



**River Forest Township
Policy Handbook for
Elected Officials, Employees, Committee Members, Volunteers,
and Independent Contractors**

Effective March 1, 2024

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INTRODUCTION

This Policy Handbook (“Handbook”) is intended for River Forest Township (“RFT” or “the Township”) Elected Officials, Employees, Committee Members, Volunteers, and Independent Contractors. The Handbook includes expectations and guidelines that will help you better perform your duties and understand how the Township works. This is not an exhaustive document, but it does address common questions and includes a summary of certain Township policies and processes. This Handbook replaces and supersedes all prior handbooks you may have received and should be read in conjunction with other policies communicated by the Board of Trustees, including the Township Record Retention Policy. If you have questions, please do not hesitate to contact the Township Supervisor or the Township Attorney.

In the case of non-elected employees, this Handbook does not alter the employment-at-will relationship between you and the River Forest Township. Employment-at-will means under Illinois law that both you and the Township have the right to terminate your employment relationship at any time, with or without reason and with or without notice. This Handbook is not an employment contract, and it does not establish a contract (express or implied) between you and the Township regarding terms and conditions of employment.

Nondiscrimination

The Township is an equal-opportunity employer and practices nondiscrimination in all employment matters. Qualifications for employment, promotion, and other terms and conditions of employment are based upon the ability to perform the job. Equal-employment opportunities are provided to all applicants and employees without regard to race, creed, religion, color, age, national origin, sex, disability, medical condition, sexual orientation, gender identity or expression, genetic information, ancestry, marital status, military discharge status, veteran status, citizenship status, or other legally protected status. In 1994, the Age Discrimination Act of 1967 was amended to include units of local government. The Equal Pay Act of 1963 prohibits sex-based wage discrimination. This policy also applies to the selection and treatment of independent contractors doing business for or with the Township. We are all responsible for maintaining this non-discrimination policy.

Disability Policies and Procedures

The Township is committed to providing equal access to elected positions, jobs, contracts, pay, training, and other terms and conditions of employment as well as to attend all public meetings to qualified individuals with disabilities. A qualified individual with a disability is a person with a physical or mental impairment that limits them in a major life activity and who has the required skills, experience, and education to perform the essential job functions with or without reasonable accommodation.

The Township is committed to providing reasonable accommodations if the accommodations will allow a qualified individual with a disability to perform the essential functions of the job without placing an undue hardship on the Township. Unless the need for an accommodation is obvious, it is the responsibility of the individual with a disability to come forward and request reasonable accommodation if needed. The Township will treat the individual’s disability and the request for accommodation as confidential to the extent consistent with operational requirements. Individuals with disabilities who believe they need reasonable accommodation to perform the essential functions of their duties or to attend a public meeting should contact the Township Supervisor.

Likewise, if you are pregnant, you may be entitled to reasonable accommodation for conditions related to pregnancy, childbirth or related medical conditions upon request, where such reasonable accommodation would not cause an undue hardship to the Township. A request for reasonable accommodation must be supported by the written certification of the individual's health care provider that such an accommodation is medically advisable. Such requests will be reviewed on a case-by-case basis.

Anti-harassment

The Township's anti-harassment policy applies to Township employees, elected officials, committee members, volunteers, independent contractors, vendors and consultants. The Township prohibits harassment of or by any individual on any of the bases listed above. Harassment consists of unwelcome conduct, whether verbal, physical, or visual that is based upon a person's protected status. The Township's policy prohibits harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. Such harassment may include, for example, jokes about another person's protected status, or kidding, teasing, or practical jokes directed at a person based on their protected status.

Sexual Harassment

Sexual Harassment is prohibited in Illinois. Under the Illinois Human Rights Act, unwelcome sexual advances, requests for sexual favors, and any other visual, verbal, or physical conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment. Sexual harassment is conduct based on sex, whether directed toward a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented practical jokes, jokes about obscene printed, electronic, or visual material, and physical contact such as patting or pinching another person's body. The Township will not tolerate any sexual harassment and all employees and elected officials must undergo a training program to prevent sexual harassment.

Reporting/Non-Retaliation

If you feel you have experienced or witnessed discrimination or harassment or are a whistleblower, please report it to the Township Attorney. The Township forbids retaliation against anyone for reporting discrimination or harassment, assisting in making a discrimination or harassment complaint, or cooperating in a discrimination or harassment investigation. The Township recognizes that an employer may not make, adopt, or enforce any rule, regulation or policy preventing an employee from disclosing information to a government or law enforcement agency if the employee has reasonable cause to believe the information discloses a violation of a State or federal law, rule or regulation

Investigation

The Township's policy is to investigate all complaints of discrimination, harassment, whistleblowing and retaliation thoroughly and promptly. If an investigation confirms that a violation of this policy has occurred, the Township will take appropriate corrective action, including discipline up to and including termination of employment.

Drugs and Alcohol Policy

Substance abuse is an impediment to competent work and is not permitted at the Township. The Township will not offer to or reimburse for any alcohol or drugs. The Township prohibits illegal drugs at Township offices and at Township-sponsored events. Reporting to work intoxicated or under the influence of illegal drugs, and the illegal manufacture, possession, use, sale, distribution or transportation of drugs at work or work events is prohibited.

Firearms and Weapons Possession Policy

The Township prohibits its employees and anyone working on Township's premises, including elected officials, contractors, committee members, volunteers, agency workers, and vendors, from bringing, storing, concealing, or possessing weapons at work or on Township property (including property that is leased by the Township or any property where Township is conducting business), including (but not limited to) firearms, handguns, electric tasers, knives, swords, explosives, and any chemical whose purpose is or could be used to cause harm to another person. This prohibition applies even if the possession of a firearm is legal and you are licensed to carry a concealed weapon under federal, state, or local law and the only exception is for a current member of the River Forest Police Department. Any employee who brings a weapon onto Township property, regardless of applicable federal, state or local law, may be subject to disciplinary action, up to and including termination of employment. Any non-employee who violates this policy may be asked to leave the premises immediately.

Workplace Violence

The Township is committed to preventing workplace violence and to maintaining a safe work environment for everyone. The Township has adopted the following guidelines with regard to workplace violence: the Township will not tolerate intimidation, harassment or other threats of or actual violence against its employees, elected officials, customers, vendors, committee members, volunteers, residents or other business associates. Township resources may not be used to threaten, stalk or harass anyone at the workplace or outside of the workplace. Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to the Township Supervisor and/or the Township Attorney. When reporting a threat or incident of violence, you should be as specific and detailed as possible.

You should not place yourself in peril, nor should you attempt to intercede during an incident. You should promptly inform the Township Supervisor of any protective or restraining order that you have obtained that lists the workplace as a protected area. The Township treats threats coming from an abusive personal relationship as it does other forms of violence. You are therefore encouraged to report safety concerns with regard to intimate partner violence. The Township is committed to supporting victims of intimate partner violence by providing referrals to community resources.

Personal Relationships

You must inform the Township Supervisor as soon as you become aware of or involved in a relationship that might create actual or perceived favoritism or is in conflict with Township's best interests. This will allow a determination of whether a problem exists, and if so, what action is appropriate under the circumstances. Failure to disclose such a relationship violates this policy.

ILLINOIS TOWNSHIPS OVERVIEW

Township government is one of the oldest forms of government in the United States. In Illinois, townships perform three mandatory functions:

1. Administering a General Assistance Fund to qualifying residents;
2. Maintaining Township road districts, highways and bridges; and
3. Appraising property values in all counties other than Cook County and within Cook County, assisting homeowners with property taxes, valuations and appeals.

Although River Forest Township performs only the first and third of these mandatory duties, townships are also given a variety of statutory responsibilities that equally important including providing/funding senior services, funding mental health services (including behavioral health, intellectual/developmental disabilities and substance use/prevention) and conducting/funding youth programs, all of which are components of the mission of River Forest Township .

No person is eligible to hold any office unless he or she is a registered voter and has been a resident of the Township for one year (*60 ILCS 1/55-5*). No unnaturalized citizen or minor is eligible. A person is not eligible to hold any office if that person, at the time required for taking the oath of office, has been convicted in any court in the United States of any infamous crime, bribery, perjury or other felony. (*60 ILCS 1/55-6*). No Township Supervisor or Trustee may accept or hold any office by the appointment of the Township Board unless he/she first resigns from the office of Supervisor or Trustee first.

