



ARTICLE V | PERSONNEL

SERIES 5000

This section on personnel provides a place to delineate the Board of Directors' philosophy and policy on the recruitment, selection, evaluation, and rights and responsibilities of personnel.

This section also sets forth the Board's policy on compensation, the activities of its personnel, and the related benefits of employment.

ARTICLE V

PERSONNEL

SERIES 5000

	PAGE
0. Goals and Objectives for Personnel Administration.....	5000
1. Personnel	5100
A. Job Descriptions.....	5101
B. Terms of Employment	5102
C. Evaluation/Position Classification	5140
D. Probationary/Continuing Status	5150
E. Activities of Personnel	
(1) Staff Development	5181
(2) Expenses	5182
(3) Employee Organization Membership	5183
2. Compensation and Benefits.....	5190
A. Salary Schedules/Payments.....	5191
(1) Overtime	5191.1
(2) Supplemental Compensation for NIU Employees	5191.2
B. Parking Fees	5192
C. Bonuses.....	5193
3. Part Time Personnel.....	5200

* No adopted policy at present writing.

SPECIAL NOTE: All Civil Service and/or Supportive Professional Staff employees are subject to the rules and regulations of the State of Illinois administered by Northern Illinois University.
(Refer to their Procedure Manuals)

GOALS AND OBJECTIVES FOR PERSONNEL ADMINISTRATION

Policy adopted: 02/23/1995
Policy reviewed: 04/02/2014

Policy amended: 05/02/2014
Policy renumbered: XX/XX/XXXX

The steady growth and maturity of the Association has and will continue to generate the need for qualified personnel to help achieve its goals and objectives. The Association exists to provide needed services to its membership and the employment or contractual relationship of each position in the organization is valid only in that it provides that value added to the efficient and effective delivery of that service.

The goals and objectives of administering the personnel relationships of the Association revolve around the optimum delivery of services to the membership and its changing needs. In assessing these needs and optimizing the delivery of services, the Association should recognize and value the contributions made by its employees, while at the same time continue to look for ways to minimize labor requirements and costs through the use of new and evolving technologies, shared service opportunities and outsourcing opportunities. Efficient use of resources and methods to reduce costs should be employed while delivering optimal work for the membership.

This analysis requires a consistent monitoring and assessment of employee/contractual activities to determine their continued economic relevance and the value added contribution to the short and long term goals and objectives of the Association in meeting the changing needs of its membership. This revalidation cycle certifies the organization's existence and continual need for mutually successful employee/contractual relationships in the future.

PERSONNEL

Policy adopted: 01/09/1990
Policy reviewed: 04/02/2014

Policy amended: 05/02/2014
Policy renumbered: XX/XX/XXXX

Within the laws of the State of Illinois and within the limits set forth in the adopted budget of the Association, the Executive Director and/or the Assistant Executive Director shall establish and communicate to personnel all conditions, hours, and compensation for all positions of the Association.

Terms of employment, requirements for eligibility of employment, length of probationary service, hiring procedures, and rules governing the dismissal of all Association employees shall be defined by the Executive Director and/or the Assistant Executive Director and set forth in all employment agreements and the Employee Handbook. Each employee shall satisfy all statutory requirements in order to be eligible for employment or to maintain employment after being hired.

ARTICLE V – PERSONNEL

5101

PERSONNEL | JOB DESCRIPTIONS

Policy adopted: 02/23/1995
Policy reviewed: 04/02/2014

Policy amended: 05/02/2014
Policy renumbered: 09/12/2002

Each permanent position shall have a job description that sets forth the qualifications required for the position, the anticipated duties and responsibilities of the position, allows for additional responsibilities to be assigned by the Executive Director and/or the Assistant Executive Director, and communicates working relationships.

PERSONNEL | TERMS OF EMPLOYMENT

Policy adopted: 02/23/1995
Policy reviewed: 04/02/2014

Policy amended: 05/02/2014
Policy renumbered: 09/12/2002

Terms of employment, requirements for eligibility of employment, length of probationary service, hiring procedures, and rules governing the dismissal of all Association employees shall be defined by the Executive Director and/or the Assistant Executive Director and communicated in writing to each employee. Each employee shall satisfy all statutory requirements in order to be eligible for employment or to maintain employment after being hired.

PERSONNEL | ACTIVITIES OF PERSONNEL | STAFF DEVELOPMENT

Policy adopted: 02/23/1995
Policy reviewed: 04/02/2014

Policy amended: 11/17/2011
Policy renumbered: 09/12/2002

The Board of Directors believes in the staff development of its staff. Annually, the Executive Director will set forth amounts dedicated to staff development within the budget of the Association and subsequently approved by the Board of Directors.

PERSONNEL | ACTIVITIES OF PERSONNEL | EXPENSES

Policy adopted: 02/23/1995
Policy reviewed: 04/02/2014

Policy amended: 11/17/2011
Policy renumbered: 09/12/2002

All travel expenses related to Association business that are incurred by staff will be reimbursed. Such reimbursement shall be consistent with current IRS regulations. Details regarding reimbursement procedures will be provided in the Employee Handbook.

