

**Bret Austin, Chairman**



**Adams County Board  
507 Vermont Street  
Quincy, IL. 62301**

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**ADAMS COUNTY BOARD**

**COUNTY BOARD MEETING MINUTES**

**January 13, 2026**

**7 P.M.**

APPROVED

**PROCEEDINGS  
OF THE COUNTY BOARD  
ADAMS COUNTY, ILLINOIS**

**COUNTY OF ADAMS)  
STATE OF ILLINOIS )**

The County Board of Adams County, Illinois met at the Courthouse, Quincy, Illinois, on Tuesday, January 13, 2026 at 7:04 P.M., pursuant to recess.

PRESENT: Bret Austin, Chairman  
Ryan A. Niekamp, County Clerk  
Todd Eyer, States Attorney

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Chairman Austin called the meeting to order.

Pastor Bob Cowman with Columbus Road Baptist Church gave the invocation which was followed by the Pledge of Allegiance to the flag of the United States of America.

The County Clerk called the roll and the following members were present: Mark Sorensen, Barbara Fletcher, Ryan Hinkamper, Dave Bellis, Marvin Kerkhoff, Mark Dietrich, Jeremy Farlow, Steve McQueen, Travis Cooley, Robert Reich, Tim Finlay, Jon McCoy, Brad Poulter, David McCleary, John Gunther, Brent Fischer, Joe Zanger, Russ Hinkamper, Timothy Siemer, Keith Callaway and Bret Austin.

Total Present: 21                      Absent: 0

Absent were:

Chairman Austin declared a quorum present.

Officeholders, department heads, and/or their representatives also present were:  
Lisa Gasko- Supervisor of Assessments, Lori Geschwandner-Circuit Clerk, Anthony Foster- Director of Court Services, Scott Graham- Adams County Coroner, John Simon-EMA & Ambulance Director, Jim Frankenhoff- County Engineer, Jessica Douglas- Director of 911, David Hochgraber- Director if IT, Amy Carothers-County Board Office Director, Jill Reis- Regional Superintendent of Schools, John Citro- Chief Public Defender, Paul Havermale- Superintendent of the Veterans Assistance Commission, and Sheriff Anthony Grootens.

Mr. McCleary moved to approve the minutes of the December 9, 2025 county board meeting as printed and distributed which was seconded by Mr. McQueen. Motion to approve the minutes of the December 9, 2025 meeting as printed was adopted.

## Transportation, Building & Technology

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### Committee Report (Mr. Bellis)

Bills – The committee met on January 13, 2026 and reviewed the bills for the Highway Department, the Maintenance Department, and the Technology Department. All the bills were in order.

#### Reports

The committee received verbal reports from IT, Maintenance and the Highway Department on various updates.

#### Resolutions

- a. 2026-01-501-001 – Resolution appropriating \$70,000.00 from the Township Bridge Program Fund for engineering services to be provided by WHKS and Co. and soil borings to be provided by Geotechnics for the replacement of the bridge carrying North 2750th Avenue over Cedar Creek in Northeast Township and authorizing the County Board Chairman to sign the engineering services agreement. Attachment A-1  
The clerk read the resolution by title only.  
Mr. Bellis made a motion to approve the resolution which was seconded by Mr. Siemer.  
Resolution 2026-01-501-001 was approved.
- b. 2026-01-501-002 – Resolution appropriating \$2,000,000.00 in County Motor Fuel Tax Funds for the maintenance of various County Highways in Adams County for the year 2026. Attachment A-2  
The clerk read the resolution by title only.  
Mr. Zanger made a motion to approve the resolution which was seconded by Mr. McCleary.  
Resolution 2026-01-501-002 was approved.
- c. 2026-01-501-003 – Resolution to use Surface Transportation Funds to pay one half of the County Engineer’s salary from December 1, 2025, through November 30, 2026 and appropriating \$76,960.00 from the County Motor Fuel Tax Fund for

one half of the County Engineer's salary from January 1, 2026 through December 31, 2026. Attachment A-3

The clerk read the resolution by title only.

Mr. McCleary made a motion to approve the resolution which was seconded by Mr. Bellis.

Resolution 2026-01-501-003 was approved.

- d. 2026-01-501-004 – Resolution appropriating \$50,000.00 from the Township Bridge Program Fund for engineering services to be provided by Veenstra & Kim, Inc. and soil borings to be provided by Geotechnics for the replacement of the bridge carrying North 3000th Avenue over Williams Creek in Northeast Township and authorizing the County Board Chairman to sign the engineering services agreement. Attachment A-4

The clerk read the resolution by title only.

Mr. McCleary made a motion to approve the resolution which was seconded by Mr. Russ Hinkamper.

Resolution 2026-01-501-004 was approved.

The committee's next meeting is scheduled for Tuesday, February 10, 2026

## Legislative & Judicial

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### ***Committee Report (Mr. Reich)***

Bills – The committee met on January 13, 2026 and reviewed bills from the Circuit Clerk, Juvenile Detention Center, Probation Department, Public Defender, State's Attorney, and the Supervisor of Assessments. All the bills were in order.

#### Reports

The Illinois Separation committee presented to the committee and there may be something on next month or the following month's agenda. He stated there are several counties that have done this step. The committee plans to attend their next meeting. It could eventually lead to something on the ballot as a non-binding question. Mr. Finlay asked the deadline to get it on the ballot which was August 1<sup>st</sup>.

#### Resolutions/Ordinances/Action

- a. Resolution Number 2026-01-001-003 – Ratification of Adams County Employee Handbook Attachment B-1

The clerk read the resolution by title only.

Mr. Reich made a motion to approve the resolution which was seconded by Mr. McCoy.

Discussion: Mr. Reich stated it has been reviewed by the board and department heads and it appears to be in order.

Resolution 2026-01-001-003 was approved.

- b. Ordinance Number 2026-01-001-004 – Adoption of Adams County Video Gaming Within County Limits Attachment B-2  
The clerk read the ordinance by title only.  
Mr. Reich made a motion to approve the ordinance which was seconded by Mr. Dieterich.  
Discussion: Mr. Reich stated there was one slight change. They revised it to read 6 machines to align with the city.  
Ordinance number 2026-01-001-004 was approved.

The committee's next meeting is scheduled for Tuesday, February 10, 2026

## Public Health & Safety

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### ***Committee Report (Mr. Fischer)***

Bills – The committee met on January 13, 2026 and reviewed the bills for the Sheriff's Office, Coroner's Office, Emergency Management Agency, Veterans Assistance Commission and Animal Control. All the bills were in order.

Reports-

The committee received verbal reports from the VAC and EMA. The VAC has brought in over \$3 Million worth of benefits to veterans in our community.

The committee's next meeting is scheduled for Tuesday, February 10, 2026

## Executive Committee

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### ***Committee Report (Mr. Austin)***

The committee met on January 5, 2026

Reports

Discussion and Possible Action

- a. Ratification Adopting a Labor Agreement between the County of Adams / Adams County Sheriff and the Illinois Police Benevolent and Protective Association Representing the Corrections Unit to Begin on December 1, 2024, and End on November 30, 2027. (See [HERE](#))  
This agreement was tabled until the February meeting.
- b. Ratification Adopting a Labor Agreement between the County of Adams / Adams County Sheriff and the Illinois Police Benevolent and Protective Association

Representing the Road Deputies Unit to Begin on December 1, 2024, and End on November 30, 2027. (See [HERE](#))

Mr. Fischer made a motion to approve the agreement which was seconded by Mr. McCleary.

Discussion: Mr. Austin stated the basic package is a step up. This is retro dating back to 2024. They worked in some holiday discussions as well as longevity bonuses.

The agreement was approved.

- c. Ratification Adopting a Labor Agreement between the County of Adams' Highway Department and the General Teamsters Professional Technical Local No. 916 Associated with the International Brotherhood of Teamsters to Begin on December 1, 2025, and End on November 30, 2028 (See [HERE](#))

Mr. McCleary made a motion to approve the agreement which was seconded by Mr. Callaway.

Discussion: Mr. Austin reviewed some of the basics of the contract.

The agreement was approved.

- d. Ratification Adopting a Labor Agreement between the County of Adams' Treasurer's Department and the District Nine International Association of Machinist and Aerospace Workers beginning on December 1, 2025 through November 30, 2028. (See [HERE](#))

Mr. Bellis made a motion to approve the agreement which was seconded by Mr. Fischer.

Discussion: Mr. Austin reviewed the basics of this agreement.

The agreement was approved.

The committee's next meeting will be Monday, February 2, 2026

## Finance

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### ***Committee Report (Mr. Cooley)***

Bills – The committee met on January 12, 2026 and reviewed the bills. All the bills were in order.

#### Resolution/Ordinances

- a. 2026-01-001-005 – Ordinance Amending the Fiscal Year 2025-2026 Budget for the County of Adams Attachment C-1

The clerk read the ordinance by title only.

Mr. Cooley made a motion to approve the ordinance which was seconded by Mr. Finlay.

Discussion: Mr. Cooley explained that this is amending the budget that was passed in November. There were some discrepancies found in the documents.

There was a data export issue involving the software. It did not impact the levy

numbers in any way, just some lines in the budget that was exported. The committee has taken this experience to improve things going forward. Mr. Austin stated that the expense number went up because they added the HVAC bond accounts to this document. Mr. Callaway stated that there were people upset about the increase of the levy. Mr. Austin reminded everyone that this budget amendment did not affect the numbers used in the levy.

A roll call vote was taken to approve the amended budget. Those in favor were: Mark Sorensen, Barbara Fletcher, Ryan Hinkamper, Dave Bellis, Marvin Kerkhoff, Mark Dietrich, Jeremy Farlow, Steve McQueen, Travis Cooley, Robert Reich, Tim Finlay, Jon McCoy, Brad Poulter, David McCleary, John Gunther, Brent Fischer, Joe Zanger, Russ Hinkamper, Timothy Siemer, Keith Callaway and Bret Austin.

Total in favor was 21. Total in opposition was 0. Total absent was 0.

Ordinance 2026-01-001-005 was approved.

### Budget/Insurance

#### Insurance Updates

Mr. Cooley reported the insurance account is trending in the right direction.

### Discussion and Possible Action

Mr. Cooley stated they have been in discussions of a new comptroller or administrator position but that it was brought to their attention that the duties being considered for the position are already statutorily set and assigned to other offices. They will talk more about it moving forward. Mr. Austin stated this person would handle budgets and union negotiations along with other things that are hard for a part time board to cover.

The committee's next meeting will be Monday, February 9, 2026

## Unfinished Business

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There was no unfinished business to discuss.

## New Business

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### Approval of Board Member Travel Vouchers

There were no travel vouchers to approve.

### Monthly Reports

Supervisor of Assessments/Board of Review, Juvenile Detention Center, the County Clerk & Recorder's office, the Public Defender, the Circuit Clerk, Information Technology, and Probation Department, Monthly check register for December 2025, and Funds Summary report for December 2025, including revenue and expenses.

Mr. Ryan Hinkamper made a motion to receive and file the monthly reports with the appropriate committee which was seconded by Mr. Zanger.  
Motion to receive and file the monthly reports with the appropriate committee adopted.

## Correspondence

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- a. Correspondence from Ameren Illinois on Upcoming Vegetation Activities Notifications
- b. Correspondence from the Illinois EPA regarding Waste Plan Update Request  
Mr. Zanger moved to receive and file the correspondence with the appropriate committee which was seconded by Mr. Ryan Hinkamper  
Motion to receive and file the correspondence with the appropriate committee adopted.

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The January 13, 2026 meeting was recessed until Tuesday, February 10, 2026

**RESOLUTION 2026-01-501-001**

By The Adams County Transportation, Building & Technology Committee

TO THE HONORABLE COUNTY BOARD

Ladies and Gentlemen:

BE IT RESOLVED, by the County Board of Adams County, Illinois, that the bridge carrying North 2750<sup>th</sup> Avenue over Cedar Creek is in need of replacement; and

BE IT FURTHER RESOLVED, that this project to replace SN 001-3167 will be known as Northeast Road District Section 25-18118-00-BR; and

BE IT FURTHER RESOLVED, that the Adams County Highway Department has selected WHKS & Co. of Springfield Illinois, to provide professional services for the design engineering for the replacement; and

NOW THEREFORE BE IT RESOLVED, that there is hereby appropriated the sum of Seventy Thousand Dollars, (\$70,000.00) from the Township Bridge Program Fund to pay for the professional services for this replacement; and

BE IT FURTHER RESOLVED, that the County Board Chairman be and is hereby authorized to sign the professional services agreement with WHKS & Co.

Respectfully submitted,

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/s/ by Committee Members

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Adams County Transportation, Building &  
Technology Committee



Resolution for Maintenance Under the Illinois Highway Code

Table with 5 columns: District, County, Resolution Number, Resolution Type, Section Number. Values: 6, Adams, 2026-01-501-002, Original, 26-00000-00-GM

BE IT RESOLVED, by the Board of the County of Adams, Illinois that there is hereby appropriated the sum of Two Million and 00/100 Dollars (\$2,000,000.00)

of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from 01/01/26 to 12/31/26

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that County Adams shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I Ryan A. Niekamp County Clerk in and for said County Adams of Adams in the State of Illinois, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the

Board of Adams at a meeting held on 01/13/26

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this Day of Month, Year

(SEAL, if required by the LPA)

Clerk Signature & Date

Empty box for Clerk Signature & Date

APPROVED

Regional Engineer Signature & Date Department of Transportation

Empty box for Regional Engineer Signature & Date



Attachment A-3
Resolution Appropriating Funds for the
Payment of the County Engineer's Salary

Does the County participate in the County Engineer's Salary Reimbursement Program? [X] Yes [ ] No

Resolution No 2026-01-501-003 Section No 26-00000-00-CS STP Section No 26-CS001-00-AC

WHEREAS, the County Board of Adams County has adopted a resolution establishing the salary of the County Engineer to be 101.7% of the recommended salary for the County Engineer as determined annually by the Illinois Department of Transportation, and percentage

WHEREAS, the County Board of Adams County has entered into an agreement with the Illinois Department of Transportation for transfer of Federal Surface Transportation Program funds to pay one-half of the salary paid to the County Engineer.

NOW, THEREFORE, BE IT RESOLVED, by the Adams County Board that there is hereby appropriated the sum of One Hundred Fifty-three Thousand Nine Hundred Twenty and 00/100 Dollars ( \$153,920.00 ) from the County's Highway funds for the purpose of paying the County Engineer's salary from 01/01/26 to 12/31/26 and, beginning date ending date

BE IT FURTHER RESOLVED, that the Adams County Board hereby authorizes the Department of Transportation, State of Illinois to transfer Seventy-six Thousand Nine Hundred Sixty and 00/100 Dollars ( \$76,960.00 ) of Federal Surface Transportation Program funds allocated to Adams County to the Department of Transportation in return for an equal amount of State funds; and

BE IT FURTHER RESOLVED, by the Adams County Board that there is hereby appropriated the sum of ----- Zero ----- Dollars ( \$0.00 ) from the County's ----- funds for the purpose of paying the County Engineer's expenses from 01/01/26 to 12/31/26. beginning date ending date

I Ryan A. Niekamp County Clerk in and for said County of Adams in the State of Illinois, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete original of a resolution adopted by the County Board of Adams at a meeting held on 01/13/26 date

I certify that the correct TIN/FEIN number for Adams County is 37-6000379 Legal Status: Governmental. TIN/FEIN Number

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this Day of Month, Year

(SEAL, if required by the LPA)

Clerk Signature & Date

[Signature box for Clerk]

APPROVED
STATE OF ILLINOIS, DEPARTMENT OF TRANSPORTATION
For resolutions involving a transfer of STR funds:

Omer Osman, P.E.
Secretary of Transportation Signature & Date
[Signature box for Secretary]

BY:
George A. Tapas, P.E., S.E.
Engineer of Local Roads & Streets Signature & Date
[Signature box for Engineer]

For information about IDOT's collection and use of confidential information review the department's Identity Protection Policy.

**RESOLUTION 2026-01-501-004**

By The Adams County Transportation, Building & Technology Committee

TO THE HONORABLE COUNTY BOARD

Ladies and Gentlemen:

BE IT RESOLVED, by the County Board of Adams County, Illinois, that the bridge carrying North 3000<sup>th</sup> Avenue over Williams Creek is in need of replacement; and

BE IT FURTHER RESOLVED, that this project to replace SN 001-3194 will be known as Northeast Road District Section 24-18117-00-BR; and

BE IT FURTHER RESOLVED, that the Adams County Highway Department has selected Veenstra & Kimm, Inc. of Springfield Illinois, to provide professional services for the design engineering for the replacement; and

NOW THEREFORE BE IT RESOLVED, that there is hereby appropriated the sum of Fifty Thousand Dollars, (\$50,000.00) from the Township Bridge Program Fund to pay for the professional services for this replacement; and

BE IT FURTHER RESOLVED, that the County Board Chairman be and is hereby authorized to sign the professional services agreement with Veenstra & Kimm, Inc.

Respectfully submitted,

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/s/ by Committee Members

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Adams County Transportation, Building &  
Technology Committee

**ORDINANCE NUMBER 2026-01-001-003**

**ORDINANCE ADOPTING A REVISED ADAMS COUNTY EMPLOYEE HANDBOOK**

STATE OF ILLINOIS     )  
  )  SS.  
COUNTY OF ADAMS     )

**WHEREAS**, the Illinois County Code permits counties to adopt employment policies governing employment by the County, 55 ILCS 5/5-1005; and

**WHEREAS**, the County Board of Adams County, Illinois, has previously adopted an employee handbook pursuant to said authority; and

**WHEREAS**, the County Board of Adams County, Illinois, necessary to amend said handbook to update its policies in compliance and conformity with Illinois law; and

**BE IT ORDAINED** by the County Board of Adams County, Illinois, that the revised Adams County Employee Handbook, attached hereto as Exhibit A, is hereby adopted and given effect as of the date of this Ordinance.

*Attached: Exhibit A – Adams County Employee Handbook, as revised in December 2025*

Passed by the Board of Adams County this 13<sup>th</sup> day of January 2026.

ATTEST:

/s/ Ryan A. Niekamp  
COUNTY CLERK

/s/ Bret Austin  
CHAIRMAN OF THE BOARD





# **Adams County Employee Handbook**

**December 2025**



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# Core Policies

## 1.0 WELCOME

Welcome! You have just joined a dedicated organization. We hope that your employment with Adams County will be rewarding and challenging. We take pride in our employees as well as in the services we provide.

Adams County complies with all federal and state employment laws, and this handbook generally reflects those laws. The County also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook.

The employment policies and/or benefits summaries in this handbook are written for all employees. For the purposes of this policy, the term “employee” includes individuals other than individual contractors, who receive compensation from the County for services, and unpaid volunteers when involved in activities covered by County provided liability insurance. When questions arise concerning the interpretation of these policies as they relate to employees who are covered by a collective-bargaining agreement, the answers will be determined by reference to the actual union contract, rather than the summaries contained in this handbook.

Please take the time now to read this handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The County reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the workplace.

If you have questions about your employment or any provisions in this handbook, contact the County Board Office.

We wish you success in your employment here at Adams County!

## **2.0 INTRODUCTORY LANGUAGE AND POLICIES**

### **2.1 ABOUT THE COUNTY**

Located in west central Illinois, Adams County provides over 64,000 citizens with opportunity, diversity, and quality. The County is on the banks of the Mississippi River, and most of the land is used for agriculture. Several smaller communities offer residents with superb quality of life in rural settings. As the largest city within a 100-mile radius, Quincy is a regional hub for medical services, manufacturing, entertainment, and education, and provides the entire County with big city amenities.

Adams County employs over 300 dedicated professionals who serve in various capacities.

### **2.2 REVISIONS TO HANDBOOK**

This handbook is our attempt to keep you informed of the terms and conditions of your employment, including Adams County policies and procedures. The handbook is not a contract. The County reserves the right to revise, add, or delete from this handbook as we determine it to be in our best interest, except the policy concerning at-will employment.

When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on company bulletin boards.

### **2.3 PRELUDE**

This handbook is not intended in any way to create a contract of employment. This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA).

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by Adams County.

### **2.4 ETHICS CODE**

Adams County has enacted *Ordinance Number 005-2005-05* in compliance with the Illinois State Officials and Employees Ethics Act, 5 ILCS 430/1-5, (see Adams County Code Chapter 1, Article V - Ethics and Gift Ban). Pursuant to the Ordinance, County employees are prohibited from performing any prohibited political activities during any compensated time, nor shall any employee intentionally use any property or resources of the County in connection with any prohibited political activity. In addition, County employees, spouse or immediate family member living with an employee, shall not intentionally solicit or accept any gift from any prohibited source, as defined in the Ordinance, or that is otherwise prohibited by law or policy.

Employees are expected to be familiar with the terms of the Ordinance. If you have any questions or would like to review the complete Ordinance, please contact your Department

Head or the County Board Office. Employees who violate the Ordinance are subject to penalties and discipline, up to and including termination.

## **2.5 EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT**

Adams County is committed to the principles of equal employment. Adams County is committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. The County intends to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), race, color, national origin, ancestry, religion, sex, pregnancy (including childbirth, lactation, and related medical conditions), marital status, order of protection status, citizenship status, employment status, arrest and conviction information, credit history, crime victim status, physical or mental disability, genetic information (including testing and characteristics), sexual orientation, veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. The County is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The County will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The County will take appropriate corrective action, if and where warranted. The County prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

The County and its employees are all responsible for upholding this policy. Employees may discuss questions regarding equal employment opportunity with their Department Head or the County Board Office.

## **2.6 ANTIHARASSMENT POLICY**

Sexual and other harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as the Illinois Human Rights Act. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

It is the policy of Adams County to provide a work environment free of sexual and other harassment. Harassment of Adams County employees by management, supervisors, coworkers, or non-employees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment, or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. Adams County will take all steps necessary to prevent and eliminate harassment.

