



DuPage Water Commission

600 E. Butterfield Road, Elmhurst, IL 60126-4642

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CELEBRATING 15 YEARS OF WATER SERVICE

NOTICE IS HEREBY GIVEN THAT THE RESCHEDULED MAY 2007 ADMINISTRATION COMMITTEE MEETING OF THE DUPAGE WATER COMMISSION WILL BE HELD AT 6:30 P.M. ON THURSDAY, MAY 10, 2007, AT ITS OFFICES LISTED BELOW. THE AGENDA FOR THE RESCHEDULED MAY 10, 2007 REGULAR COMMITTEE MEETING IS AS FOLLOWS:

AGENDA

**ADMINISTRATION COMMITTEE
THURSDAY, MAY 10, 2007
6:30 P.M.**

**600 EAST BUTTERFIELD ROAD
ELMHURST, IL 60126**

COMMITTEE MEMBERS

L. Hartwig, Chair
D. Zeilenga
E. Chaplin
W. Murphy

- I. Roll Call
- II. Approval of Minutes of March 8, 2007
- III. Commissioner Contact Information on Website (Referred from April 12, 2007 Commission Meeting)
- IV. Employee Handbook
- V. Other
- VI. Adjournment

Board/Agendas/Administration/ADM0705.DOC

All visitors must present a valid drivers license or other government-issued photo identification, sign in at the reception area and wear a visitor badge while at the DuPage Pumping Station.

**MINUTES OF A MEETING OF THE
ADMINISTRATION COMMITTEE
OF THE DuPAGE WATER COMMISSION
HELD ON MARCH 8, 2007**

DRAFT

The meeting was called to order at 7:05 P.M. at the Commission's office located at 600 East Butterfield Road, Elmhurst, Illinois.

Committee members in attendance: E. Chaplin, W. Murphy, D. Zeilenga (as of 7:20 P.M.), and L. Hartwig

Committee members absent: L. Rathje (*ex officio*)

Also in attendance: R. Martin and M. Crowley

Commissioner Chaplin moved to approve the Minutes of the February 8, 2007, Administration Committee meeting. Seconded by Commissioner Murphy and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

With respect to the Military Leave Policy that was discussed at the February 2007 Administration Committee meeting, General Manager Martin advised that a comprehensive update of the Commission's Personnel Manual by outside counsel was already underway, that that counsel preferred a more generalized approach given that there are at least seven Illinois statutes and one federal statute that variously regulate military leaves, and that it would be better to consider the specifics of a military leave policy in concert with consideration of the updated Personnel Manual. In response to questioning from the Commissioners, the General Manager confirmed that the initial draft of the updated Personnel Manual should be ready for the Committee's review within three months, that the Commission currently has no employees that should need a military leave, and that if either of these two facts change, the General Manager would notify the Committee. Based upon the General Manager's assurances, it was the consensus of the Committee that the Commission should consider the specifics of a military leave policy in concert with the Commission's consideration of the updated Personnel Manual.

With respect to the May 1, 2007, performance evaluation of the General Manager, Commissioner Hartwig distributed the evaluation forms that had been used to evaluate the General Manager in the past. General Manager Martin indicated he was comfortable with the evaluation process and forms and that he feels he regularly receives feedback and goals directly from the Board. Commissioner Murphy suggested the addition of a narrative section to the model evaluation forms; a section where each Commissioner could list their own perceptions of the General Manager and his accomplishments, goals, and areas of needed improvement. Commissioner Murphy also suggested, with respect to the summary of Commissioner ratings and comments, the ratings and comments should not be anonymous. After some discussion, it was the consensus of the Committee that (1) the General Manager should submit to the Board (prior to the April meeting) his own list of accomplishments and goals and (2) the model evaluation form should be revised as recommended by the Committee and be ready for distribution to the full Board at the April meeting.

Minutes 03/08/07 Administration Committee Meeting

Commissioner Zeilenga arrived at 7:20 P.M.

In response to Commissioner Chaplin's questions, General Manager Martin advised that the Commission's existing Human Resources Consultant had just finished an audit of the Commission's employment practices and procedures and would be turning to the development of job descriptions for every position at the Commission, as directed by the Committee at the February Committee meeting. Commissioners Chaplin and Hartwig reminded the General Manager that after the job descriptions had been developed, a different consultant might be considered to perform a compensation study for the Commission.

Commissioner Chaplin moved to adjourn the meeting at 7:25 P.M. Seconded by Commissioner Zeilenga and unanimously approved by a Voice Vote.


All voted aye. Motion carried.