PERSONNEL | ACTIVITIES OF PERSONNEL | EMPLOYEE ORGANIZATION MEMBERSHIP

Policy adopted: 02/23/1995

Policy reviewed: 04/02/2014

Policy amended: 05/02/2014

Policy renumbered: 09/12/2002

Upon the approval of the Executive Director and/or the Assistant Executive Director, staff may be reimbursed for dues paid to other Associations.

COMPENSATION AND BENEFITS

Policy adopted: 02/23/1995
Policy reviewed: 04/02/2014

Policy amended: 11/17/2011
Policy renumbered: 09/12/2002

Annually, the Executive Director will set forth an aggregate compensation recommendation to the Board of Directors through the budget process. In addition, the Executive Director will specify what percentage of increase or decrease would be applied to cost of living adjustments and what portion of an aggregate increase will be available for merit and performance raises.

COMPENSATION AND BENEFITS | SALARY SCHEDULES/PAYMENTS

Policy adopted: 09/16/1981

Policy reviewed: 04/02/2014

Policy amended: 05/02/2014

Policy renumbered: 09/12/2002

It is the policy of Illinois ASBO to provide salaries that:

- Are regionally competitive
- Relate to similar association management positions within the geographic region surrounding DeKalb, Illinois.
- Attract qualified applicants
- Retain competent staff
- Are benchmarked against geographic employment trends
- Are internally consistent with other positions in terms of duties, qualifications and responsibilities
- Reward outstanding performance

The Executive Director and/or the Assistant Executive Director shall develop guidelines and regulations to reflect the above components.

ARTICLE V – PERSONNEL

5191.1

COMPENSATION AND BENEFITS | SALARY SCHEDULES/PAYMENTS | OVERTIME

Regulation adopted: 03/18/1992

Regulation reviewed: 04/02/2014

Regulation amended: 05/02/2014

Regulation renumbered: 10/16/2004

Hourly employees are paid on a semi-monthly basis with pay periods lasting from the 1st to the 15th and the 16th to the last day of the month.

Overtime: Hourly employees are paid overtime at the rate of time and one-half whenever they work in excess of 37.5 hours in a week or 7.5 hours in a day. These standards are set by Northern Illinois University and for the sake of continuity among Illinois ASBO employees and NIU employees compensated through the Association, the standards will apply to all hourly employees. Periodically NIU may temporarily change standards (i.e. summer hours) and the Association will mirror those temporary changes for all hourly employees. Compensated time off, with mutual agreement of the Executive Director or the Assistant Executive Director, can be taken in lieu of overtime payment in compliance with the Illinois Fair Labor Standards Act.

ARTICLE V – PERSONNEL

5191.2

COMPENSATION AND BENEFITS | SALARY SCHEDULES/PAYMENTS | SUPPLEMENTAL COMPENSATION FOR NIU EMPLOYEES

Regulation adopted: 08/12/1992
Regulation reviewed: 04/02/2014

Regulation amended: 05/02/2014
Regulation renumbered: 10/16/2004

The Board of Directors believes that competent staff members are a vital part of the Association and its performance. Compensation is a key element to recruiting and retaining quality employees. Because of the relationship between Northern Illinois University and the Association, several employees of the Association are governed by the Civil Service and/or Supportive Professional Staff rules and regulations of the University. Since revenue conditions may develop with the University that prevents it from meeting the staff compensation goals of the Association and duties and responsibilities of association personnel often exceed the expectation of the University, the Board, by policy, endorses the concept of providing its full-time Civil Service and/or Supportive Professional Staff employees a salary supplement when warranted.

This supplement may increase or decrease to the extent that NIU compensation changes differ from Association compensation decisions.

COMPENSATION AND BENEFITS | PARKING FEES

Policy adopted: 07/14/1982
Policy reviewed: 04/02/2014

Policy amended: 11/17/2011
Policy renumbered: 09/12/2002

It shall be the policy of this Board of Directors to pay the annual parking fees for those employees housed in the Illinois ASBO office.

COMPENSATION AND BENEFITS | BONUSES

Policy adopted: 08/06/1983

Policy reviewed: 04/02/2014

Policy amended: 11/17/1011

Policy renumbered: 09/12/2002

A one-time bonus may be given in recognition of exceptional performance by staff members of the Association or staff members of Association members. Such bonuses may be considered from time-to-time as deemed appropriate by the Executive Director within the limits set forth in the adopted budget. Recommendations for bonuses shall be made by the Executive Director and submitted to the Board of Directors for approval.

ARTICLE V – PERSONNEL

5200

PART TIME PERSONNEL

Policy adopted: 09/16/1981
Policy reviewed: 04/02/2014

Policy amended: 05/02/2014
Policy renumbered: 09/12/2002

Part Time/temporary personnel may be employed as is deemed necessary by the Executive Director and/or the Assistant Executive Director within the limits set forth in the adopted budget.