## Definition of Harassment

“Harassment” is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual’s work performance; or otherwise adversely affects an individual’s employment opportunities because of the individual’s membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

## Definition of Sexual Harassment

All County officials, County agents, County employees and County agencies or offices are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof. “Sexual harassment” is generally defined under both state and federal law as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

The following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- **Verbal:** Sexual epithets, jokes, oral references to sexual conduct, comments about an individual’s body or sexual activities, unwanted sexual advances (whether they involve physical touching or not), suggestive or insulting comments, or repeated requests for dates.
- **Non-Verbal:** Unwelcome leering; suggestive or insulting sounds such as whistling, smacking, or kissing noises; or sexually suggestive bodily gestures.
- **Visual:** Displaying sexually suggestive objects, pictures, signs, or slogans; viewing pornographic material or websites.
- **Physical:** Brushing up against the body; unwelcome touching, hugging, or kissing; pinching or bruising the body; any coerced sexual act; or an actual assault.
- **Textual/Electronic:** “Sexting” (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking, and threats via all forms of electronic communication.

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a “reasonable person.”

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated by Adams County.

### **Procedures for Filing a Complaint**

Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed below.

- **Direct Communication:** You may, but are not required to, complain first to the person you feel is discriminating against or harassing you.
- **Contact Supervisory Personnel:** You may complain directly to your immediate supervisor, or any other member of management with whom you feel comfortable bringing such a complaint. If the harasser is the immediate supervisor, you may complain to the next level of supervision, or to the County Board Executive Assistant.
- **Formal Complaint:** An employee may also report incidents of sexual harassment directly to the County Board Executive Assistant, who will counsel the reporting employee and be available to assist with filing a formal complaint. The County will fully investigate the complaint and advise the complainant and the alleged harasser of the results of the investigation.
- **Resolution Outside the County:** The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the County. However, all County employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.
  - Illinois Department of Human Rights (IDHR) - Springfield: 217-785-5100
  - U.S. Equal Employment Opportunity Commission (EEOC) – Chicago: 800-669-4000

### **Prohibition on Retaliation**

No County official, agency, or employee shall take any retaliatory action against any County employee due to an employee’s:

1. Disclosure or threatened disclosure of any violation of this policy,
2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or

3. Assistance or participation in a proceeding to enforce the provisions of this policy.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any County employee that is taken in retaliation for an employee's involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

#### **False and Frivolous Complaints**

False and frivolous complaints refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, false and frivolous charge is a severe offense that can itself result in disciplinary action.

#### **Disciplinary Action**

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, Adams County will take immediate, appropriate, corrective action, including discipline up to and including immediate termination.

### **3.0 HIRING AND ORIENTATION POLICIES**

#### **3.1 CONFLICTS OF INTEREST**

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Transactions with outside firms must be conducted within a framework established and controlled by the Department Head and County Board. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gains refer to bribes, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the outside firm or a County employee.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in personal gain for that employee or for a relative as a result of the County's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to their Department Head as soon as possible the existence of any actual or potential conflict of interest in any situation that may give the appearance of a conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has significant ownership in a firm with which the County does business, but also when an employee or relative receives any bribe, substantial gift, or special consideration as a result of any transaction or business dealing involving the County. Failure to comply with the above could result in disciplinary action, up to and including termination.

#### **3.2 NEPOTISM, EMPLOYMENT OF RELATIVES**

Adams County will not employ relatives in circumstances where actual or potential conflicts may arise that could compromise supervision, safety, confidentiality, security, and morale at Adams County. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as spouse, child, parent, sibling, grandparent, aunt, uncle, niece, nephew, or any such relative who is a "step" or "in-law."

If employees begin a dating relationship or become relatives, partners, or members of the same household and if one party is in a supervisory position, that person is required to inform the Department Head of the relationship.

Adams County reserves the right to apply this policy in the case of actual or potential problems because of the relationship between employees, even if there is no direct reporting relationship or authority involved. This can include reassignment or, if necessary, termination of employment for one or both individuals involved.

### **3.3 JOB DESCRIPTIONS**

Adams County attempts to maintain a job description for each position. If you do not have a current copy of your job description, you should request one from your Department Head.

Job descriptions prepared by the County serve as an outline only. Due to business needs, you may be required to perform job duties that are not within your written job description. Furthermore, the County may have to revise, add to, or delete from your job duties per business needs. On occasion, the County may need to revise job descriptions with or without advance notice to employees.

If you have any questions regarding your job description or the scope of your duties, please speak with your Department Head.

### **3.4 EMPLOYMENT APPLICATION AND REFERENCE CHECKS**

As part of the hiring process, applicants will be required to complete an employment application. Resumes will not be accepted as employment applications.

Adams County relies on the accuracy of information contained in the employment application and other employment-related documents. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment, or, if the person has been hired, termination of employment.

Skills tests, approved to the duties of the position, may be administered by the Department Head.

To ensure that individuals who join Adams County are well qualified and have a strong potential to be productive and successful, references and education background potential hires will be checked.

### **3.5 NEW HIRES AND INTRODUCTORY PERIODS**

The first six (6) months of your employment is considered an introductory period. During this period, you will become familiar with Adams County and your job responsibilities, and we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities. Once you have successfully completed your introductory period, you will be a regular employee. Successful completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the at-will employment relationship.

### **3.6 POSTING OF OPENINGS**

Adams County desires to promote qualified employees from within where it believes that is possible, consistent with the need to assure that all positions are staffed by highly



competent individuals. New job openings generally will be posted on the County's website, although the County reserves the right not to post a particular opening.

Each job posting notice will include the dates of the posting period, job title, department, location, salary range, job summary, essential duties, and qualifications (required skills and abilities).

Employees interested in applying for a posted position should contact the appropriate department and submit an application to the Department Head or designee with the opening. The Department Head shall review all internal applications received and will interview those candidates that possess the required skills and abilities for the job.

This procedure does not preclude the County from recruiting outside of the organization when and if it is determined such a procedure is necessary.

### **3.7 EMPLOYMENT AUTHORIZATION VERIFICATION**

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with Adams County. If you are currently employed and have not complied with this requirement or if your status has changed, inform the County Board Office.

If you are authorized to work in this country for a limited period of time, you will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the County.

### **3.8 AT-WILL EMPLOYMENT**

Your employment with Adams County is on an "at-will" basis unless you are covered by a contract or a collective-bargaining agreement. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the County at any time, with or without notice and with or without cause.

Nothing in this handbook or any other County document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the County Board or the Chief Judge has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the County Board.

### **3.9 DISABILITY ACCOMMODATION**

Adams County complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws, and is

committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the County will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If you require an accommodation because of your disability, it is your responsibility to notify your Department Head. You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, the County will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the County in connection with a request for accommodation will be treated as confidential.

The County encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the County is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the County.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law. The County will not discriminate or retaliate against employees for requesting an accommodation.

### **3.10 RELIGIOUS ACCOMMODATION**

Adams County is dedicated to treating its employees equally and with respect and recognizes the diversity of their religious beliefs. All employees may request an accommodation when their religious beliefs cause a deviation from the County dress code or the individual's schedule, basic job duties, or other aspects of employment. The County will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that will be considered are cost, the effect that an accommodation will have on current established policies, and the burden on operations — including other employees — when determining a reasonable accommodation. At no time will the County question the validity of a person's belief.

If you require a religious accommodation, speak with your Department Head or the County Board Office.

## **4.0 WAGE AND HOUR POLICIES**

### **4.1 EMPLOYEE CLASSIFICATION CATEGORIES**

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

- Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.
- Exempt employees are generally managers or professional, administrative, or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

### **4.2 PAY PERIOD**

All employees are paid biweekly, every other Friday. The County reserves the right to alter pay date and schedule with one month's written notice to employees. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

Employee paychecks will be delivered in one of the following ways: direct deposit to the banking institution of the employee's choice; employee will pick up live check from the County Board Office; or mailed to his/her home address. No salary or wage advances will be made.

In the event that a regularly scheduled payday falls on a recognized holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

In the event an employee does not schedule time, they will be paid the following pay-period.

### **4.3 PAYCHECK DEDUCTIONS**

Adams County is required by law to make certain deductions from every employee's compensation. This includes income and unemployment taxes, Federal Insurance Contributions Act (FICA) contributions (Social Security and Medicare), and any other deductions required under law or by court order for wage garnishments. The amount of tax deductions will depend on each employee's earnings and the number of exemptions listed on their federal Form W-4 and applicable state withholding form. If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the County's payroll system.

All full-time and part-time employees who work 600 hours or more in a year will be enrolled in the Illinois Municipal Retirement Fund (IMRF), or SLEP for Deputies in the Sheriff's Department. Wages will be deducted on a pre-tax basis at the rate required by the specific fund and deposited into the employee's account.

The County offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

The County takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay or deductions, the employee should promptly bring the discrepancy to the attention of his or her Department Head so that corrections can be made as soon as possible.

#### **4.4 DIRECT DEPOSIT**

Adams County encourages all employees to enroll in direct deposit. To take advantage of direct deposit, employees should access the County's payroll system to enter their banking information. Typically, the direct deposit will be effective within 5 business days.

#### **4.5 RECORDING TIME**

Federal and state laws require Adams County to keep accurate records of hours worked by nonexempt (hourly) employees. All nonexempt employees are required to enter their hours worked accurately, including all lunch periods and any rest periods of more than 20 minutes. Employees must notify the County of any pay discrepancies, unrecorded or mis recorded work hours, or any involuntary missed meal or break periods.

Any changes to an employee's time record must be approved by their Department Head. Time records are to be turned into the Department Head at the end of each pay period. Employees must not complete the time sheet of any other employees or request that they do so for you. Falsification of time records or recording time for other employees may result in discipline, up to and including termination of employment.

#### **4.6 ATTENDANCE POLICY**

Employees are expected to report to work whenever scheduled and be at their workstation at starting time, and again after lunch break at the prescribed time.

When an employee knows ahead of time that they will be absent or late, the employee must provide reasonable advance notice to their Department Head or supervisor, or in the event of an emergency, as soon as practical. The notice should include a reason for the absence or tardiness, and an indication of when the employee can be expected to report to work. An employee may be required to provide documentation of any medical or other excuse for being absent or late. Failure to provide proper notification on an absence or tardiness, as well as unexcused absences, late arrivals or early departures from work, may result in disciplinary action, up to and including termination, unless otherwise prohibited by law.



Employees who fail to show up for work or call in with an acceptable reason for the absence for a period of two (2) or more consecutive shifts will be considered to have abandoned the job without notice and voluntarily resigned from Adams County. Employees who are separated due to job abandonment are ineligible for rehire.

Adams County reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences. Absences resulting from approved leave, vacation, or legal requirements are exceptions to the policy.

#### **4.7 JOB ABANDONMENT**

Employees who fail to show up for work or call in with an acceptable reason for the absence for a period of two (2) or more consecutive shifts will be considered to have abandoned the job without notice and voluntarily resigned from Adams County. Employees who are separated due to job abandonment are ineligible for rehire.

#### **4.8 ACCOMMODATIONS FOR NURSING MOTHERS**

Adams County will provide nursing mothers reasonable paid break time to express milk for their infant child(ren) for up to one year following the child's birth.

The employee will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from co-workers and the public.

Expressed milk can be stored in refrigerators provided in the lactation room or other location, or in a personal cooler. The milk must be sufficiently marked or labeled to avoid confusion for other employees who may share the refrigerator.

Break time should, if possible, be taken concurrently with any other break time already provided. Employees are encouraged to discuss the length and frequency of these breaks with their Department Head.

No provision of this policy applies, or will be enforced, if it conflicts with or is superseded by any requirement or prohibition contained in a federal, state, or local law, or regulation.

## **5.0 PERFORMANCE, DISCIPLINE, LAYOFF, AND TERMINATION**

### **5.1 OUTSIDE EMPLOYMENT**

Employees are permitted to engage in outside work or to hold other employment, subject to certain restrictions as outlined below.

Activities and conduct away from the job should not compete with, conflict with, or compromise the County interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees should not perform any services for residents and/or businesses on non-working time that are normally performed by Adams County, unless approved by the County. This prohibition also extends to the unauthorized use of any County tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If Adams County determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment.

Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave may result in disciplinary action up to and including termination.

### **5.2 STANDARDS OF CONDUCT**

Adams County wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our employees, customers, and other stakeholders. We all share the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge employees for any reason permitted by law.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.

- Being under the influence of alcohol, cannabis, or any illegal substances during working hours on County property (including in County vehicles), or on County business.
- Inaccurate reporting of the hours worked by you or any other employees.
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of the County or in the preparation of any employment-related documents including, but not limited to, job applications, personnel files, employment review documents, or expense records.
- Taking or destroying County property.
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization.
- Fighting with, or harassment of (as defined in our EEO policy), any fellow employee, vendor, or customer.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking in non-designated areas.
- Working unauthorized overtime.
- Failure to dress according to County policy.
- Use of obscene or harassing language in the workplace.
- Engaging in outside employment that interferes with your ability to perform your job at the County.
- Lending keys or keycards to County property to unauthorized persons.

Nothing in this policy is intended to limit your rights under the National Labor Relations Act, or to modify the at-will employment status where at-will is not prohibited by state law.

### **5.3 WORKFORCE REDUCTIONS (LAYOFFS)**

In some circumstances, it may become necessary to use a layoff procedure to adjust the workforce. The term layoff is not used when employees are separated from the County because of failure to perform their duties satisfactorily. The County may lay off an employee due to shortage of funds, the abolition of the position, lack of work, or other material changes in the duties of the position, or for related reasons which are outside the employee's control, and which do not reflect discredit upon the service of the employee. The duties performed by any employee laid off may be reassigned to other employees already working. In identifying employees to be laid off, the County will consider various factors, which may include, but are not limited to, length of employment, work performance, and/or ability to satisfactorily perform job duties that are or may be assigned.

Qualified employees on layoff may be recalled at the discretion of the County. Recall of any employee is contingent upon their ability to satisfactorily perform the work available. In addition, recall is contingent upon the satisfactory results of any required examination. Employees affected by a layoff are placed on a recall list for a maximum period of one calendar year. Employees not recalled within one year are removed from the list. If an employee is recalled after an absence of three months or more, the seniority or start date is

adjusted to account for the time the employee was absent. If the employee is recalled within three months, the starting date is not adjusted.

Employees receiving a recall offer will be notified by registered mail, return receipt requested. Letters will be sent to the last known address on record in the employment files. Letters should be receipted by the employee or a member of the employee's immediate family. Such notification will require a reply by telephone or electronic communication within three (3) days of receipt. Failure to reply within the prescribed time will result in withdrawal of the recall offer.

#### **5.4 CRIMINAL ACTIVITY/ARRESTS**

Involvement in criminal activity during employment, whether on or off Adams County property, may result in disciplinary action including suspension or termination of employment. Disciplinary action depends upon a review of all factors involved, including whether or not the action was work-related, the nature of the act, or circumstances that adversely affect attendance or performance. Any disciplinary action is not dependent upon the disposition of any case in court.

Employees are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled as a result of an arrest may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

Any disciplinary action taken will be based on information reasonably available. This information may come from witnesses, police, or any other credible source.

#### **5.5 DISCIPLINARY PROCESS**

Violation of Adams County policies or procedures may result in disciplinary action including demotion, transfer, leave without pay, or termination of employment. The County encourages a system of progressive discipline depending on the type of prohibited conduct. However, the County is not required to engage in progressive discipline and may discipline or terminate employees who violate the rules of conduct, or where the quality or value of their work fails to meet expectations at any time.

In appropriate circumstances, management will first provide you with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual suspension, demotion, transfer, forced leave, or termination of employment. Your Department Head will make every effort possible to allow you to respond to any disciplinary action taken. Understand that while the County is concerned with consistent enforcement of our policies, we are not obligated to follow any disciplinary or grievance procedure and that depending on the circumstances, you may be disciplined or terminated without any prior warning or procedure.

**5.6 EXIT INTERVIEW**

Employees may be asked to participate in an exit interview when leaving Adams County. The purpose of the exit interview is to provide the County with greater insight into the employee's decision to leave employment; identify any trends requiring attention or opportunities for improvement; and to assist the County in developing effective recruitment and retention strategies. Employee cooperation in the exit interview process is appreciated.

**5.7 POST-EMPLOYMENT REFERENCE POLICY**

It is the policy of Adams County to confirm dates of employment and job title only. Forward any requests for employment verification to the County Board Office.

## **6.0 GENERAL POLICIES**

### **6.1 AUTHORIZATION FOR USE OF PERSONAL AND EMPLOYER VEHICLE**

When using County equipment and vehicles, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Employees are expected to adhere to all applicable state and federal law when operating a vehicle or piece of equipment while in an employment capacity. Employees are also expected to obtain and to keep current the appropriate license(s) for the type of vehicle(s) operated.

Employees are expected to notify their Department Head immediately if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. If employees have questions regarding their responsibility for maintenance and care of equipment or vehicles, they should contact their supervisor. Any damage that requires an insurance claim should be reported to the County Board office.

The improper, careless, negligent, destructive, unauthorized, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Employees may not operate a motor vehicle while under the influence of alcohol or a chemical substance or other substance that can impair judgment. Employees may not operate a motor vehicle while texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device.

### **6.2 EMPLOYER-PROVIDED CELL PHONE/MOBILE DEVICE POLICY**

The purpose of this policy is to provide guidance to departments and employees regarding eligibility for Adams County-provided cell phones and plans, and the appropriate use of the phone and plan.

An employee must have a legitimate business need for a cell phone/mobile device and the issuance of the device must be approved by the Department Head. The typical legitimate reasons employees may need a cell phone/mobile device include frequent business travel or for key personnel who must be immediately reachable during an emergency.

An employee that drives a vehicle during employment may not use any cell phone/mobile device or other communication device while driving unless the device is equipped or configured with a "hands-free" listening/speaking option, and the employee in fact utilizes the hands-free device.

The County owns and remains entitled to all cell phone/mobile devices, including all passwords controlling access to them. At the time of employment termination, all such equipment and passwords must be returned to the County in operable condition.

### **6.3 MAIL USE POLICY**

Employees should limit usage of the Adams County mail service to business purposes. Employees should not use the County address to receive personal mail and should not use the County postage meter for personal mail.

### **6.4 NONSOLICITATION/NONDISTRIBUTION POLICY**

Adams County prohibits the solicitation, distribution and posting of materials on or at County property by any employee or non-employee, except as may be permitted by the Department Head. The sole exceptions to this policy are charitable and community activities supported by Adams County and County-sponsored programs related to Adams County's services.

### **6.5 OFF-DUTY USE OF EMPLOYER PROPERTY OR PREMISES**

Employees should not use Adams County property for personal use during working time. Employees are responsible for returning County property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. This includes use of copy machines, computers, or office supplies for personal use without prior authorization.

### **6.6 PERSONAL APPEARANCE**

Your personal appearance reflects on the reputation, integrity, and public image of Adams County. All employees are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed. This may include wearing uniforms or protective safety clothing and equipment, depending upon the job. Use common sense and good judgment in determining what to wear to work.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

The County will make every effort to reasonably accommodate employees with disabilities or with religious beliefs that make it difficult for them to comply fully with the personal appearance policy. Contact your Department Head to request a reasonable accommodation.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Department Heads reserve the right to determine appropriateness. Work time missed by a nonexempt employee will not be compensated.

Frequent violations may result in disciplinary action, up to and including termination of employment.

## **6.7 PERSONAL CELL PHONE/MOBILE DEVICE USE**

While Adams County permits employees to bring personal cell phones and other mobile devices, (i.e. smart phones, PDAs, tablets, laptops), into the workplace, employees must not allow the use of such devices to interfere with job duties or impact workplace safety and health.

Use of personal cell phones and mobile devices at work can be distracting and disruptive and cause a loss of productivity. Thus, employees should primarily use such personal devices during nonworking time, such as breaks and meal periods. Use of devices during this time should be in a manner that is courteous to those in the surrounding area. Outside of nonworking time, use of such devices should be minimal and limited to emergency use only. If the device has a camera and/or audio/video recording capability, employees are restricted from using those functions on County property unless authorized in advance by the Department Head or when they are used in a manner consistent with the right to engage in concerted activity under section 7 of the National Labor Relations Act (NLRA).

Employees are expected to comply with County policies regarding the protection of confidential and proprietary information when using personal devices.

Employees may connect personal devices to the County Wi-Fi network. Employees should have no expectation of privacy while using a privately-owned device that connects to the County network.

While operating a vehicle on work time, the County requires that the driver pull off the road to a safe location unless the driver uses the correct hands-free equipment for the device that is in compliance with applicable state laws. Employees who are charged with traffic violations from the use of any cellular phone or electronic device while operating a motor driven vehicle will be solely responsible for all liabilities that result from such violations.

Employees may be subject to disciplinary action, up to and including termination of employment, for violation of this policy.

## **6.8 PERSONAL DATA CHANGES**

It is your obligation to provide Adams County with your current contact information, including current mailing address and telephone number. Inform the County of any changes to your marital or tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings.

To make changes to your personal information please use Paycom.

## **6.9 SECURITY**

All employees are responsible for helping to make Adams County a secure work environment. Upon leaving work, lock all desks, lockers, and doors protecting valuable or

sensitive material in your work area and report any lost or stolen keys, badges, or similar devices to your Department Head immediately. Refrain from discussing specifics regarding County security systems, alarms, passwords, etc. with those outside of the County workplace.

Immediately advise your Department Head of any known or potential security risks and/or suspicious conduct of employees, customers, or guests of the County. Lost or stolen keys and/or Badges should be reported to the IT Department immediately. Safety and security is the responsibility of all employees and we rely on you to help us keep our premises secure.

### **6.10 OFFICE CLOSURE**

Every reasonable effort will be made to keep the Courthouse and other County operated offices open during normal workdays and the staff shall make every practical effort to report to work.

When the Courthouse has to be closed because of weather emergencies or other man-made or natural disasters, Courthouse employees will be paid for their normal scheduled workday (this policy does not include emergency personnel). In the event of hazardous weather or other disaster conditions that occur during the hours of 8:30 a.m. to 4:30 p.m., employees that are at work that day will be paid from the time the office closes until the end of their normal workday.

In the event of extreme weather conditions occurring locally, which make it impossible for the employee to report for work when the Courthouse and their Department is in operation, the employee may take a paid vacation day, sick day, personal day, or an unpaid day.