Every person elected or appointed to the office of Township Supervisor, Township Clerk, Township Assessor, and Township Trustee before entering upon the duties of that office, shall take and subscribe, before any person authorized to administer and oath of office, the oath or affirmation of office prescribed by the Constitution (*60 ILCS 1/55-10, 35, ILCS 200/4-30*). The oaths shall be filed within 8 days with the Clerk and the county clerk. All terms of office for Township officials are four (4) years until a successor is elected and qualified (*60 ILCS 1/50-5*). Township Supervisors, Clerks and Trustees enter their duties the third Monday of May following their election. Township Assessors begin their duties on January 1 next following their election.

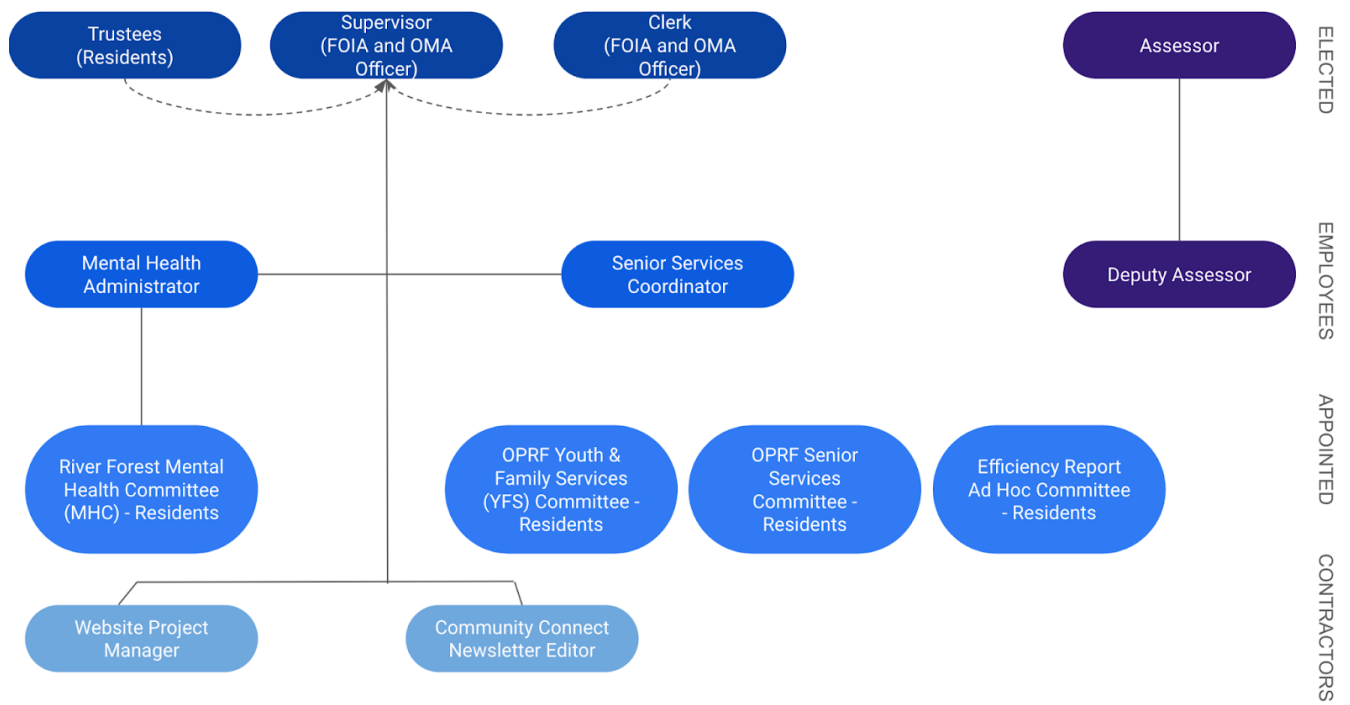
FREEDOM OF INFORMATION ACT (FOIA)

Section 3.5 requires each public body to designate one or more officials or employees to act as its Freedom of Information (“FOIA”) officer or officers. In the case of RFT, the Township Supervisor and the Township Clerk are the FOIA Officers and must take the training course annually.

OPEN MEETINGS ACT (OMA)

Every elected and appointed member of a Township Board or Committee is required to take an electronic training course developed and administered by the Public Access Counselor. (*5 ILCS 120/1.05(b)*). The training must be completed within 90 days after the Township official takes his/her oath of office or joins a Township committee. The Township Supervisor and the Township Clerk are the OMA Officers and must take the training course annually.

RIVER FOREST TOWNSHIP ORGANIZATION CHART



The Township Supervisor is the Chief Executive Officer (CEO) of the Township (*60 ILCS 1/70-15*). The Supervisor serves as the supervisor of the General Assistance and the chairperson of the Township Board, as well as being a voting member of the Township Board. The Supervisor is also the Treasurer and financial manager of the Township. The Supervisor is also on the RFCCA Board of Managers.

The Township Board may appoint resident volunteers to the Oak Park-River Forest Township Youth and Family Services Committee (YFSC), composed of five River Forest members for terms of three years on a staggered basis, as indicated by the Youth & Family Services IGA with Oak Park Township. Committee members serve without compensation but may be reimbursed for any necessary expenses incurred in the performance of their duties. In the case of River Forest, the Committee is run jointly with Oak Park Township.

The Township Board may appoint resident volunteers to the Oak Park-River Forest Township Senior Services Committee (SSC), composed of seven River Forest members for terms of three years on a staggered basis, as indicated by the Senior Services IGA with Oak Park Township. A minimum of one-third of the committee, however, must be at least 55 years of age or older. Committee members serve without compensation but may be reimbursed for any necessary expenses incurred in the performance of their duties. In the case of River Forest, the Committee is run jointly with Oak Park Township.

The Township Board may appoint resident volunteers to the River Forest Township Mental Health Committee (MHC), composed of nine River Forest members for terms of three years on a staggered basis. Mental Health services include those for behavioral health, intellectual/developmental disabilities, and substance use/prevention. Committee members serve without compensation but may be reimbursed for any necessary expenses incurred in the performance of their duties.

RIVER FOREST CIVIC CENTER AUTHORITY

The River Forest Civic Center Authority (RFCCA), established in 1984, is the owner and manager of the RFCCA Building at 8020 Madison Street, River Forest. The RFCCA was created so that River Forest could become eligible to obtain state funds for a new community center facility.

In 1989, the RFCCA received a \$1.9 million grant from the State of Illinois, plus \$633,333 in contributions from the River Forest Community Center (RFCC), River Forest Township, and Village of River Forest, to purchase and renovate the building at 8020 Madison Street. The tenant of the RFCCA Building since 1993 has been the not-for-profit River Forest Community Center (RFCC).

The RFCCA is considered a “component unit” of River Forest Township for audit and budget purposes. The elected Township Supervisor and four elected Township Trustees, by statute, serve as the Board of Managers of the RFCCA. The Township Clerk serves as the RFCCA Secretary. The RFCCA has one employee, the part-time RFCCA Building Facilities Administrator.

The RFCCA has no authority to levy property taxes; hence, the RFCCA Building is not supported by property tax dollars. The Township does not levy taxes for the RFCCA or the RFCCA Building.

The RFCC is the primary tenant of the RFCCA Building, where the RFCC provides programs and activities. Through the RFCC lease with the RFCCA, the RFCC makes quarterly lease payments into the RFCCA Capital Improvement Fund. This fund in turn supports the capital improvements and major repairs for the RFCCA Building.

In addition, through its lease, the RFCC is responsible for the maintenance, minor repairs, utilities and building insurance for the RFCCA Building. The Township, as part of its rental agreement with the RFCCA, reimburses the RFCC for the Township’s small share of the utilities and maintenance.

TOWNSHIP POSITION DESCRIPTIONS

Township Officials are elected every four years in the consolidated election cycle. The next election of Township Officials will be in April, 2025. All Township Officials' 4-year terms are elected at the same time; Township terms are not staggered. Please refer to the Illinois State Board of Elections Candidate Guide for the official instructions on running for Township office.

