



Ken Toftoy
Kendall County Coroner



Jim Detzler
Chief Deputy Coroner

Jacquie Purcell
Admin./Deputy

April 25, 2012

Todd Milliron
61 Cotswold Drive
Yorkville, IL 60560
RE: FOIA Request for Public Records

Dear Mr. Milliron:

Per your FOIA request, dated 04-23-2012, I have included the information as available. In summary, the answers to your questions are as follows:

- Question #1) Blank Employee Time Sheet form is attached.
- Question #2) Our office does not have a "Sick" Pay Form
- Question #3) Our office does not have a "Personal Time Request" Form
- Question #4) Our office does not have a "Banked Days" Form
- Question #5) Our office does not have a "Vacation Pay" Form
- Question #6) Our office does not have a "FMLA" Request Form
- Question #7) Our office recently adopted some changes to the Kendall County Employee Handbook and the Handbook was reissued with the changes to the employees. This information is attached.
- Question #8) Our office does not have the "IMRF Disability Claim Form".
- Question #9) Our office does not have a "Maternity Leave Request Form".
- Question #10) The most recent receipts of the current Kendall County Handbook with changes are attached, these are the only receipts we have.

Sincerely,

Jacquie Purcell
FOIA Officer
Administrative Deputy Coroner
Kendall County Coroner

DENIAL OF REQUEST FOR RECORDS

TO: Todd Milliron

DATE: April 25, 2012

On April 23, 2012, the Office of Kendall County Coroner received your written request for public records pursuant to the Illinois Freedom of Information Act ("FOIA"). Your FOIA request sought the following records: Forms/Written Records.

I. Denial of Request

 Your request for records is hereby denied in its entirety. The reason(s) for denial are stated in Section III below.

XXXX Your request for records has been granted in part and denied in part. The records for which your request has been granted are enclosed. The records for which your request has been denied are the following:

- #2 Sick Pay Form**
- # 3 Personal Time Request Form**
- #4 Banked Days/Hours Form**
- #5 Vacation Pay Form**
- #6 FMLA Request Form**
- #8 IMRF Disability Claim Form**
- #9 Maternity Leave Request Form**
- #10 Receipt of KC Handbook for each employee since initial date of employment.**

II. The Person Responsible for the Denial:

The person who is responsible for the denial of access to the requested records is:

Jacquie Purcell

III. The Reasons For The Denial:

Your request for records is denied because the records are exempt from disclosure pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.*, for the following reason(s): [*check all that apply*]

 The requested records contain information specifically prohibited from disclosure by federal or state law or rules and regulations implementing federal or state law. (5 ILCS 140/7(1)(a))

 The requested records contain private information, and the disclosure of this

_____ The requested records contain information regarding the location or security of generation, transmission, distribution, storage, gathering, treatment, or switching facilities owned by a utility, by a power generator, or by the Illinois Power Agency. (5 ILCS 140/7(1)(x))

_____ The requested records contain information related to confidential proposals, bids, or negotiations related to electric power procurement. (5 ILCS 140/7(1)(y))

_____ The requested records are held by an authorized representative of the Illinois Department of Public Health and relate to known or suspected cases of sexually transmissible disease, or other information the disclosure of which is prohibited under the Illinois Sexually Transmissible Disease Control Act. (5 ILCS 140/7.5(d))

_____ The requested records are exempt from production under the State Officials and Employees Ethics Act. (5 ILCS 140/7.5(h))

_____ The requested records concern the distribution of surcharge moneys collected and remitted by wireless carriers under the Wireless Emergency Telephone Safety Act. (5 ILCS 140/7.5(j))

_____ The requested records are law enforcement identification information or driver identification information compiled pursuant to Section 11-212 of the Illinois Vehicle Code. (5 ILCS 140/7.5(k))

_____ The requested records contain information provided to a residential health care facility resident sexual assault and death review team under the Abuse Prevention Review Act. (5 ILCS 140/7.5(l))

