Compensation Program. Administered by the Finance Department, this plan defers an employee-determined amount of money (i.e., through bi-weekly payroll deductions) into a particular stock plan at the employee's discretion.</p> <p>Enrollment in this plan can be terminated or amounts of money deferred changed at any time by giving notice to our Finance Department. Participation in this program is voluntary and at the sole cost of the employee. There are no contributions made into the plan by the Village of Addison.</p>
LIFE INSURANCE	<p>Each full-time employee is given, at no cost, a term life insurance policy equal to two (2) times their annual salary through The Standard Insurance Company.</p> <p>Supplemental insurance for eligible dependents is available should the employee desire and must be paid for entirely by the employee</p>
VOLUNTARY BENEFITS	<p>The Village of Addison offers full-time employees the option of electing voluntary benefits that they pay for 100% themselves with no contribution from the Village. The programs include:</p> <ol style="list-style-type: none"> 1. Hospital Indemnity 2. Accident Insurance 3. Critical Illness 4. Spouse Life Insurance 5. Child Life Insurance 6. Voluntary Accidental Death and Dismemberment 7. Legal Assistance 8. Identity Theft 9. Pet Insurance 10. Voluntary Universal Life
BSWIFT – ON-LINE PLATFORM TO MANAGE EMPLOYEE MEDICAL AND VOLUNTARY BENEFITS	<p>The Village of Addison is excited to offer BSwift to active Village of Addison, full-time employees who are participating, or are eligible to participate, in the Village's medical plan. BSwift is an innovative, on-line platform where employees can manage a wide range of health benefits in one place, on one website, hosted by Assurance, Inc., the firm that brokers the Village's medical insurance plans.</p> <p>Employees participating in the Village's medical plan have one, central location for reviewing, changing and accessing their benefit plan information from anywhere there is internet access. Having the entire aforementioned medical portfolio for employees in one, on-line location makes managing one's medical benefits much easier and efficient for both the employer and employee. BSwift is also geared toward offering eligible participants on the Village's medical plan additional choice with regards to their medical benefits and the level of coverage they want for themselves and their eligible dependents.</p>

**VILLAGE OF ADDISON
FULL-TIME EMPLOYEE - SUMMARY OF BENEFITS CONTINUED**

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VACATION DAYS*	<p>Full-time employees accrue vacation benefits on a bi-weekly basis based on their years of service and the type of position they hold:</p> <p style="text-align: center;"><u>1. VILLAGE MANAGER, AST. VILLAGE MANAGER, DEPARTMENT HEADS:</u></p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><u>YEARS OF SERVICE:</u></td> <td style="text-align: center;"><u>VACATION DAYS PER YEAR:</u></td> </tr> <tr> <td colspan="2">Less than 1 year – employees accrue a set number of hours per pay-period depending on whether the employee works a 7.5 or 8-hour day.</td> </tr> <tr> <td>1 year but less than 5 years</td> <td style="text-align: right;">15 work days</td> </tr> <tr> <td>5 years but less than 18 years</td> <td style="text-align: right;">20 work days</td> </tr> <tr> <td>18 years or more</td> <td style="text-align: right;">25 work days</td> </tr> </table> <p style="text-align: center;"><u>2. ALL OTHER FULL-TIME EMPLOYEES:</u></p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><u>YEARS OF SERVICE:</u></td> <td style="text-align: center;"><u>VACATION DAYS PER YEAR:</u></td> </tr> <tr> <td colspan="2">Less than 1 year – employees accrue a set number of hours per pay-period depending on whether the employee works a 7.5 or 8-hour day.</td> </tr> <tr> <td>1 year but less than 5 years</td> <td style="text-align: right;">10 work days</td> </tr> <tr> <td>5 years but less than 12 years</td> <td style="text-align: right;">15 work days</td> </tr> <tr> <td>12 years but less than 20 years</td> <td style="text-align: right;">20 work days</td> </tr> <tr> <td>20 years or more</td> <td style="text-align: right;">25 work days</td> </tr> </table> <p>*** – <i>Vacation time can be taken as it is earned subject to supervisor approval.</i></p>	<u>YEARS OF SERVICE:</u>	<u>VACATION DAYS PER YEAR:</u>	Less than 1 year – employees accrue a set number of hours per pay-period depending on whether the employee works a 7.5 or 8-hour day.		1 year but less than 5 years	15 work days	5 years but less than 18 years	20 work days	18 years or more	25 work days	<u>YEARS OF SERVICE:</u>	<u>VACATION DAYS PER YEAR:</u>	Less than 1 year – employees accrue a set number of hours per pay-period depending on whether the employee works a 7.5 or 8-hour day.		1 year but less than 5 years	10 work days	5 years but less than 12 years	15 work days	12 years but less than 20 years	20 work days	20 years or more	25 work days
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VACATION BUY-BACK PROGRAMS	One time every year, full-time employees with 15 consecutive years of service are eligible to have up to five (5) days of their vacation time bought back at 100% of their regular rate of pay.																						
SICK DAYS	Full-time employees accrue one (1) sick day per month up to a maximum of 132. Sick days can be carried over one year to the next.																						
PERSONAL DAYS	<p>All full-time employees are given the following number of personal days upon hire: Hired between January 1st – April 30th: 3 personal days; hired between May 1st – August 31st: 2 personal days and; hired between September 1st – December 31st: 1 personal day.</p> <p>After the first year of employment, all eligible employees will receive 3 personal days every January 1st thereafter. All personal days must be used by the end of the year or they are lost.</p>																						
SICK DAY BUY-BACK PROGRAMS	<p>Upon voluntary separation from employment, employees who leave the Village in good standing and with adequate notice, will be compensated for any unused sick leave according to the following schedule: for every one (1) full year of full-time service with the Village of Addison, the employee will be reimbursed 1% of their unused sick time, at time of separation, up to a maximum of thirty (30) percent.</p> <p>For example, an employee with twenty (20) years of full-time service with the Village of Addison, will be eligible for reimbursement of up to 20% of their unused sick time. An employee with six (6) years and eight (8) months of full-time service with the Village of Addison, will be eligible for reimbursement of up to six (6) percent of their unused sick time. An employee with thirty (34) years of full-time service with the Village of Addison, will be eligible for reimbursement of up to thirty (30) percent of their unused sick time. The reimbursement will be calculated at the employee's current, hourly rate of pay, not including overtime.</p>																						