The Township has the following elected, part-time positions, that are remunerated by Ordinance and are considered employees by the IRS and INS, but not considered employees by other entities:

- [Assessor](#)
- [Supervisor](#)
- [Clerk](#)

The Township has the following part-time non-exempt, employee positions:

- [Deputy Assessor](#)
- [Mental Health Administrator](#)
- [Senior Outreach Coordinator](#)

Non-Elected Employees are free to terminate their employment at any time and the Township reserves the same right to terminate any employee's employment, under Illinois statute for "at-will" employment.. However, employees may not be fired for exercising their constitutional rights, including criticizing elected officials, joining labor unions or living a lifestyle that does not offend community standards or interfere with their job performance. Employees may not be denied employment or be fired solely because they belong to another political party. Elected officials may resign by tendering notice to the Township Clerk and having it approved at the next Board meeting.

The Township classifies non-elected positions into either an Fair Labor Standards Act ("FLSA") Exempt (salaried) or nonexempt (hourly) category for purposes of establishing eligibility for overtime pay under federal and state wage and hour laws. FLSA does not consider elected officials employees.

Additionally the Township has the following temporary, part-time, independent contractor positions:

- [Community Connect Newsletter Editor](#)
- [Website Project Manager](#)

And the Township has the following elected or appointed, part-time, and volunteer (non-employee) positions who do not receive remuneration by Ordinance:

- [Trustee](#)
- [Township Committee Member](#)

The Township outsources Social Media Management and Legal Services, General Assistance Administrator (outsourced to Oak Park Township via Intergovernmental Agreement) and Bookkeeper / Front Desk Support staff (outsourced to River Forest Community Center via Services Agreement).

The Township Board is authorized to establish the number of positions and fix the compensation of Township employees who work for the Supervisor. Similarly the Township Assessor is authorized to hire and fix the compensation of his/her employees within the Township approved budget. The Board is also required to set and adopt rules concerning benefits available to employees including overtime pay,

compensatory time off, holidays, vacations, sick leave, maternity leave and retirement benefits. Currently there are no benefits, except IMRF for the Township Supervisor and Township Assessor.

Certain work performed for Townships must be compensated at prevailing wage rates. (5 ILCS 370/1). The Department of Labor determines prevailing wages by County and makes them available on their website at <https://labor.illinois.gov/laws-rules/conmed/prevailing-wage-rates.html>.

It is the intention of the Township to avoid any and all business and financial transactions where there may be a possible conflict of interest. No employee or Committee Member shall have a financial interest, direct or indirect, in any contract with the Township, or be financially interested, directly or indirectly, in the sale to or by the Township of land, materials, supplies, or services, except on behalf of the Township as an employee. Immediate family (i.e., spouses, children [birth, step or adopted], brother, sister, brother-in-law, sister-in-law, grandchildren) of the Township Supervisor, Township Trustees and the Township Assessor shall not be hired in any capacity, during their tenure in office.

The Township Supervisor and Township Assessor, shall be responsible for their employees, their independent contractors and all official contacts with the news media during working hours, including answering questions from the media. The Township Supervisor and Township Assessor may designate specific employees to give out procedural, factual or historical information on particular subjects or issues.

Please note that on an annual basis, the Supervisor, Assessor, Clerk and Trustees (e.g. Persons who are elected to office in a unit of local government) and Township Employees (who are employed by a unit of local government and are compensated for services as employees) must file a Statement of Economic Interest (SEI) before May 1st (S 4A-101) with the Cook County Clerk's office. (NOTE: Once a filer is no longer in the position, they are not required to file an SEI.) There is a \$15 late fee for Individuals who file after the deadline year. Individuals who are only independent contractors are not required to file a SEI. Those responsible for the RFCCA need to complete a separate SEI for the RFCCA.

Job Description: Township Assessor

- Elected position. Requires a minimum of 22 hours per week on average.
- IMRF-eligible position with no other benefits. Remuneration per Ordinance.
- Employee for immigration and IRS purposes but not an employee for purposes of FLSA, IPLRA, Title VII of the Civil Rights Act, ADEA, the Illinois Human Rights Act, and the Unemployment Insurance Act.
- Must be a River Forest resident.
- The Township Assessor must achieve and maintain the license of a Certified Illinois Assessing Officer (CIAO).

Partial list of Day to Day Responsibilities:

- Provides general information to the community regarding real property and property tax related matters. This is enabled with direct communication to the Cook County Assessor's records.
- Provides detailed information about current tax assessments, recent property sales, housing trends, and past and current tax rates.
- Maintains accurate and up to date records about all properties in River Forest Township, including records on property assessments, real estate tax history and most property transfers or sales.
- Record and input all property transfers from the Cook County Treasurer.
- Records, tracks and codes all building permits.
- Assists homeowners with filing and preparing assessment appeals with the Cook County Assessor's Office and the Board of Review.
- Assists homeowners with filing for various types of exemptions. Homeowner's, Seniors, Senior Freeze, Disabled, Disabled Veteran and Longtime Homeowners.
- Assists homeowners with understanding the types of exemptions and the effect they have on a tax bill.
- Assists homeowners with tax redemptions, where to send payments, the timetable and how to redeem their back property taxes.
- Assists with applying for refunds and overpayments from the Cook County Treasurer.
- Assistance with Certificate of Errors.
- Assistance with Change-of-Address.
- Provides, upon request, comparables for: sales, refinancing, real estate listings and reassessments.
- Maintains up to date Sidwell Maps, which show all parcels of property in the township for public use.
- Provides Property Index Numbers (PIN) upon inquiry.
- Provides the Cook County Assessor with information about changes made to properties by coding and filing permits provided by River Forest Village.
- Attends meetings given by the Cook County Assessor.
- Provides assistance to residents with navigating the websites of: Cook County Assessor, Cook County Board of Review and the Cook County Treasurer.
- Provides school districts with verifications of residency.
- On occasion arranges for educational and informational sessions by outside parties to assist citizens with real estate and tax related matters.
- When appropriate, attends monthly River Forest Township Board meetings and gives a report.
- Share communications with other members of the River Forest Township team.
- Serves as a Notary Public for the Township's residents.

- Attends educational conferences for Assessors where appropriate.
- Attends educational conferences for Assessors to maintain CIAO.
- Ensures that Township Assessor's website and calendar are up to date.
- Ensures that Township Assessor programs are effectively communicated to residents through social media, newsletters, media outreach, mailings, website, etc.
- Launches new programs when needed or opportunities arise.
- Maintains strong, communicative and collaborative relationship with River Forest Township Supervisor's office as well as all offices within the Township and Community Center.
- Maintains strong and collaborative working relationship with Oak Park, Riverside as well as other Township Assessor offices within Cook County.
- Oversees the Townships Deputy Assessor and their activities and responsibilities.
- Hire additional help during times of overwork load.
- Prepares and presents the annual budget to the Supervisor within the statutory time frame.
- Monitors all budget expenditures to ensure compliance with the township's adopted budget.
- Keeps a just and true account of all expenditures.
- All other duties required by Township Code (*60 ILCS 1/77*)

Job Description: River Forest Township Supervisor

- Elected position. Requires a minimum of 24 hours per week on average with a minimum of half the hours in the office.
- IMRF-eligible position with no other benefits. Remunerated per Ordinance.
- Employee for immigration and IRS purposes but not an employee for purposes of FLSA, IPLRA, Title VII of the Civil Rights Act, ADEA, the Illinois Human Rights Act, and the Unemployment Insurance Act.
- Must be a River Forest resident.
- Oversees the strategic and day-to-day operations of the Township.
- Has all financial reporting responsibility.
- Fulfills the role of Township Administrator; there is not a separate Township Administrator.

Day to Day Responsibilities:

Financial:

- Fulfills the role of Treasurer or financial manager for the Township.
- Prepares and files with the Township Clerk a full statement of the financial affairs of the township, within 30 days prior to the Annual Township Meeting.
- Keeps a just and true account of property tax income and all expenditures. Presents expenditures to the Board on a monthly basis.
- Prepares and files the Annual Treasurer's Report, requiring several separate publishing and filing steps.
- Has the primary responsibility for preparing the annual Budget and Levy and presenting each to the Board of Trustees for approval. Files each with appropriate bodies.
- Hires auditor annually; ensures completion of annual audit and proper filing of audit with Cook County and State of Illinois.
- Manages all banking relationships for checking accounts, CD's, money market accounts, and credit cards.
- Monitors all budget expenditures to ensure compliance with the township's adopted budget.
- Presents and discloses the township's current and projected future financial position.
- All other duties required by the Township Code (60 ILCS 1/70)

Marketing/Communications:

- Ensures that the Township website is up to date.
- Ensures that Township programs are effectively communicated to residents through social media, newsletters, media outreach, mailings, websites, etc.
- Launches new programs in conjunction with Senior Services, Mental Health Services, and Youth and Family Services.
- Ensures Township presence at community events which may include the River Forest Memorial Day parade, Food Truck Rally, etc.

