



DuPage Water Commission

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NOTICE IS HEREBY GIVEN THAT THE RESCHEDULED FEBRUARY 2007 ADMINISTRATION COMMITTEE MEETING OF THE DUPAGE WATER COMMISSION WILL BE HELD AT 9:30 A.M. ON THURSDAY, FEBRUARY 8, 2007, AT ITS OFFICES LISTED BELOW. THE AGENDA FOR THE RESCHEDULED FEBRUARY 8, 2007 REGULAR COMMITTEE MEETING IS AS FOLLOWS:

AGENDA

ADMINISTRATION COMMITTEE
THURSDAY, FEBRUARY 8, 2007
9:30 A.M.

600 EAST BUTTERFIELD ROAD
ELMHURST, IL 60126

COMMITTEE MEMBERS

L. Hartwig, Chair
D. Zeilenga
E. Chaplin
W. Murphy

- I. Roll Call
- II. Approval of Minutes of October 12, 2006
- III. Military Leave Policy Discussions
- IV. Other
- V. Adjournment

Board/Agendas/Administration/ADM0702.DOC

All visitors must present a valid drivers license or other government-issued photo identification, sign in at the reception area and wear a visitor badge while at the DuPage Pumping Station.

**MINUTES OF A MEETING OF THE
ADMINISTRATION COMMITTEE
OF THE DuPAGE WATER COMMISSION
HELD ON OCTOBER 12, 2006**

The meeting was called to order at 7:03 P.M. at the Commission's office located at 600 East Butterfield Road, Elmhurst, Illinois.

Committee members in attendance: E. Chaplin, D. Zeilenga, and L. Hartwig

Committee members absent: W. Murphy and L. Rathje (*ex officio*)

Also in attendance: M. Crowley

Commissioner Chaplin moved to approve the Minutes of the August 10, 2006, Administration Committee meeting. Seconded by Commissioner Zeilenga and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

The Administration Committee discussed Ordinance No. O-10-06: An Ordinance Approving and Authorizing the Execution and Attestation of a Transferee Assumption Agreement with UChicago Argonne, LLC. Staff Attorney Crowley explained that Ordinance No. O-10-06 would authorize the prior operator of the Argonne National Laboratory, the University of Chicago, to assign the Subsequent Customer Contract for the Laboratory to the new operator, UChicago Argonne, LLC. The Staff Attorney advised that the new operator of the Laboratory was an Illinois LLC created at the request of the US Department of Energy for the sole purpose of operating the Laboratory and that the University was the sole member of the LLC. After some discussion, it was the consensus of the Committee that the University had satisfied the requirements of the Subsequent Customer Contract with respect to the proposed assignment.

Commissioner Chaplin moved to recommend to the full Board approval of Ordinance No. O-10-06: An Ordinance Approving and Authorizing the Execution and Attestation of a Transferee Assumption Agreement with UChicago Argonne, LLC. Seconded by Commissioner Zeilenga and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

The Administration Committee next discussed Ordinance No. O-11-06: An Ordinance Amending the By-Laws of the DuPage Water Commission (Amending Articles VI and VII and Exhibit A Concerning Meetings and Review of Closed Meeting Verbatim Records). The Staff Attorney explained that Ordinance No. O-11-06 would amend the Commission's By-Laws to conform to recent amendments to the Open Meetings Act concerning electronic meeting attendance and closed meeting verbatim records. The Staff Attorney additionally noted that Ordinance No. O-11-06 would also change the order of business at regular meetings to conform, for the most part, to current practice except for the elimination of a second round of Public Comments as requested by Chairman Rathje. At the suggestion of Commissioner Chaplin, the Committee discussed whether time limitations should be imposed upon Public Comments, either in the aggregate or per

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person. It was the consensus of the Committee to recommend a five minute per person limit on Public Comments, with no aggregate limit due to the Staff Attorney's concerns regarding the potential for disparate treatment.