DuPage Water Commission

MEMORANDUM

TO: Chairman Rathje & Commissioners

FROM: Robert L. Martin
General Manager 

DATE: April 26, 2007

SUBJECT: Administration Committee
Commissioner Contact Information

At the April 12, 2007 Commission Meeting, Commissioner Chaplin asked to have the issue of putting Commissioner contact information on the Commission's Website placed on the Administration Committee Agenda. As background on this issue, it has always been the Commission's staff policy not to give out Commissioner's phone numbers or e-mail addresses. When someone contacts the Commission looking for the Chairman or Commissioners, staff will take the callers information and contact the Commissioner by phone or e-mail and give them this information. There is no problem putting the Commissioners phone numbers or e-mail address put on the Commission's website if the Commission wishes this.



DuPage Water Commission

MEMORANDUM

TO: Administration Committee

FROM: Robert L. Martin, P.E.
General Manager

DATE: May 2, 2007

SUBJECT: Holiday and Vacation Policy

During the preparation of the Employee Handbook a survey of our customer communities was conducted to compare our current holiday and vacation policies to the policies of our customers. We analyzed the 20 responses that we received and it appears that our current holiday policy is inline with that of our customers. The average holiday observance for our customers is 9.3 days a year. The Commission observes 8 holidays a year along with a floating holiday. The following table shows which holidays the Commission observes and which holidays our customers observe:

Holiday Observance	% of Customers	DWC
New Years Day	100.00%	Yes
Martin Luther King Day	14.29%	
Presidents Day	57.14%	
Good Friday	28.57%	
Memorial Day	100.00%	Yes
Independence Day	100.00%	Yes
Labor Day	100.00%	Yes
Columbus Day	4.76%	
Veterans Day	28.57%	
Thanksgiving	100.00%	Yes
Day after Thanksgiving	100.00%	Yes
Christmas Eve	85.71%	Yes
Christmas Day	100.00%	Yes
New Years Eve	33.33%	
Floating Holiday		Yes
Average Holidays	9.3	9

The Commission's vacation policy is also comparable to our customer communities with the exception of the maximum vacation days accrued. The Commission's vacation policy maxes out at 20 days after 14 years of service. All of our customer's vacation policies accrue at least 25 vacation days after 20 years of service with 5 of our customers accruing a maximum of 30 vacation days and 1 accruing a maximum of 35 vacation days. The average of our customer community's vacation time accrued is 25.9 vacation days after 20 years of service. I would propose that we increase our maximum vacation accrued to 25 days after 19 years of service to bring our vacation policy inline with that of our customers. The following table shows the vacation days accrued by our customers:

Customer Community	20 Years of Service	Maximum Days
Addison	25 Days	25 Days
Bloomingtondale	25 Days	35 Days
Carol Stream	25 Days	25 Days
DuPage Co	26 Days	30 Days
Darien	25 Days	25 Days
Elmhurst	25 Days	25 Days
Glendale Heights	30 Days	30 Days
Glen Ellyn	26 Days	30 Days
Hinsdale	25 Days	25 Days
Lisle	25 Days	25 Days
Lombard	25 Days	25 Days
Naperville	30 Days	30 Days
Oak Brook	25 Days	25 Days
Oakbrook Terrace	25 Days	25 Days
Villa Park	30 Days	30 Days
Westmont	25 Days	25 Days
Willowbrook	25 Days	25 Days
Winfield	25 Days	25 Days
Wood Dale	25 Days	25 Days
Woodridge	25 Days	25 Days
Average	25.9 Days	26.8 Days

DWC Customer Vacation Policy and Holiday Closing Schedule – 5/2007

Customer	Vacation Policy for Managers and Department Heads Exempt employees	Vacation Policy Non exempt employees	Holiday Closings	Total # of Holiday Closing
DuPage Water Commission	1-14 years of service – 15 days 15+ years of service – 20 days	1-5 years of service – 10 days 6-14 years of service – 15 days 15 + years of service – 20 days	New Year's Day Memorial Day Independence Day Labor Day Thanksgiving Friday after Thanksgiving Christmas Eve Christmas Day	8
Addison, Village of	1-4 years of service – 15 days 5-17 years of service – 20 days 18 + years – 25 days	1-4 years of service – 10 days 5-11 years of service – 15 days 12-19 years of service – 20 days 20+ years of service – 25 days	New Year's Day President's Day Good Friday Memorial Day Independence Day Labor Day Thanksgiving Friday after Thanksgiving Christmas Eve Christmas Day New Year's Eve	11
Bensenville, Village of No information was received				