Management:

- Oversees the numerous Intergovernmental Agreements (IGA's) in the Township service areas, including administration, payment, renewal.
- Oversees all insurance policies for the Township and RFCCA.
- Maintains strong, communicative, collaborative relationship with Oak Park Township, River Forest taxing bodies, and Oak Park taxing bodies
- Maintains strong, communicative and collaborative relationship with River Forest Township

Assessor's office.

- Serves as the Chairman of the township Board of Trustees and runs the monthly township board meetings. Keeps Trustees apprised of important Township business.,
- Sets agendas, prepares oral supervisor's report.
- Works with the Directors of the Youth and Family Services, Senior Services and Mental Health Committees to ensure the programs and services are carried out fully and in a satisfactory manner.
- Attends, or appoints a liaison to attend, committee meetings of the Mental Health, Youth and Family Services and Senior Services Committees. Ensures liaison is prepared to report and provide updates to the relevant committee.
- Oversees the General Assistance Fund for residents who qualify for General Assistance or Emergency Assistance under state statute. Oversees and works with the GA Administrator (either at RF Township or through IGA) to approve GA or EA funding.
- Ensures that GA Administrator (either at RF Township or through IGA) processes applications for GA and EA; monitors and implements state regulations for GA and EA.
- Oversees the Township Clerk, Mental Health Administrator, Senior Outreach Coordinator and their activities/responsibilities.
- Attends Community meetings: Administrators, Business Managers, Council of Government, OPRF Community Foundation, etc. as able.
- Has strong and collaborative working relationships with all other River Forest and Oak Park taxing bodies.
- Along with the Township Clerk, acts as FOIA officer and OMA officer.
- Supervisor is an active Notary Public.
- Serves on the Board of Managers of the River Forest Civic Center Authority (RFCCA), per statute. Oversees activities of the RFCCA Facilities Administrator.

Required skills:

- Effective verbal and written communication
- Strong interpersonal and teamwork skills
- Ability to build community partnerships
- Financial fluency
- Highly organized
- Strong attention to details
- Highly conscientious and on top of deadlines
- Proactive and able to multitask
- Must be physically present at the monthly Township Board meetings (generally 3rd Tuesday of the month)
- Willing and able to work on average at least 10 hours in the office each week plus with the balance being worked in the office, from home, in the community, and/or by attending Township-related meetings.
- Able to lift 20 pounds.

Job Description: River Forest Township Clerk

- Elected, part-time, paid position, 5 hours per week on average.
- No benefits. Non-eligible IMRF position. Remuneration per Ordinance.
- Employee for immigration and IRS purposes but not an employee for purposes of FLSA, IPLRA, Title VII of the Civil Rights Act, ADEA, the Illinois Human Rights Act, and the Unemployment Insurance Act.
- Must be a River Forest resident.
- Position is clerical, administrative and organizational in nature.

Responsibilities of the Clerk:

- Takes meeting minutes, drafts them for Board approval, and publishes final minutes as mandated by the Open Meetings Act (OMA) and Township code.
- Posts meeting agendas and notices as mandated by OMA and Illinois Township code.
- Responsible for Township document and record organization, filing and storage in both electronic and paper formats.
- Publishes required legal notices.
- Submits documents for official filing, including levy, budget, annual meeting dates, per mandated deadlines.
- Organizes the Annual Town Meeting (in April).
- Sets the calendar of annual meeting dates.
- Functions as the Freedom of Information Act (FOIA) officer and OMA designee for the Township, along with the Supervisor, and trains the office staff on how to handle FOIA requests.
- Responds to FOIA requests as mandated by FOIA.
- Assists residents with voter registration as a Deputy Registrar and handles election-related inquiries.
- Acts as notary for Township residents.
- Assists Supervisor in updating Township website, social media and emails.

Required skills:

- Highly organized and strong attention to details
- Highly conscientious and on top of deadlines; Proactive and able to multitask
- Correct and concise writer
- Strong command of Word, Google Docs and electronic document organization
- Experience with scanning, photocopying and filing documents
- Must be physically present at the monthly Township Board meetings (generally 3rd Tuesday of the month)
- Willing and able to work at least 2 hours in the office each week, with the balance being worked in the office, from home, in the community, and/or by attending Township-related meetings.
- Able to lift 20 pounds.

Helpful:

- Knowledge or interest in human services relating to seniors, youth, mental health, developmental disabilities, underage substance prevention.
- Strong connection to the River Forest community.
- Any unique interests or talents which can be shared with the populations served by the Township. Willing to help with Township outreach efforts such as the Memorial Day Parade and Rotary Food Truck Rally.

Job Description: Deputy Township Assessor

- Currently set at 12 hours/week without any benefits.
- Employee of River Forest Township.

To provide service and education to citizens and other professionals regarding real estate assessed valuations and property taxes. To serve as the local liaison with both the Village of River Forest and the Cook County Assessor's office, which assesses River Forest properties.

Assist with managing the efficient operations of the strategic and all the day-to-day duties of the Township Assessor's Office.

- Encouraged to achieve and maintain the license of a Certified Illinois Assessing Officer (CIAO).

Job Description: River Forest Township Mental Health Administrator

Position Summary:

- Part-time, paid position, 15-18 hours per week on average. No benefits. Non-eligible IMRF position.
- Employee of River Forest Township.

The Mental Health Administrator:

- Oversees the Township's funding of and participation in programs and services related to mental health, intellectual/developmental disabilities, and substance use/prevention.
- Works closely with Township Supervisor in areas of outreach, programming and constituent service.
- Plays a strong liaison role with the Township's partners such as Oak Park Community Mental Health Board.
- Manages the grant process, including applications, contracts, and reporting;
- Leads the Mental Health Committee (MHC), which makes funding recommendations to the Board of Trustees;
- Represents the Township in numerous consortiums, collaborative partnerships, and projects;
- Liaison to community mental health organizations such as Positive Youth Development (PYD) and D200 Mental Wellness Collaborative.
- Takes a leadership role in the Township's strategies for mental health, intellectual/developmental disabilities, and substance use/prevention, and in making recommendations to the Supervisor;
- Fields many of the social service-related inquiries which come into the Township;
- Responds to incoming phone and email inquiries from residents and/or their families;
- Discerns course of action; problem solve or refer residents to Township Mental Health Services where applicable, per protocol; and
- Performs other duties as assigned, including monthly Board meetings and Annual Town Meeting attendance and reporting.

Experience in the mental health and/or disabilities field is required. A social work background and/or grants management experience are preferred but not required. Position requires strong communication, project management and organizational skills; strong initiative; positive energy; creativity in leading the MHC; ability to manage a wide range of projects and tasks, attention to detail, and proficiency in document management. Position is paid hourly, approximately 15-18 hours per week on average, no benefits.

Required skills:

- Knowledge of Excel, Word, email, document organization, internet (required), social media, Powerpoint and Publisher (helpful)
- Effective verbal and written communication
- Strong interpersonal and teamwork skills
- Ability to build community partnerships
- Effective communication and rapport with older adults
- Well-organized with attention to detail
- Willing and able to work at least half the hours in the office each week on average, with the balance being worked in the office, from home, in the community, and/or by attending Township-related meetings.

- Ability to:
 - Work independently with minimal supervision
 - Lead collaborative efforts in the community
 - Maintain confidentiality
 - Be creative and have initiative
 - Be an advocate for Mental Health
 - Able to lift 20 pounds
 - Must be willing to attend out-of-office activities such as resource fairs, local meetings, parades, etc.
 - Some evening and weekend availability is required to attend programs and meetings

Job Description: River Forest Township Senior Outreach Coordinator (SOC)

Position Summary:

- Part-time, paid position, 15-18 hours per week on average. No benefits. Non-eligible IMRF position.
- Employee of River Forest Township.
- Coordinates the Township's day-to-day efforts to help serve River Forest's older adults.
- Works closely with Township Supervisor in areas of outreach, programming and constituent service.
- Plays a strong liaison role with the Township's partners such as Township Senior Services, River Forest Public Library and the Celebrating Seniors Coalition.

