Human Resources Help Line Makes Changes, Please Read!

In 1999, TOIRMA added the Human Resources Help Line, giving all members access to human resources professionals to assist in answering employment-related questions and issues. One of the voices on the help line since 1999 has been Melanie Stevenson, Vice President — Corporate Human Resources. Melanie will be retired by the time you read this newsletter. She looks forward to spending some quality time with her husband after celebrating 25 years with Cannon Cochran Management Services, Inc. (CCMSI).

Rhonda Grubb started her career at CCMSI this past November and will step into Melanie’s shoes as Vice President — Corporate Human Resources. Rhonda joined CCMSI with more than 20 years of human resources management experience, previously serving as the Regional Human Resources Officer for Presence Health Danville and Urbana, Illinois hospitals. She holds a Master’s degree in Health Services Administration from the University of St. Francis in Joliet, Illinois and earned her Bachelor’s degree from Eastern Illinois University. Rhonda was awarded the professional designation of Professional in Human Resources (PHR) in 1999 and is currently pursuing her Master’s degree in Business Administration.

Another new voice on the Human Resources Help Line is Laura Jacobson. She has been assisting with the Help Line calls since last September. Laura has her PHR designation and earned her Bachelor’s degree in Business Administration from the University of Minnesota — Duluth. Laura will be taking a short leave of absence as she and her husband are expecting their first child in March.

As always, if you have any employment-related questions or issues, please be sure to call the Human Resources Help Line for advice. The Human Resources Help Line is 1-888-472-6785, Ext. 1172 or Ext. 1146.

Roderick D. Beck
Executive Director
Job descriptions are an essential part of the hiring of new employees as well as managing current employees and workers’ compensation claims. A job description summarizes each job so that applicants understand what the role of the position is. Job descriptions are also necessary for current employees as they serve as a major basis for outlining performance expectations, job training, job evaluation and career advancement. A job description can be beneficial for a supervisor to use as a measuring tool to ensure that the employee is meeting job expectations. In addition, a job description is an important component for considering reasonable accommodation requests as required by the ADA (Americans with Disabilities Act).

A job description should describe the tasks, duties, functions and responsibilities of each position. It should clearly list the job duties and requirements of each position. Job descriptions typically include the job title, a summary of the position, essential duties and responsibilities of the position, a requirements section, and a section for other important information about the position.

**A template for creating a job description has been listed below.**

<table>
<thead>
<tr>
<th>JOB DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>[insert company logo or name here]</td>
</tr>
<tr>
<td>Title: [insert title here]</td>
</tr>
<tr>
<td>Status: [hourly or salaried]</td>
</tr>
<tr>
<td>Reports To: [insert title of who this position reports to]</td>
</tr>
<tr>
<td>Location: [insert township or location of this position or department]</td>
</tr>
</tbody>
</table>

**Summary:**
[This section is used to describe an overall summary of the position, usually one to two sentences describing why the position exists.]

**Essential Duties & Responsibilities:**
[List 10 to 12 key essential duties and responsibilities of the job. It not necessary to list every single duty an employee does, but the overall essential responsibilities in a broad perspective; 8 to 10 is sufficient. Essential duties are defined as the purpose for which the job exists.]

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

**QUALIFICATIONS**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

[List the qualifications and attributes required to perform this role, i.e., communication skills, equipment, etc.]

**Education and/or Experience**
[List education that is required and year and type of experience required or preferred.]

**Computer Skills**
[List specific computer skills needed if any.]

**Certificates, Licenses, Registrations**
[List any licenses, certifications or registrations required, i.e., driver’s license.]

**WORKING CONDITIONS**
**Physical Demands**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

[List appropriate physical requirements. Outline physical effort needed to perform routine labor tasks including bending, twisting, stooping, lifting, carrying, pushing, pulling, walking, standing, etc.]
1. Which statement is true regarding Workers’ Compensation?
   a. TOIRMA does not provide Workers’ Compensation for elected officials
   b. Contracted individuals are not covered under Workers’ Compensation; therefore a certificate of coverage should be obtained
   c. General Assistance workers are not covered through TOIRMA
   d. Workers’ Compensation is not mandatory in the state of IL

2. Which statement is true regarding summer help hires:
   a. TOIRMA recommends age 18
   b. 15 year olds can be hired to operate a riding lawn mower
   c. Child Labor laws do not pertain to governmental entities
   d. The type of work assigned does not matter

3. What does the new Equipment Breakdown Coverage (EBC) cover?
   a. Wear and Tear
   b. Inland Marine Property
   c. Autos
   d. Refrigeration Units

4. What does ‘Replacement Cost’ mean for Property and Inland Marine items?
   a. The full cost to repair or replace the property without deduction for depreciation
   b. The cost to replace the building or damaged piece of equipment with a similar type structure or piece of equipment which would meet the needs of the entity
   c. The current market value, or the depreciated value of the piece of equipment, if the market value cannot be determined
   d. Replacement Cost less the value for depreciation, including obsolescence

