



Champaign County  
City of Champaign  
City of Urbana  
University of Illinois  
Village of Rantoul  
Village of Mahomet  
Village of Savoy  
Village of St Joseph

To: CCGISC Policy Committee  
From: Leanne Brehob-Riley, GIS Director  
Date: April 19, 2024  
Re: CCGISC Policy Committee Rules and Procedures Document Updates

---

The Policy Committee adopted Rules and Procedures to enact procedural rules, by-laws, and policies that do not conflict with the terms outlined in the Intergovernmental Agreement (IGA) establishing the Consortium. To comply with the State of Illinois Paid Leave for All Workers Act ("PLAWA", 820 ILCS 192/1 et seq.) Champaign County requested CCGISC establish and adopt a Paid Leave Policy for PLAWA along with an associated Statement of Operational Needs. To fulfill this request, *Section 5.0 Benefits* and *Appendix A* were added to the CCGISC Rules and Procedures document. The additions were reviewed by legal counsel. The marked-up document is provided for your review.

#### **Request**

Approval and adoption of the CCGISC Policy Committee Rules and Procedures document as updated.

# Champaign County GIS Consortium

## Rules and Procedures



Champaign County GIS Consortium

Adopted: October 2021

Updated: April 2024

# Table of Contents

---

1.0	Introduction .....	2
2.0	Policy Committee .....	2
2.1	Meetings .....	2
2.1.1	Regular Meetings.....	2
2.1.2	Special Meetings.....	2
2.1.3	Remote Attendance – Normal Rules .....	2
2.1.4	Meeting Rules.....	2
2.2	Officers .....	3
3.0	Technical Representatives.....	4
4.0	Salary Administration.....	4
4.1	Pay for Performance.....	4
4.1.1	Guidelines.....	4
4.1.2	Recommendation .....	4
5.0	Benefits .....	5
5.1	Paid Leave Policy for the Paid Leave for All Workers Act (PLAWA).....	5
	Appendices .....	6
	Appendix A – Paid Leave for All Workers & Operational Statement.....	7

## List of Figures

---

Figure 1.	Policy Committee Chair and Vice-Chair Rotation .....	3
-----------	--	---

## 1.0 Introduction

---

The Champaign County GIS Consortium, referenced herein as "CCGIS", is a joint venture created from an intergovernmental agreement. The Intergovernmental Agreement Providing for the Creation of the Champaign County Geographical Information System Consortium, referenced herein as "IGA", provides the Champaign County Geographical Information System Consortium Policy Committee, referenced herein as "Policy Committee", the authority to adopt and enact procedural rules/by-laws that do not conflict with the terms outlined in the IGA. The following rules and procedures shall be adopted by the Policy Committee.

## 2.0 Policy Committee

---

Per the IGA, the Policy Committee shall be comprised of one (1) representative to be designated by the Chancellor of the University and by the Chief Administrative Officer of the other Members. The designation shall be made in writing and sent to the Chancellor and the Chief Administrative Officer of the other Members. These shall be voting representatives.

### 2.1 Meetings

#### 2.1.1 Regular Meetings

The Policy Committee shall meet at least quarterly, typically on the third Friday of January, April, July, and October. A meeting schedule of the subsequent year that includes dates, times, location, and designated officers (see section 1.2) shall be approved by the Policy Committee on or before the final meeting of the current year.

#### 2.1.2 Special Meetings

Other meetings may be called at the request of the Policy Committee Chair or any two (2) of the voting Policy Committee members.

#### 2.1.3 Remote Attendance – Normal Rules

Meetings shall be conducted in accordance with all applicable law, including but not limited to the Open Meetings Act, 5 ILCS 120/1 et seq. Attendance by audio or video conference may be allowed when permitted by Section 7 of the Open Meetings Act (5 ILCS 120/7, "Attendance by a means other than physical presence"), subject to all applicable requirements of said Section, including any modification or interpretation of said Section provided by gubernatorial executive order, legal opinion of the Attorney General, or other authority of law.

#### 2.1.4 Meeting Rules

- a. The business of the Policy Committee shall be conducted in conformity with these Rules.
- b. Except as otherwise required by these Rules or by statute, the conduct of all Policy Committee meetings shall be governed by *Roberts Rules of Order Newly Revised* typically using the following general procedures.
  - i. Attendance taken using a sign-in sheet; all those in attendance by means of physical presence must sign the provided sheet, and any in attendance by a means other than physical presence shall be noted by roll call and recorded on the sign-in sheet.
  - ii. Voting done viva voce (by the voice) shall be the standard unless a roll call is required or deemed necessary.
  - iii. Financial Statements, including external audits, require a motion to **be received and placed on file**.

- c. Time for public participation shall be provided on the Policy Committee agenda for members of the public to be heard as follows:
  - i. Time allotted to an individual for public participation shall be limited to five (5) minutes.
  - ii. The total time allotted for public participation shall not exceed 30 (thirty) minutes.
  - iii. Committee members shall not engage in dialogue with members of the public during public participation.
  - iv. No Committee member shall be permitted to address the Committee during the time reserved for public participation.