Responsibilities of the SOC:

1. Programming (content, administration and publicity)

- Develop and execute with Township Senior Services, River Forest Public Library – e.g., Celebrating Seniors All Year Long, Coffee Mondays
- Develop and execute with other organizations like RF Police and Fire Departments, Arbor West Neighbors, Concordia University, Dementia Friendly River Forest, Age Friendly River Forest
- Celebrating Seniors Week- take the lead in the 60 over 60 award process for RF, develop and oversee administration of Township-sponsored programming, represent Township on Celebrating
- Manage assembly, marketing and distribution of ICE Packets
- Explore and develop home sharing program in River Forest

2. Outreach

- Write and send monthly email to RF seniors
- Submit to quarterly publication News & Views
- Maintain bulletin boards and display racks
- Support publicity efforts: fliers, social media, website update, etc.
- Initiate and build senior support networks: condo buildings, faith-based organizations, non-profits, local government entities
- Represent the Township on local committees like Dementia Friendly RF, Age-Friendly RF, Senior Services Committee, Complete Count Committee
- Work with Township Assessor's office to outreach to seniors

3. Constituent Service

- Respond to incoming phone and email inquiries from seniors or their families
- Discern course of action; problem solve or refer residents to Township Senior Services where applicable, per protocol
- Perform other duties as assigned, including monthly Board meetings and Annual Town Meeting attendance and reporting.

Education and Experience:

- Bachelor's and/or master's degree in gerontology, social work or related human service field.
- Experience in gerontology, social work or related human service fields is preferred.

Required skills:

- Knowledge of Excel, Word, email, document organization, internet (required), social media, Powerpoint and Publisher (helpful)

- Effective verbal and written communication
- Strong interpersonal and teamwork skills
- Ability to build community partnerships
- Effective communication and rapport with older adults
- Well-organized with attention to detail
- Willing and able to work at least half the hours in the office each week on average, with the balance being worked in the office, from home, in the community, and/or by attending Township-related meetings.
- Ability to:
 - Work independently with minimal supervision
 - Lead collaborative efforts in the community
 - Maintain confidentiality
 - Be creative and have initiative
 - Be an advocate for seniors
 - Able to lift 20 pounds
 - Must be willing to attend out-of-office activities such as resource fairs, local meetings, parades, etc.
 - Some evening and weekend availability is required to attend programs and meetings

Job Description: *Community Connect* Newsletter Editor

Independent Contractor, hourly position. No benefits. This position will be approved for a maximum of 4 hours per week, on average.

Responsibilities will include:

- Write and edit weekly *Community Connect* electronic newsletter in Constant Contact or other appropriate format.
- Send out a *Community Connect* newsletter weekly, or other timing deemed appropriate.
- Maintain and grow distribution list for *Community Connect*.
- Coordinate *Community Connect* newsletter efforts with Arbor West Neighbors or other possible community partners
- Seek alternative sources of funding for the *Community Connect* effort.

Job Description: Project Manager, Website Design and Maintenance Manager

Independent Contractor Position, hourly position. No benefits. This position will be approved for a maximum of 10 hours per week.

Responsibilities will include:

- Work with different River Forest Township departments to obtain and incorporate their website needs.
- Partner with Hutchinson and Associates to edit the township website in SquareSpace.
- Build an image repository to continuously populate the website using existing and new photographs as well as stock photos.
- Evaluate and rewrite website content.
- Ensure that accessibility needs and requirements are met on the website.
- Ensure that domain name and registration are in place and that email forwarding works for @riverforestownship email addresses.
- Maintain the website content on an ongoing basis.

Job Description: River Forest Township Trustee

Elected, part-time, volunteer (unpaid) position. Not an employee.

The River Forest Board of Trustees is the legislative arm of the Township, setting policy and procedure for the Township Supervisor to administer. The Board is made up of four Trustees and the Township Supervisor, each having one vote. Along with the Township Supervisor, the Trustees are elected officials.

To be eligible for the position of Township Trustee, a person must be a registered voter in the Township and have lived in the Township for at least one year prior to election or appointment.

The responsibilities of the Trustees are numerous and the Trustees are critical to the proper functioning of the Township. They have major roles in approving expenses, attending to annual budgeting and levy responsibilities, attending the monthly Township Board meetings, approving Township contracts, ordinances, serving as representatives of residents of the Township and lending their expertise and knowledge wherever possible. Trustees are also involved with the work of the various committees. Trustees serve as liaisons between committees and the Township.

Trustees also serve on the Board of Managers of the River Forest Civic Center Authority (RFCCA), per statute.

Job Description: Township Committee Member

Appointed, part-time, volunteer (unpaid) position. Not an employee.

The River Forest Board of Trustees appoints residents of River Forest to one of several regular and ad hoc committees. Appointments are for three years beginning June of each year (or to fill a vacancy of an open position until the end of that term). To be eligible for the position of Township Committee Member, a person must be a registered voter in the Township and have lived in the Township for at least one year prior to appointment. Interested applicants are required to submit a completed application and have an interview with the Committee staff member and/or the Supervisor.

Committees generally meet once or twice a month at a predetermined day and time. One Committee Member may volunteer to take on the additional responsibility of being a Chairperson of the Committee. One Committee Member may volunteer to take on the additional responsibility of being a Secretary of the Committee.

Committee Members must adhere to the [Township Policy on Committee Members](#).

NEW WORKER CHECKLIST

1. If remuneration is involved, complete verification of employment eligibility and submit withholding forms with accounting. Effective 2024, submit direct deposit information as well.
2. Set up name.RFtownship@gmail.com email account
 - a. Create email account using Google
 - b. Set up auto-signature with your title, work phone number and the Township Address
 - c. OPTIONAL - You can set up to access your work account on your personal phone
3. Take Legally Required Training and provide Township Clerk with Completed Acknowledgements
 - a. FOIA (in the case of Supervisor and Clerk) within 30 days of position and annually
 - b. OMA within 90 days of oath (and annually in the case of Supervisor and Clerk)
 - c. Anti-Sexual Harassment Training
4. Sign Required [Acknowledgements for Policies in the Policy Handbook](#)
 - a. [Ethics Ordinance](#)
 - b. Civility Pledge
 - c. [Whistleblower Protection Policy](#)
 - d. [Remote Meeting Attendance Policy](#)
 - e. [Acknowledgement and Acceptance of Policy Handbook](#) and commitment to take Sexual Harassment Prevention training and Open Meeting Act (OMA) training.
5. Obtain Township Equipment
 - a. Office Key (if scheduled to work at the Township office)
 - b. Laptop and/or desktop (if applicable)
 - c. Scanning info on the Township printer
6. Set up Township Phone / Voice Mail
 - a. Download app to your mobile phone for remote access
7. Establish weekly office hours as mutually agreed with the Supervisor and communicate to Clerk
8. The Township Supervisor and/or staff will:
 - a. Order business cards
 - b. Order name tags
 - c. Order name plate for Township meetings
 - d. Order Township shirt or other Township apparel
 - e. Update the Township website with your name / professional photo / office hours
9. Make introductions
 - a. River Forest Township Employees and Elected Officials
 - b. Oak Park Township counterparts
 - c. River Forest Community Center (RFCC) Executive Director
 - d. RFCC front office and bookkeeping staff
 - e. River Forest taxing bodies (Village, Library, Park District, D90, D200) as applicable
 - f. Community agencies, as applicable
10. Join other Township Organizations to learn more about the role
 - a. Townships Officials of Illinois (TOI) - <https://www.toi.org/>
 - b. Townships Officials of Cook County (TOCC) - <https://www.tocc-il.com/>
11. Read the [2024 Efficiency Report](#) and the then-current budget.

PAY, BENEFIT AND OTHER EMPLOYEE INFORMATION

At-Will Employment

This Policy Handbook does not alter the employment-at-will relationship between you and River Forest Township. Employment-at-will means, per Illinois statute, that both you and the Township have the right to terminate your employment relationship at any time, with or without reason and with or without notice. This Policy Handbook is not an employment contract and it does not establish a contract (express or implied) between you and the Township regarding terms and conditions of employment.

Employment Verification

The U.S. Immigration and Naturalization service requires employees and the Township to provide specific information that verifies eligibility to work in the United States within three (3) days of the beginning of employment. Employees must complete Section 1 of the I-9 Form and provide the Township with specific documents which establish identity and employment eligibility. Employees may not continue employment without submission of appropriate identification documents as detailed on the I-9 form.