### **6.11 SOCIAL MEDIA POLICY**

Public employees are public servants and are entrusted with the public trust. Because of this public trust, public employees are held to a higher standard of professionalism than private citizens. Adams County employees must give thoughtful consideration to their actions to avoid damaging the reputation and trust the County has with the community.

At Adams County, we recognize the Internet provides unique opportunities to participate in interactive discussions and share information using a wide variety of social media. However, use of social media also presents certain risks and carries with it certain responsibilities. To minimize risks to the County, employees are expected to follow the County's guidelines for appropriate use of social media.

#### **Guidelines**

For purposes of this policy, **social media** includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's blog, journal or diary, personal website, social networking or affinity website, web bulletin

board or a chat room, whether associated or affiliated with the County, as well as any other form of electronic communication.

County principles, guidelines, and policies apply to online activities just as they apply to other areas of work. Ultimately, you are solely responsible for what you communicate in social media. You may be personally responsible for any litigation that may arise should you make unlawful defamatory or slanderous statements against any customer, supervisor, or employees of the County.

### **Know and Follow the Rules**

Ensure your postings are consistent with these guidelines. Postings that include unlawful discriminatory remarks, harassment, and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

### **Be Respectful**

The County cannot force or mandate respectful and courteous activity by employees on social media during nonworking time. If you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment. Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or County policy. Your personal posts and social media activity should not reflect upon or refer to the County.

### **Maintain Accuracy and Confidentiality**

When posting information:

- Do not create a link from your personal blog, website, or other social networking site to the County website that identifies you as speaking on behalf of the County.
- Do not represent yourself as a spokesperson for the County. If the County is a subject of the content you are creating, do not represent yourself as speaking on behalf of the County. Make it clear in your social media activity that you are speaking on your own behalf.
- Respect copyright, trademark, third-party rights, and similar laws and use such protected information in compliance with applicable legal standards.

### **Using Social Media at Work**

Do not use social media while on your work time, unless it is work related as authorized by your Department Head or consistent with policies that cover equipment owned by the County.

## **Retaliation and Your Rights**

Retaliation or any other negative action is prohibited against anyone who, based on a reasonable belief, reports a possible deviation from this policy or cooperates in an investigation. Those who retaliate against others for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Nothing in this policy is designed to interfere with, restrain, or prevent employees from communications regarding wages, hours, or other terms and conditions of employment, or to restrain employees in exercising any other right protected by law. All employees have the right to engage in or refrain from such activities.

### **6.12 TELEPHONE USE**

Adams County phones are principally for work-related communications. The County reserves the right to monitor and review telephone usage. The actual voice data or content of the calls is not recorded.

Unless there is an emergency, employees should limit long distance telephone calls to business purposes only.

### **6.13 WORKPLACE PRIVACY AND RIGHT TO INSPECT**

Adams County property, including but not limited to lockers, phones, computers, tablets, desks, workplace areas, vehicles, or machinery, remains under the control of the County and is subject to inspection at any time, without notice to any employees, and without their presence.

Employees should have no expectation of privacy in any of these areas. The County assumes no responsibility for the loss of, or damage to, an employee's property maintained on County premises including that kept in lockers and desks.

Lockers, desks, and other work areas should be maintained in a clean and sanitary condition. As part of the privilege for use of these work areas, employees must agree to allow the County to inspect or otherwise gain access to the locker or desk and its contents at any time, with or without notice to the employee, and without the employee's presence.

### **6.14 PERSONNEL AND MEDICAL RECORDS**

Adams County maintains a personnel and medical file for all employees. Medical records will be kept in a separate folder. Every effort will be made to keep your personnel and medical records confidential. Access is on a "need-to-know" basis only. This includes, but is not limited to, supervisors and others in management reviewing the file for possible promotion, transfer, or layoff.

If you wish to review your personnel or medical file, you may do so after submitting a request to your Department Head. After submitting the request, you will be able to review your

personnel file within seven working days. Inspection must occur in the presence of a County representative. All requests by an outside party for information contained in your personnel file, and/or for copies, will be directed to the County Board Office, which is the only department authorized to give out such information.

### **6.15 VOICEMAIL, EMAIL, AND INTERNET POLICY**

This Voicemail/Email/Internet Policy is intended to provide Adams County employees with the guidelines associated with the use of the voicemail/email/Internet system (the system). This policy applies to all employees, contractors, vendors, partners, or associates, and any others accessing and/or using the system through onsite or remote terminals.

#### **General Provisions**

- The system, and all data transmitted or received through the system, is the exclusive property of the County. Employees should not have any expectation of privacy in any communication over this system.
- The County reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over the system. Any individual who is given access to the system is hereby given notice that the County will exercise this right periodically, without prior notice. Your execution of this handbook constitutes your understanding of and consent to this policy.
- The interests of the County in monitoring and intercepting data include, but are not limited to: protection of County confidential information; managing the use of the computer system; and/or assisting employees in the management of electronic data during periods of absence.
- Employees should not interpret the use of password protection as creating a right or expectation of privacy. To protect everyone involved, no one can have a right or expectation of privacy regarding the receipt, transmission, or storage of data on the County voicemail/email/Internet system.

Any employees who violate this policy will be subject to corrective action, up to and including termination of employment. If necessary, the County will also advise law enforcement officials of any illegal conduct.

### **6.16 TRAVEL EXPENSES**

Adams County has a Travel, Living and Meal Expense policy outlined in the Adams County Code, Chapter 1, Article XI. The purpose of the policy is to define approved business travel expenses and the authority for incurring and approving such expenses at Adams County.

Travel expenses are the reasonable and necessary expenses incurred by employees when traveling on approved Adams County business trips. Travel is limited to business activities for which other means of communication is inadequate and for which prior approval from the Department Head has been received.

When travel is complete, employees should submit completed travel expense reports within 30 days. A travel expense voucher should be accompanied by original receipts for all



individual expenses, along with an agenda or other supporting documentation. Employees should contact their Department Head for guidance and assistance on procedures related to travel arrangements, travel vouchers, or any other business travel issue.

Abuse of this policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

### **6.17 USE OF EMPLOYER CREDIT CARDS**

Adams County has a Credit Card policy outlined in the Adams County Code, Chapter 1, Article XII.

All employees in the possession of a credit card issued by Adams County will adhere to the strictest guidelines of responsibility for the protection and proper use of that card.

The cardholder shall keep all invoices and receipts from purchases in a safe place until the monthly statement arrives. On receipt of the statement, the cardholder shall submit a County Voucher form and all applicable receipts to Accounts Payable.

Any unauthorized purchases made with a credit card issued by the County may be the cardholder's responsibility and the cardholder may be required to reimburse the County.

Immediately report lost or stolen County cards to your Department Head. Failure to follow this policy may result in disciplinary action, up to and including termination.

### **6.18 ADAMS COUNTY ID BADGES**

#### **County Employees**

As a vital part of our security system, an Adams County identification badge with your name, photo and department will be issued to you. Every employee is required to have your badge in your possession at all times. It is encouraged that each employee wear their ID badge in plain view.

If your identification badge is lost or stolen, you must obtain a replacement. Lost or stolen cards should be reported to Information Technology, as soon as possible. Failure to wear your ID badge or excessive loss or damage to cards can lead to disciplinary action.

Upon termination, employees will be required to return ID badges to Information Technology as part of the off-boarding process.

#### **Contractors and Temporary Staff**

Contractors and temporary staff with assignments of two or more weeks will be issued a photo ID badge. Those with a shorter assignment may be issued an Adams County ID badge

without a photo. Access to additional secured areas will be addressed on a case by case basis. Contractors and Temporary ID badges must be worn on a lanyard around the neck at all times while in County buildings.

Temporary and contractor staff are required to return ID badges to the County Board Office on the last day of the assignment.

### **6.19 PARKING POLICY**

#### **Adams County Courthouse Employee Parking**

Adams County asks employees for their cooperation to ensure the citizens of Adams County have easy access to Courthouse parking to conduct business. The curbs south of the Courthouse and the south half of 5th street that are painted white are parking spaces designated for visitor parking only. Employees shall not use these restricted parking spaces during Courthouse hours of operation.

#### **Employee Parking**

- City Lot D
- City Lot at 5th & Vermont
- South side of Vermont street
- West side of 5th street
- Please be courteous to the Kroc Center using the west 5th street spaces and the City lot at 5th and Vermont.

#### **Reserved and Restricted Parking**

- The back lot (entrance from Broadway Street), is assigned parking only with the exception of the spaces reserved for Quincy Policy Department (QPD) Visitor Parking. These assignments are designated by the Adams County Sheriff and QPD.
- The new east lot is reserved for the Adams County Sheriff's department and spaces are designated and approved by the Sheriff.
- The small County lot on south side of Vermont is assigned parking only.

#### **Disabled Parking**

Specific parking spaces are reserved for the physically disabled and are marked by signs. Parking is by special permit available only for disabled persons. When a motor vehicle with a special license plate or identification card issued by the Department of Motor Vehicles that is being operated by, or used for transportation of a disabled person, this motor vehicle may park in any space which is clearly marked as being reserved for the use of the disabled or persons responsible for the transportation of a disabled person.

## **7.0 BENEFITS AND LEAVES OF ABSENCE**

### **7.1 BEREAVEMENT LEAVE**

Adams County recognizes the importance of taking leave when there is a death in the family. Employees are permitted to take up to three (3) days off with pay for the death of one of the following: mother, father, sister, brother, step-mother, step-father, step-brother, step-sister, grandparents, spouse's grandparents, grandchildren, son- or daughter-in-law, brother- or sister-in-law, mother-or father-in-law, legal guardian, or other relatives that are members of the employee's household at the time of death. Employees are permitted to take up to five (5) days off with pay for the death of one of the following: spouse, children and step-children.

Pay is based on the employee's normal rate of pay. Authorized leave without pay or using personal leave time is available for extended funeral matters provided that the Department Head approves such additional absence. The County may request documentation to support absences for bereavement leave.

### **7.2 CHILD BEREAVEMENT LEAVE**

In the event of the death of a child (employee's son or daughter who is a biological, adopted, or foster child, a stepchild, legal ward, or a child of a person standing *in loco parentis*), employees who have worked a minimum of 1,250 hours for the County during the immediately preceding 12 months are entitled to a maximum of 2 weeks (10 days) of unpaid bereavement time. If an employee suffers the death of more than one child in any 12-month period, the employee is entitled to take up to 6 weeks, (30 days), of unpaid bereavement leave in the 12-month period.

The time may be used to attend the funeral or alternative to a funeral, plan arrangements necessitated by the death, or to grieve the death of the child. The leave must be completed within 60 days after the date employee receives notice of the death of a child. Employees must give 48 hours of notice before the leave, unless it is not practicable, and may be requested to provide documentation demonstrating the need for the leave.

Employees may elect to substitute paid leave concurrently with the Child Bereavement leave, however employees are not required to do so. Child bereavement leave may not be taken in addition to unpaid leave permitted under the Family Medical Leave Act (FMLA), and may not exceed unpaid leave time allowed under that law.

### **7.3 DISABILITY LEAVE**

Disability is defined as a physical or mental condition that incapacitates an employee to a point that he/she is unable to perform their essential job functions. Disability may be work or non-work related, and must be certified by a licensed physician. It is the responsibility of the employee or his/her representative to contact the Department Head to keep him/her advised of the extent of the disability as soon as it is anticipated that the employee may go

on disability. Employees with a disability may qualify for the Illinois Municipal Retirement Fund (IMRF) disability benefits or workers' compensation. An employee may also be eligible for leave under the Family Medical Leave Act (FMLA) if the employee meets certain eligibility requirements. In such cases, disability leave will run concurrently with FMLA leave and the terms of the FMLA policy will control to the extent such terms conflict with the provisions of this disability policy, until the employee's FMLA leave rights are exhausted.

Employees shall use accrued sick leave in conjunction with a disability leave. Employees may use vacation and personal days during a disability leave to continue their salary, after sick days are exhausted. Sick leave, vacation and personal time will continue to be accrued only during the period when the employee is being paid by the County.

The County will maintain the employee's health insurance coverage under the group health plan on the same basis as coverage would have been provided if the employee had been continuously employed, unless otherwise provided by applicable law. Continued participation by the employee in the Group Life and Health Insurance program during unpaid disability leave will be at the employee's expense of paying the premium for continued coverage.

During a disability leave, the County may require the employee to periodically report on his or her status and intent to return to work. The County may also periodically require certification of the employee's medical condition.

Failure to return from a disability leave upon the expiration of the approved leave period without prior consent from the Department Head will be considered a voluntary resignation.

When an employee returns from a disability leave, the employee must provide a statement of disability from his or her physician stating that the employee is medically fit to return to work and further stating any limitations that may be imposed by the physician on the employee's ability to work. The County, in its sole discretion, may require an employee to be examined by a physician designated by the County before the employee is permitted to return to work from a disability leave. The final decision on whether an employee is ready to return to work rests with the County.

#### **7.4 HOLIDAYS**

Adams County provides holiday time off to employees on the following days\*:

- New Year's Day
- Martin Luther King, Jr. Day
- Lincoln's Birthday
- Washington's Birthday
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day



- Veteran's Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve
- Christmas Day

*\*Health Department employees may observe a different holiday calendar.*

When a holiday falls on a Saturday, it will be observed the preceding Friday. Holidays falling on a Sunday will be observed the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Holiday pay will be calculated based on the employee's straight time pay rate, (as of the date of the holiday), times the number of hours the employee would otherwise have worked on that day. Certain part-time employees shall be paid on a pro-rated basis according to the number of hours the employee is normally scheduled to work on that day. In order to qualify for holiday pay, the employee must work their last regularly scheduled workday prior to the holiday, and their first regularly scheduled workday after the holiday. Paid time off for holidays will not be counted as hours worked for the purpose of determining overtime.

An employee in a non-exempt position working on one of the above-mentioned holidays may, at the option of the Department Head, be given an equivalent time off, or time and one-half pay for the number of hours worked.

An employee in an exempt position who is required to work on a day designated as a holiday shall be entitled to exchange time off for hours worked.

The terms of any negotiated union contract will take precedence in the event of a discrepancy.

**7.5 Vacation Accrual**

Vacation Accruals are based on years of continuous service as of January 1 according to the following schedule:

0-4 Years	2 Weeks	Accrued at 3.08 hours for each full pay period
5-9 Years	3 Weeks	Accrued at 4.61 hours for each full pay period
10-14 Years	4 Weeks	Accrued at 6.15 hours for each full pay period
15 years and Over	5 Weeks	Accrued at 7.69 hours for each full pay period

All employees will accrue vacation leave at the appropriate levels. Any vacation time taken at the termination of employment which exceeds the accrued time will be deducted from any final payroll check. Employees may carry over up to 40 hours of Vacation Time per year. No compensation will be made for any employee exceeding the 40 hours of Vacation Time.

### **7.6 Paid Leave for All Workers**

Pursuant to the Illinois Paid Leave for All Workers Law The Paid Leave for All Workers Act (PLAWA), employees will be awarded 40 hours of paid leave from work each year. Full Time Employees will be awarded time on January 1 of each year, and prorated by start date. Part Time Workers earn one (1) hour of paid leave for every 40 hours they work. This leave will not carry over.

### **7.7 UNPAID LEAVE OF ABSENCE**

An Unpaid Leave of Absence is intended to provide Adams County with a means to allow employees to be reinstated with past seniority if they need to suspend active employment status. Unpaid leaves are granted to employees in good standing at the discretion of the appropriate Department Head and the County Board Office.

An employee requesting an unpaid leave must be a full-time employee with at least twelve (12) months of service. An employee requesting an unpaid leave must provide a written request to the appropriate Department Head, which relays the anticipated term of the leave and its purpose. The Department Head will recommend its acceptance or denial on the basis of operational needs, and submit to the County Board Office. Unpaid leaves are without pay with a minimum duration of one month, a maximum duration of six months. At the end of the unpaid leave of absence, at the request of an employee who is unable to return to work,

the Department Head and County Board office will review the situation to determine whether additional leave should be granted.

During the leave of absence, employees can continue to receive group benefits provided such continuances are acceptable under the terms of the adopted programs (employees must pay full premium costs for employees and dependents in advance). Employees will not earn sick leave or vacation credit while on an unpaid leave and no pay will be given for holidays occurring during this period. Time spent on an approved unpaid leave will not be credited toward seniority or vacation benefits.

An employee returning from an unpaid leave is requested to provide the Department Head with at least two weeks' advance notice of the date the employee intends to return to work. The employee may be reinstated to his or her former position, if it exists, or, if not, to another vacant position in the same class. Reinstatement from an unpaid leave is not guaranteed.

### **7.8 LIFE INSURANCE**

Adams County provides life insurance to all regular full-time employees who also qualify for the County health insurance plan (employees must work a minimum of 30 hours per week). You will be required to notify the County Board Office of your intended beneficiary. For more details about the benefit, contact the County Board Office.

### **7.9 IMRF DEFINED BENEFIT PLAN**

All employees who work 600 hours or more must participate in the Illinois Municipal Retirement Fund (IMRF) defined benefit plan, with the exception of Sheriff's deputies who participate in the Sheriff's Law Enforcement Personnel (SLEP) plan.

Refer to [www.imrf.org](http://www.imrf.org) for specifics or contact the County Board Office for more information.

### **7.10 REGULAR FULL-TIME PERSONNEL**

Regular full-time employees are those who are regularly scheduled to work more than 30 hours per week. Unless stated otherwise or specifically permitted by law, all the benefits provided to employees at Adams County are for regular full-time employees only. This includes health insurance, life insurance and other benefits coverage.

### **7.11 REGULAR PART-TIME PERSONNEL**

Employees that are regularly scheduled to work fewer than 30 hours per week are considered part time. Part-time employees are not eligible for Adams County benefits unless specified otherwise in this handbook or specifically permitted by law. Part-time employees who work 600 hours or more annually must participate in IMRF.

### **7.12 WORKERS' COMPENSATION INSURANCE POLICY**

Adams County provides a Workers' Compensation insurance program at no cost to employees. This program covers injuries or illnesses sustained in the course of employment that require medical, surgical, or hospital treatment. Subject to applicable legal requirements, Workers' Compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Under the provisions of the Occupational Safety and Health Act of 1970 (OSHA), Adams County is required by law to keep a log of all occupational injuries and illnesses. Therefore, it is mandatory that all potentially work-related injuries must be reported IMMEDIATELY to the Supervisor, and the employee shall call GB Care at **866-503-5105**.

**Always call 911 first for any potentially life-threatening situations. If 911 is called, the employee or supervisor can call GB Care after the incident to report the injury.**

An Accident Report Form must be completed within 24-hours of a work-related accident (forms are available from the Supervisor or County Board Office). This report will be the basis of a review to determine if the illness/injury is covered by Workers' Compensation under the guidelines of the State of Illinois.

Adams County reserves the right to investigate and contest any Workers' Compensation claims made by employees. The County may require that a medical examination be conducted to determine the nature and extent of injuries claimed. Any such required medical exams will be performed at the County's expense.

Neither the County nor the insurance carrier will be liable for the payment of Workers' Compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the County.

Workers' Compensation leave will run concurrently with Family and Medical Leave Act (FMLA) as described in section 7.15.

### **7.13 COBRA**

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible Adams County employees and their beneficiaries to continue health insurance coverage under the County's health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in the employee's hours of work below the minimum required for eligibility under the plan, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.

Under COBRA, the employee or beneficiary pays the full premium and COBRA Fee at applicable rates as determined by the plan. The County provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage

under the County’s health insurance plan. The notice contains important information about the employee’s rights and obligations.

**7.14 MILITARY LEAVE (USERRA)**

Adams County is committed to protecting the job rights of employees absent on military leave. In accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA; with amendments), it is the County’s policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person’s membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or County policy. If any employee believes that he or she has been subjected to discrimination in violation of County policy, the employee should immediately contact the County Board Office.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

When returning from military leave of absence, employees will be reinstated to their previous position or a similar position, in accordance with state and federal law. Employees must notify their Department Head of their intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact the County Board Office.

**7.15 BLOOD DONATION LEAVE**

Upon request, Adams County will provide eligible employees with up to one hour of paid leave to donate, or attempt to donate, blood every 56 days in accordance with appropriate medical standards established by the American Red Cross, America’s Blood Centers, the American Association of Blood Banks, or other nationally recognized standards.

Full-time employees who have been employed by the County for six months or longer and have obtained County approval for the time off are eligible for blood donation leave.

In addition, those employees employed on a full-time basis for at least six (6) months can use up to ten (10) days of paid leave in any 12-month period for the purpose of organ or tissue donation. You will not be required to use accrued or future vacation or sick leave while taking time off to donate blood, organ, or tissue.

When requesting time off for this purpose, submit medical documentation of the appointment to donate blood to your Department Head prior to the appointment. This documentation may consist of a written statement from the blood bank indicating that you have an appointment.

The County may request that you provide a written statement from the blood bank confirming that you kept the appointment.

You will retain the one hour of paid leave if the attempt to donate blood is unsuccessful.

The County will not retaliate against employees who request or take leave in accordance with this policy.

### **7.16 DOMESTIC/SEXUAL VIOLENCE LEAVE**

In accordance with the Illinois Victims' Economic Security and Safety Act (VESSA), Adams County offers eligible employees unpaid domestic or sexual violence leave (domestic violence leave) for a qualifying reason, with a guarantee of restoration to the same or an equivalent position on return from leave.

Effective January 1, 2024, employees can take a total of not more than two (2) workweeks of unpaid leave for specified reasons relating to a family or household members who is killed in a crime of violence, which must be completed within 60 days after the date the employee receives notice of the death of the victim.

#### **Eligibility**

An employee is eligible for leave if they are the victim of domestic or sexual violence or have a family or household member who is the victim of domestic or sexual violence.

#### **Qualifying Reasons for Leave**

Domestic violence leave is available to:

- Seek medical attention for, or recover from, physical or psychological injuries caused by domestic or sexual violence against an employee or an employee's family or household member.
- Obtain victim services for an employee or an employee's family or household member.
- Obtain psychological or other counseling for an employee or an employee's family or household member.
- Participate in safety planning, including temporary or permanent relocation or other actions to increase the employee or employee's household or family member's safety from future domestic or sexual violence.
- Seek legal assistance to ensure the health and safety of the employee or employee's household or family member, including participating in court proceedings related to the violence.