## 2.2 Officers

The Policy Committee shall elect a Chair and Vice-Chair from the among the voting members every two (2) years. The nominated Chair and Vice-Chair are designated via a rotation schedule established and approved by the Policy Committee. Every two (2) years the nominated Chair and Vice-Chair are officially elected with the approval of the regular meeting schedule (see section 1.1.1).

The rotation schedule is as follows:

	<u>Vice Chair</u>	<u>Chair</u>
<b>Champaign County</b>	<b>2018-2019</b>	<b>2020-2021</b>
<b>Savoy</b>	<b>2020-2021</b>	<b>2022-2023</b>
<b>Mahomet</b>	<b>2022-2023</b>	<b>2024-2025</b>
<b>Rantoul</b>	<b>2024-2025</b>	<b>2026-2027</b>
<b>UIUC</b>	<b>2026-2027</b>	<b>2028-2029</b>
<b>Urbana</b>	<b>2028-2029</b>	<b>2030-2031</b>
<b>Champaign</b>	<b>2030-2031</b>	<b>2032-2033</b>
<b>Champaign County</b>	<b>2032-2033</b>	<b>2034-2035</b>
<b>Savoy</b>	<b>2034-2035</b>	<b>2036-2037</b>
<b>Mahomet</b>	<b>2036-2037</b>	<b>2038-2039</b>
<b>Rantoul</b>	<b>2038-2039</b>	<b>2040-2041</b>

*Each term is two years beginning on January 1 and ending on December 31*

**Figure 1. Policy Committee Chair and Vice-Chair Rotation**

### 3.0 Technical Representatives

---

Each member agency shall designate a Technical Representative. The designation shall be made in writing and sent to the CCGISC Director. The duties and responsibilities of the Technical Representatives include, but are not limited to, the following:

- a. Act as their agency's primary point of contact for technical matters to CCGISC staff.
- b. Relay technical updates and/or information supplied by the CCGISC Director to the Members and their respective agencies.
- c. Provide technical and operational input as requested by CCGISC staff or direct CCGISC staff to appropriate contacts within their agency.
- d. Attend at least one informal meeting per year.

### 4.0 Salary Administration

---

The Policy Committee follows the Salary Administration policies set forth by the Lead Agency. These include, but are not limited to, establishing pay grades and pay ranges, designating positions to specific pay ranges, and recommending annual salary adjustments. However, to retain and reward valuable employees who meet certain criteria on annual performance evaluations, the Policy Committee established Pay for Performance guidelines which, at their discretion, may be funded as part of the annual budgetary approval process. Pay for Performance adjustments are in addition to the recommended salary increase by the Lead Agency.

#### 4.1 Pay for Performance

##### 4.1.1 Guidelines

- a. The CCGISC Director conducts annual performance evaluations for the CCGISC staff members following guidelines set forth by the Lead Agency.
- b. The Lead Agency is responsible for the annual evaluation of the CCGISC Director.
- c. Employees who are not at the maximum of their respective salary ranges may be eligible for up to a 1.25% salary increase. This increase shall not exceed the maximum of their respective salary ranges. Salary increases are based on the results of the employee's annual performance evaluation.
- d. Employees who are at the maximum of their respective salary ranges, or who will reach the maximum because of their evaluation, may be eligible for a one-time bonus of up to \$650.00. One-time bonuses are based on the results of the employee's annual performance evaluation.

##### 4.1.2 Recommendation

The CCGISC Director shall provide the Policy Committee with an annual Pay for Performance recommendation as part of the annual budgetary process. This recommendation shall consider, at a minimum, the following items:

- a. Reasonableness in relation to the recommended pay increase by the Lead Agency considering the Consumer Price Index (CPI) and/or the annual Cost of Living Adjustment (COLA).
- b. Available appropriations to sustain the increase per 3-year financial projections.

## **5.0 Benefits**

---

The Policy Committee follows the Benefit policies set forth by the Lead Agency. These include, but are not limited to, establishing paid time-off, retirement benefits, and health and life insurance benefits. However, Champaign County, as the Lead Agency for CCGISC, requested the Policy Committee to establish a separate Paid Leave Policy for the implementation of the Paid Leave for All Workers Act (“PLAWA”, 820 ILCS 192/1 et seq.).

### **5.1 Paid Leave Policy for the Paid Leave for All Workers Act (PLAWA)**

The established Paid Leave Policy for PLAWA along with the related Statement of Operational needs is attached as Appendix A.

## Appendices

---

This page intentionally left blank.



