

**VILLAGE OF HODGKINS**  
**HEALTH COMMITTEE MEETING**

**February 2, 2016**

Meeting called to order: 7:02 pm

Those present:     Vicky Moxley, Chairman  
                          Don Cuttill, Member  
                          Paul Struve, Member

Those Absent:     Larry Rice, Member

Also Present:     Stephanie Gardner, Clerk  
                          Dominic Misasi, Trustee  
                          Phil Kringlie-Trustee  
                          John O'Connell- Attorney  
                          Tim Callahan, Attorney  
                          Melody Salerno, Comptroller  
                          Ernest Millsap, Chief of Police  
                          Sharon Wells, Deputy Clerk

Pledge of Allegiance

Tonight's discussion is regarding worker's compensation statute of limitations for injuries, and the administrative procedure for the 60 and 45 days off.

Mrs. Moxley said that she and Mrs. Salerno have been doing a lot of communication with Karen Presley, workers comp representative for Gallagher and Basset. Is it is an Illinois State Statue of 3 years for workman's comp cases. Mrs. Presley suggested that The Village of Hodgkins have a Village physician sign off on all workman's comp cases. The physician would finalize the case and make sure the patient is clear for work. Mrs. Moxley thinks this is a good idea for the Village. WorkRight is an option, they have physicians, nurses and therapists. WorkRight then in turn tells the employer when the person is cleared to go back to work. WorkRight is a neutral party. Mrs. Moxley is going to contact them and see how much a package would cost and what is included in the packages. WorkRight has specific work injury doctors. Mrs. Moxley will also look into Loyola, and see what other municipalities are using as well, so there are ones to compare to, and see which would work best for the Village.

Mr. Struve would like to see that before the 3 years is up, that the employee is being checked on before the time statute is up. Mrs. Salerno feels it is the employee's responsibility to inform us of any issues. Mr. O'Connell also felt it is important that the employees need to be told to keep the Village informed as to how they are doing.

Mr. Callahan explained the statute in more detail. The 3 year period is when the injuries are not yet compensated, or 2 years after the final compensation has been made, if the injury re-aggravates.

Mr. Callahan stated that in the employee handbook section 4.14 workers compensation it states that all work related accidents, injuries, and illnesses must be reported immediately to the supervisor, the failure to properly report accident or illness can result in the loss of coverage under workman's compensation. Immediately seems to mean, as soon as practical. According to Mr. Callahan, in Illinois the burden usually falls on the Employer for workman's comp claims to prove that it did not happen on duty. But if the employee is waiting that long it may be more difficult for the employee to prove it did happen on duty being it was not reported. It is important that the employee report it to the employer even if he/she is declining medical treatment at the time, so it will least be documented that the employee did file a report and chose to not have medical attention, because it was not bothering the employee at the time.

Mr. Callahan suggested a memo go out to all employees reminding them of all workman's comp claims as to what their rights and responsibilities are. Mr. Struve suggested having a workman's comp handbook to hand out in case of any workman's comp cases, letting the employee know what the steps should be for filing a claim and documenting what happened. Mr. Misasi and Chief Millsap had copies of a handbook that they were able to print off from Gallagher and Bassett.

Mrs. Salerno stated that with Public Works if someone gets hurt, there is a form that is filled out right away by Dennis Folkerts and put on file. Mrs. Salerno was not sure what the practice of the police department was as they do their own internal reports.

The next item up for discussion was the administrative procedure for the 60 and 45 days off. Mrs. Salerno needed clarification as to if employees are supposed to get 6 sick days and then 60 days or is it 6 days and then 54 days, for a total of 60 days? According to what Chief Millsap and Mrs. Salerno the mayor had made the decision over the last few years, that it is 6 sick days and then the 60 days kicks in. This would be a total of 66 days.

Clarification of sick days is that the sick day calendar runs from December 1<sup>st</sup> to November 30<sup>th</sup>, of each calendar year. If you get sick before December 1<sup>st</sup> then you use your sick time from that period. If you have any sick days left as of December 1<sup>st</sup> then you are paid out for them as of the 1<sup>st</sup> pay period in December. If you get sick after December 1<sup>st</sup> then you use the sick time for the next year.

Mrs. Salerno now asked about the 45 day sick time. She states in the ordinance it states that an employee must use all of their time before the 45 days starts. Mrs. Wells clarified the ordinance. If you have used your 6 sick days and you have already used your 60 days, then the board needs to approve the next 45 days. The ordinance is written that any sick time, personal time or vacation time must be used prior to the 45 days starting. The 45 days has to be approved by the board.

Different scenarios were talked about with different times of the year. Mr. Callahan brought up the intention of the board was to protect the employee from losing a pay check or is it to give the employee additional time off and benefits, or for arguments sake an extra 105 days of sick time. He feels it is fair that the employee use their sick and vacation time so they don't lose a paycheck. Mr. Callahan states the way the ordinance and rule is currently written and was developed was because the prior rule was being abused. Mrs. Salerno clarified the Ordinance is written that the employee has to use all of their vacation, sick and personal time before the additional 45 days starts. Mr. Kringlie stated the importance is to cover the employee. Mr. Kringlie reiterated sick days run December 1<sup>st</sup> to Nov. 30<sup>th</sup>, and all vacation and personal time starts again on January 1<sup>st</sup>.

Chief Millsap states the biggest clarification he needed is that if the 45 days is needed then he will bring the issue in front of the board and the board will ask if all personal, vacation, and sick time used and he would let the board know. The board would then make the decision as to whether then 45 days is approved. He was thankful on clarification of this.

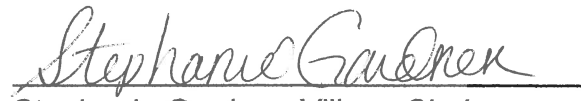
Mrs. Moxley clarified that the Ordinance matches the Boards intent, which is good. Mr. Kringlie added the intent of the Village Board is to be more than fair to the employees, as this is a very good benefit.

Mr. O'Connell stated employees need to know they contribute knowledge of their illness to the Village. Mrs. Moxley states it is important that all employees get the information and sign off that they understand the ordinance and the procedures to follow. Mr. Callahan is going to put together a memo for all employees explaining protocol, and it needs to be signed off on.

Mrs. Moxley is going to review all the things she needs to look into and get back to everyone. She will call another meeting when she gets information on a possible Village Physician.

Consensus by all adjourn the meeting.

Meeting adjourned at 7:55 p.m.

A handwritten signature in cursive script that reads "Stephanie Gardner". The signature is written in black ink and is positioned above a solid horizontal line.

Stephanie Gardner, Village Clerk