#### **Duration of Leave**

If eligible, an employee may take up to 12 weeks of unpaid domestic violence leave within any 12-month period. Leave is based on a rolling 12-month period, looking back from the date the leave would begin. Leave under this policy may be taken intermittently or on a reduced schedule basis.

## **Notice and Certification**

To obtain leave under this policy, an employee must provide the County with at least 48 hours' notice, except in emergency situations or where such notice is not otherwise practical.

In all cases, either before or after taking leave under this policy, the County will require the employee to submit a sworn certification that the absence is for one of the qualifying reasons listed above and that the employee or a family or household member is a victim of domestic or sexual violence. The County may also require the employee to submit the following supplemental information:

- Documents from a victim's services organization, member of the clergy, or medical professional from whom the employee or employee's family or household member sought assistance.
- A police report or court record.
- Other corroborating evidence.

All information and documentation provided in connection with the request for leave under this policy, including the fact that the employee requested and/or obtained leave, will be held in the strictest confidence — except to the extent the employee request or consent to any disclosure in writing, or as otherwise required by law. Further, the County specifically prohibits any discrimination, harassment, or retaliation against employees who request or take leave under this policy in good faith.

## **Terms of Leave**

Domestic violence leave is unpaid leave. However, an employee may substitute accrued and unused time off for the unpaid leave. The substitution of paid leave does not extend the leave period but runs concurrently with it. Likewise, domestic violence leave runs concurrently with any leave available under the federal Family and Medical Leave Act (FMLA).

During leave, the employee must provide periodic reports (at least every 30 days) about their status and any change in their plans to return to work.

## **Maintenance of Benefits**

During an approved domestic violence leave, the County will maintain health benefits as if the employee continues to be actively employed. If the employee chooses not to return to work at the end of the leave period, Adams County must be reimbursed the cost of any health benefit premiums paid to maintain the employee's coverage during the leave, unless the employee cannot return to work because of continuation, re-occurrence, or onset of domestic or sexual violence or other circumstances beyond their control.

## **7.17 FAMILY AND MEDICAL LEAVE OF ABSENCE POLICY**

### **General**

Adams County recognizes that there are times when an employee may need to be absent from work due to qualifying events under the Family and Medical Leave Act (FMLA). Accordingly, Adams County will provide eligible employees up to a combined total of 12 weeks

of unpaid FMLA leave per leave year for the following reasons and any others authorized by the FMLA:

- The birth of a child and to bond with the newborn child within one year of birth;
- The placement with the employee of a child for adoption or foster care and to bond with the newly-placed child within one year of placement;
- A serious health condition that makes the employee unable to perform the functions of his or her job, including incapacity due to pregnancy and for prenatal medical care;
- To care for the employee's spouse, son, daughter, or parent who has a serious health condition, including incapacity due to pregnancy and for prenatal medical care;
- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.
- Employees may take up to 26 workweeks of leave in a single 12-month period to care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember (referred to as military caregiver leave). An eligible employee is limited to a combined total of 26 workweeks of leave for **any** FMLA-qualifying reasons during the single 12-month period.

### Key Policy Definitions

- **Eligible employees** under this policy are those who have been employed by the County for at least 12 months (these need not be consecutive months and under certain circumstances hours missed from work due to military call-up will also be counted) and have performed at least 1,250 hours of service in the 12-month period immediately preceding the date leave is to begin.
- **Leave year** for the purposes of this policy is a rolling 12-month period measured backward from the date FMLA leave begins.
- A **spouse** means a husband or wife as recognized in the state where the individual was married, including in a common law marriage or same-sex marriage.
- A **son or daughter** is defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is under 18 years of age or who is 18 years of age or older and incapable of self-care because of physical or mental disability. A son or daughter for the purposes of military exigency or military care leave can be of any age.
- A **parent** means a biological, adoptive, step, or foster parent or any other individual who stood *in loco parentis* to the employee when the employee was a child. This term does not include "parents-in-law."
- **Next of kin** for the purposes of military care leave is a blood relative other than a spouse, parent, or child in the following order: brothers and sisters, grandparents, aunts and uncles, and first cousins. If a military service member designates in writing another blood relative as his or her caregiver, that individual will be the only next of kin. In appropriate circumstances, an employee may be required to provide documentation of next of kin status.
- A **serious health condition** is an illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider. Ordinarily, unless complications arise, cosmetic treatments and minor conditions such as the cold, flu, ear aches, upset stomach, minor ulcers, headaches

(other than migraines), and routine dental problems are examples of conditions that are not serious health conditions under this policy. If you have any questions about the types of conditions that may qualify, contact the County Board Office.

- A **health care provider** is a medical doctor or doctor of osteopathy, physician assistant, podiatrist, dentist, clinical psychologist, optometrist, nurse practitioner, nurse-midwife, clinical social worker, or Christian Science practitioner listed with the First Church of Christ Scientist. Under limited circumstances, a chiropractor or other provider recognized by our group health plan for the purposes of certifying a claim for benefits may also be considered a health care provider.
- **Qualifying exigencies** for military exigency leave include:
  - Short-notice call-ups/deployments of seven days or less (**Note:** Leave for this exigency is available for up to seven days beginning the date of call-up notice);
  - Attending official ceremonies, programs, or military events;
  - Special child care needs created by a military call-up including making alternative child care arrangements, handling urgent and nonroutine child care situations, arranging for school transfers, or attending school or daycare meetings;
  - Making financial and legal arrangements;
  - Attending counseling sessions for the employee, the military service member, or the military service members' son or daughter who is under 18 years of age or is 18 or older but incapable of self-care because of a mental or physical disability;
  - Rest and recuperation (**Note:** Fifteen days of leave is available for this exigency per event);
  - Post-deployment activities such as arrival ceremonies, re-integration briefings, and other official ceremonies sponsored by the military (**Note:** Leave for these events is available during a period of 90 days following the termination of active duty status). This type of leave may also be taken to address circumstances arising from the death of a covered military member while on active duty;
  - Parental care when the military family member is needed to care for a parent who is incapable of self-care (e.g. arranging for alternative care or transfer to a care facility); and
  - Other exigencies that arise that are agreed to by both the County and employee.
- A **serious injury/illness** incurred by a service member in the line of active duty or that is exacerbated by active duty is any injury or illness that renders the service member unfit to perform the duties of his or her office, grade, rank, or rating.

### **Notice and Leave Request Process**

All employees requesting FMLA leave should provide the Department Head with verbal or written notice of the need for the leave. The Department Head will notify the County Board Office as soon as the employee request is received, and the County Board Office will provide a Notice of Eligibility and Rights to the employee.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the County's usual and customary notice and procedural requirements for requesting leave.

## **Leave Increments**

### **Parental Leave**

Leave for the birth or placement of a child must be taken in a single block and cannot be taken on an intermittent or reduced schedule basis. Parental leave must be completed within 12 months of the birth or placement of the child; however, you may use parental leave before the placement of an adopted or foster child to consult with attorneys, appear in court, attend counseling sessions, etc.

### **Family Care, Personal Medical, Military Exigency, and Military Care Leave**

Leave taken for these reasons may be taken in a block or blocks of time. In addition, if a health care provider deems it necessary or if the nature of a qualifying exigency requires, leave for these reasons can be taken on an intermittent or reduced-schedule basis.

### **Paid Leave Utilization During FMLA Leave**

An employee must first utilize available accrued sick leave concurrently with FMLA. Once all sick leave is exhausted, the employee may substitute unpaid leave with accrued vacation and/or personal days. (Adams County offers short-term disability to employees through IMRF - see *Disability Insurance* section of the handbook for more information).

Disability leave for the birth of a child or an employee's serious health condition, including workers' compensation leave (to the extent it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

### **Certification and Fitness for Duty Requirements**

The County will require certification from a health care provider for the employee's serious health condition, or for the family member's serious health condition. Such certification must be provided within 15 days of the request for leave unless it is not practicable under the circumstances despite diligent efforts. Failure to timely provide certification may result in leave being delayed, denied, or revoked. At the County's discretion, the employee may also be required to obtain a second and third certification from another health care provider at the County's expense (except for military care leave). Recertification of the continuance of a serious health condition or an injury/illness of a military service member will also be required at appropriate intervals.

When requesting personal medical leave, you will be required to provide a fitness for duty certification from your health care provider prior to returning to work.

## **Scheduling Leave and Temporary Transfers**

Where possible, an employee should attempt to schedule leave so as not to unduly disrupt operations. If leave is requested on an intermittent or reduced schedule basis that is foreseeable based on planned medical treatment, the employee may be temporarily transferred to another job with equivalent pay and benefits that better accommodates recurring periods of leave.

## **Health Insurance**

The County will continue to maintain the employee's health insurance coverage during leave on the same basis as if the employee has continued work. The employee must continue to make timely payments of their share of the premiums for such coverage. Failure to pay premiums within 30 days of when they are due may result in a lapse of coverage. Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period. Under most circumstances, if an employee does not return to work at the end of leave, the County may require reimbursement for the health insurance premiums paid during the leave.

## **Return to Work**

Upon returning to work at the end of leave, the employee will be placed in their original job or an equivalent job with equivalent pay and benefits. The employee will not lose any benefits that accrued before leave was taken. The employee may not, however, be entitled to discretionary raises, promotions, bonus payments, or other benefits that become available during the period of leave.

## **Spouse Aggregation**

In the case where an employee and their spouse are both employed by the County, the total number of weeks to which they both are entitled in the aggregate because of the birth or placement of a child or to care for a parent with a serious health condition will be limited to 12 weeks per leave year. Similarly, spouses employed by the County will be limited to a combined total of 26 weeks of leave to care for a military service member. This 26-week leave period will be reduced, however, by the amount of leave taken for other qualifying FMLA events. This type of leave aggregation does not apply to leave needed because of the employee's own serious health condition, to care for a spouse or child with a serious health condition, or because of a qualifying exigency.

## **Failure to Return**

If an employee fails to return to work or fails to make a request for an extension of leave prior to the expiration of the leave, the employee will be deemed to have voluntarily terminated their employment. The County is not required to grant requests for open ended leaves with no reasonable return date under these policies or as disability accommodations.

## **Alternative Employment**

While an employee is on leave of absence, the employee may not work or be gainfully employed either for themselves or others unless express, written permission to perform such outside work has been granted by the County. An employee who is found to be working elsewhere without permission while on leave will be automatically terminated.

## **False Reason for Leave**

An employee will be terminated if a false reason for a leave is provided.

### **7.18 FAMILY MILITARY LEAVE**

Adams County will provide eligible employees who are the spouse, parent, child, or grandparent of a person called to military service with up to 30 days of unpaid military family leave during the time federal or state deployment orders are in effect.

#### **Eligibility**

To be eligible for leave, the employee must:

- Have been employed by the County for at least 12 months;
- Have worked for the County for at least 1,250 hours during the 12-month period immediately preceding the leave; and
- Be the spouse, parent, child, or grandparent of a person called to military service lasting longer than 30 days with the state or the United States pursuant to orders of the Governor or the President.

#### **Notice and Certification**

The employee must provide at least 14 days' advance notice of the intended date to take leave if taking family military leave for five or more consecutive workdays. When possible, the employee should consult with their Department Head to schedule leave so as not to unduly disrupt the Department's operations.

When taking family military leave for less than five consecutive days, advance notice should be provided as is practicable.

The County may require verification of an employee's eligibility for leave from the proper military authority.

#### **Continuation of Benefits**

During family military leave, an employee may continue any benefits, if applicable, at the employee's own expense. No loss of seniority status will occur as a result of leave taken under this policy, nor will leave result in the loss of any benefits accrued prior to the leave.

#### **Conditions of Leave**

An employee may not take family military leave until all accrued vacation, personal, compensatory, or any other leave accrued is exhausted, with the exception of sick and

disability leave. Where applicable, time off under this policy will run concurrently with time off under the federal Family and Medical Leave Act.

### **Reinstatement**

Upon return from leave, the employee will be restored to their prior position or to a position with equivalent seniority status, benefits, pay, and other terms and conditions of employment.

### **Retaliation**

The County will not retaliate against employees who request or take leave in accordance with this policy.

## **7.19 HEALTH INSURANCE**

Adams County provides its regular full-time employees with health insurance effective the first day of the month following the date of employment. For the purposes of health insurance, a full-time employee is regularly scheduled to work a minimum of 30 hours per week and who is on the permanent payroll of the County.

Employees can elect dependent care coverage for an additional premium that is deducted from each paycheck. Medical plan benefits for eligible employees and their dependents are described in detail in the Summary Plan Description (SPD) that is available to all eligible employees. These benefits may be canceled or changed at the discretion of the County, unless otherwise required by law.

Health benefits during Family and Medical Leave Act (FMLA) and Illinois' Victims Economic Safety and Security Act (VESSA) are maintained by the County on the same terms as if an employee continued to work. The employee must make arrangements to pay their share of the health insurance premium on a monthly basis to maintain insurance coverage.

Employees should contact the County Board Office to determine the contribution amount. The obligation of Adams County to maintain health benefits stops when:

- An employee informs the County of an intent not to return to work at the end of the leave period; or
- An employee fails to return to work when the FMLA entitlement is exhausted; or
- An employee's premium contribution is past due.

The County will be entitled to recover premiums paid to maintain health insurance coverage for an employee who fails to return to work from leave.

Employees not able to work as a result of non-work related illness, accident or unpaid leave, and who are not on a medically protected leave of absence, will be required to pay their portion of the health insurance premium for coverage.

If you or a dependent become ineligible for benefits due to a change in work hours or through a life event, or you leave employment with us, you may have the right to continue

your medical benefits under the Consolidated Omnibus Benefits Reconciliation Act (COBRA), the Illinois Health Insurance Continuation Rights Law, the Illinois Spousal Law and/or Illinois' Dependent Child Law (Illinois Continuation Laws). The County will provide you with information about your rights under these laws.

### **7.20 JURY DUTY LEAVE**

Adams County encourages employees to fulfill their civic duties related to jury duty. A full-time or part-time employee who receives a summons or subpoena from a civil authority and serves during work hours will be excused for each day of service falling on his/her regular workday, with pay. The employee must return to work upon being excused from jury duty, and employees are required to return the check received for jury duty to the County Clerk's Office.

The County reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

If an employee is asked to appear in court as a witness at the request of a party other than the County, the employee is free to use vacation or personal time. If the subpoena is County related, the employee will receive paid time off for the entire period of witness duty.

The County will not retaliate against employees who request or take leave in accordance with this policy.

### **7.21 SCHOOL CONFERENCE AND ACTIVITIES LEAVE**

In accordance with the School Visitation Rights Act, Adams County provides employed parents and guardians with up to eight hours of unpaid leave during any school year to attend school conferences or classroom activities related to their child (including a biological, adopted, foster, or stepchild) if the conference or classroom activities cannot be scheduled during nonwork hours.

#### **Eligibility**

To be eligible for leave under this policy an employee must have:

- Worked for the County for at least six consecutive months immediately preceding the leave request; and
- Worked, on average, a number of hours equal to or greater than one-half of a full-time position during the six-month period.

#### **Conditions of Use**

Employees may not take school conference and activity leave unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave granted to you except sick leave and disability leave.

The employee may use no more than four hours of leave on any given day.

## **Notice**

To obtain leave under this policy, the employee must provide written notice to their Department Head of the need for leave. In emergency situations, no more than 24 hours' notice will be required. Employees should check with their Department Head to schedule the leave so as not to unduly disrupt business operations.

## **Compensation**

Leave provided under this policy is unpaid; however, exempt employees will be paid as required by applicable law. The County will allow, but not require, nonexempt employees to make up the amount of hours taken for leave, as long as there is a reasonable opportunity to make up the hours in a manner that does not require payment of overtime. Exempt employees may be required to make up the leave hours within the same pay period.

## **Verification**

Upon return from leave, the employee must provide verification of the school visitation from the school administrator within two working days. The verification should include the time and date of the visit. Failure to timely submit the verification will result in an unexcused absence.

### **7.22 VOTING LEAVE**

The County encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. All employees who are scheduled to work on election day are encouraged to vote absentee. If the polls are not open at least two hours before or after the employee is scheduled to work, the County will grant up to two hours off to vote.

Employees are required to request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Employees must submit a voter's receipt to their supervisor on the first working day following the election to qualify for paid time off.

### **7.23 HEALTH CLUB MEMBERSHIP REIMBURSEMENT**

The County encourages employees to enhance their well being through physical activity at a health club, gym, fitness center, or any facility that provides cardio or weight equipment for independent use. The maximum benefit per calendar year is \$200.00.

Eligible employees include full-time employees who are regularly scheduled to work 30 hours or more per week, and have completed their six-month probation period.



For reimbursement, employees must submit a receipt to the County Board Office indicating that a payment has been made to the health club and includes the Payment Amount, Health Club Name and Employee Name.

#### **7.24 SICK LEAVE**

**Definition-** Sick leave is defined as personal illness or physical incapacity resulting from causes beyond the employee’s control. Employees may use up to seventy-two (72) hours of sick leave to care for the needs of a child, spouse, domestic partner, sibling, parent, in-law, grandparent or step-parent when the employee’s presence is necessary. If an Employee’s vacation time is denied and the Employee later requests sick leave for the same day, the time will be deducted from the Employee’s vacation bank.

**Physician’s Certificate-** Any employee who is ill for three (3) working days may be required to secure and submit, at the employee’s expense, for record a physician’s certificate and release, certifying what illness or injury has prevented work and that the employee is fit to return to work.

**Injury on Outside Employment-** Employees injured in the course of paid employment with another Employer shall not be eligible for sick leave under this Article if they are receiving benefits from another source. Accrued leave or non-paid leave of absence may be used with the approval of the Department Head.

## **8 SAFETY AND LOSS PREVENTION**

### **8.1 GENERAL SAFETY POLICY**

It is the responsibility of all Adams County employees to maintain a healthy and safe work environment. Every employee is expected to report all safety hazards and occupational illnesses or injuries to their Department Head as soon as reasonably possible. The responsibilities of all employees in this regard include, but are not limited to, the following:

- Show up to your job well-rested and alert;
- Eliminate fire and other hazards by practicing good housekeeping;
- Never block fire exits, extinguishers, fire alarm boxes, aisles, switches, or power panels;
- Familiarize yourself with the location of the nearest outside exit from your work area;
- Wear proper safety equipment as required by job duties;
- Follow all safety instructions and policies relating to the performance of your job duties;
- Do not operate any machines, mechanical equipment, etc., unless you have been properly authorized to do so;
- Turn off all machinery when unattended or not in use, and when making repairs or cleaning;
- Do not perform any task that calls for more than one person until the required number of persons are present.
  
- Report any suspicious packages or envelopes to the Sheriff's Department immediately.

Failure to follow the County health and safety rules may result in disciplinary action, up to and including termination of employment.

### **8.2 POLICY AGAINST WORKPLACE VIOLENCE**

As the safety and security of our employees, vendors, contractors, and the general public is in the best interests of Adams County, we are committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior.

#### **Zero Tolerance Policy**

The County has a zero tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, employees, and non-employees such as contractors, customers, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

## **Prohibited Conduct**

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on County property or while performing County business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

## **Reporting Incidents of Violence**

Report to your Department Head, in accordance with this policy, any behavior that compromises the County's ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. Employees are expected to cooperate in any investigation of workplace violence.

## **Violations**

Violating this policy may subject an employee to criminal charges as well as discipline up to and including immediate termination of employment.

## **Retaliation**

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, employees will not be subject to discipline for reporting a threat or for cooperating in an investigation, based on a reasonable belief.

If an employee initiates, participates, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, the employee will be subject to discipline up to and including termination.

If an employee believes to have been wrongfully retaliated against, they should immediately report the matter to the County Board Office.

### **8.3 DRUG AND ALCOHOL POLICY**

Adams County considers drug and alcohol abuse a serious matter that will not be tolerated. The County absolutely prohibits employees from using, selling, possessing, or being under the influence of illegal drugs, alcohol, cannabis, or a controlled substance or prescription drug not medically authorized while at their job, on County property, or while on work time.

Therefore, it is the County's policy that:

- 8.3.1** An employee may not report to work under the influence of alcohol, illegal drugs (to include drug paraphernalia), cannabis, or any controlled substance or prescription drug not taken as prescribed.
- 8.3.2** An employee may not possess or use alcohol, cannabis, illegal drugs (to include drug paraphernalia), or any controlled substance or prescription drug not medically authorized while on County property or while conducting County business.
- 8.3.3** The presence of a detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing County business or while in a County facility is prohibited.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs, alcohol, cannabis, or any controlled substance or prescription drug not medically authorized. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

The County retains the right to require the following tests:

- 8.3.3.1 Pre-employment:** Applicants may be required to pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.
- 8.3.3.2 Reasonable suspicion:** Employees are subject to drug/alcohol testing based on observations by a supervisor of apparent workplace use, possession or impairment.
- 8.3.3.3 Follow-up:** Employees who have tested positive, or otherwise violated this policy, are subject to discipline up to and including termination. Depending on the circumstances and the employee's work history/record, Adams County may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies designated by the employer for a minimum of one (1) year but not more than two (2) years.

Employees who refuse to cooperate in required tests will be considered a positive test. Employees that sell, manufacture or dispense an illegal drug in violation of this policy is subject to disciplinary action, up to and including termination.

Employees will be paid for time spent in alcohol/drug testing and then suspended with pay pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test.

A violation of this policy will result in disciplinary action, up to and including termination of employment.

### **Confidentiality**

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the Department Head shall be kept confidential

to the extent required by law and maintained in the employee's medical file.

## **Inspections**

Adams County reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including discharge.

Adams County prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on County premises or while conducting County business. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

### **8.4 NONSMOKING POLICY**

Pursuant to the Smoke Free Illinois Act (410 ILCS 82/1, et seq.), smoking is prohibited in all County facilities and within 15 feet of all entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited. In addition, smoking is prohibited in any vehicle owned, leased, or operated by the County. The law defines smoking as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette, E-cigarette, vape and or pipe of any kind."