## Appendix A – Paid Leave for All Workers & Operational Statement

### Paid Leave Policy for the Paid Leave for All Workers Act

#### 1. Purpose & Application

- a. This policy describes the implementation of the Paid Leave for All Workers Act (“PLAWA”, “the Act”, 820 ILCS 192/1 et seq.) by the Champaign County GIS Consortium (CCGIS).
- b. This policy does not affect the validity or change the terms of any collective bargaining agreement (“CBA”) applicable to any of the CCGISC employees. See 820 ILCS 192/15(n). All aspects of leave for employees covered by a CBA shall continue to be governed by their CBA, not this policy.
- c. This policy does not provide any benefit to any person who does not meet the definition of “employee” under the Act and applicable law.
- d. This policy addresses only vacation leave and personal leave, applying the Act, and does not make any changes whatsoever to any other forms of leave.
- e. This policy is not exhaustive of all scenarios and does not restate the Act, nor related regulations, in their entirety. This policy shall be construed to give harmonious effect to the Act and all other applicable laws and policies, with the intent to allow employees to use their (already provided) paid leave in a reasonable manner which does not significantly impact the employer’s operational needs and ensures the provision of needs and services critical to the health, safety, or welfare of the people of Illinois.

#### 2. Provision of Leave

- a. As of the effective date of the Act (January 1, 2024), this employer was already providing paid leave (in the forms of vacation leave and personal leave) to its eligible employees in an amount more generous than required by the Act. This policy permits and shall be construed and implemented in a manner that credits vacation leave and personal leave as leave provided under the Act. Nothing in this policy shall be construed to increase the accrual or amount of paid leave already provided.

#### 3. Use of Paid Leave (Time Off Requests)

- a. Vacation leave and personal leave may be taken for any reason of the employee’s choosing, and the employer will not require the employee to provide the employer a reason for those forms of leave, nor require documentation or certification as proof or in support of those forms of leave. Nothing in this policy shall be construed to limit the employer’s ability to lawfully inquire regarding other forms of leave (e.g., sick, FMLA), nor limit the employer’s ability to make other inquiry as necessary to administer this policy, other policies, and all other lawful obligations of the employer.
- b. An employee shall be allowed to use vacation and/or personal leave before using any other leave benefits provided by this employer or State law and shall be allowed to use any other leave benefits provided by this employer before using vacation and/or personal leave, provided such use is consistent with applicable law.

- c. Employees requesting to use vacation or personal leave must provide notice to the employer as follows:
  - i. If use of paid vacation or personal leave is foreseeable, the employee must provide at least 7 calendar days' notice to the employer before the date the leave is to begin.
  - ii. If use of paid vacation or personal leave is not foreseeable, the employee shall provide notice as soon as is practicable after the employee is aware of the necessity of the leave.
  - iii. The default procedure for employees to provide notice is for the employee to communicate their request to their supervisor, seeking approval, with follow-up communication to the staff member who handles payroll for CCGISC and notation of approved leave on all relevant office calendars or schedules.
  - iv. Employees subject to this policy shall be notified of any change to this policy's notification requirements within 5 calendar days of the change.
- d. This policy adopts the CCGISC Statement of Operational Needs, attached hereto and incorporated by reference herein, which may be amended from time to time.
- e. The Act prohibits an employer from requiring, as a condition of providing paid leave under the Act, that the employee search for or find a replacement worker to cover the hours during which the employee takes leave; however, operational needs may be considered as a factor when determining whether granting the request for leave during a particular time period would significantly impact the Champaign County GIS Consortium operations due to this Office's size and/or impact this Office's provision of needs and services critical to the health, safety, or welfare of the people of Illinois. See 56 Ill. Admin. Code 200.310.
- f. Vacation and personal leave requests (still) require supervisor approval and may be denied by the employer in a manner consistent with the Act, the administrative rules applicable to the Act, and applicable law. Denials shall be memorialized in writing.

## **Champaign County GIS Consortium**

### **Statement of Operational Needs**

The Champaign County GIS Consortium (CCGISC) includes in its core operations providing critical services necessary to the health, safety, and welfare of the people of Illinois through the orderly and efficient administration, maintenance, analysis, and distribution of spatial and tabular data that provide a base for a variety of services offered by both governmental and non-governmental agencies. Core operations include, but are not limited to, maintenance and administration of County-wide GIS data (*parcels, addresses, tax districts, annexations, streets, etc.*); distribution of GIS layers, tabular data, and services to a variety of departments in various organizations such as Champaign County, Piatt County, METCAD, CCGISC Member Agencies, Principal Data Clients, non-governmental organizations, etc.; administration of local and server-side software necessary to carry out the CCGISC operations; financial (*invoicing & payments*) and audit responsibilities.

Timely accomplishment of core operations requires a minimum number of employees and may separately require employees with certain expertise, or a subset of employees, depending on the nature, quality, and quantity of the tasks to be completed.

The exact number and composition of employees necessary in a future period is not readily predictable, as the needs will rise and fall based on the time of the year and factors outside the control of the Champaign County GIS Consortium, including, but not limited to, hardware, software, or other issues which may disrupt services as well as other unanticipated mission critical issues or tasks.

While this statement is intended to be comprehensive, it cannot reasonably predict every possible situation and/or emergency. In addition to the circumstances stated above, the limited circumstances in which paid leave may be denied in order to meet core operational needs shall also include emergencies, unique or unusual circumstances, and special events. An employee's request to use paid leave may be denied in order to meet core operational needs even if those circumstances are not specifically stated above; however, denial of a request to use paid leave (esp. for leave subject to the Paid Leave for All Workers Act) must comply with state, federal, and local laws.