# BARRINGTON TOWNSHIP

# MINUTES OF THE OPERATIONS COMMITTEE

## STATE OF ILLINOIS

## COUNTY OF COOK

## TOWNSHIP OF BARRINGTON

**The Operations committee met on Tuesday, September 22nd , 2026, at the office of the Town Clerk, located at 602 South Hough Street, Barrington, Illinois.**

**The Committee Chair called the meeting to order at 2:02PM**

**PRESENT: Committee Chair – John Langan - Virtual**

**Supervisor Alberding**

**Administrator Stephens**

**Assessor Gentile**

**Trustee LeTourneau**

**Trustee Deligio – Virtual**

**James Kelly – Township Attorney**

**PLEDGE OF ALLEGIANCE: Supervisor Alberding led the Pledge of Allegiance.**

**ELECTORATE PRESENT: None.**

**PUBLIC COMMENT PERIOD: None.**

**PURPOSE OF WORKING SESSION: Review and discussion of the proposed revisions to the Barrington Township Personnel Handbook, including changes recommended by Township legal counsel and other supporting materials, in preparation for consideration by the Board of Trustees. Chairman Langan approved Administrator Stephens to transcribe the minutes for the meeting.**

**REVIEW OF WORKING SESSION MATERIALS:**

A. **Board Change Summary: Trustee Langan began the discussion;**
   a. **Proposed Revisions and Discussion Draft: FMLA update to the Handbook was brought forward for discussion. Discussion Ensued. Township Attorney James Kelly, will prepare the verbiage on the FMLA agreed language, as discussed in the session. This will entail that employees will be given the opportunity to exhaust all leave time benefits, and prior to exhaustion of the benefits (proposed 2-week notice to office supervisor) the employee will need to designate whether to transition from the designated position or give notice as to when they intend to return to their appointed seat. This date of return request will be a determination made by the office supervisor (Elected Township Supervisor or Elected Township Assessor).**
   b. **Employment Applications Revision Section: Proposed additions were discussed and approved by committee members.**
   c. **Vacation Leave Changes: Trustee Langan proposed revisions to the Township's current vacation leave policy. Discussion ensued. Following discussion,**

**Township Attorney Kelly will incorporate the recommended changes into the vacation leave policy as follows:**

- **First Year of Employment: Following successful completion of the 90-day introductory period, an employee will receive a prorated portion of two work weeks of vacation leave, based on the employee's hire date.**
- **Second through Fourth Fiscal Years of Employment: Two work weeks of vacation leave.**
- **Fifth through Ninth Fiscal Years of Employment: Three work weeks of vacation leave.**
- **Tenth Fiscal Year of Employment and Thereafter: Four work weeks of vacation leave.**

**Vacation leave will be based on the employee's regular workweek rather than a specified number of hours.**

**B. Full Redline Personnel Handbook: Trustee Langan opened the floor to the committee to discuss the Redline version of the handbook.**

**a. Supervisor Alberding: Proposed that Personal Days be changed to Personal Time. The allotted time for Personal Time will be 15 hours per fiscal year. He also proposed that employees should utilize the personal time in 2-hour increments or as approved by the Supervisor/Assessor.**

**b. Supervisor Alberding: Proposed that Outside Employment, eliminate elected official from the language.**

**c. Supervisor Alberding: Proposed Sick leave have an additional verbiage of requiring after 3 consecutive days of sick leave a doctors release back to work be presented to the Administrator to return back to work. Current 48-hour standard will remain. Trustee Deligio asked the township attorney if frontloading the sick leave was proper policy. Township attorney will review the legality of this current practice.**

**d. Assessor Gentile: Existing Positions: He would like to eliminate the hourly requirement for the township positions. The committee was in agreement to remove the weekly hourly designation for non-exempt employees. This is related to the Chief Deputy currently working a 33-hour work week in a noted township position of 37.5-hour work week. Discussion ensued. The discussion then went to describe the definition of OT. Township Attorney Kelly noted that the Township hours of operation will gate the OT with the township current office hours of 37 ½ hours. The committee agreed to the elimination of work hours for the non-exempt employees in the Existing Positions portion of the handbook.**

**e. Assessor Gentile: Performance Evaluation: Assessor Gentile wanted clarity on when performance evaluations are completed and when the performance evaluation wage increases would be administered (fiscal year/calendar year) The committee agreed to stay with the current policy fiscal year reviews and any potential performance increases will be distributed by beginning of the fiscal year of March 1st.**

**COMMITTEE DISCUSSION:**

**Various committee discussions were based on clarity of how the current policy is being implemented. Other typographical errors were noted by Township Attorney Kelly.**

**NEXT STEPS: DETERMINE TIMELINE FOR PRESENTATION TO BOARD OF TRUSTEES.**

**Trustee Langan asked the Township attorney to submit a newly revised version of the handbook for board approval on October 13.**

**ADJOURNMENT:**

**With no further business before the Board, Supervisor Alberding moved to adjourn the meeting. Trustee LeTourneau seconded. All in favor. Motion carried. The meeting adjourned at 4:12PM.**

**Respectfully submitted,**

**Jacqueline Stephens**
**Township Administrator**

**Chairman – Trustee Langan** _____

**Robert Alberding** _____

**Vince Deligio** _____

**Dan Letourneau** _____

**Mike Gentile** _____