In keeping with the County's intent to provide a safe and healthful work environment, smoking on County property is permitted only in outdoor smoking areas designated by the person responsible for the relevant County facility. Even while smoking outdoors, employees must remember that tobacco use of any kind (including "chewing" tobacco) in the presence of others may be offensive. The rights of others must be a consideration at all times. In situations where the preference of smokers and non-smokers conflict, the preferences of the non-smokers will be observed.

## Closing Statement

Thank you for reading our handbook. We hope it has provided you with an understanding of our mission, history, and structure as well as our current policies and guidelines. We look forward to working with you to create a safe, productive, and pleasant workplace.

County Board Office  
Adams County



# Acknowledgement of Receipt and Review

By signing below, I acknowledge that I have received a copy of the Adams County Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the County Board Office. I also understand that any delay or failure by the County to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the County or effect the right of the County to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized County representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

If I am covered by a written employment agreement (signed by an authorized County representative) or a collective-bargaining agreement that conflicts with the terms of this handbook, I understand that the terms of the employment agreement or collective-bargaining agreement will control.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA).

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by Adams County.

If I have any questions about the content or interpretation of this handbook, I will contact the County Board Office.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Print Name

**ORDINANCE NO. 2026-01-001-004**

**AN ORDINANCE REGULATING VIDEO GAMING WITHIN THE COUNTY OF  
ADAMS**

**WHEREAS**, the County of Adams is a duly organized and existing County within the State of Illinois; and

**WHEREAS**, the Illinois Video Gaming Act (“VGA”), 230 ILCS 40/1, *et seq.*, regulates the operation, licensing, and administration of video gaming; and

**WHEREAS**, Section 27 of the VGA authorizes the County to prohibit video gaming within the unincorporated areas of the County and implied within such authorization is the authority to limit, license, and regulate video gaming within the corporate limits of the County;

**WHEREAS**, the County is authorized by Section 4-1 of the Illinois Liquor Control Act of 1934 (235 ILCS 5/4-1) to establish regulations and restrictions upon the issuance of and operations under local licenses for sale at retail of alcoholic liquor not inconsistent with the Illinois Liquor Control Act as the public good and convenience may require;

**WHEREAS**, the County Board has determined that it is advisable, necessary and in the best interest of the County to regulate, consistent with the VGA, the location and operation of video gaming terminals within the County;

**NOW, THEREFORE, BE IT ORDAINED AS FOLLOWS:**

**SECTION 1**

The foregoing recitals shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

**SECTION 2**

Chapter 5, Article VIII entitled “VIDEO GAMING” is hereby adopted:

**ARTICLE VIII - VIDEO GAMING**

**5-8-1: APPLICABILITY OF PROVISIONS**

The provisions of this chapter, except as otherwise provided, shall apply to all video gaming as hereinafter defined, whether specifically licensed or regulated under other provisions of this code or other ordinances, or not.

**5-8-2: DEFINITIONS**

A. Board: the Illinois Gaming Board.

B. Commercial Motor Vehicles: as defined in Section 18b-101 of the Illinois Vehicle Code, 625 ILCS 5/18b-101.

C. Licensed Establishment: any business licensed by the State of Illinois to have or operate a video gaming device in the County, including any licensed fraternal establishment, licensed veterans establishment, licensed truck stop establishment and licensed large truck stop establishment as those terms are defined in the VGA, 230 ILCS 40/5.

D. Licensed Fraternal Establishment: the location where a qualified fraternal organization that derives its charter from a national fraternal organization regularly meets.

E. Licensed Veterans Establishment: the location where a qualified veterans organization that derives its charter from a national veterans organization regularly meets.

F. Licensed Truck Stop Establishment: a facility (i) that is at least a three-acre facility with a convenience store; (ii) with separate diesel islands for fueling commercial motor vehicles; (iii) that sells at retail more than 10,000 gallons of diesel or biodiesel fuel per month; and (iv) with parking spaces for commercial motor vehicles. The requirement of item (iii) of this paragraph may be met by showing that estimated future sales or past sales average at least 10,000 gallons per month.

G. Licensed Large Truck Stop Establishment: a facility located within three road miles from a freeway interchange, as measured in accordance with the Department of Transportation's rules regarding the criteria for the installation of business signs: (i) that is at least a three-acre facility with a convenience store; (ii) with separate diesel islands for commercial motor vehicles; (iii) that sells at retail more than 50,000 gallons of diesel or biodiesel fuel per month; and (iv) with parking spaces for commercial motor vehicles. The requirement of item (iii) of this definition may be met by showing that estimated future sales or past sales average at least 50,000 gallons per month.

H. Video Gaming Terminal: any electronic video game machine that, upon insertion of cash, is available to play or simulate the play of a video game, including but not limited to, video poker, line up and blackjack, as authorized by the Board utilizing a video display and microprocessors in which the player may receive free games or credits that can be redeemed for cash. The term does not include a machine that directly dispenses coins, cash or tokens or is for amusement purposes only.

### 6-8-3: LICENSE

A. No person, either as owner, lessee, manager, officer, or agent, or in any other capacity, shall operate or license to be operated any video gaming terminal, as defined herein, at any premises within any unincorporated area of the County without first having obtained a video gaming license from the County. The license provided for in this Section shall license a licensee to operate video gaming terminals at the specified establishment.

B. No applicant, including any person, either as owner, lessee, manager, officer, or agent, shall be eligible for a video gaming license from the County, nor shall an existing license holder be

entitled to maintain a video gaming license, unless each of the following requirements are met and continue to be met:

- 1) The applicant holds the appropriate certificate or license from the State of Illinois permitting video gaming and is in good standing with same;
- 2) The establishment must maintain customer seating outside of the gaming area but within the premises at a ratio of at least five seats for each permitting video gaming terminal;
- 3) The applicant is not in arrears in any tax, fee, or bill due to the County or State of Illinois; and
- 4) The applicant has completed and complies with all the application requirements set forth in Article and is not disqualified due to a felony, gambling offense, or crime of moral turpitude.

C. Large truck stop and regular truck stop establishments do not need to meet the requirements set forth in Section 3(C) of this Section.

D. A new establishment must meet the requirements of Section 6-8-3(B)(2) unless the applicant is also a current majority owner of an existing business at another location, and the business model for the new establishment is proposed to replicate the existing business location.

E. The Chairman of the County Board shall be the approving authority for all licenses authorized by this Article. In the event a licensee or prospective licensee disagrees with any action taken by the Chairman of the County Board, an appeal may be made directly to the County Board at its next regularly scheduled meeting after written notice of the action from which an appeal is made.

#### 6-8-4: LICENSE APPLICATION REQUIREMENTS

The license applicant shall provide the following information to the County on a form provided by the County:

- A. The legal name of the establishment;
- B. The business name of the establishment;
- C. The address of the establishment where the video gaming terminals are to be located;
- D. The type of establishment, including whether it is classified as a veteran, fraternal, regular truck stop, large truck stop, or liquor establishment and supporting documentation demonstrating the classification;
- E. A floor plan, drawn to scale using a computer, detailing the overall layout of the establishment, including the location and count of dining seating, the location and count of video gaming terminals and seating for said terminals, and other significant features of the establishment, including exit locations, restrooms and other equipment. A high-resolution

electronic copy of the floor plan as well as a paper printed copy (no smaller than 11 inches by 17 inches) shall be submitted at the time of application; hand-drawn floor plans and floor plans not including a scale will not be accepted;

F. The amount of time the establishment has been in business under the ownership of the applicant at the location where video gaming is proposed to take place;

G. The business office address of the establishment if different from the address of the establishment;

H. In the case of a corporation, limited liability company, or trust, the name and address of an agent authorized and designated to accept service on behalf of the licensee;

I. A phone number for the establishment;

J. An e-mail address for the establishment;

K. The name and address of every person owning more than a 5% share of the establishment;

L. The name, address, phone number, and e-mail address of any terminal operator or distributor proposed to own, service or maintain video gaming terminals at the establishment;

M. A copy of the establishment's State of Illinois video gaming license;

N. In the case of a corporation, limited liability company, or partnership, a copy of the establishment's state certificate of good standing;

O. A statement as to the number of video gaming terminals which the establishment proposes to have on its premises (not to exceed six for all establishments);

P. A verified statement that the establishment is not in arrears in any tax, fee, or bill due to the County or State of Illinois;

Q. A statement that the establishment agrees to abide by all state and federal laws and any local ordinance;

R. A verified statement that no manager or owner with more than 5% interest in the establishment has ever been convicted of a felony, a gambling offense or a crime of moral turpitude. In the event that an establishment cannot provide such statement, the establishment may apply for a certificate of rehabilitation from the Chairman of the County Board indicating that the individual who would disqualify the establishment from obtaining the video gaming license has been rehabilitated and is no longer a threat to violate the law. The Chairman of the County Board may consult the State's Attorney and consider the nature of the offense, the length of time since the offense, the length of time since release from custody and other factors to determine if the individual has been rehabilitated such that he or she is no longer likely to commit another offense;

S. If the application is for a new establishment based on the business model of another existing location, information regarding the existing business location must be provided, including the type of business, the gross receipts as compared to any video gaming revenue for the prior 12-month period, proof of the length of time the existing business has been operational and proof of ownership verifying the applicant's ownership rights;

T. For renewal applications, a report or reports showing its gross annual revenue for the previous calendar year by category of revenue generated and showing the percentage of gaming revenue payable to the establishment as compared to the total gross revenues of the establishment.

#### 6-8-5: APPLICATION FILING; RENEWALS

A. Licenses shall be effective for one calendar year, from July 1 to June 30.

B. Applications shall be processed by the County Clerk on a first-come, first-served basis. Every application shall be date and time stamped upon filing. An application received in the mail shall be considered filed on the date and time it is opened by the County Clerk's office

C. Every video gaming license holder shall be required to file an annual renewal application, which may contain the same or similar information as set forth in Section 6-8-4. Renewal applications shall be due on or before June 1 of each year unless that day falls on a holiday, in which case the application may be received by the Clerk on the following business day. Applications received after June 1 are not guaranteed to be evaluated prior to the annual expiration date of June 30 and thus may result in the lapse of a license.

#### SECTION 6: LICENSE FEES

The fee for operation of a video gaming terminal shall be \$250.00 per terminal annually. The cost of this fee shall be shared equally between the terminal operator and the applicable licensed establishment.

License fees shall be distributed as follows: 60% of each fee shall be deposited into the County Clerk's fund and the remaining 40% shall be deposited into the County's General Fund.

The application fee is not subject to reimbursement or refund upon denial of a license.

Said fees are not subject to proration or refund and are due prior to issuance of the license.

All licenses required by this division shall be prominently displayed next to the video gaming terminal.

#### 6-8-7: LICENSE REVOCATION OR SUSPENSION

The Chairman of the County Board, at any time, may notify any licensee under this division within five (5) business days of any charge of a violation of any of the provisions of this Section in connection with the operation of any video gaming terminal. After a hearing presided over by the Chairman, the Chairman may order the revocation of the license upon a finding that the

violation has occurred, and the license shall thereupon be terminated. The licensee may appeal the revocation as prescribed in Section 6-8-3(F).

In the event of the revocation or denial of any license or registration under this Section, such person shall not be issued any license provided for in this Section for one calendar year following the revocation or any appeal thereof.

#### 6-8-8: LIMITATION ON NUMBER OF VIDEO GAMING TERMINALS ON PREMISES

There shall be no more than 6 video gaming terminals allowed and licenses issued therefore under this Section for each licensee at any one location, other than a licensed large truck stop establishment.

There shall be no more than 10 video gaming terminals allowed and licenses issued therefore under this Section for each licensee at any licensed large truck stop establishment.

#### 6-8-9: PROHIBITION

Except as otherwise excepted in this Section, it shall be unlawful for any person to utilize a video gaming terminal within the corporate limits of the County, or for any person or entity which owns, occupies, or controls an establishment within the County to knowingly permit others to utilize a video gaming terminal on the premises.

#### 6-8-10: EXCEPTIONS

Nothing in this Section shall be deemed to prohibit or make unlawful the following activities: the keeping, possession, ownership, use, or playing of a video gaming terminal in a licensed establishment, licensed truck stop establishment, licensed fraternal establishment, or licensed veterans establishment, which is licensed by the Board and any applicable unit of government to conduct or allow such specific activities under the VGA, 230 ILCS 40/1, *et seq.*

#### 6-8-11: LICENSED ESTABLISHMENTS

Any business, liquor, or food licensee within the County that allows gambling to occur on premises in violation of this Article shall be subject to having his/her/its license immediately revoked for a period of sixty (60) days. Any business, liquor, or food licensee within the corporate limits of the County that allows gaming to occur on the premises in violation of this Section a second time shall have his/her/its license permanently revoked and, thereafter, barred from obtaining any business, liquor, or food license within the County.

#### 6-8-12: SEIZURE OF UNAUTHORIZED GAMBLING DEVICES AND GAMBLING FUNDS

Any gambling device which is not authorized by this Section shall be subject to immediate seizure and confiscation by the County. Any money or other thing of value intrinsically related to acts of gambling not authorized by this Section shall be seized and forfeited as contraband. Disposition of such gambling devices and funds seized or confiscated shall be made in accordance with the law.

**SECTION 3**

REPEAL OF CONFLICTING PROVISIONS. All ordinances, resolutions, and policies or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of the conflict, expressly repealed on the effective date of this Ordinance.

**SECTION 4**

SEVERABILITY. If any provision of this Ordinance or application thereof to any person or circumstances is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this Ordinance is severable.

**SECTION 5**

EFFECTIVE DATE. The clerk is directed by the corporate authorities to publish this Ordinance in pamphlet form. This Ordinance shall be in full force and effect after its passage and publication in accordance with 65 ILCS 5/1-2-4.

PASSED THIS 13th day of January, 2025.

/s/ Bret Austin  
BRET AUSTIN, CHAIRMAN

ATTEST:

/s/ Ryan A. Niekamp  
RYAN A. NIEKAMP, COUNTY CLERK





**ORDINANCE NUMBER 2026-01-001-005**

**ORDINANCE ADOPTING THE ADAMS COUNTY BUDGET FOR THE FISCAL YEAR  
2025-2026 TO BEGIN ON DECEMBER 1<sup>ST</sup>, 2025 AND  
ENDING ON NOVEMBER 30<sup>TH</sup>, 2026 AS AMENDED**

STATE OF ILLINOIS     )  
  ) SS.  
COUNTY OF ADAMS    )

**WHEREAS**, the Adams County Board of Adams County, Illinois, adopted the Fiscal Year 2025–2026 Budget on November 12, 2025, through Ordinance Number 2025-11-001-032; and

**WHEREAS**, it is necessary to amend said budget as outlined in the attached document; and

**BE IT ORDAINED** by the County Board of Adams County, Illinois, that there shall be, and there is hereby, appropriated the following (attached) sums of money from all taxes levied by Adams County, together with all other funds received into the County Treasury from all other sources, for the purposes herein specified for the fiscal year designated by the County Board as December 1, 2025, through November 30, 2026.

*Attached: Exhibit A – Adams County Budget for Fiscal Year 2025-2026 – as amended*

Passed by the Board of Adams County this 13<sup>th</sup> day of January 2026.

ATTEST:

/s/ Ryan A. Niekamp  
COUNTY CLERK

/s/ Bret Austin  
CHAIRMAN OF THE BOARD

**FY25-2026 BUDGET**

Exhibit A – Adams County Budget for  
Fiscal Year 2025-2026 – as amended

**EXPENSE**

**FY26 EXPENSE**

<b>Description</b>	<b>Account ID</b>	<b>Amounts</b>
<b>Supervisor of Assessments</b>		
TRUEROLL	001-161-5435	\$22,000
SALARY-SUPERVISOR OF ASSESSMENTS	001-161-5100	\$98,940
SALARY-CLERKS	001-161-5105	\$175,445
SALARY-FARMLAND REVIEW COMMITTEE	001-161-5125	\$105
DUES	001-161-5433	\$800
FEE APPRAISALS	001-161-5443	\$10,000
MAINTENANCE-OFFICE EQUIPMENT	001-161-5509	\$3,000
POSTAGE	001-161-5549	\$7,000
PRINTING & PUBLISHING	001-161-5563	\$10,000
COMPUTER ASSISTED MASS APPRAISAL EXPENSES	001-161-5566	\$26,405
OFFICE SUPPLIES	001-161-5650	\$6,000
MILEAGE-SUPERVISOR OF ASSESSMENTS	001-161-5735	\$2,000
MILEAGE-FARMLAND REVIEW COMMITTEE	001-161-5737	\$125
TRAINING	001-161-5775	\$6,000
<b>Ambulance Service</b>		
GEMT	621-621-5643	\$550,000
SALARY-DIRECTOR, AMBULANCE SERVICES	621-621-5100	\$64,974
SALARY-OFFICE STAFF	621-621-5102	\$254,650
SALARY-EMS SUPERVISORS	621-621-5103	\$342,300
SALARY-AMBULANCE STAFF	621-621-5105	\$4,222,000
INSURANCE-MEDICAL	621-621-5305	\$450,000
INSURANCE-LIFE	621-621-5320	\$2,000
DATA COLLECTION & BILLING EXPENSES	621-621-5405	\$50,000
EMS OPERATIONS CONTRACTS	621-621-5406	\$60,000
EMPLOYMENT SERVICES	621-621-5459	\$3,000
UTILITIES-STATION	621-621-5506	\$60,000
MAINTENANCE-EQUIPMENT	621-621-5509	\$5,500
MAINTENANCE-STATIONS	621-621-5513	\$40,000
MAINTENANCE-AMBULANCES	621-621-5516	\$75,000
POSTAGE	621-621-5549	\$8,000
UTILITIES-TELEPHONE & PAGERS	621-621-5579	\$25,000
MEDICAL SUPPLIES	621-621-5615	\$140,000
PUBLIC RELATIONS & EDUCATION	621-621-5620	\$4,000
SUPPLIES-STATIONS	621-621-5645	\$8,000
OFFICE SUPPLIES	621-621-5650	\$6,000
UNIFORMS	621-621-5660	\$20,000
PERSONAL PROTECTIVE EQUIPMENT	621-621-5663	\$45,000
VEHICLE FUEL	621-621-5665	\$120,000
TRAVEL & TRAINING	621-621-5775	\$105,000
EQUIPMENT	621-621-5805	\$5,000
COMPUTERS-AMBULANCES	621-621-5825	\$7,000
TRAINING EQUIPMENT-STATIONS	621-621-5835	\$8,000
CAMERAS-STATIONS	621-621-5853	\$3,000

**FY25-2026 BUDGET**

Exhibit A – Adams County Budget for  
Fiscal Year 2025-2026 – as amended

**EXPENSE**

**FY26 EXPENSE**

<b>Description</b>	<b>Account ID</b>	<b>Amounts</b>
EQUIPMENT-DURABLE	621-621-5857	\$100,000
EQUIPMENT-OFFICE	621-621-5860	\$5,000
AMBULANCE REPLACEMENT	621-621-5875	\$500,000
STATION REPLACEMENT	621-621-5880	\$500,000
<b>County General</b>		
INSURANCE-MEDICAL	001-001-5305	\$2,000,000
INSURANCE-LIFE	001-001-5320	\$7,000
AUDIT-COUNTY	001-001-5413	\$85,000
OUTSIDE LEGAL CONSULTANT	001-001-5496	\$30,000
COMMERCIAL ENERGY FACILITIES PERMITTING EXPENSES	001-001-5563	\$25,000
LATCF GRANT EXPENSES	001-001-5715	\$100
DCEO CAP IMPROVEMENTS GRANT EXPENSES	001-001-5720	\$100
TAX ANTICIPATION LOAN-PRINCIPAL PAYMENTS	001-001-5890	\$100
TAX ANTICIPATION LOAN-INTEREST PAYMENTS	001-001-5891	\$100
TWO RIVERS REGIONAL COUNCIL	001-001-5905	\$47,000
<del>Two Rivers Regional Land Bank</del>	<del>001-001-5907</del>	<del>\$50,000</del>
TWO RIVERS REGIONAL LAND BANK	001-001-5910	\$25,000
COURT APPOINTED SPECIAL ADVOCATES	001-001-5915	\$25,000
GREAT RIVER ECONOMIC DEVELOPMENT FOUNDATION	001-001-5920	\$132,000
A C BICENTENNIAL COMMISSION	001-001-5925	\$10,000
QUINCY AREA SAFETY COUNCIL	001-001-5930	\$2,000
RESOURCE, CONSERVATION & DEVELOPMENT	001-001-5935	\$150
SENIOR CITIZENS COUNCIL	001-001-5940	\$10,000
SOIL & WATER CONSERVATION DISTRICT	001-001-5945	\$5,650
RETIRED SENIOR VOLUNTEER PROGRAM	001-001-5950	\$100
INSURANCE-MEDICAL INSURANCE SUBSIDY	001-001-5955	\$100
<del>Transfer To Casa</del>	<del>001-001-5992</del>	<del>\$100</del>
TRANSFER TO BOND REPAYMENT FUND-ABATE TAX	001-001-5995	\$600,000
AVIATION FUEL SALES TAX DISTRIBUTIONS	001-001-5997	\$100
CONTINGENCY	001-001-5999	\$150,000
<b>County Administration</b>		
SALARY-COUNTY BOARD	001-102-5100	\$94,300
SALARY-COUNTY ADMINISTRATOR	001-102-5105	\$75,670
SALARY-OFFICE STAFF	001-102-5110	\$94,744
DUES	001-102-5433	\$6,500
POSTAGE	001-102-5549	\$3,000
PAYROLL SERVICES	001-102-5566	\$110,000
MAINTENANCE-SOFTWARE	001-102-5567	\$50,000
OFFICE SUPPLIES	001-102-5650	\$5,000
OTHER EXPENSES-COUNTY ADMINISTRATOR	001-102-5713	\$3,000
COUNTY BOARD EXPENSES	001-102-5727	\$2,000
MILEAGE-COUNTY BOARD	001-102-5735	\$500
LEGAL CLAIMS & EXPENSES	001-102-5764	\$5,000
TRAINING	001-102-5775	\$1,000