5. What is an easy way to remember how to use a fire extinguisher?
   a. Read the directions only when the need arises
   b. Simply break the seal and let your instincts guide you
   c. PASS (Pull, Aim, Squeeze, Sweep)
   d. USE (Utilize Safety Equipment)

6. Which of the following vehicle systems does OSHA recommend inspecting for winter weather driving?
   a. Cooling System
   b. Upholstery
   c. Tires
   d. Visibility Systems
   e. All but b

7. What is an advantage of the new Equipment Breakdown Coverage (EBC)?
   a. It is now provided to TOIRMA members at no cost
   b. Inspections are available by qualified Inspectors at no additional charge
   c. Those townships that presently have an equipment breakdown policy with an insurance agency may be able to cancel that policy. TOIRMA should be contacted first before making any changes
   d. All of the above

8. Which item is a good ladder safety point to remember?
   a. Tag a ladder if it is removed from service
   b. Yell up to the person on the ladder before you move them so they are aware
   c. The proper angle for setting up a ladder is to place its base a third of the working length of the ladder from the wall or other vertical surface
   d. Remove labels and markings on the ladder after you have familiarized yourself with them

9. Which of the following statements below is not a TOIRMA Top 10 Safety Rule?
   a. Wear safety glasses when operating any power equipment
   b. Wear steel toe footwear
   c. Use three-point contact for mounting and dismounting equipment
   d. Make sure jewelry is tight-fitting

10. What is the definition of exposure according to “The Institutes”?
    a. Anything “out in the open”
    b. The state of being exposed to contact with something
    c. Any condition that presents a possibility of gain or loss, whether or not an actual loss occurs
    d. A claim of any nature

Answer Key:
1) b; 2) a; 3) d; 4) a; 5) c; 6) e; 7) d; 8) a; 9) d; 10) c

8 — 10 answers correct: TOIRMA Whiz
4 — 7 answers correct: TOIRMA Whiz-in-Progress; brush up a little by reading past TOIRMA newsletters
1 — 3 answers correct: TOIRMA Turkey; call Matt Knight or Sean Richardson for a Loss Control Visit
TOIRMA MEMBER CALENDAR

Following are highlights of the upcoming TOIRMA calendar:

March................................. Renewal Packet due March 1
Dividend Issued

April.................................... Annual billing mailed to all members renewing June 1
Dividend cashed?

June..................................... Renewal contribution due June 1
Declaration pages and payroll audit mailed

Jim Donelan, TOIRMA Associate Director presents the TOIRMA door prize to the winner, Sue Calkins, Clerk of Utica Township/LaSalle County, at the 107th Annual Educational Conference of the Township Officials of Illinois this past November in Springfield, IL.

While traveling the State of Illinois, Sean Richardson, TOIRMA Loss Control Representative took this photo of Bunyon’s Statue in Atlanta, IL. For more information on this Route 66 statue, go to http://www.atlantaillinois.org/rt66/bunyon_popup_new.html

TOIRMA TOTAL MEMBERS

As of 1/31/2015

Townships * 1375
MTAD’s * 312

Welcome New Members:
Carman Township/Henderson County; Toulon Township/Stark County (Stark County is now a 100% County)
**Did you know.....**

**HEIGHT OF POWER LINES**

*By: Adam Chaddock / Quinn, Johnston, Henderson, Pretorius & Cerulo*

Electric power or communications installations on state highway right-of-way shall be constructed, operated, and maintained in conformity with the provisions of the National Electrical Safety Code and Illinois Commerce Commission's rules entitled "Construction of Electric Power and Communication Lines" (83 Ill. Adm. Code 305) except for certain vertical clearance requirements as hereinafter noted. 92 Ill. Adm. Code 530.450 (a).

Overhead crossings of power and communication lines over fully accessed-controlled highways shall provide a minimal vertical clearance over the roadway of **20 feet** with additional clearances as required by Illinois Commerce Commission's rules entitled, "Construction of Electric Power and Communication Lines" (83 Ill. Adm. Code 305) for higher voltage lines. 92 Ill. Adm. Code 530.450 (b)(2).

Overhead power and communication lines crossing conventional highways shall have a minimum vertical line clearance over the roadway of **18 feet** with additional clearances as required by Illinois Commerce Commission’s rules entitled, “Construction of Electric Power and Communication Lines” (*3 Ill. Adm. Code) for higher voltage lines. 92 Ill. Adm. Code 530.450 (c)(2)(A)

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**SEEN & NOTED:**

On January 1, 2015 more than 200 new laws took effect in Illinois. Following are some laws that may affect you:

**PA 98-0519 (SB 1898) Increases minimum mandatory coverage for liability insurance policies:** The new law raises the required minimum coverage for 1) Bodily Injury or death to any one person from $20,000 to $25,000; 2) Bodily Injury or Death of 2 or more persons in any one accident from $40,000 to $50,000; and 3) Injury to or destruction of property from $15,000 to $20,000. Only apply to policies issued or renewed on or after January 1, 2015.

**PA 98-0774 (HB 5701) Employee background check:** Prohibits employers from seeking information regarding a potential employee’s criminal history until after an invitation to interview or a conditional offer of employment has been extended. Intended to allow job seekers with criminal history to be considered on their merits and experience rather than being dismissed out of hand for an offense.