_____ The requested records constitute defense budget and petitions for certifications of compensation and expenses for court-appointed trial counsel under Sections 10 and 15 of the Capital Crimes Litigation Act. (5 ILCS 140/7.5(n))

_____ The requested records relate to security portions of system safety program plans, reports, and other information compiled, collected, or prepared by or for the Regional Transportation Authority under Section 2.11 of the Regional Transportation Authority Act. (5 ILCS 140/7.5(p))

_____ The requested records are prohibited from being disclosed pursuant to the Personnel Records Review Act. (5 ILCS 140/7.5(q))

_____ The requested records are prohibited from being disclosed pursuant to the Illinois School Student Records Act. (5 ILCS 140/7.5(r))

XXXX Other: **#2 – Form does not exist; #3 – Form does not exist; #4 – Form does not exist; #5 – Form does not exist; #6 – Form does not exist; #8 Form does not exist; #10 – Only recent receipts of the KC Handbook have been retained for each employee.**

MEMORANDUM

To: All Employees of the Kendall County Coroner's Office

From: Ken Toftoy, Kendall County Coroner

Date: March 23, 2012

Re: Revised Sick/Personal Days Policy

Effective immediately, the Kendall County Coroner's Office has adopted the attached revised Sick/Personal Days Policy in lieu of the Policy as forth in Section 6.2 of the Kendall County Employee Handbook. If you have any questions regarding the attached revised policy, please feel free to contact me.

Please be advised that the attached revised policy is not intended to and does not create a contract of employment, express or implied, and the revised policy does not alter your employment at-will relationship with the Kendall County Coroner's Office.

**Kendall County Coroner's Office
Deputy Coroner Time Sheet**

**Employee's Name - _____
Week of _____**

DATE	MATTER	TIME IN	TIME OUT	BREAK TIME	TOTAL HOURS WORKED

Total Hours: _____

By signing below, I am affirming that all of the hours provided above are true and correct.

Date

Employee's Signature

Approved: _____
Date: _____

**CHAPTER VI.
PAID AND UNPAID LEAVES**

Section 6.2 SICK/PERSONAL DAYS: The personnel policy regarding sick leave and personal leave for Kendall County Coroner's Office employees stipulate that:

A. Sick leave and personal leave are one and the same during the year they are earned. Unused sick/personal leave is carried over each year as accrued sick leave (not personal leave) and may be accumulated to a sum not to exceed two hundred forty (240) days. Upon termination with the Coroner's Office, the employee is not entitled to additional compensation for any unused sick/personal days in the current year or any accrued sick days from prior years.

Retiring IMRF members, 55 years and older, qualify for a maximum of one year of additional pension service credit for unpaid, unused sick leave accumulated at the rate of one month for every 20 days of unpaid, unused sick leave or fraction thereof.

B. All full-time employees are granted twelve days of sick/personal leave on the first day of the fiscal year (December 1). Part-time employees are not eligible for sick/personal leave.

Beginning December 1, 1999 new full-time employees will be granted sick/personal days as follows:

<u>Commencing Work</u>	<u>Days</u>
Dec., Jan., Feb.	12
March, April, May	9
June, July, August	6
Sept., Oct., Nov.	3

C. Each full-time employee has the option of trading up to twelve days of their current annual unused sick/personal leave benefit for one fourth (1/4) of their daily pay rate of the year of accrual. Application for this trade must be made in writing no later than October 31 of each fiscal year. Employees wishing to trade their unused sick/personal leave days must request this in writing from their immediate supervisor who will then submit this request to the Kendall County Coroner. The Coroner will certify the number of days which the employee is entitled to trade and submit this information in writing to the County Treasurer's office. If sick/personal days are taken after this trade and prior to the first day of the next fiscal year, they will be deducted from the next fiscal year's twelve days for sick/personal. Employees are not eligible to receive the sick/personal day payback before their six (6) month probationary period has been successfully completed.