**FY25-2026 BUDGET**

Exhibit A – Adams County Budget for  
Fiscal Year 2025-2026 – as amended

**EXPENSE**

**FY26 EXPENSE**

<b>Description</b>	<b>Account ID</b>	<b>Amounts</b>
TRANSFER TO JAIL BOND REPAYMENT-TAX ABATEMENT	002-001-5995	\$1,900,000
ECONOMIC DEVELOPMENT PROJECTS	004-001-5815	\$100
AMERICAN RESCUE PLAN EXPENSES	005-001-5713	\$2,145,433
JAIL CONSTRUCTION-ADDITIONAL WORK	002-001-5830	\$300,000
AMERICAN RESCUE PLAN INTEREST EXPENSES	005-001-5892	\$100
DISTRIBUTIONS-COOPERATIVE EXTENSION	701-001-5990	\$135,000
DISTRIBUTIONS-DEVELOPMENTALLY DISABLED	702-001-5990	\$600,000
STRONG COMMUNITIES PROGRAM EXPENSES	723-001-5713	\$10,000
<b>Courthouse Maintenance</b>		
SALARY-CHIEF CUSTODIAN	001-103-5105	\$81,900
SALARY-ASSISTANT CUSTODIANS	001-103-5110	\$198,000
SALARY-OVERTIME	001-103-5150	\$20,000
UTILITIES	001-103-5436	\$350,200
MAINTENANCE-COURTHOUSE	001-103-5506	\$105,000
MAINTENANCE-VENDOR CONTRACTS	001-103-5519	\$100,000
DOCUMENT DESTRUCTION	001-103-5583	\$2,000
CAPITAL EXPENSES	001-103-5875	\$177,000
<b>Information Technology</b>		
SALARY-IT DIRECTOR	001-104-5100	\$86,944
SALARY-SYSTEM ANALYSTS	001-104-5110	\$122,600
SALARY-HELP DESK	001-104-5112	\$140,104
SALARY-WEBSITE & PC REPAIR	001-104-5115	\$51,293
SALARY-ADMIN ASSISTANT	001-104-5120	\$42,905
SALARY-OVERTIME	001-104-5150	\$5,000
MAINTENANCE & SUPPORT	001-104-5503	\$545,000
MANAGED SERVICES	001-104-5511	\$5,000
LICENSES & SUBSCRIPTIONS	001-104-5523	\$325,000
WEBSITE MAINTENANCE	001-104-5526	\$8,000
EQUIPMENT-OFFICE EQUIPMENT LEASE	001-104-5536	\$1,500
UTILITIES-DARK FIBER	001-104-5566	\$113,000
UTILITIES-TELEPHONE	001-104-5576	\$95,000
UTILITIES-INTERNET	001-104-5579	\$73,000
OFFICE SUPPLIES	001-104-5650	\$4,000
TRAINING	001-104-5775	\$2,000
EQUIPMENT-HARDWARE & UPGRADES	001-104-5825	\$230,000
CAPITAL EXPENSES	001-104-5875	\$350,000
SALARY-IT DIRECTOR STIPEND	104-104-5100	\$20,000
SALARY-HELP DESK	104-104-5112	\$47,272
SALARY-911 ADMIN	104-104-5120	\$53,500
MAINTENANCE	104-104-5509	\$40,922
UTILITIES-DARK FIBER	104-104-5566	\$3,600
EQUIPMENT	104-104-5825	\$13,307
TRANSFER TO COUNTY GENERAL	104-104-5995	\$100

County Clerk

**FY25-2026 BUDGET**

Exhibit A – Adams County Budget for  
Fiscal Year 2025-2026 – as amended

**EXPENSE**

**FY26 EXPENSE**

<b>Description</b>	<b>Account ID</b>	<b>Amounts</b>
SALARY-COUNTY CLERK/RECORDER	001-111-5100	\$72,950
SALARY-DEPUTIES	001-111-5105	\$266,000
SALARY-OVERTIME	001-111-5150	\$2,500
MAINTENANCE-OFFICE EQUIPMENT	001-111-5509	\$650
POSTAGE	001-111-5549	\$6,800
CONSULTANT FEE	001-111-5566	\$100
RECORD BOOKS	001-111-5607	\$750
OFFICE SUPPLIES	001-111-5650	\$9,500
STATIONERY & PRINTED FORMS	001-111-5657	\$5,000
OTHER EXPENSES	001-111-5713	\$1,500
MILEAGE-COUNTY CLERK	001-111-5735	\$1,000
TRAINING	001-111-5775	\$1,500
SALARY-STATE STIPEND-CO CLERK	010-111-5135	\$6,500
Transfer To County General For Salaries	111-111-5195	\$100
EQUIPMENT	111-111-5850	\$30,000
TRANSFER TO COUNTY GENERAL	111-111-5995	\$7,500
<b>County Clerk-Elections</b>		
COMPENSATION-ELECTION JUDGES	001-121-5205	\$132,000
SALARY-EXTRA HELP, COUNTING CENTER	001-121-5210	\$22,500
COMPENSATION-ELECTION TOWNSHIP SUPERVISORS	001-121-5220	\$3,000
POSTAGE	001-121-5549	\$26,000
ELECTION SYSTEM CONTRACT	001-121-5556	\$173,000
PUBLISHING	001-121-5563	\$40,000
RENT-POLLING PLACES	001-121-5569	\$11,500
ELECTION NETWORK COMMUNICATION	001-121-5576	\$8,500
ELECTION SUPPLIES	001-121-5623	\$30,000
OTHER EXPENSES	001-121-5713	\$500
MILEAGE-COUNTY CLERK, ELECTIONS	001-121-5735	\$2,750
TRAINING-ELECTION JUDGES	001-121-5775	\$10,000
CAPITAL EXPENSES	001-121-5860	\$25,000
<b>Capital Expenses</b>	<b>001-121-5875</b>	<b>\$100</b>
EQUIPMENT-ELECTION	121-121-5850	\$3,800
Election Postage Grant Expenses	122-121-5549	\$100
ALL EXPENSES	123-121-5713	\$100
<b>County Recorder</b>		
SALARY-DEPUTIES	001-131-5105	\$158,000
SALARY-SPLITS STIPEND	001-131-5110	\$100
PRINTING & PUBLISHING	001-131-5563	\$500
OFFICE SUPPLIES	001-131-5650	\$1,500
Revenue Stamps	001-131-5655	\$100
MILEAGE-RECORDER	001-131-5735	\$1,500
<b>TRANSFER FROM RECORDER AUTOMATION</b>	<b>131-131-5995</b>	<b>\$35,000</b>
TRANSFER TO COUNTY GENERAL FOR SALARIES	131-131-5195	\$3,000
LAREDO EXPENSES	131-131-5406	\$15,000

**FY25-2026 BUDGET**

Exhibit A – Adams County Budget for  
Fiscal Year 2025-2026 – as amended

**EXPENSE**

**FY26 EXPENSE**

<b>Description</b>	<b>Account ID</b>	<b>Amounts</b>
MAINTENANCE-OFFICE EQUIPMENT	131-131-5509	\$1,000
MAINTENANCE-OFFICE EQUIPMENT CONTRACTS	131-131-5519	\$1,000
EQUIPMENT-OFFICE EQUIPMENT LEASE	131-131-5536	\$2,000
EQUIPMENT-REIMBURSEMENT TO COUNTY GENERAL	131-131-5825	\$40,000
COMPUTER SYSTEM	131-131-5850	\$40,000
EQUIPMENT	131-131-5860	\$5,000
CAPITAL EXPENSES	131-131-5875	\$175,000
TRANSFER TO COUNTY GENERAL	132-131-5995	\$100
TRANSFER TO COUNTY GENERAL FOR SALARIES	133-131-5195	\$9,500
REVENUE STAMPS	133-131-5665	\$200,000
OTHER EXPENSES	133-131-5713	\$20,000
CAPITAL EXPENSES	133-131-5860	\$100
<b>County Treasurer</b>		
SALARY-COUNTY TREASURER	001-141-5100	\$68,150
SALARY-ACCOUNTING SPECIALIST	001-141-5103	\$61,002
SALARY-DEPUTIES	001-141-5105	\$149,498
BOND-COUNTY TREASURER	001-141-5416	\$100
DUES	001-141-5433	\$300
EQUIPMENT-OFFICE EQUIPMENT LEASE	001-141-5536	\$2,000
MAINTENANCE-SOFTWARE, FINANCIAL	001-141-5567	\$22,076
OFFICE SUPPLIES	001-141-5650	\$2,000
CONFERENCE	001-141-5710	\$1,000
MILEAGE-TREASURER	001-141-5735	\$1,000
SALARY-STATE STIPEND-TREASURER	010-141-5135	\$6,500
ADMINISTRATION FEES	801-141-5713	\$500
BOND PAYMENTS-PRINCIPAL	801-141-5890	\$591,625
BOND PAYMENTS-INTEREST	801-141-5891	\$26,625
BOND PAYMENTS-PRINCIPAL	802-141-5890	\$1,392,193
BOND PAYMENTS-INTEREST	802-141-5891	\$521,965
<b>County Collector</b>		
SALARY-EXTRA HELP	001-151-5110	\$1,500
SALARY-OVERTIME	001-151-5150	\$500
BOND-COUNTY COLLECTOR	001-151-5416	\$1,800
EQUIPMENT-OFFICE EQUIPMENT LEASE	001-151-5536	\$1,800
POSTAGE	001-151-5549	\$19,000
PRINTING & PUBLISHING	001-151-5563	\$10,000
OFFICE SUPPLIES	001-151-5650	\$2,000
ALL EXPENSES	151-151-5713	\$10,000
TAX SALE-IN-ERROR EXPENSES	952-151-5990	\$10,000
<b>Board of Review</b>		
SALARY-BOARD OF REVIEW	001-171-5100	\$22,510
OFFICE SUPPLIES	001-171-5650	\$200
MILEAGE-BOARD OF REVIEW	001-171-5735	\$200
MILEAGE-VIEWING PROPERTY	001-171-5737	\$125

**FY25-2026 BUDGET**

Exhibit A – Adams County Budget for  
Fiscal Year 2025-2026 – as amended

**EXPENSE**

**FY26 EXPENSE**

<b>Description</b>	<b>Account ID</b>	<b>Amounts</b>
TRAINING	001-171-5775	\$200
<b>Bicentennial Commission</b>		
All Expenses	001-181-5713	\$25,000
<b>Coroner</b>		
SALARY-CORONER	001-201-5100	\$62,830
SALARY-DEPUTY	001-201-5105	\$5,000
SALARY-PART-TIME DEPUTIES	001-201-5110	\$83,200
MAINTENANCE-AUTOMOBILE	001-201-5516	\$5,000
MAINTENANCE-OFFICE EQUIPMENT	001-201-5519	\$2,000
POSTMORTEMS & CLINICAL EXAMS	001-201-5543	\$115,000
POSTAGE	001-201-5549	\$300
OFFICE SUPPLIES	001-201-5650	\$2,000
MORGUE SUPPLIES	001-201-5653	\$12,000
Abandoned Remains	001-201-5705	\$4,000
TRAINING	001-201-5775	\$2,000
SALARY-STATE STIPEND-CORONER	010-201-5135	\$6,500
ALL EXPENSES	201-201-5713	\$10,000
ALL EXPENSES	202-201-5713	\$6,000
<b>Emergency Management Agency</b>		
SALARY-EMA COORDINATOR	001-211-5100	\$69,450
SALARY-ASSISTANT EMA COORDINATOR	001-211-5105	\$30,997
GENERATOR FUEL	001-211-5453	\$1,500
MAINTENANCE-EQUIPMENT	001-211-5509	\$11,000
PERSONAL VEHICLE REIMBURSEMENT	001-211-5553	\$3,300
UTILITIES-TELEPHONE & PAGERS	001-211-5579	\$10,000
OPERATING SUPPLIES	001-211-5645	\$5,000
OFFICE SUPPLIES	001-211-5650	\$1,500
EMERGENCY RESPONSE	001-211-5713	\$500
OTHER EXPENSES-EMA COORDINATOR	001-211-5727	\$300
OTHER EXPENSES-AUXILIARY POLICE	001-211-5733	\$500
TRAVEL & MILEAGE	001-211-5735	\$2,000
TRAINING & EXERCISES	001-211-5775	\$3,000
IEMA GRANT EXPENSES	211-211-5713	\$100,000
<b>911</b>		
SALARY-911 SUPERVISORS & IT	001-221-5205	\$53,303
SALARY-DISPATCHERS	001-221-5210	\$298,031
SALARY-OVERTIME & BUY OUT	001-221-5250	\$35,000
INSURANCE-MEDICAL	001-221-5315	\$65,000
INSURANCE-LIFE	001-221-5320	\$600
IAM PENSION	001-221-5325	\$2,200
MAINTENANCE-EQUIPMENT, RMS	001-221-5509	\$2,800
UNIFORMS	001-221-5660	\$800
<b>County Sheriff-Law Enforcement</b>		
SALARY-COUNTY SHERIFF	001-231-5100	\$173,641

**FY25-2026 BUDGET**

Exhibit A – Adams County Budget for  
Fiscal Year 2025-2026 – as amended

**EXPENSE**

**FY26 EXPENSE**

<b>Description</b>	<b>Account ID</b>	<b>Amounts</b>
SALARY-CHIEF DEPUTIES	001-231-5103	\$103,740
SALARY-CLERICAL STAFF	001-231-5105	\$145,000
SALARY-SERGEANTS	001-231-5107	\$443,100
SALARY-LAW ENFORCEMENT	001-231-5110	\$1,671,120
SALARY-TASK FORCE STAFF	001-231-5117	\$9,000
SALARY-PHYSICAL & ADMIN DIRECTOR	001-231-5120	\$79,498
SALARY-SAFETY SUPERVISOR STIPEND	001-231-5125	\$4,000
SALARY-OVERTIME, DEPUTIES	001-231-5150	\$50,000
SALARY-HOLIDAY PAY	001-231-5155	\$20,000
MAINTENANCE-AUTOMOBILE	001-231-5516	\$55,000
UTILITIES-CELL PHONES	001-231-5579	\$37,500
AMMUNITION	001-231-5603	\$15,000
OFFICE SUPPLIES	001-231-5650	\$25,000
UNIFORMS	001-231-5660	\$65,000
VEHICLE FUEL	001-231-5665	\$150,000
SWAP EXPENSES	001-231-5720	\$2,500
TRAINING	001-231-5775	\$45,000
LAW ENFORCEMENT GRANT EXPENSES	001-231-5785	\$100
CAPITAL EXPENSES	001-231-5875	\$425,000
SALARY-STATE STIPEND-SHERIFF	010-231-5135	\$6,500
STEP GRANT EXPENSES	231-231-5713	\$100
K-9 GRANT EXPENSES	231-231-5715	\$100
SEX OFFENDER MANAGEMENT	232-231-5713	\$2,000
STATE AGENCY DISTRIBUTIONS	232-231-5990	\$1,000
ALL EXPENSES	233-231-5713	\$500
ALL EXPENSES	234-231-5713	\$1,000
ALL EXPENSES	235-231-5713	\$1,000
<b>County Sheriff-Courts &amp; Legal</b>		
SALARY-SECURITY OFFICERS	001-241-5110	\$635,250
SALARY-OVERTIME & WARRANTS	001-241-5150	\$5,000
<b>County Sheriff-Merit Commission</b>		
SALARY-MERIT COMMISSIONERS	001-251-5105	\$10,000
TESTING	001-251-5443	\$2,000
<b>County Sheriff-SAFE Program</b>		
SALARY-SAFE DEPUTY	001-261-5120	\$285,000
SAFE EXPENSES	001-261-5713	\$22,500
<b>County Sheriff-Rabies &amp; Animal Control</b>		
SALARY-ANIMAL WARDEN	001-271-5100	\$49,105
SALARY-RABIES ADMINISTRATOR	001-271-5105	\$2,000
ANIMAL HOUSING	001-271-5539	\$5,000
OTHER EXPENSES	001-271-5713	\$5,000
ALL EXPENSES	271-271-5713	\$26,000
<b>County Sheriff-Jail</b>		
SALARY-CHIEF JAILER	001-301-5105	\$148,512

**FY25-2026 BUDGET**

Exhibit A – Adams County Budget for  
Fiscal Year 2025-2026 – as amended

**EXPENSE**

**FY26 EXPENSE**

<b>Description</b>	<b>Account ID</b>	<b>Amounts</b>
SALARY-CORRECTIONS SERGEANTS	001-301-5107	\$277,465
SALARY-CORRECTIONS OFFICERS	001-301-5110	\$2,228,160
SALARY-INMATE TRANSPORT	001-301-5115	\$20,000
SALARY-CONTROL ROOM OPERATOR	001-301-5120	\$154,500
SALARY-SUPPORT STAFF	001-301-5125	\$42,951
SALARY-OVERTIME & WARRANTS	001-301-5150	\$125,000
SALARY-HOLIDAY PAY	001-301-5155	\$30,000
MAINT-SOFTWARE, COMPUTER EQUIP CONTRACT	001-301-5523	\$113,389
MEDICAL-INMATE CARE	001-301-5529	\$688,285
ELECTRONIC HOME DETENTION (EHD)	001-301-5533	\$49,150
AMMUNITION	001-301-5603	\$15,000
INMATE FOOD & SUPPLIES	001-301-5630	\$450,000
JAIL OPERATING SUPPLIES	001-301-5637	\$45,000
UNIFORMS	001-301-5660	\$20,000
TRAINING & SCHOOLS	001-301-5775	\$49,040
INMATE TRANSPORT	001-301-5783	\$5,000
<b>Ammunition</b>	<b>001-301-xxx</b>	<b>\$15,000</b>
MEDICAL-INMATE CARE	301-301-5529	\$5,000
JAIL COMMISSARY EXPENSES	963-301-5713	\$100,000
<b>Jail-Leased Space Prepaid Maintenance</b>		
UTILITIES-ELECTRICITY	001-302-5436	\$100
UTILITIES-NATURAL GAS	001-302-5453	\$100
MAINTENANCE-LEASED SPACE	001-302-5506	\$100
LEASE SPACE MAINTENANCE COST-TRANSFER TO COUNTY GENERAL	302-302-5713	\$100
<b>Probation Dept</b>		
SALARY-DIRECTOR, COURT SERVICES	001-311-5100	\$91,936
SALARY-CHIEF PROBATION OFFICER	001-311-5105	\$85,684
SALARY-PROBATION OFFICERS	001-311-5110	\$913,377
SALARY-PROBATION ASSISTANT	001-311-5112	\$16,500
SALARY-SECRETARIES	001-311-5115	\$128,752
<b>Operational Expenses</b>	<b>001-311-5645</b>	<b>\$100</b>
OPERATIONAL EXPENSES	001-311-5650	\$19,000
CLIENT SERVICES	311-311-5423	\$112,000
OPERATIONAL EXPENSES	311-311-5650	\$7,000
OTHER EXPENSES	311-311-5713	\$100
SPECIALTY COURT PROGRAM EXPENSES	311-311-5720	\$3,000
TRAINING	311-311-5775	\$30,000
TRANSFER TO COUNTY GENERAL	311-311-5995	\$100
SALARY-PROBATION OFFICERS	312-311-5110	\$73,500
ARI-PUBLIC DEFENDER	312-311-5112	\$35,000
ARI- ASSISTANT STATES ATTORNEY	312-311-5117	\$35,000
FRINGE BENEFITS	312-311-5340	\$51,000
SUPPLIES	312-311-5650	\$48,500
TRAVEL	312-311-5710	\$6,500

**FY25-2026 BUDGET**

Exhibit A – Adams County Budget for  
Fiscal Year 2025-2026 – as amended

**EXPENSE**

**FY26 EXPENSE**

<b>Description</b>	<b>Account ID</b>	<b>Amounts</b>
CONTRACTUAL SERVICES	312-311-5720	\$234,000
EQUIPMENT	312-311-5860	\$30,000
<b>Juvenile Detention Center</b>		
SALARY-SUPERINTENDENT, JDC	001-321-5100	\$81,987
SALARY-DETENTION OFFICERS	001-321-5105	\$1,549,190
SALARY-FULL-TIME STAFF	001-321-5110	\$145,870
SALARY-PART-TIME STAFF	001-321-5115	\$75,564
SALARY-OVERTIME	001-321-5150	\$50,000
UTILITIES-JDC-ELECTRICITY	001-321-5436	\$50,000
UTILITIES-JDC-NATURAL GAS	001-321-5453	\$20,000
MAINTENANCE-JDC EQUIPMENT	001-321-5503	\$1,000
MAINTENANCE-JDC BUILDING	001-321-5506	\$85,000
MEDICAL EXPENSE-JDC	001-321-5529	\$50,000
EQUIPMENT-JDC OFFICE EQUIPMENT LEASE	001-321-5536	\$7,000
PEST CONTROL	001-321-5539	\$1,500
TRASH REMOVAL	001-321-5583	\$3,500
UTILITIES-WATER	001-321-5589	\$23,000
CLOTHING	001-321-5610	\$4,000
FOOD-JDC	001-321-5630	\$65,000
HOUSEHOLD OPERATING SUPPLIES	001-321-5633	\$11,500
BUILDING OPERATING SUPPLIES-JDC	001-321-5645	\$1,000
OFFICE SUPPLIES-JDC	001-321-5650	\$2,000
VEHICLE EXPENSES-JDC	001-321-5665	\$35,000
OTHER EXPENSES-JDC	001-321-5727	\$500
MILEAGE-JDC	001-321-5735	\$200
TRAINING-JDC	001-321-5775	\$5,000
<b>States Attorney</b>		
SALARY-STATES ATTORNEY	001-401-5100	\$219,326
SALARY-LEGAL STAFF	001-401-5105	\$737,730
SALARY-VICTIM WITNESS COORDINATOR	001-401-5110	\$65,100
SALARY-OFFICE STAFF	001-401-5115	\$405,979
SALARY-OVERTIME	001-401-5150	\$2,000
APPELLATE ASSISTANCE SERVICE	001-401-5409	\$31,000
EXPERT TESTIMONY	001-401-5439	\$5,000
FOREIGN SERVICE	001-401-5446	\$3,000
MAINTENANCE-SOFTWARE	001-401-5523	\$16,000
EQUIPMENT-OFFICE EQUIPMENT LEASE	001-401-5536	\$5,000
POSTAGE	001-401-5549	\$3,000
Library Books / Research	001-401-5605	\$23,210
OFFICE SUPPLIES	001-401-5650	\$20,000
TRAVEL & SEMINARS	001-401-5710	\$5,000
SPECIAL PROJECT GRANT EXPENSES	001-401-5713	\$100
GRAND JURY TRANSCRIPTS	001-401-5717	\$24,500
ALL EXPENSES	401-401-5713	\$3,000