Bloomington, Village of	Salaried exempt employees are eligible for up to 40 additional vacation hours per year based on performance and extra hours worked, subject to the Village Administrator's approval	1-5 years of service – 10 days 6-11 years of service – 15 days 12- 15 years of service – 20 days 16+ year earn an additional 8 hours of paid vacation for each additional year of employment up to a maximum of an additional 120 hours for 30+ years of employment	New Year's Day President's Day Good Friday Memorial Day Independence Day Labor Day Thanksgiving Friday after Thanksgiving Christmas Eve Christmas Day New Year's Eve	11
Carol Stream, Village of	Executive positions shall accrue 5 vacation days in addition to the vacation schedule for non-exempt employees	1-4 years of service – 10 days 5-12 years of service – 15 days 13-19 years of service – 20 days 20+ years of service – 25 days	New Year's Day President's Day Memorial Day Independence Day Labor Day Thanksgiving Friday after Thanksgiving Christmas Eve Christmas Day	9
Clarendon Hills, Village of No information was received, but the holidays were listed on the website			New Year's Day President's Day Memorial Day Independence Day Labor Day Veteran's Day Thanksgiving Friday after Thanksgiving Christmas Eve Christmas Day	10

County of DuPage	Nothing specified for exempt employees	0-1 year of service – 12 days 2 years of service – 13 days 3 years of service – 14 days 4-9 years of service – 15 days 10-14 years of service – 20 days 15 years of service – 21 days 16 years of service – 22 days 17 years of service – 23 days 18 years of service – 24 days 19 years of service – 25 days 20 years of service – 26 days 21 years of service – 27 days 22 years of service – 28 days 23 years of service – 29 days 24+ years of service – 30 days	New Year's Day Martin L. King, Jr. Day President's Day Memorial Day Independence Day Labor Day Columbus Day Veteran's Day Thanksgiving Friday after Thanksgiving Christmas Day	11
Darien, City of	Nothing specified for exempt employees	After 6 months – 1 year of service – 5 days 2- 5 years of service – 10 days 6- 10 years of service – 15 days 11-20 years of service 20 days 21+ years of service- 25 days	New Year's Day President's Day Good Friday Memorial Day Independence Day Labor Day Thanksgiving Friday after Thanksgiving Christmas Eve Christmas Day	10
Downers Grove, Village of No information was received				

Elmhurst, City of	Nothing specified for exempt employees	1-4 years of service – 10 days 5-12 years of service – 15 days 13-19 years of service -20 days 20+ years of service– 25 days	New Year's Day Memorial Day Independence Day Labor Day Thanksgiving Friday after Thanksgiving Christmas Eve (1/2 day) Christmas Day New Years Eve (1/2 day)	9
Glendale Heights, Village of	Nothing specified for exempt employees	1-4 years of service – 10 days 5-9 years of service – 15 days 10-14 years of service – 20 days 15-19 years of service – 25 days 20+ years of service– 30 days	New Year's Day President's Day Memorial Day Independence Day Labor Day Veteran's Day Thanksgiving Friday after Thanksgiving Christmas Eve Christmas Day	10
Glen Ellyn, Village of	1 year of service – 17 days 2-5 years of service – 21 days 6+ years of service 26 days	1-5 years of service – 17 days 6-14 years of service – 22 days 15-20 years of service – 26 days 21-24 years of service – one additional day per year	New Year's Day Memorial Day Independence Day Labor Day Veteran's Day Thanksgiving Friday after Thanksgiving Christmas Eve Christmas Day	9

Hinsdale, Village of	1-5 years of service – 15 days 6-19 years of service – 20 days 20+ years of service – 25 days	1-5 years of service – 10 days 6-10 years of service – 15 days 11-19 years of service – 20 days 20+ years of service – 25 days	New Year's Day Good Friday Memorial Day Independence Day Labor Day Thanksgiving Friday after Thanksgiving Christmas Eve (1/2 day) Christmas Day New Year's Eve (1/2 Day)	10
Itasca, Village of No information was received				
Lisle, Village of	Employees who hold exempt positions earn one additional week of vacation each year. They earn 1.25 vacation days for each month they work in the first base vacation accrual period.	1-4 years of service – 10 days 5-10 years of service – 15 days 11 years of service – 16 days 12 years of service – 17 days 13 years of service – 18 days 14 years of service – 19 days 15-20 years of service 20 days 21 years of service 21 days 22 years of service 22 days 23 years of service 23 days 24 years of service 24 days 25+ years of service - 25 days	New Year's Day Memorial Day Independence Day Labor Day Thanksgiving Friday after Thanksgiving Christmas Eve Christmas Day	8
Lombard, Village of	1-4 years of service – 15 days 5-8 years of service – 20 days 9+ years of service 25 days	1-4 years of service – 10 days 5-8 years of service – 15 days 9-17 years of service – 20 days 18+ years of service – 25 days	New Year's Day Martin L. King, Jr. Day Memorial Day Independence Day Labor Day Thanksgiving Friday after Thanksgiving Christmas Eve Christmas Day	9