D. Banked sick leave may only be used for an employee's illness. Sick leave is a privilege, not a right, extended to regularly scheduled employees and qualified part-time employees. Sick leave shall be allowed only when the employee is actually sick or disabled, or when there is an illness in the employee's family (i.e., spouse, child (birth, adopted step) or parent. A maximum of twelve (12) sick days may be used when there is an illness in the employee's family per year. *Banked sick leave may only be used after all sick/personal days granted in the active fiscal year have been exhausted.*

E. Approval of Sick/Personal Days

1. Use of sick/personal is subject to approval by the employee's supervisor. When an employee is incapacitated; it is his/her responsibility to notify the supervisor at the earliest possible moment. Such notification should include the employee's best estimate of the duration of the absence, if possible.
2. Requests for sick day use for medical, optical and dental examinations or treatments must be made prior to the beginning of the absence and should be made so as to create minimal disruption of work schedules.
3. Sick leave requests should be submitted weekly in cases where an employee is absent for an extended period of time. Disapproved sick/personal day requests will be returned to the employee with full explanation for denial.
4. When a supervisor has reason to believe that the sick day privilege is being abused, proof may be required of individual employees for every absence, regardless of the period of time. Prior to use of this control, the employee in question must be counseled and notified of the constraint being placed upon the use of sick days. For periods of absence of more than three consecutive work days, the employee may be required to provide a physician's statement.

Revised 3/23/2012

Jacqueline Purcell

From: DAXMARE@aol.com
Sent: Tuesday, April 24, 2012 5:29 AM
To: Jacqueline Purcell
Subject: Re: Employee Handbook

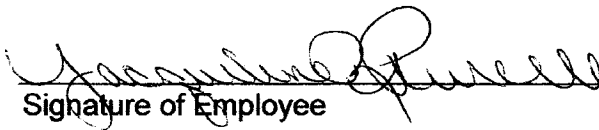
I RECIEVED A COPY OF THE KENDALL COUNTY EMPLOYEE HAND BOOK AND I HAVE READ IT. JD

Jim Detzler

**Acknowledgement of Receipt
Of
Kendall County Employee Handbook**

Notice of Receipt:

I hereby acknowledge that I will read and abide by the Kendall County Employee Handbook.

 3/23/2012
Signature of Employee Date

This acknowledgment form is to be signed and returned to be held in the employee's Personnel file.

Jacqueline Purcell

From: Mike Klimek [michaelmklimek@gmail.com]
Sent: Tuesday, April 24, 2012 12:01 PM
To: Jacqueline Purcell
Subject: Re: Employee Handbook

Jacque,

This is to confirm that I received and intend to read the employee handbook.

Thanks,

Mike Klimek

On Mon, Apr 23, 2012 at 1:46 PM, Jacqueline Purcell <JMarcellis@co.kendall.il.us> wrote:

The meeting on the 23rd of March we discussed the new payroll format and had our anti-harassment training. We also discussed some changes to the employee handbook and whatnot. I did not receive everyone's signature saying that they have received the handbook and/or the changes. I have included the electronic copies in this email. Please send me a confirmation email that you have received and intend to read the employee handbook. I know that most of it does not apply to any of you because it is mostly for full-time employees...however, I still need confirmation that you have received/read it. I need this ASAP!!

Thanks,

Jacquie Purcell, D-ABMDI

Medicolegal Death Investigator

Kendall County Coroner

804 A W. John Street

Yorkville, IL 60560

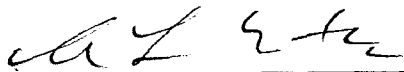
Office: [630-553-4200](tel:630-553-4200)

Fax: [630-553-4116](tel:630-553-4116)

Cell: [630-675-6737](tel:630-675-6737)

jrpurcell@co.kendall.il.us

I Amy Mitchell have received and read/plan to read a copy of the Kendall County Employee handbook.


Signature of Employee

4/24/12
Date