Work Location

All employee positions are hybrid positions meaning a portion of the working hours will be in the office and a portion of the working hours will be remote. The Township office is located at 8020 W. Madison St., River Forest, IL. The building houses the Township, the River Forest Civic Center and the River Forest Community Center, the latter being the primary tenant of the building and therefore operates the Center. The building was purchased in 1991 by the River Forest Civic Center Authority. The Township is the “manager” and “leasing agent”, in other words, the landlord for the building.

FLSA Exempt and Non-Exempt Classification

The Township classifies positions into either an FLSA Exempt or nonexempt category for purposes of establishing eligibility for overtime pay under federal and state wage and hour laws. Employees who are classified as nonexempt are paid at the *overtime rate* for *hours worked* in excess of 40 hours per week. Employees who are classified as exempt are paid a predetermined salary and are not eligible for overtime pay under the FLSA or state law. The Township has no full-time employees but does have regular part-time employees hired to work fewer than 20 hours per week on a regular basis.

Employee Over-time

No non-exempt employee is allowed to work more than forty (40) hours in a week without the prior written approval of the Township Supervisor or the Township Assessor. Exempt salaried employees are not entitled to overtime under the FLSA.

Insurance

Townships are not “large employers” under the Affordable Care Act. The Township does not offer insurance benefits to employees, elected officials or independent contractors. If an individual uses their personal vehicle for Township business, proof of liability insurance is required. If an individual is involved in a vehicle accident in their personal vehicle while engaged in Township business, the employee’s insurance carrier and not the Township’s insurance carrier is primarily responsible for damages to both property and life. The Township’s insurance carrier may only provide coverage in the case of insufficient coverage. Determination of coverage will be made by the insurance carrier and will depend on the circumstances surrounding the accident.

Illinois Municipal Retirement Fund

All Township employees and elected officials whose positions are budgeted at half-time or greater (1,000 hours or more per year) are required by state law to participate in the Illinois Municipal Retirement Fund (IMRF) and Social Security. All employees hired after April 1, 1986, are required to contribute to Medicare. Employee and elected officials contributions to IMRF are 4.5% of pre-tax salary. The Supervisor and Assessor positions are the only ones certified as IMRF-eligible at 1000 hours per year; all other employee positions are under the 1000 hours per year level and therefore do not qualify. The Supervisor and Assessor are granted credits and creditable service for the purpose of determining the amount of annuity or benefits to which he/she is entitled. Tier 2 employees (hired after January 1, 2011) are not considered fully vested until either age 67 with 10 years of service or age 62 with 35 or more years of service. Township contributions are set by IMRF and change annually. For more information, visit imrf.org.

Paid Leave for All Workers

The Township goes above and beyond the Paid Leave for All Workers Act (820 ILCS 192/1). Employees who are scheduled to work less than 20 hours a week are entitled to 36 hours of Personal Paid Leave ("Paid Leave") per calendar year. Paid Leave begins each calendar year and is fully vested as of the first day of the year. For employees who start mid-year, the annual Paid Leave will be prorated based on the start date. Employees may take the leave in 2 hour increments at any time by notifying their supervisor and submitting the leave on their timesheet. Unused Paid Leave does not carry over to the following calendar year and is not paid out when ceasing employment. Employees may use this leave for any reason including but not limited to participate in jury and witness duty, bereavement leave and State of Illinois holidays. Paid Leave only applies to employees and not to elected officials or independent contractors.

Unpaid Leave

Employees are entitled to up to 90 days (12 work weeks) of Unpaid Leave per fiscal year for maternity, military, Family and Medical Leave Act ("FMLA") or another qualified reason. For non-exempt employees, this is Unpaid Leave after using any Personal Paid Leave time.

Work Hours

Employees are entitled to take Paid Leave and Unpaid Leave during regularly scheduled office hours. Please notify your manager as far in advance as possible of your anticipated absence. The Township expects employees to satisfy all professional obligations in a timely manner that still allows you to achieve excellence at work. It is also expected that you must notify all those who need to know of the timing and duration of any time off that is taken. With prior permission from your manager, you may work remotely from time to time and shift working hours from one week to the next within a monthly pay period.

Workers' Compensation

Employees are covered by the Illinois Workers' Compensation Act should they incur an injury or illness on the job while performing their duties. Employees must report the injury or illness to the Township Supervisor immediately. Employees may seek medical assistance and should advise the medical provider that you believe you have a Workers' Compensation claim. The Township Supervisor, in accordance with state law, must complete the Employer's First Report of Injury or Illness Form (Form 45) after the employee reports the injury/illness. Failure to follow this procedure may significantly delay benefits that employees may be due under state law.

Pay Procedures

Employees and remunerated Elected Officials are paid on a monthly basis via direct deposit or live check before the last day of the month. All required deductions, such as for federal, state, and local taxes, and for IMRF benefit contributions (if applicable), will be withheld automatically from paychecks. Non-exempt employees are responsible for ensuring that time records are accurate and complete and submitted in a timely manner to their manager. If an employee feels he or she was not paid for all hours worked or Paid Leave properly requested, they should notify the Township Supervisor immediately. Falsification of time records will result in disciplinary action up to and including termination.

Wage Garnishment

A Township is obligated, under provisions of the Wage Deduction Act, to pay a creditor a portion of the wages that it would otherwise have paid to its employee who was in the creditor's debt. In this case, the Township will take a 2% fee for its administrative costs.

Disciplinary Action

Employees may be disciplined for prohibited conduct. In most cases, disciplinary action will ordinarily be of a progressive nature. Repeated violations of the same rule, violations of more than one rule in a single act, violations of different rules at different times, and aggravating circumstances, may be examples for accelerated or compound disciplinary action. Moreover, certain types of offenses may result in immediate dismissal.

Americans with Disabilities Act

The Township has a commitment to ensure equal opportunities for employees with disabilities. Every reasonable effort will be made to provide an accessible work environment and additional accommodations, including auxiliary aids and services. Employment practices (e.g. hiring, training, compensation, benefits, dismissal, etc.) will be administered in such a manner as to not discriminate against employees with disabilities. Recruitment and selection processes will grant equal opportunity for employment to qualified applicants and will not discriminate on the basis of disability. Reasonable accommodation will be provided upon request during an application or interview process.

Outside Employment

Employees not elected to their position may engage in employment outside of official duty hours provided that approval is secured from their manager. The Township reserves the right to prohibit outside employment, where the outside employment is conducted on Township time or conflicts with the employee's position or influences any matter coming before the employee in the course of their Township employment.

REIMBURSEMENT OF EXPENSES

Township Credit Card

The Township Supervisor, Township Assessor, Township Clerk and select Employees may each have a Township Credit Card. The Township Credit Card is limited to business expenses only and is not to be used for personal expenses. Expenses over \$50 made by the Clerk, SOC and Mental Health Administrator should be pre-approved by the Township Supervisor to confirm it is in the budget. Expenses over \$50 made by the Deputy Assessor should be pre-approved by the Assessor. Each cardholder must submit on a monthly basis receipts and business justification for all expenses incurred on their Township Credit Card, including for expenses incurred on behalf of other individuals.

Personal Credit Cards

Individuals who incur qualified expenses on their own personal credit card on behalf of the Township should submit a request for reimbursement to the Township Supervisor at least one week prior to the monthly Board meeting. Expenses more than 60 days old will not be reimbursed. Individuals must include a receipt along with a business justification for the expense. Any individual submitting a fraudulent expense report will be subject to disciplinary action including termination of employment.

Mileage Allowance, Parking and Tolls

Reasonable parking costs, tolls and actual mileage driven (reimbursed at the IRS business mileage rate) are reimbursable when it is necessary for employees and elected officials to travel by personal vehicle (leased or owned) for business purposes. Where practical, two or more persons should travel in the same vehicle when several individuals are traveling to the same location. The cost of commuting within Oak Park and River Forest is not reimbursable. Expenses more than 60 days old will not be reimbursed.

Submitting Expenses

Employees, Elected Officials, Committee Members, Volunteers and Independent Contractors must submit expenses using the Expense Reimbursement form. Reimbursements will be included in the following period's checks or direct deposit. When more than one individual participates in a business activity, the Township Supervisor is expected to incur and report the expense. It is not appropriate to have an individual at a lower level of authority report the expense and an individual at a higher level of authority authorize the expense when both participated in the activity. Reimbursement of meal expenses shall be limited to \$60.00 per day per person.