**FY25-2026 BUDGET**

Exhibit A – Adams County Budget for  
Fiscal Year 2025-2026 – as amended

**EXPENSE**

**FY26 EXPENSE**

<b>Description</b>	<b>Account ID</b>	<b>Amounts</b>
ALL EXPENSES	402-401-5713	\$5,000
OPIOID SETTLEMENT EXPENSES	404-401-5713	\$100,000
<b>Public Defender</b>		
SALARY-PUBLIC DEFENDER	001-411-5100	\$197,393
SALARY-ASSISTANT DEFENDERS	001-411-5105	\$591,500
SALARY-OFFICE STAFF	001-411-5110	\$97,760
EXPERT TESTIMONY	001-411-5439	\$100
FOREIGN SERVICE	001-411-5446	\$100
FOREIGN WITNESS FEES	001-411-5449	\$100
MAINTENANCE-EQUIPMENT	001-411-5509	\$5,000
POSTAGE	001-411-5549	\$500
BOOKS & PUBLICATIONS	001-411-5605	\$7,000
OFFICE SUPPLIES	001-411-5650	\$4,500
TRAVEL & SEMINARS	001-411-5710	\$3,000
COURT IMPROVEMENT GRANT EXPENSES	001-411-5720	\$100
CASE INVESTIGATIONS	001-411-5723	\$100
OTHER EXPENSES	001-411-5727	\$3,000
MILEAGE-PUBLIC DEFENDER	001-411-5735	\$1,500
TRANSCRIPTS	001-411-5747	\$100
TRAINING	001-411-5775	\$2,000
ALL EXPENSES	411-411-5713	\$4,000
ALL EXPENSES	412-411-5713	\$150,000
<b>Circuit Clerk</b>		
SALARY-CIRCUIT CLERK	001-421-5100	\$77,785
SALARY-OFFICE MANAGER	001-421-5103	\$57,304
SALARY-OFFICE STAFF	001-421-5105	\$585,629
SALARY-OVERTIME	001-421-5150	\$1,000
POSTAGE	001-421-5549	\$25,000
PRINTING & SUPPLIES	001-421-5653	\$30,000
COMPENSATION-GRAND JURORS	001-421-5737	\$9,000
TRANSFER TO COUNTY GENERAL FOR SALARIES	421-421-5195	\$10,500
AUDIT-CIRCUIT CLERK	421-421-5413	\$8,500
OTHER EXPENSES	421-421-5713	\$8,000
TRAVEL	421-421-5735	\$5,000
TRANSFER-TO COUNTY GENERAL FOR SALARIES	422-421-5195	\$75,000
STORAGE	422-421-5860	\$12,000
TRANSFER TO COUNTY GENERAL	423-421-5995	\$10,000
ALL EXPENSES	424-421-5713	\$80,000
TRANSFER-TO COUNTY GENERAL FOR SALARIES	425-421-5195	\$5,000
MAINTENANCE-EQUIPMENT CONTRACT	426-421-5519	\$30,000
EQUIPMENT-OFFICE EQUIPMENT LEASE	426-421-5536	\$3,000
OFFICE SUPPLIES	426-421-5650	\$6,000
OTHER EXPENSES	426-421-5713	\$1,000
EQUIPMENT-IMAGING EQUIPMENT	426-421-5825	\$1,000

**FY25-2026 BUDGET**

Exhibit A – Adams County Budget for  
Fiscal Year 2025-2026 – as amended

**EXPENSE**

**FY26 EXPENSE**

<b>Description</b>	<b>Account ID</b>	<b>Amounts</b>
COMPUTER SYSTEM	426-421-5827	\$15,000
TRANSFER TO COUNTY GENERAL	426-421-5995	\$65,000
<b>Chief Judge</b>		
EQUIPMENT-OFFICE EQUIPMENT	001-431-5860	\$1,400
OFFICE SUPPLIES & EQUIPMENT	431-431-5650	\$1,000
S. R. L. GRANT EXPENSES	431-431-5713	\$4,200
TRANSFER TO COUNTY GENERAL	431-431-5995	\$100
8TH JUDICIAL CIRCUIT EXPENSES	431-431-5670	\$16,000
SALARY-SUMMER LAW CLERKS	432-431-5105	\$8,000
INDIGENT DEFENDANT COUNSEL	432-431-5426	\$40,000
COURT ORDERED DIAGNOSTIC TESTS	432-431-5429	\$15,000
JUDGES BOOKS	432-431-5605	\$15,000
OTHER EXPENSES	432-431-5713	\$3,000
IL TMF GRANT EXPENSES	432-431-5720	\$100
COMPENSATION-PETIT JURORS	432-431-5737	\$25,000
TRANSFER TO COUNTY GENERAL	432-431-5995	\$100
<b>Circuit Judges</b>		
SALARY-CIRCUIT JUDGES	001-441-5200	\$2,800
SEXUALLY VIOLENT EVALUATIONS	001-441-5429	\$1,000
MAINTENANCE-EQUIPMENT	001-441-5509	\$1,500
POSTAGE	001-441-5549	\$700
OFFICE SUPPLIES	001-441-5650	\$5,000
TRAVEL & SEMINARS	001-441-5735	\$1,000
EXPENSES-TECHNOLOGY MODERNIZATION GRANT	433-441-5713	\$100
<b>Associate Judges</b>		
SALARY-SECRETARY	001-451-5105	\$25,000
SALARY-ASSOCIATE JUDGES	001-451-5200	\$1,200
MAINTENANCE-EQUIPMENT	001-451-5509	\$100
POSTAGE	001-451-5549	\$100
OFFICE SUPPLIES	001-451-5650	\$100
COURT ORDERED TRANSCRIPTS	001-451-5717	\$10,000
<b>Jury Commission</b>		
SALARY-JURY COMMISSIONERS	001-471-5100	\$7,140
SALARY-CLERK	001-471-5105	\$61,320
MAINTENANCE-EQUIPMENT	001-471-5509	\$500
POSTAGE	001-471-5549	\$6,000
JUROR FOOD	001-471-5630	\$2,500
OFFICE SUPPLIES	001-471-5650	\$1,000
OTHER EXPENSES	001-471-5727	\$1,500
COMPENSATION-PETIT JURORS	001-471-5737	\$100
<b>Regional Office of Education</b>		
ROE OPERATING BUDGET CONTRIBUTION	001-701-5713	\$141,439
<b>Social Security &amp; IMRF</b>		
SOCIAL SECURITY PAYMENTS	011-101-5350	\$1,500,000

**FY25-2026 BUDGET**

Exhibit A – Adams County Budget for  
Fiscal Year 2025-2026 – as amended

**EXPENSE**

**FY26 EXPENSE**

<b>Description</b>	<b>Account ID</b>	<b>Amounts</b>
ILLINOIS MUNICIPAL RETIREMENT	012-101-5355	\$1,200,000
<b>Insurance</b>		
INSURANCE-UNEMPLOYMENT	021-102-5360	\$30,000
INSURANCE-WORKMANS COMPENSATION	021-102-5370	\$450,000
ADMINISTRATION FEES	021-102-5463	\$2,000
INSURANCE-LIABILITY	021-102-5473	\$400,000
INSURANCE-LIABILITY, CYBER	021-102-5476	\$16,000
ADMINISTRATION FEES	022-102-5463	\$180,000
INSURANCE-MEDICAL, RE-INSURANCE	022-102-5466	\$200
CLAIMS-EMPLOYEES & FAMILY	022-102-5473	\$2,600,000
CLAIMS-FORMER EMPLOYEES	022-102-5476	\$100,000
CLAIMS-PRESCRIPTIONS	022-102-5493	\$650,000
EMPLOYEE FITNESS CENTER REIMBURSEMENT	022-102-5529	\$10,000
CLAIMS-UNEXPECTED & OTHER EXPENSES	022-102-5713	\$5,000
<b>ROE-Information Technology</b>		
SALARY-IT DIRECTOR STIPEND	104-105-5100	\$5,000
VEHICLE FUEL & OIL	104-105-5665	\$5,000
EQUIPMENT	104-105-5825	\$35,000
<b>County Highway Department</b>		
SALARY-COUNTY ENGINEER	501-501-5100	\$154,000
SALARY-ENGINEERING STAFF	501-501-5105	\$130,000
SALARY-MAINTENANCE STAFF	501-501-5110	\$250,000
SALARY-OFFICE STAFF	501-501-5115	\$60,000
SALARY-OVERTIME	501-501-5150	\$5,000
INSURANCE-MEDICAL	501-501-5305	\$225,000
INSURANCE-LIFE	501-501-5320	\$1,000
UTILITIES	501-501-5436	\$50,000
MAINTENANCE-EQUIPMENT	501-501-5503	\$155,000
MAINTENANCE-BUILDING & GROUNDS	501-501-5506	\$100,000
OFFICE SUPPLIES	501-501-5650	\$2,000
VEHICLE FUEL & OIL	501-501-5665	\$375,000
PAYMENTS TO ROAD DISTRICTS	501-501-5765	\$30,000
ROAD & BRIDGE CONSTRUCTION	501-501-5767	\$5,000
ROAD & BRIDGE MAINTENANCE	501-501-5770	\$140,000
SOUTH QUINCY RAIL SPUR	501-501-5820	\$10,000
OTHER MACHINERY	501-501-5850	\$390,000
PAYROLL CONTINGENCY	501-501-5999	\$100
COUNTY PROJECTS	502-501-5703	\$450,000
COUNTY SHARE WITH ROAD DISTRICTS	502-501-5757	\$175,000
COUNTY LINE BRIDGES	502-501-5767	\$100
County Share With Federal & State	502-501-5770	\$100
SALARY-ENGINEERING STAFF	503-501-5105	\$75,000
SALARY-OVERTIME	503-501-5150	\$8,000
ENGINEERING & ARCHITECT SERVICES	503-501-5403	\$250,000

**FY25-2026 BUDGET**

Exhibit A – Adams County Budget for  
Fiscal Year 2025-2026 – as amended

**EXPENSE**

**FY26 EXPENSE**

<b>Description</b>	<b>Account ID</b>	<b>Amounts</b>
UTILITY RELOCATION	503-501-5760	\$5,000
LEGAL (RIGHT-OF-WAY)	503-501-5763	\$4,000
CONSTRUCTION	503-501-5767	\$500,000
MAINTENANCE	503-501-5770	\$100,000
ALL EXPENSES	504-501-5713	\$65,000
SALARY	505-501-5105	\$135,000
SALARY-OVERTIME	505-501-5150	\$1,000
MAINTENANCE-GIS SOFTWARE & HARDWARE	505-501-5509	\$15,000
WEB PAGE	505-501-5519	\$10,000
CONSULTING	505-501-5523	\$3,000
SOFTWARE	505-501-5566	\$60,000
GIS SUPPLIES	505-501-5613	\$1,000
IMAGES	505-501-5647	\$100,000
SALARY-ENGINEERING STAFF	511-501-5105	\$100,000
SALARY-MAINTENANCE STAFF	511-501-5110	\$550,000
SALARY-OFFICE STAFF	511-501-5115	\$15,000
SALARY-OVERTIME	511-501-5150	\$100,000
TRANSFER-TO CO HIGHWAY, CO ENGINEER SALARY	511-501-5195	\$78,000
ROAD & BRIDGE CONSTRUCTION	511-501-5767	\$1,350,000
ROAD & BRIDGE MAINTENANCE	511-501-5770	\$1,250,000
DISTRIBUTIONS-MOTOR FUEL TAX	521-501-5713	\$3,000,000
SALARY-ENGINEERING STAFF	522-501-5105	\$140,000
SALARY-OVERTIME	522-501-5150	\$15,000
ENGINEERING SERVICES	522-501-5403	\$10,000
ENGINEERING SUPPLIES	522-501-5623	\$15,000
ENGINEERING EQUIPMENT PURCHASE	522-501-5830	\$75,000
ENGINEERING	523-501-5403	\$150,000
BRIDGE CONSTRUCTION	523-501-5703	\$600,000
<b>County Health Department</b>		
SALARY-ADMINISTRATOR, COUNTY HEALTH	601-601-5100	\$130,151
SALARY-ADMINISTRATION	601-601-5105	\$458,748
SALARY - PUBLIC HEATH	601-601-5115	\$829,528
SALARY - CLINICAL NURSING	601-601-5120	\$1,200,287
SALARY-RETENTION & SEVERANCE	601-601-5160	\$40,000
INSURANCE-MEDICAL	601-601-5305	\$400,000
INSURANCE-LIFE	601-601-5320	\$1,500
DUES	601-601-5433	\$4,500
UTILITIES-ELECTRICITY	601-601-5436	\$38,000
DEATH CERTIFICATE FEES	601-601-5443	\$20,000
UTILITIES-NATURAL GAS	601-601-5453	\$11,000
MAINTENANCE-BUILDING	601-601-5506	\$50,000
MAINTENANCE-EQUIPMENT	601-601-5509	\$25,000
POSTAGE	601-601-5546	\$10,000
PRINTING	601-601-5563	\$20,000

**FY25-2026 BUDGET**

Exhibit A – Adams County Budget for  
Fiscal Year 2025-2026 – as amended

**EXPENSE**

**FY26 EXPENSE**

<b>Description</b>	<b>Account ID</b>	<b>Amounts</b>
UTILITIES-TELEPHONE & INTERNET	601-601-5576	\$21,000
UTILITIES-WATER	601-601-5589	\$12,000
LAB EXPENSES	601-601-5610	\$8,000
PATHWAY CLINIC EXPENSES	601-601-5620	\$200,000
REGIONAL PUBLIC HEALTH EXPENSES	601-601-5625	\$250,000
PUBLIC HEALTH EXPENSES	601-601-5635	\$200,000
NURSING EXPENSES	601-601-5640	\$500,000
MATERNAL CHILD EXPENSES	601-601-5645	\$20,000
STATIONARY & SUPPLIES	601-601-5657	\$10,000
OTHER EXPENSES	601-601-5713	\$1,000
SAFE KIDS OF ADAMS CO GRANT EXPENSES	601-601-5720	\$1,000
TRAVEL-PUBLIC HEALTH	601-601-5730	\$9,000
TRAVEL-ADMINISTRATIVE & SUPPORT SERVICES	601-601-5735	\$8,000
TRAVEL-CLINICAL SERVICES	601-601-5736	\$8,000
EQUIPMENT & FURNITURE	601-601-5835	\$10,000
CAPITAL EXPENSES	601-601-5875	\$50,000
TRANSFER TO COUNTY GENERAL	601-601-5995	\$600,000
<b>Tuberculosis Treatment Board</b>		
SALARY-MEDICAL DIRECTOR	611-611-5110	\$23,031
SALARY-PART TIME NURSE	611-611-5115	\$36,689
SALARY-SECRETARY	611-611-5120	\$22,238
INSURANCE-MEDICAL & LIFE	611-611-5305	\$9,500
MEDICAL-HOSPITAL CARE	611-611-5456	\$500
CHEST X-RAYS	611-611-5493	\$500
DRUGS & MEDICAL SUPPLIES	611-611-5615	\$7,867
MILEAGE	611-611-5735	\$100
<b>Veteran's Assistance Commission</b>		
SALARY-SUPERINTENDENT, VAC	631-631-5100	\$73,850
Salary VSO 1 - VAC	631-631-5105	\$54,600
SALARY-VETERANS BENEFITS SUPERVISOR, VAC	631-631-5110	\$55,650
SALARY-OFFICE STAFF	631-631-5115	\$45,675
DATA PROCESSING SERVICES	631-631-5405	\$750
ASSOCIATION DUES	631-631-5433	\$1,200
UTILITIES	631-631-5436	\$500
PROFESSIONAL SERVICES	631-631-5439	\$500
POSTAGE	631-631-5549	\$200
PRINTING & PUBLISHING	631-631-5563	\$750
RENT/LEASE	631-631-5570	\$19,500
UTILITIES-TELEPHONE	631-631-5576	\$3,000
UTILITIES-INTERNET	631-631-5579	\$100
BOOKS & PERIODICALS	631-631-5605	\$750
PUBLIC RELATIONS & EDUCATION	631-631-5620	\$2,000
OFFICE SUPPLIES	631-631-5650	\$4,500
EXPENSES-VAC GRANT	631-631-5715	\$100

**FY25-2026 BUDGET**

Exhibit A – Adams County Budget for  
Fiscal Year 2025-2026 – as amended

**EXPENSE**

**FY26 EXPENSE**

<b>Description</b>	<b>Account ID</b>	<b>Amounts</b>
CONTRACTUAL SERVICES	631-631-5720	\$500
TRAVEL & MILEAGE	631-631-5735	\$4,500
TRAINING	631-631-5775	\$2,500
EQUIPMENT-OFFICE	631-631-5860	\$1,500
VAC PROGRAMMING	631-631-5975	\$125,000
<b>Court Appointed Special Advocate</b>		
DISTRIBUTIONS-HOTEL MOTEL OPERATORS TAX	711-999-5990	\$2,000
DISTRIBUTIONS-EMINENT DOMAIN	911-999-5990	\$100
DISTRIBUTIONS-UNCLAIMED MONEY	941-999-5990	\$5,000
DISTRIBUTIONS-CHILD ADVOCACY CENTER	945-999-5915	\$15,000
DISTRIBUTIONS-CASA	948-999-5915	\$25,000
<b>HVAC BOND REPAYMENT</b>		
ADMINISTRATION FEES	803-141-5713	\$10,000
PROJECT DESIGN	803-141-5815	\$15,000
PROJECT EXPENSES	803-141-5875	\$7,500,000
HVAC BOND PAYMENTS-PRINCIPAL	803-141-5890	\$100
HVAC BOND PAYMENTS-INTEREST	803-141-5891	\$100
TRANSFER TO COUNTY GENERAL	803-141-5995	\$100
<b>EXPENSE TOTAL 2026 FY AS AMENDED</b>		<b>\$75,391,963</b>
<i>EXPENSE TOTAL 2026 FY AS PASSED</i>		<i>\$67,362,462</i>

**FY25-2026 BUDGET**

Exhibit A – Adams County Budget for  
Fiscal Year 2025-2026 – as amended

**REVENUES**

**FY26 REVENUE**

Description	Account ID	Amounts
<b>Ambulance Service</b>		
REVENUE MEDICAL SUPPLIES	621-621-4123	\$3,000
REVENUE-SPECIAL EVENTS	621-621-4105	\$30,000
REVENUE-NON-MEDICAL TRANSPORT	621-621-4125	\$81,000
REVENUE-BAD DEBT RECOUPMENT	621-621-4130	\$100,000
REVENUE-AMBULANCE CALLS	621-621-4135	\$4,750,000
INTEREST EARNED	621-621-4155	\$100
REVENUE-TRAINING FEES	621-621-4260	\$33,000
GRANTS	621-621-4290	\$100
REVENUE-MISCELLANEOUS	621-621-4295	\$2,500
<b>County Administration</b>		
REVENUE-COMMERCIAL ENERGY FACILITIES PERMITTING	001-001-4118	\$50,000
REVENUE-TOWER LEASE	001-001-4120	\$87,625
LICENSES-LIQUOR LICENSES	001-001-4135	\$20,000
REVENUE-BUILDING LEASES	001-001-4145	\$6,000
TAX-REAL ESTATE TAX, COUNTY GENERAL	001-001-4170	\$5,000,000
TAX-COUNTY RETAILERS OCCUPATIONAL TAX	001-001-4175	\$1,700,000
TAX-STATE USE TAX	001-001-4177	\$500,000
TAX-CANNABIS USE TAX	001-001-4178	\$35,000
TAX-AVIATION FUEL SALES TAX	001-001-4179	\$100
TAX-COUNTY SALES TAX	001-001-4180	\$3,200,000
TAX-STATE INCOME TAX	001-001-4185	\$3,350,000
TAX-VIDEO GAMING TAX	001-001-4190	\$180,000
TAX-CANNABIS SALES TAX	001-001-4195	\$300,000
REVENUE-MISCELLANEOUS	001-001-4295	\$50,000
TAX ANTICIPATION LOAN PROCEEDS	001-001-4510	\$100
LATCF GRANT	001-001-4615	\$100
GRANTS-DCEO CAP IMPROVEMENTS	001-001-4620	\$100
TAX-PERSONAL PROPERTY REPLACEMENT	001-001-4670	\$2,000,000
Transfer From Working Cash Fund	001-001-4991	\$100
INTEREST EARNED	002-001-4155	\$50,000
TAX - PUBLIC SAFETY	002-001-4182	\$2,500,000
REIMBURSEMENTS	002-001-4230	\$100
Proceeds - Bonds	002-001-4510	\$100
GRANTS-ECONOMIC DEVELOPMENT	004-001-4620	\$100
INTEREST EARNED	005-001-4155	\$50,000
REVENUE-AMERICAN RESCUE PLAN	005-001-4627	\$100
TAX-REAL ESTATE TAX, SOCIAL SECURITY	011-001-4170	\$1,700,000
TAX-REAL ESTATE TAX, I.M.R.F.	012-001-4170	\$400,000
TAX-PERSONAL PROPERTY REPLACEMENT	012-001-4670	\$250,000
TAX-REAL ESTATE TAX, LIABILITY INSURANCE	021-001-4170	\$900,000
Transfer From County General	211-001-4991	\$100
TAX-REAL ESTATE TAX, COUNTY HIGHWAY	501-001-4170	\$1,300,000

