
**NILES TOWNSHIP
COOK COUNTY, ILLINOIS**

**ORDINANCE
NO. 03-2023**

**AN ORDINANCE ADOPTING MODIFICATIONS AND UPDATES TO THE
EMPLOYEE HANDBOOK FOR NILES TOWNSHIP**

TOWNSHIP BOARD
BONNIE KAHN OGNISANTI, Supervisor
CHARLES LEVY, Clerk

**DONALD GELFUND
MARK COLLINS
PEGGY TOLLESON
KITTY KENDRICK
Trustees**

Published in pamphlet form by authority of the Supervisor and Board of Trustees of Niles Township on March 13, 2023

**Prepared by ODELSON, STERK, MURPHEY, FRAZIER & McGRATH, LTD. - Township Attorneys -
3318 West 95th Street - Evergreen Park, Illinois 60805**

**NILES TOWNSHIP
ORDINANCE NO. 03-2023**

**AN ORDINANCE ADOPTING MODIFICATIONS AND UPDATES TO THE
EMPLOYEE HANDBOOK FOR NILES TOWNSHIP**

WHEREAS, Niles Township, Cook County, State of Illinois (the “Township”) is a duly organized and existing township and a unit of local government organized under the laws of the State of Illinois and is operating under the provisions of the Illinois Township Code, 60 ILCS 1/1-1, *et. seq.*, and all laws amendatory thereto; and

WHEREAS, the Supervisor and the Board of Trustees (the “Township Board”) are required to set and adopt rules concerning all benefits available to employees and amendments thereto must be filed with the Township Clerk on or before their effective date, *see* 60 ILCS 1/100-5.

WHEREAS, the Niles Township Assessor may be required to adopt rules concerning all benefits to the Township Assessor’s employees, whether they be the Township’s rules or the Assessor’s own rules, *see* 35 ILCS 200/2-65; and

WHEREAS, the Township previously adopted an Employee Handbook and all policies contained therein; and

WHEREAS, there have been a number of changes in the workplace and in Illinois law, including but not limited to, pregnancy accommodations, bereavement leave, parental leave; and

WHEREAS, the Township has caused to be prepared a revised Employee Handbook with proposed amendments to revise various employment policies, practices, procedures, and rules necessary to ensure compliance with new, applicable state and federal laws and regulations; and

WHEREAS, the amended Township Employee Handbook is attached to and incorporated into this Ordinance as **Exhibit 1**; and

WHEREAS, the Township Board has determined that adopting an updated Employee Handbook that complies with the existing laws and conditions of the workplace would be in the best interest of the Township and its employees.

NOW, THEREFORE, IT IS HEREBY ORDAINED by the Supervisor and the Board of Trustees of Niles Township, Cook County, Illinois, as follows:

Section 1: The recitals contained in the preambles to this Ordinance are true and correct and are hereby incorporated into this Ordinance by reference.

Section 2: The Township Board hereby approves the proposed changes to the amended, updated Niles Township's Employee Handbook, which is attached hereto and incorporated into this Ordinance as **Exhibit 1**, and hereby approves same as the Employee Handbook for Niles Township, including all policies reflected therein.

Section 3: Niles Township's Employee Handbook shall be the operative standard and resource manual for all Township employees. The Township Supervisor, or the Township Supervisor's Designee, is directed to provide copies of the new Niles Township Employee Handbook to Township employees and management, and to obtain executed receipt and acknowledgment forms, as required.

Section 4: Niles Township's Employee Handbook shall not be intended to constitute a contract of employment, but rather shall set forth guidelines regarding application job assignment, compensation, discipline, and access to benefits and training.

Section 5: If any section, paragraph, or provision of this Ordinance shall be held invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, or provision shall not affect any of the remaining provisions of this Ordinance.

Section 6: All Township ordinances, policies, resolutions, motions, orders, or parts

thereof conflict with or inconsistent with any of the provisions of this Ordinance are hereby repealed to the extent they are inconsistent with this Ordinance.

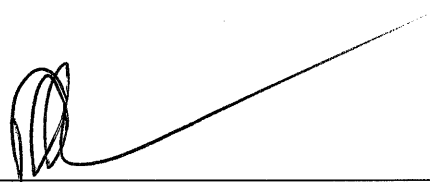
Section 7: This Ordinance shall be in full force and effect upon its passage and approval.

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PASSED by the Supervisor and Board of Trustees of Niles Township, Cook County, Illinois this 13th day of March 2023 pursuant to a roll call vote, as follows:

	YES	NO	ABSENT	PRESENT
Trustee Gelfund	✓			
Trustee Collins			✓	
Trustee Tolleson	✓			
Trustee Kendrick	✓			
Supervisor Kahn Ognisanti	✓			
TOTAL	4	- 0 -	- 1 -	

APPROVED at a Regular Meeting of the Board of Trustees of Niles Township, on March 13, 2023.



 BONNIE KAHN OGNISANTI, Supervisor

ATTEST:



 CHARLES LEVY, Township Clerk

NILES TOWNSHIP ORDINANCE NO. 03-2023

EXHIBIT 1

NILES TOWNSHIP EMPLOYEE HANDBOOK