Naperville, City of	Nothing specified for exempt employees	1-4 years of service – 15 days 5-10 years of service – 20 days 11-15 years of service – 25 days 16 years of service – 26 days 17 years of service – 27 days 18 years of service – 28 days 19 years of service – 29 days 20+ years of service – 30 days	New Year's Day Memorial Day Independence Day Labor Day Veterans Day Thanksgiving Friday after Thanksgiving Christmas Eve Christmas Day	9
OakBrook, Village of	1-2 years of service – 10 days 3-5 years of service – 15 days 6-20 years of service – 20 days 21+ years of service – 25 days	1-5 years of service – 10 days 6-10 years of service – 15 days 11-20 years of service – 20 days 21+ years of service – 25 days	New Year's Day Martin L. King, Jr. Day Good Friday – ½ day Memorial Day Independence Day Labor Day Thanksgiving Friday after Thanksgiving Christmas Eve Christmas Day New Year's Eve – ½ day	11
Oakbrook Terrace, City of	6 months – 4 years of service – 10 days 5 – 9 years of service – 15 days 10-14 years of service 20 days 15+ years of service – 25 days	1-4 years of service – 10days 5-9 years of service – 15 days 10-19 years of service – 20 days 20+ years of service - 25 days	New Year's Day President's Day Memorial Day Independence Day Labor Day Thanksgiving Friday after Thanksgiving Christmas Eve Christmas Day	9
Roselle, Village of No information was received				

Villa Park, Village of	1-7 years of service 15 days 8-14 years of service 20 days 15-19 years of service 25 days 20+ years of service – 30 days	1-7 years of service 10 days 8-14 years of service 15 days 15-19 years of service 20 days 20+ years of service – 30 days	New Year's Day Memorial Day Independence Day Labor Day Thanksgiving Friday after Thanksgiving Christmas Eve Christmas Day	8
Westmont, Village of	Nothing specified for exempt employees	1-4 years of service – 10days 5-9 years of service – 15 days 10-19 years of service – 20 days 20+ years of service – 25 days	New Year's Day President's Day Good Friday Memorial Day Independence Day Labor Day Thanksgiving Friday after Thanksgiving Christmas Day	9
Wheaton, City of No information was received				
Willowbrook, Village of	Nothing specified for exempt employees	1-5 years of service – 10 days 6-10 years of service – 15 days 11-19 years of service – 20 days 20+ years of service – 25 days	New Year's Day Good Friday Memorial Day Independence Day Labor Day Thanksgiving Friday after Thanksgiving Christmas Eve Christmas Day New Year's Eve	10

Winfield, Village of	Nothing specified for exempt employees	1-4 years of service – 10 days 5-9 years of service – 15 days 10 years of service – 20 days 11 years of service – 21 days 12 years of service – 22 days 13 years of service – 23 days 14 years of service – 24 days 15 years of service – 25 days	New Year's Day President's Day Memorial Day Independence Day Labor Day Thanksgiving Friday after Thanksgiving Christmas Eve Christmas Day New Year's Eve	10
Wood Dale, City of	In addition to normal accrual 3 extra vacation days are granted to managers 2 extra vacation days are granted to supervisors	1-4 years of service – 10 days 5-9 years of service – 15 days 10-19 years of service – 20 days 20+ years of service- 25 days	New Year's Day President's Day Memorial Day Independence Day Labor Day Veteran's Day Thanksgiving Friday after Thanksgiving Christmas Day	9
Woodridge, Village of	1-2 years of service – 10 days 3-10 years of service – 15 days 11-20 years of service – 20 days 20+ years of service – 25 days	1-5 years of service – 10 days 6-10 years of service – 15 days 11-20 years of service – 20 days 20+ years of service - 25 days	New Year's Day Memorial Day Independence Day Labor Day Thanksgiving Friday after Thanksgiving Christmas Eve Christmas Day	8

Maximum Vacation Days – 11 days

Average Vacation Days – 9.5 days

Minimum Vacation Days – 8 days