Commissioner Zeilenga moved to recommend to the full Board placement of Ordinance No. O-10-06: An Ordinance Approving and Authorizing the Execution and Attestation of a Transferee Assumption Agreement with UChicago Argonne, LLC on First Reading, with a five minute per person limit on Public Comments. Seconded by Commissioner Chaplin and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

Before the meeting was adjourned, Commissioner Chaplin requested the status of the legal opinion concerning the appropriate handling of confidential documents under the Local Records Act. Staff Attorney Crowley advised that the opinion would be available within a day or two for distribution to the entire Board.

Commissioner Zeilenga moved to adjourn the meeting at 7:25 P.M. Seconded by Commissioner Chaplin and unanimously approved by a Voice Vote.

All voted aye. Motion carried.



DuPage Water Commission

MEMORANDUM

TO: Administration Committee

FROM: Robert L. Martin
General Manager

A handwritten signature in black ink, appearing to be "RLM", is written over the name "Robert L. Martin".

DATE: January 30, 2007

SUBJECT: Military Leave Policy

Attached is a copy of the DuPage County's Military Leave Policy for review by the Administration Committee.

H:\Administration\Memorandums\Military Leave Rm070130.doc

4.8 MILITARY LEAVE

POLICY

It is the policy of DuPage County to comply with all applicable Federal and State laws in granting Military Leave to employees who voluntarily or involuntarily serve, or are reserve members of the United States Army, Navy, Marine Corps, Air Force, Coast Guard, Army National Guard, Air National Guard, and/or the Commissioned Corps of the Public Health Service, and others designated by the President of the United States in times of war or emergency.

ELIGIBILITY

- All regular full-time and part-time employees are eligible for military leave.

GUIDELINES

- A. In accordance with the *Uniformed Services Employment and Reemployment Rights Act* (USERRA), the County is obligated to release employees for service with the Armed Forces when the employee participates in:
 1. Annual Training (Summer Camp)
 2. Active Duty of Training (School)
 3. Inactive Duty Training Assemblies (Weekend drills)
 4. Extended leave of absence for voluntary active duty service (Enlistment)
 5. Involuntary call-up
- B. Military leave of absence shall not result in a loss of seniority status or benefits, which would have normally accrued if the employee had not been absent for such purposes.
- C. In accordance with Federal law, a military leave of absence shall have a 5-year limit (with some exception) on the cumulative length of time an employee may serve in the military and remain eligible for reemployment.
- D. The County is not required to provide additional work hours to compensate for military leave.
- E. During times of war, the County Board will adopt a resolution indicating any special exemptions or considerations to be put into practice.

PROCEDURES

1. Any regular full-time or regular part-time employee who enlists, is drafted or is called to active/inactive duty shall immediately notify his Supervisor verbally or in writing prior to departure for military service.
2. In accordance with applicable law(s), the employee shall be compensated for the difference between the payment received from the military and their compensation paid by the County. The employee may request the use of vacation, compensatory time, or leave without pay to supplement absences; however, he is not required to do so.
3. The employee's insurance benefits will continue through their military leave period, unless the employee decides to discontinue the benefits.
4. If the employee has discontinued their insurance benefits during military leave, coverage will be immediately reinstated, without a waiting period, following the employees return.
5. The employee will continue to accrue vacation and sick leave. Vacation, sick leave and floating holidays that were unused at the time the military service began will be resumed upon the employee's return.
6. In accordance with Federal law, upon completion of the period of military service, the returning employee shall notify his Supervisor that he intends to return to employment. The employee will provide documentation of the length and character of their uniformed service. The length of time the employee has to contact his supervisor depends upon the amount of time spent in service as explained below:

Length of Absence from Employment Due to Uniformed Service	Deadline for Applying for Re-employment
Less than 31 days or to take an exam to determine fitness for military service	Employees have eight hours following their return from service to report for their next scheduled work period.
Between 31 & 180 days	Employees will have 14 days following their return from service to apply for reemployment
More than 181 days	Employees have 90 days following their return from service to apply for reemployment

7. The employee shall submit to his Supervisor his military pay voucher, or equivalent, which details the amount of payment received for the military leave as soon as possible.
8. An employee's compensation shall reflect any adjustments made to his classification during the leave, excluding merit increases.