Non-Reimbursable Expenses

The following are examples of some expenses that are non-reimbursable:

- Alcohol and drugs
- Childcare or pet-sitting
- Damage to an automobile (including rental cars) being used for business
- Fines for traffic or parking violations
- Meals without a client agency / third party unless traveling for business
- Personal entertainment
- Theft or damage to personal property

TOWNSHIP EQUIPMENT AND FACILITIES

Employees and Elected Officials may be issued Township equipment. In such cases, the recipient is responsible for the proper use, protection, and maintenance of all equipment and other property furnished or made available by the Township. Unauthorized or abusive use of such property is prohibited. All equipment, keys, and other property of Township must be returned on the last day of your employment or term of service or sooner, if requested.

Email and Electronic Communication

All electronic and telephone communication systems are to be used primarily for business purposes. While limited personal use of Township's systems is permitted, you are expected to use common sense and exercise good judgment regarding the reasonableness of personal use of Township information systems and assets. Personal use should not interfere with the performance of job duties and required productivity. Email and voice-mail messages should be composed in a professional manner. You should keep in mind that emails, electronic files, text messages and social media postings are subject to discovery and the Freedom of Information Act (FOIA).

Workplace Searches

The Township reserves the right to search any Township property including, but not limited to, all office spaces, desk, files, computers, laptops, whether or not such property is locked or unlocked and whether or not the lock is Township-owned or employee-owned. All offices, desks, files, and so forth, whether locked or unlocked, are the property of Township and are issued for the use of Township business only during their engagement with the Township. Searches and inspections may be conducted at any time at the discretion of Township in accordance with applicable law. You should not have an expectation of privacy as to any Township property, including computers, electronic equipment, etc.

Facilities Use Policy

The use of the Township workspace should be limited to meetings and events that are sponsored, approved and attended by either the Township Supervisor or Township Assessor. Priority will be given to Board of Trustee meetings in the case of an availability or time conflict. Any requests by Non-Township Organizations to use Township facilities or office space for a meeting or event are to be directed to the Township Supervisor by emailing Supervisor@RiverForestTownship.org. The Township Supervisor will determine the eligibility of the requesting group, whether the date requested is available, whether space and support resources are available for the meeting or event, and the appropriate space/facility for the meeting or event. Non-Township Organizations and attending employees may also be required to sign a release form accepting liability for the meeting or event.

Solicitation and Distribution of Literature

Solicitation or distribution of literature or non-Township materials on Township property at any time for any purpose is prohibited without the prior approval of the Township Supervisor.

ETHICS ORDINANCE 2023-02
AN ORDINANCE OF THE TOWNSHIP OF RIVER FOREST
PROHIBITING CERTAIN POLITICAL ACTIVITIES AND GIFT BAN

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, the Act requires all units of local government to adopt ordinances or resolution regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

WHEREAS, it is the clear intention of the Act to require units of local government to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

WHEREAS, it is the clear intention of the Act to provide units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable; and

WHEREAS, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE RIVER FOREST TOWNSHIP AS FOLLOWS:

SECTION 1

The foregoing recitals shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

ARTICLE 1 - DEFINITIONS

Section 1-1. For purposes of this ordinance, the following terms shall be given these definitions:

- "Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

- "Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).
- "Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).
- "Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to employees whose hours are not fixed, "compensated time" includes any period of time when the employee is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.
- "Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.
- "Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).
- "Employee" means a person employed by River Forest Township, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.
- "Employer" means River Forest Township.
- "Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.
- "Leave of absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.
- "Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.
- "Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.
- "Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.
- "Prohibited political activity" means:
 - (1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

- (2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
 - (3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
 - (4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
 - (5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
 - (6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
 - (7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
 - (8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
 - (9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
 - (10) Preparing or reviewing responses to candidate questionnaires.
 - (11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
 - (12) Campaigning for any elective office or for or against any referendum question.
 - (13) Managing or working on a campaign for elective office or for or against any referendum question.
 - (14) Serving as a delegate, alternate, or proxy to a political party convention.
 - (15) Participating in any recount or challenge to the outcome of any election.
- "Prohibited source" means any person or entity who:
 - (1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;
 - (2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;
 - (3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or
 - (4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

ARTICLE 2 - PROHIBITED POLITICAL ACTIVITIES

Section 2-1. Prohibited political activities.

(a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the River Forest Township in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.

ARTICLE 3 - GIFT BAN

Section 3-1. Gift ban.

Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 3-2. Exceptions. Section 3-1 is not applicable to the following:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as:
 - a. the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;

- b. whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and
 - c. whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
 9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
 10. Intra-governmental and intergovernmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.
 11. Bequests, inheritances, and other transfers at death.
 12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Section 3-3. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

ARTICLE 4 - PENALTIES

Section 4-1. Penalties.

- (a) A person who intentionally violates any provision of Article 2 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.
- (b) A person who intentionally violates any provision of Article 3 of this Ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.
- (c) Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(d) A violation of Article 2 of this Ordinance shall be prosecuted as a criminal offense by an attorney for the River Forest Township by filing in the circuit court an information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt. A violation of Article 3 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the River Forest Township.

(e) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 2 or Article 3 of this Ordinance is subject to discipline or discharge.

POLICY TO PROHIBIT SEXUAL HARASSMENT

1. Prohibition of Sexual Harassment

It is the policy of the River Forest Township Board, the River Forest Township Supervisor, the River Forest Township Assessor and the River Forest Township Clerk (hereinafter collectively "Township") to prohibit harassment of its employees, officials, and agents by any other Township employee, official or agent. It shall be a violation of this Policy for any Township employee, official, or agent to engage in such sexual harassment as defined herein. The Township will not tolerate the conduct that is described in this Policy, and has provided a procedure by which inappropriate conduct, if encountered, will be investigated and addressed.

2. Definition of Sexual Harassment

This Policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (iii) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of conduct which may constitute sexual harassment includes, but is not limited to:

- *Verbal*: sexual innuendos, suggestive or insulting comments, insults, humor, epithets, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, statements about other employees, even outside of their presence, of a sexual nature, discussion of one's sexual activities, inquiries into one's sexual experiences, and direct or implied requests by a manager or supervisor, whether male or female, of sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits.
- *Non-verbal*: suggestive or insulting sounds (e.g., whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- *Visual*: displaying sexually suggestive objects, pictures, cartoons, posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- *Physical*: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- *Textual/Electronic*: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (i.e., e-mail,

text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites such as Facebook, Instagram, and Twitter).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person."

3. Procedures for Reporting Complaints of Sexual Harassment

Because the Township takes allegations of sexual harassment seriously, the Township will respond promptly to complaints of sexual harassment, and where it is determined that such inappropriate conduct has occurred, will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

If an individual subject to this Policy believes a Township employee, official or agent has violated this Policy or is otherwise engaging in sexual harassment, the individual should clearly tell the alleged offending individual that the behavior is not welcomed and must cease. Exceptions to this are permitted where the individual is not comfortable directly approaching the alleged offender.

3.1. Methods for Reporting Sexual Harassment:

If an individual subject to this policy believes that he/she has been subjected to sexual harassment, whether by a manager, a supervisor, a co-worker, elected official or any other person in the work environment that individual has the right to file a complaint either verbally or in writing. The prima method of filing complaints shall be as follows: (1) for any employees, officials or agents of the Township, the Township Supervisor; (2) for employees, officials or agents of the Township Assessor; and (3) for employees, officials or agents of the Township Clerk, the Township Clerk. Complaints may also be filed with an employee's direct supervisor or with an outside agency as allowed by law and/or as set forth in this Policy. If the complaint involves the Township Supervisor, the Township Assessor, Township Clerk, or a Township Trustee, the complaint should be filed with the Illinois Department of Human Rights or another outside agency as allowed by law.

An individual experiencing what he or she believes to be sexual harassment must not assume that the Township is aware of the conduct. If the victim fails to notify a supervisor or other responsible officer of the Township, the Township will not be presumed to have knowledge of the harassment.

Complaints may be filed confidentially by an individual to the extent permitted by law, which shall mean the Township shall take steps to exempt the individual's identifying information from disclosure under the Freedom of Information Act and that the Township will take steps within the investigation to maintain confidentiality to the extent practicable and as set forth in Section 3.2 below.