**VILLAGE OF ADDISON
FULL-TIME EMPLOYEE - SUMMARY OF BENEFITS CONTINUED**

BENEFIT	EXPLANATION OF BENEFITS
SICK DAY BUY-BACK PROGRAMS CON'T	The second program buys back five (5) accrued sick days annually. To be eligible for this program, the employee must be employed full-time for at least three (3) years and have not taken a sick day or been tardy for that past one (1) year period; this program is voluntary.
PART-TIME EMPLOYEE BENEFITS	Certain part-time employees are eligible for limited holiday, vacation and sick time benefits according to their service time.
HOLIDAYS	The Village of Addison formally observes ten (10) holidays. All full-time employees are compensated for these days, regardless of whether they work the holiday or not. Part-time employees with at least four (4) consecutive months of service are eligible for one-half day's pay per holiday. The list of holidays formally observed by the Village can be found in the Employee Personnel Policy Manual.
PAY-PLAN	<p>A large majority of the positions in the Village are on a 12-step pay plan, unless otherwise noted. Each step one progresses in the pay grade equals an increase in pay of approximately 3%. Full and part-time employees, unless delayed due to poor performance, progress one (1) step each year based on a satisfactory performance evaluation on their review date. All new employees will have to pass an Introductory Period that lasts twelve (12) months, eighteen (18) months for Dispatchers, from their date of hire. At the end of twelve (12) months of employment, all employees will be eligible for a step increase based on their performance. Successfully completing the Introductory Period does not guarantee continued employment thereafter, however. They will be reviewed and eligible for a step increase annually from that date onward until they reach the maximum step in their pay grade.</p> <p>In addition to this step movement, all employees are eligible for an across-the-board adjustment every November 1st. For those non-represented employees, the Village Board establishes the amount of adjustment, if one is to be given. The November 1st increase is not guaranteed and is subject to Village Board approval.</p> <p>Employee paychecks are distributed every two (2) weeks on Friday. Direct deposit is available.</p>
DISABILITY INSURANCE	Disability insurance is available through the employee pension plan (I.M.R.F) and is available for non-work-related injuries only.
FEDERAL AND STATE EMPLOYMENT LAWS/ EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER	The Village of Addison is an equal employment opportunity employer and is strongly committed to the adherence of the provisions and tenants of all federal and state laws regarding the equal treatment of all individuals regardless of race, sex, gender identity, relationship to someone with a disability, hair style, religious affiliation, sexual orientation, military status, age, or disability.

**VILLAGE OF ADDISON
FULL-TIME EMPLOYEE - SUMMARY OF BENEFITS CONTINUED**

BENEFIT	EXPLANATION OF BENEFITS
SEXUAL HARASSMENT/ ANTI-HARASSMENT	The Village of Addison strongly prohibits acts of sexual harassment and any inappropriate, harassing behavior will not be tolerated. It is the responsibility of all employees full or part-time, to frequently review the Village's harassment policy contained in the employee manual and adhere to the rules detailed therein.
JOB SAFETY/ REPORTING INCIDENTS	All full and part-time employees are responsible for performing all job functions in accordance with department and Village safety standards and standard operating manuals. It is incumbent upon all employees to carefully review all pertinent department manuals regarding their work. Should any work-related injury or damage to Village or private property occur, employees MUST report them immediately to their supervisor and, in no event, any later than the end of the workday.
TUITION REIMBURSEMENT PROGRAM	Participation in the Tuition Reimbursement Program is available to all full-time Village of Addison employees, in good standing, who have more than one (1) full year of active, continuous service as an employee with the Village of Addison at the time the reimbursement request is made. Furthermore, the applicant must have received a satisfactory rating (overall average of 3) on their most recent performance evaluation. The one (1) year of active, continuous service can be from any combination of part-time and full-time service with the Village of Addison, as long as the service is continuous and the applicant has full-time status with the Village of Addison at the time an application is completed. Availability of funds for the program and the amounts thereof are established annually by the Village Board.
EMPLOYEE ASSISTANCE PROGRAM	The Village has an Employee Assistance Program available to all full and part-time employees through Prospectives, Inc. The confidential program offers a wide-range of legal, emotional, psychological and counseling services to all eligible Village of Addison employees.

Revised 12/13/2011
 Revised 04/01/2014
 Revised 05/19/2015
 Revised 09/13/2016
 Revised 01/16/2018
 Revised 09/26/2018
 Revised 02/23/2020
 Revised 12/03/2020
 Revised 04/12/2023
 Revised 08/17/2023
 Revised 11/13/2023
 Revised 06/25/2024
 Revised 11/05/2025

Received by: Print and Sign Name

Date: