



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
	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)

ARTICLE V – PERSONNEL**5000****GOALS AND OBJECTIVES FOR PERSONNEL ADMINISTRATION**

Policy adopted: 02/23/1995

Policy reviewed: 04/06/2017

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: 04/06/2017

Policy amended: 04/28/2017

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/CEO and/or the Deputy Executive Director/COO 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/CEO and/or the Deputy Executive Director/COO 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.

PERSONNEL | JOB DESCRIPTIONS

Policy adopted: 02/23/1995

Policy reviewed: 04/06/2017

Policy amended: 04/28/2017

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/CEO and/or the Deputy Executive Director/COO, and communicates working relationships.

PERSONNEL | TERMS OF EMPLOYMENT

Policy adopted: 02/23/1995

Policy reviewed: 04/06/2017

Policy amended: 04/28/2017

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/CEO and/or the Deputy Executive Director/COO 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.

Policy adopted: 02/23/1995

Policy reviewed: 04/06/2017

Policy amended: 04/28/2017

Policy renumbered: 09/12/2002

The Board of Directors believes in the development of its staff. Annually, the Executive Director/CEO 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: 04/06/2017

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: 04/06/2017

Policy amended: 04/28/2017

Policy renumbered: 09/12/2002

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

COMPENSATION AND BENEFITS

Policy adopted: 02/23/1995

Policy reviewed: 04/06/2017

Policy amended: 04/28/2017

Policy renumbered: 09/12/2002

Annually, the Executive Director/CEO will set forth an aggregate compensation recommendation to the Board of Directors through the budget process. In addition, the Executive Director/CEO 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: 04/06/2017

Policy amended: 04/28/2017

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/CEO and/or the Deputy Executive Director/COO shall develop guidelines and regulations to reflect the above components.

COMPENSATION AND BENEFITS | PARKING FEES

Policy adopted: 07/14/1982

Policy reviewed: 04/06/2017

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: 04/06/2017

Policy amended: 04/28/2017

Policy renumbered: 09/12/2002

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

ARTICLE V – PERSONNEL**5200****PART TIME PERSONNEL**

Policy adopted: 09/16/1981

Policy reviewed: 04/06/2017

Policy amended: 04/28/2017

Policy renumbered: 09/12/2002

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