3.2. Investigation of Complaints of Sexual Harassment:

When a complaint is received by the Township, the Township will promptly investigate the allegation in a fair and expeditious manner. The complaint will either be handled and investigated by the Township Attorney, the Township Supervisor or an outside counsel for matters the Township Supervisor and Township Attorney so determine. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. However, the complainant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome. The Township will strive to release information arising out of a complaint or investigation only on a need-to-know basis. Individuals should be aware, however, that, in certain cases, information must be shared for an effective investigation to be conducted.

The investigation may include (but it is not limited to) private interviews with the complainant and witnesses. The Township will also interview the person alleged to have committed sexual harassment. When the investigation is completed, the Township will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation. If it is determined that inappropriate conduct has occurred, the Township will act promptly to eliminate the offending conduct, and where it is appropriate, impose disciplinary action or a monetary fine.

Individuals that are not comfortable with the investigation process set forth herein and who desire an even greater level of confidential reporting, may file their complaints with the Illinois Department of Human Rights sexual harassment hotline.

4. Prohibition on Retaliation and Whistleblower Protections

Retaliation against an individual who has filed a sexual harassment complaint, and retaliation against individuals who cooperate with an investigation of sexual harassment, is unlawful, prohibited, and will not be tolerated by the Township. A person who has filed a sexual harassment complaint is entitled to the protections set forth in the Whistleblower Act (740 ILCS 174/1, et seq.) and the Illinois Human Rights Act (775 ILCS 5/6-101), as well as any other applicable laws and policies adopted by the Township.

No individual making a report (or individuals who cooperate with an investigation) will be retaliated against even if a report made in good faith is not substantiated. For the purposes of this Policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any township employee that is taken in retaliation for a township employee 's involvement in protected activity pursuant to this Policy.

5. Consequences for Violating this Sexual Harassment Policy

Any employee who violates this Policy is subject to discipline up to and including suspension and/or termination. Immediate removal from the workplace may also be ordered if necessary during the pendency of an investigation and/or to ensure a safe working environment. The Township will act to investigate all complaints of sexual harassment and will take appropriate action against any individual who is found to have violated this Policy.

Elected or appointed officials and/or agents of the Township who violate this Policy are subject to a fine up to \$1,000 per violation and/or criminal prosecution as allowed by law. The minimum fine shall be \$250 and each occurrence shall constitute a separate violation. Complaints against elected or appointed Township officials and agents should be filed with the Illinois Department of Human Rights or another outside agency as allowed by law.

6. Consequences for Knowingly Making a False Report of Sexual Harassment

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this Policy shall be subject to discipline up to suspension and/or discharge.

False, frivolous or bad faith allegations made by elected or appointed officials and/or agents of the Township subject the individual to both criminal prosecution and the levying of an administrative fine of up to \$1,000 and criminal prosecution as allowed by law.

7. Resolution Outside of the Township

The purpose of this Policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the municipality. However, all township employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) to file a formal complaint for sexual harassment or retaliation for filing a sexual harassment complaint. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days. In addition, the State Officials and Employees Ethics Act also provides that complaints may be filed with the State's Inspector General.

WHISTLEBLOWER PROTECTION POLICY RESOLUTION 2023-05

- I. The River Forest Township will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Township Attorney immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.
- II. Whistleblower protections are provided in two important areas: confidentiality and retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense. A whistleblower may also waive confidentiality in writing.
- III. Individuals protected include employees and contractors. The Township may not discharge, threaten, or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment. "Employee" means anyone employed by the Township, whether in a permanent or temporary position, including full-time, part-time and intermittent workers. "Employee" also includes persons who have been terminated because of any report or complaint submitted under this Policy.
- IV. A person who alleges a violation of this policy may bring a civil action and the court may grant appropriate relief.
- V. All reports or concerns of illegal and dishonest activities will be promptly submitted to the Township Attorney, who is responsible for investigating and coordinating any necessary corrective action as the Auditing Official. The whistleblower is not responsible for investigating the alleged illegal or dishonest activity, or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.
- VI. Examples of illegal or dishonest activities include violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to disciplinary action.
- VII. Employees are required to sign a written acknowledgement that they have received, read and understand this Policy and to submit that acknowledgement to the Township Clerk.

REMOTE MEETING ATTENDANCE POLICY RESOLUTION 2023-04

- I. The River Forest Township will allow Remote Meeting Attendance when a quorum of Members of the public body is physically present.
 - A. Remote Meeting Attendance is allowed for any elected or appointed official (each a “Member”), including the Township Supervisor or Township Clerk although the Township Supervisor and Township Clerk should make best efforts to always be physically present.
 - B. Remote Meeting Attendance is by video or audio conference.
 - C. Subject to the requirements of the Open Meetings Act Section 2.06, an open or closed Meeting may be conducted by audio or video conference, without the physical presence of a quorum when certain conditions are met.

- II. Remote Meeting Attendance, in times where there is no disaster, is only allowed if the Member is prevented from physically attending the public meeting because of:
 - A. Personal illness or disability;
 - B. Employment purposes or the business of the public body;
 - C. A family or other emergency; or
 - D. Unexpected child care obligations.

- III. If a Member wishes to attend a meeting by video or audio conference, the Member must notify the Township Clerk, or in the case of a Committee Meeting, the recording secretary, at least 1 hour before the public meeting unless advance notice is impractical.

- IV. After it has been determined that a quorum is physically present, the Township Clerk or recording secretary must:
 - A. Personally ascertain the identity of the member attending remotely;
 - B. Require a roll-call vote for any items requiring a vote (other than the approval of minutes); and
 - C. Ensure the meeting does not enter an Executive Session or other closed meeting with a remote attendee.

- V. River Forest Township meetings shall always be available for public participation via video or audio conference. Any individual with a disability requesting reasonable accommodation in order to participate in a public meeting should contact the Township Clerk at least 24 hours in advance of the scheduled meeting. Every effort will be made to allow for meeting participation.

- VI. Elected officials and committee members are required to sign a written acknowledgement that they have received, read and understand this Policy and to submit that acknowledgement to the Township Clerk.

Acknowledgement of Receipt and Understanding of the River Forest Township Policy Handbook and Its Contents (version effective March 1, 2024)

Please acknowledge receipt and review of the River Forest Township Policy Handbook (version effective March 1, 2024) and its content by completing the following and returning it to the Township Clerk.

I have received and have been given an opportunity to read the RIVER FOREST TOWNSHIP POLICY HANDBOOK. I understand that it is my obligation to be aware of the policies contained therein. I understand that the policies are subject to change at any time at the sole discretion of the Township.

I confirm that if I have not already, I will complete the required training for the OPEN MEETINGS ACT and ANTI-SEXUAL HARASSMENT. I will submit, if I have not already, my certificates of completion for such training to the Township Clerk. I confirm I have received and read the POLICY TO PROHIBIT SEXUAL HARASSMENT.

I confirm that I have received, read and understand the ETHICS ORDINANCE (2023-02). I understand that if I have any questions, I may contact the Township Attorney. I have signed and dated this acknowledgement to confirm my support for the ETHICS ORDINANCE (2023-02).

I confirm that I have received, read and understand the WHISTLEBLOWER PROTECTION POLICY RESOLUTION 2023-05. I understand it is my responsibility to follow the Whistleblower Protection Policy. I understand that if I have any questions, I may contact the Township Attorney. I have signed and dated this acknowledgement to confirm my support for the WHISTLEBLOWER PROTECTION POLICY RESOLUTION 2023-05.

I confirm that I have received, read and understand the REMOTE MEETING ATTENDANCE POLICY RESOLUTION 2023-04. I understand that if I have any questions, I may contact the Township Attorney. I have signed and dated this acknowledgement to confirm my support for the REMOTE MEETING ATTENDANCE POLICY RESOLUTION 2023-04.

I confirm that I have received, read and understand the below Civility Pledge. I will do my best to follow the CIVILITY PLEDGE RESOLUTION 2023-06. I have signed and dated this acknowledgement to confirm my support for the CIVILITY PLEDGE RESOLUTION 2023-06.

“In the interest of civility, I pledge to promote civility by listening, being respectful of others, acknowledging that we are all striving to support and improve our community and understanding that we each may have different ideas for achieving that objective.”

Printed Name: _____

Signature: _____

Title / Role: _____

Date: _____