**FY25-2026 BUDGET  
REVENUES**

Exhibit A – Adams County Budget for  
Fiscal Year 2025-2026 – as amended

**FY26 REVENUE**

<b>Description</b>	<b>Account ID</b>	<b>Amounts</b>
TAX-REAL ESTATE TAX, COUNTY BRIDGE	502-001-4170	\$250,000
TAX-REAL ESTATE TAX, MATCHING	503-001-4170	\$700,000
TAX-REAL ESTATE TAX, COUNTY HEALTH	601-001-4170	\$700,000
TAX-PERSONAL PROPERTY REPLACEMENT	601-001-4670	\$50,000
TAX-REAL ESTATE TAX, TB TREATMENT BOARD	611-001-4170	\$72,800
TAX-REAL ESTATE TAX, AMBULANCE	621-001-4170	\$1,300,000
TAX-REAL ESTATE TAX, VETERANS ASSISTANCE COMMISSION	631-001-4170	\$350,000
TAX-REAL ESTATE TAX, COOPERATIVE EXTNSN	701-001-4170	\$135,000
TAX-REAL ESTATE TAX, DEVELOPMENTALLY DISABLED	702-001-4170	\$600,000
STRONG COMMUNITIES PROGRAM GRANT	723-001-4615	\$10,000
PLEDGED SALES TAX	801-001-4182	\$600,000
PLEDGED PUBLIC SAFETY TAX	802-001-4182	\$1,950,000
REV HVAC BOND REPAYMENT	803-001-4120	\$100
INTEREST EARNED	803-141-4155	\$100
<b>American Rescue Plan</b>		
TRANSFER FROM AMERICAN RESCUE PLAN	001-005-4992	\$100
<b>Information Technology</b>		
REIMBURSEMENT-COMPUTER & TECHNOLOGY	001-104-4650	\$70,000
FEES-911 IT SERVICES	104-104-4120	\$178,600
<b>County Clerk</b>		
EARNINGS-COUNTY CLERK	001-111-4105	\$130,000
TRANSFER FROM COUNTY CLERK EQUIPMENT	001-111-4991	\$100
TRANSFER FROM COUNTY CLERK AUTOMATION	001-111-4992	\$6,500
STATE STIPEND-COUNTY CLERK	010-111-4645	\$6,500
EARNINGS-COUNTY CLERK, CO CLERK AUTOMTN	111-111-4105	\$80,000
<b>County Clerk-Elections</b>		
REIMBURSEMENT-VOTER REGISTRATION	001-121-4640	\$75,000
REIMBURSEMENT-ELECTIONS	001-121-4650	\$45,000
Grants-Election Postage	122-121-4630	\$100
GRANT-POLLING PLACE ACCESSIBILITY	123-121-4615	\$100
<b>County Recorder</b>		\$872,000
EARNINGS-RECORDER	001-131-4105	\$350,000
TRANSFER FROM RECORDER EQUIPMENT FUND	001-131-4992	\$35,000
TRANSFER FROM RECORDER AUTOMATION	001-131-4993	\$3,500
TRANSFER FROM RECORDER GIS	001-132-4991	\$5,000
Transfer From Recorder Automation	001-133-4991	\$9,500
EARNINGS-RECORDER, RECORDER DOCUMENT STORAGE	131-131-4105	\$60,000
EARNINGS-RECORDER, LAREDO	131-131-4125	\$50,000
EARNINGS-RECORDER GIS	132-131-4105	\$7,500
EARNINGS-RECORDER AUTOMATION	133-131-4105	\$35,000
FEES-RECORDER, REVENUE STAMPS	133-131-4110	\$320,000
<b>County Treasurer</b>		
INTEREST EARNED	001-141-4155	\$200,000

**FY25-2026 BUDGET  
REVENUES**

**FY26 REVENUE**

<b>Description</b>	<b>Account ID</b>	<b>Amounts</b>
STATE STIPEND-TREASURER	010-141-4645	\$6,500
INTEREST EARNED	723-141-4155	\$100
INTEREST EARNED	801-141-4155	\$20,000
INTEREST EARNED	802-141-4155	\$40,000
<b>County Collector</b>		
FEES-MISCELLANEOUS TAX FEES	001-151-4110	\$187,200
INTEREST EARNED ON REAL ESTATE TAX	001-151-4165	\$10,000
INTEREST EARNED ON REAL ESTATE TAX	011-151-4165	\$5,000
INTEREST EARNED ON REAL ESTATE TAX	012-151-4165	\$5,000
INTEREST EARNED ON REAL ESTATE TAX	021-151-4165	\$2,000
FEES-TAX SALE FEES	151-151-4110	\$7,000
FEES-MISCELLANEOUS TAX FEES	151-151-4115	\$5,000
INTEREST EARNED ON REAL ESTATE TAX	501-151-4165	\$5,000
INTEREST EARNED ON REAL ESTATE TAX	502-151-4165	\$3,000
INTEREST EARNED ON REAL ESTATE TAX	503-151-4165	\$2,000
INTEREST EARNED ON REAL ESTATE TAX	601-151-4165	\$100
INTEREST EARNED ON REAL ESTATE TAX	611-151-4165	\$100
INTEREST EARNED ON REAL ESTATE TAX	621-151-4165	\$3,000
INTEREST EARNED ON REAL ESTATE TAX	631-151-4165	\$1,000
INTEREST EARNED ON REAL ESTATE TAX	701-151-4165	\$500
INTEREST EARNED ON REAL ESTATE TAX	702-151-4165	\$1,000
FEES-TAX SALE FEES	952-151-4110	\$10,000
INTEREST EARNED	952-151-4155	\$1,500
<b>Supervisor of Assessments</b>		
REIMBURSEMENT-SALARY-ASSESSMENTS SUPERVISOR	001-161-4650	\$49,470
<b>Bicentennial Commission</b>		
Revenue	001-181-4295	\$100
<b>Emergency Management Agency</b>		
REIMBURSEMENT-EMA	001-211-4640	\$26,500
GRANTS-IEMA	211-211-4616	\$100
REVENUE-AMERICAN RESCUE PLAN	213-211-4627	\$100
County Sheriff-Law Enforcement		
EARNINGS-SHERIFF	001-231-4105	\$50,000
FEES-SHERIFF INTERSTATE TRANSPORT	001-231-4115	\$100
FEES-VEHICLE EQUIPMENT, LAW ENFORCEMENT	001-231-4118	\$100
FEES-SHERIFF ELECTRONIC CITATION	001-231-4120	\$1,500
REVENUE-VILLAGES PAYMENT, LAW ENFORCEMENT	001-231-4125	\$6,500
REVENUE-JUDICIAL SALES	001-231-4130	\$12,000
REVENUE-MISCELLANEOUS, SHERIFF	001-231-4295	\$100
GRANTS-LAW ENFORCEMENT	001-231-4620	\$100
REIMBURSEMENT-LAW ENFORCEMENT TRAINING	001-231-4630	\$10,000
REIMBURSEMENT-INMATE TRANSPORTATION, LAW ENFORCEMENT	001-231-4635	\$8,000
REIMBURSEMENT-SALARY-DRUG TASK FORCE	001-231-4650	\$26,000

**FY25-2026 BUDGET**

Exhibit A – Adams County Budget for  
Fiscal Year 2025-2026 – as amended

**REVENUES**

**FY26 REVENUE**

<b>Description</b>	<b>Account ID</b>	<b>Amounts</b>
REIMBURSEMENT-SALARY-SHERIFF	001-231-4651	\$109,146
STATE STIPEND-SHERIFF	010-231-4645	\$6,500
GRANTS-STEP	231-231-4620	\$100
FEES-REGISTRATION, SEX OFFENDERS	232-231-4120	\$3,000
FINES-DRUG	233-231-4110	\$100
FORFEITED PROPERTY PROCEEDS	233-231-4118	\$100
INTEREST EARNED	233-231-4155	\$100
EARNINGS-CIRCUIT CLERK, DUI EQUIPMENT	234-231-4105	\$10,000
EARNINGS-SHERIFF, SHERIFF VEHICLE	235-231-4105	\$1,000
<b>County Sheriff-SAFE Program</b>		
REIMBURSEMENT-SHERIFF SAFE PROGRAM, ROE	001-261-4240	\$50,000
County Sheriff-Rabies & Animal Control		\$97,000
EARNINGS-ANIMAL WARDEN	001-271-4110	\$1,000
LICENSES-DOG	001-271-4140	\$45,000
TRANSFER FROM ANIMAL CONTROL FUND	001-271-4991	\$25,000
LICENSES-DOG	271-271-4140	\$26,000
<b>County Sheriff-Jail</b>		
REVENUE-ELECTRONIC HOME DETENTION (EHD)	001-301-4125	\$35,000
REIMBURSEMENT-INMATE MEDICAL EXPENSE	001-301-4220	\$1,000
REVENUE-MISCELLANEOUS, JAIL	001-301-4295	\$2,000
EARNINGS-CIRCUIT CLERK, ARRESTEES MEDICAL COST	301-301-4105	\$10,000
REVENUE-JAIL COMMISSARY INCOME	963-301-4120	\$100,000
INTEREST EARNED	963-301-4155	\$3,000
<b>Jail-Leased Space Prepaid Maintenance</b>		
REIMBURSEMENT-UTILITIES-LEASED SPACE	001-302-4650	\$25,000
TRANSFER FROM JAIL PREPAID MAINTENANCE	001-302-4991	\$100
CONTRIBUTIONS-CITY OF QUINCY	302-302-4290	\$100
<b>Jail-Federal Inmate Housing</b>		
REVENUE-FEDERAL INMATE HOUSING	001-303-4220	\$420,000
<b>Probation Dept</b>		
ARI GRANT-INDIRECT COSTS	001-311-4610	\$31,500
REIMBURSEMENT-SALARY, PROBATION OFFICERS	001-311-4650	\$751,360
TRANSFER FROM PROBATION SERVICES FUND	001-311-4991	\$100
EARNINGS-CIRCUIT CLERK, PROBATION SERVS	311-311-4105	\$200,000
EARNINGS-CIRCUIT CLERK, COURT SERVICES	311-311-4110	\$8,000
EARNINGS-CIR CLK, DOMESTIC VIOLENCE SURVEILLANCE PROG	311-311-4113	\$2,000
EARNINGS-CIRCUIT CLERK, SPECIALTY COURT	311-311-4115	\$3,500
REIMBURSEMENTS & DONATIONS	311-311-4240	\$100
ARI GRANT	312-311-4620	\$483,500
<b>Juvenile Detention Center</b>		
REIMBURSEMENT-NUTRITION, JDC	001-321-4210	\$40,000
REIMBURSEMENT-HOUSING, JDC	001-321-4220	\$400,000
REVENUE-MISCELLANEOUS, JDC	001-321-4295	\$100

**FY25-2026 BUDGET  
REVENUES**

Exhibit A – Adams County Budget for  
Fiscal Year 2025-2026 – as amended

**FY26 REVENUE**

<b>Description</b>	<b>Account ID</b>	<b>Amounts</b>
REIMBURSEMENT-JDC RESIDENT TRANSPORTATION	001-321-4635	\$500
REIMBURSEMENT-SALARY-JDC STAFF	001-321-4650	\$1,563,826
FACT GRANT-JDC	001-321-4750	\$100
<b>States Attorney</b>		
FINES-STATES ATTORNEY	001-401-4110	\$120,000
FEES-STATES ATTY BAD CHECK DIVERSN PROG	001-401-4130	\$100
A.R.I. GRANT-SALARY REIMB-ASST STATES ATTORNEY	001-401-4610	\$35,000
GRANTS-STATES ATTY SPECIAL PROJECT	001-401-4615	\$100
REIMBURSEMENT-SALARY-VICTIM/WITNESS ST ATTY	001-401-4640	\$60,000
REIMBURSEMENT-SALARY-STATES ATTORNEY	001-401-4650	\$186,044
TRANSFER FROM STATES ATTY AUTOMATION FUND	001-401-4991	\$100
Transfer From States Atty Drug Enforcmt Fund	001-401-4992	\$100
EARNINGS-CIRCUIT CLERK, ST ATTY AUTOMATION	401-401-4105	\$5,000
FORFEITED PROPERTY PROCEEDS	402-401-4115	\$5,000
INTEREST EARNED	404-401-4155	\$10,000
GRANT-OPIOID SETTLEMENT	404-401-4785	\$150,000
<b>Public Defender</b>		
A.R.I. GRANT-SALARY REIMB-ASST PUBLIC DEFENDER	001-411-4610	\$35,000
COURT IMPROVEMENT PROGRAM GRANT	001-411-4615	\$100
REIMBURSEMENT-SALARY-PUBLIC DEFENDER	001-411-4650	\$124,017
EARNINGS-CIRCUIT CLERK, PUB DEF AUTOMATION	411-411-4105	\$4,000
<b>Circuit Clerk</b>		
EARNINGS-CIRCUIT CLERK	001-421-4105	\$500,000
FINES-TRAFFIC	001-421-4110	\$75,000
FINES-DRUG ADDICTION SERVICES	001-421-4113	\$100
FINES-DRUG	001-421-4115	\$1,000
FEES-LAB ANALYSIS	001-421-4118	\$100
FEES-COURT SECURITY	001-421-4120	\$160,000
FEES-ELECTRONIC MONITORING	001-421-4125	\$1,000
REVENUE-PAYMENT, INMATE ROOM & BOARD	001-421-4130	\$3,000
REIMBURSEMENT-PUBLIC DEFENDER FEES	001-421-4250	\$40,000
REVENUE-MISCELLANEOUS, CIRCUIT CLERK	001-421-4295	\$100
TRANSFER FROM DOCUMENT STORAGE FUND	001-421-4991	\$75,000
TRANSFER FROM MAINTENANCE & CHILD SPT FUND	001-421-4992	\$15,000
TRANSFER FROM RECONCILIATION GRANT FUND	001-421-4993	\$5,000
TRANSFER FROM COURT AUTOMATION FUND	001-421-4994	\$65,000
TRANSFER FROM CIRCUIT CLERK OP & ADMIN	001-421-4995	\$10,500
EARNINGS-CIRCUIT CLERK, OPERATION & ADMIN	421-421-4105	\$32,000
REVENUE-MISCELLANEOUS, CIRCUIT CLERK	421-421-4295	\$100
EARNINGS-CIRCUIT CLERK, COURT DOCUMENT STORAGE	422-421-4105	\$140,000
REIMBURSEMENTS	422-421-4614	\$100
EARNINGS-CIRCUIT CLERK, MAINTENANCE & CHILD SUPPORT	423-421-4105	\$10,000
EARNINGS-CIRCUIT CLERK, ELECTRONIC CITATION	424-421-4105	\$30,000

**FY25-2026 BUDGET**

**REVENUES**

**FY26 REVENUE**

<b>Description</b>	<b>Account ID</b>	<b>Amounts</b>
REIMBURSEMENTS	425-421-4614	\$5,000
EARNINGS-CIRCUIT CLERK, COURT AUTOMATION	426-421-4105	\$140,000
REIMBURSEMENTS	426-421-4614	\$2,000
<b>Chief Judge</b>		
TRANSFER FROM LAW LIBRARY	001-431-4991	\$100
TRANSFER FROM FINANCE COURT FUND	001-431-4992	\$100
EARNINGS-CIRCUIT CLERK, LAW LIBRARY	431-431-4105	\$25,000
GRANT-SELF-REPRESENTED LITIGANT	431-431-4750	\$4,200
EARNINGS-CIRCUIT CLERK, FINANCE COURT	432-431-4105	\$175,000
REIMBURSEMENTS	432-431-4250	\$1,000
GRANTS-IL TMF	432-431-4615	\$100
<b>County Health Department</b>		
FEES-ENVIRONMENTAL	601-601-4120	\$175,000
FEES-BIRTHS & DEATHS	601-601-4140	\$80,000
INTEREST EARNED	601-601-4155	\$75,000
REVENUE-IMMUNIZATIONS	601-601-4250	\$600,000
REVENUE-JDC NURSING	601-601-4260	\$50,000
REVENUE-REGIONAL PUBLIC HEALTH	601-601-4270	\$350,000
REVENUE-PATHWAY CLINIC	601-601-4280	\$400,000
REVENUE-MISCELLANEOUS, COUNTY HEALTH	601-601-4295	\$50,000
GRANTS-HEALTH PROTECTION	601-601-4620	\$190,000
GRANTS-SAFE KIDS OF ADAMS COUNTY	601-601-4621	\$2,500
FEES-LABORATORY	601-601-4626	\$15,000
GRANTS-WEST NILE VIRUS	601-601-4627	\$28,600
GRANTS-ASSURANCE	601-601-4629	\$142,000
REVENUE-DENTAL	601-601-4630	\$163,000
GRANTS-PHEP/BIOTERRORISM	601-601-4750	\$43,400
GRANTS-HEALTHWORKS	601-601-4755	\$175,000
GRANTS-BETTER BIRTH OUTCOME	601-601-4765	\$679,520
GRANTS-WIC	601-601-4770	\$352,000
GRANTS-TOBACCO SETTLEMENT	601-601-4780	\$120,000
GRANTS-OTHER	601-601-4795	\$150,000
<b>Coroner</b>		
STATE STIPEND-CORONER	010-201-4645	\$6,500
FEES-CORONER FEES	201-201-4120	\$30,000
GRANTS-EQUIPMENT	202-201-4620	\$6,000
Social Security & IMRF		\$20,000
REIMBURSEMENTS	011-101-4250	\$10,000
REIMBURSEMENTS	012-101-4250	\$10,000
<b>Insurance</b>		
CIRMA DIVIDEND	021-102-4230	\$5,000
REIMBURSEMENTS	021-102-4250	\$1,000
INTEREST EARNED	022-102-4155	\$5,000

**FY25-2026 BUDGET**

Exhibit A – Adams County Budget for  
Fiscal Year 2025-2026 – as amended

**REVENUES**

**FY26 REVENUE**

Description	Account ID	Amounts
REIMBURSEMENT-MEDICAL CLAIMS	022-102-4250	\$1,000
PREMIUMS-FORMER EMPLOYEES, SINGLE	022-102-4310	\$60,000
PREMIUMS-FORMER EMPLOYEES, DEPENDENTS	022-102-4315	\$50,000
CONTRIBUTIONS-EMPLOYER, CO GENERAL	022-102-4320	\$2,400,000
PREMIUMS-EMPLOYEES, DEPENDENTS	022-102-4330	\$300,000
PREMIUMS-EMPLOYEE COST SHARE	022-102-4335	\$260,000
CONTRIBUTIONS-EMPLOYER, AMBULANCE	022-102-4340	\$450,000
CONTRIBUTIONS-EMPLOYER, HEALTH	022-102-4342	\$421,200
CONTRIBUTIONS-EMPLOYER, TB TREATMT BRD	022-102-4344	\$5,000
CONTRIBUTIONS-EMPLOYER, CO HIGHWAY	022-102-4352	\$208,000
CONTRIBUTIONS-A.R.I. GRANT	022-102-4372	\$18,720
<b>ROE-Information Technology</b>		
FEES-ROE IT SERVICES	104-105-4120	\$45,000
<b>Circuit Judges</b>		
GRANT-TECHNOLOGY MODERNIZATION	433-441-4615	\$100
<b>County Highway Department</b>		
REIMBURSEMENT-TOWNSHIPS	501-501-4240	\$1,000
REIMBURSEMENT-GASOLINE	501-501-4250	\$230,000
REVENUE-MISCELLANEOUS	501-501-4295	\$20,000
REIMBURSEMENT-SALARY-COUNTY ENGINEER	501-501-4650	\$77,000
REVENUE-MISCELLANEOUS	502-501-4295	\$25,000
REVENUE-MISCELLANEOUS	503-501-4295	\$100
REVENUE-PAYMENTS, STATE	503-501-4630	\$100
REVENUE-MISCELLANEOUS	504-501-4295	\$100
REVENUE-PAYMENTS, FEDERAL	504-501-4730	\$65,000
EARNINGS-RECORDER, GIS FUND	505-501-4105	\$250,000
INTEREST EARNED	505-501-4155	\$30,000
REVENUE-MISCELLANEOUS	505-501-4295	\$100
INTEREST EARNED	511-501-4155	\$30,000
REVENUE-PAYMENTS, STATE	511-501-4630	\$2,150,000
INTEREST EARNED	521-501-4155	\$90,000
REVENUE-MISCELLANEOUS	521-501-4295	\$100
REVENUE-PAYMENTS, STATE	521-501-4630	\$2,800,000
INTEREST EARNED	522-501-4155	\$7,000
REVENUE-PAYMENTS, TOWNSHIP	522-501-4240	\$250,000
REVENUE-MISCELLANEOUS, ROAD DIST REVOLVING	522-501-4295	\$100
INTEREST EARNED	523-501-4155	\$5,000
REVENUE-PAYMENTS, STATE	523-501-4630	\$745,000
<b>Tuberculosis Treatment Board</b>		
REVENUE-TUBERCULOSIS TESTING	611-611-4250	\$18,000
<b>Veteran's Assistance Commission</b>		
GRANTS-VAC	631-631-4615	\$100
<b>Court Appointed Special Advocate</b>		

**FY25-2026 BUDGET  
 REVENUES**

**FY26 REVENUE**

Description	Account ID	Amounts
TAX-HOTEL MOTEL OPERATORS	711-999-4195	\$2,000
DEPOSITS-STATE	911-999-4610	\$100
DEPOSITS-UNCLAIMED MONEY	941-999-4610	\$5,000
EARNINGS-CIRCUIT CLERK, CHILD ADVOCACY	945-999-4105	\$15,000
EARNINGS-CIRCUIT CLERK, CASA	948-999-4105	\$25,000
<b>REVENUE TOTAL 2026 FY AS AMENDED</b>		<b>\$60,091,728</b>
<i>2026 FY REVENUE TOTALS AS PASSED</i>		<i>\$60,216,444</i>



/s/ Bret Austin

CHAIRMAN

ATTEST:

/s/ Ryan A. Niekamp

COUNTY CLERK

COUNTY OF ADAMS )  
STATE OF ILLINOIS )

I, Ryan A. Niekamp, County Clerk in and for said County of Adams, State of Illinois, do hereby certify that the foregoing is true and complete copy of the proceedings of the Adams County Board's meeting held on January 13, 2026, as shown by my records in my office.

Witness my hand and official seal at Quincy, Illinois  
this 10<sup>th</sup> day of February 2026.



/s/ Ryan A. Niekamp

COUNTY CLERK