**PA 98-0870 (SB 2583) “Sign and drive” in Illinois:** This new law institutes “sign and drive” in Illinois by prohibiting the confiscation of a motorist’s driver’s license as bail when stopped and cited for a minor (no jail time) traffic offense. Since 9/11, the need for appropriate, state-issued photo identification has become a necessity in order to travel, obtain health-care, renting vehicles, etc. The driver’s license is still the standard, accepted form of photo identification.

**PA 98-0930 (HB 5623) Local government-officer e-mail:** Provides that every unit of local government and school district that serves a population of less than 1,000,000 that maintains an electronic mail system and an Internet website shall: (1) provide an electronic mail address for the use of each of its elected officials, including board members, and appointed officers, to be used in the course of their official duties; and (2) provide a means for the public to transmit correspondence directly by electronic mail to each elected and appointed official, including board members, through its official website.
Now that warmer weather has arrived, so will the people at your playgrounds and parks. It is estimated that each year, over 200,000 children ages 14 and under are treated in emergency departments for injuries associated with playground equipment. Many members within TOIRMA own and maintain playgrounds and recreational areas. It is important to be able to recognize potential hazards and maintenance issues at these play areas. Important things to look for when examining your playgrounds for the busy season ahead are:

- Safety surfacing
- Mechanical breakdowns
- Structural breakdowns
- Age specific equipment
- Entanglement and entrapment hazards
- Proper signage

TOIRMA Loss Control Consultant, Matt Knight, is a Certified Playground Inspector with the National Playground Safety Institute and is available for consultation and safety recommendations. If you need assistance, please give Matt a call at 1-800-252-5059, Ext. 1387.

**REMINDER:**

**OSHA Forms 300 and 300A**

Post February 1 — April 30

Our members continue to see visits from the Illinois Department of Labor and they typically ask to see OSHA’s Form 300 (Log of Work-Related Injuries and Illnesses). The OSHA Injury and Illness forms are now available in a pdf fillable form at www.osha.gov/recordkeeping/RKforms.html. For the past several years we have provided information about the OSHA Forms 300 and 300A in the Winter issue of the TOIRMA Newsletter, this year is no exception.

Other information about OSHA Injury and Illness Recordkeeping and Reporting Requirements can be found at www.osha.gov/recordkeeping. Below is an example of information found at this site:

**Am I required to prepare and maintain records?**

Employers with more than ten employees and whose establishments are not classified as a partially exempt industry must record work-related injuries and illnesses using OSHA Forms 300, 300A and 301, available at https://www.osha.gov/recordkeeping/RKforms.html. Partially exempt industries include establishments in specific low hazard retail, service, finance, insurance or real estate industries and are listed in Appendix A to Subpart B and at https://www.osha.gov/recordkeeping/pp1/RK1exempttable.html.

Employers who are required to keep Form 300, the Injury and Illness log, must post Form 300A, the Summary of Work-Related Injuries and Illnesses, in a workplace every year from February 1 to April 30. Current and former employees, or their representatives, have the right to access injury and illness records. Employers must give the requester a copy of the relevant record(s) by the end of the next business day.

If you need help compiling your summary of work-related injuries and illnesses, please contact Katie Musgrave, TOIRMA Claim Supervisor at 1-800-252-5059, ext. 1349 or kmusgrave@ccmsi.com.

For more information, read the “Do I need to fill out the OSHA Log of Work-Related Injuries and Illnesses?” brochure (OSHA Publication 3169) at https://www.osha.gov/recordkeeping/pub3169text.html.
PLEASE KEEP ALL SIGNS CLEAR OF BRUSH

By: Jim Donelan, Associate Director

I always love it when spring arrives. The weather begins to change for the better, temperatures are rising above freezing, flowers and trees are beginning to bloom, grass and other plants are turning green again, and baseball begins. It’s a wonderful time of the year. It represents a time a renewal, and a time for seasonal highway maintenance responsibilities to commence.

According to the Illinois Highway Code [605 ILCS 5/6 et. seq.], it is the responsibility of the highway commissioner to maintain all road district signs.

“How the highway commissioner of each road district shall perform the functions... subject to the written approval of the County Superintendent of Highways to place, erect, and maintain on township or road district roads, traffic-control devices and signs...” [605 ILCS 5/6-201 & 5/6-201.16]

As I stated earlier, this is the time of the year that plants are growing rapidly. It is extremely important for highway commissioners to make sure a regular sign inspection process is in place. Brush can flourish during the spring and summer and quickly obscure traffic control devices, such as stop signs.

Last year, I was driving home in the city where I live and noticed brush in front of a stop sign. In the interest of practicing what I preach, I pulled over and took a picture with my trusty “smart phone” of the obstructed sign. My intention was to email the image and address to our local public works director. Feeling pretty good about what I was doing, I then noticed another obstructed stop sign, so I pulled over again, parked my car, and took another image. This went on for a total of six stops on the way home that day. When I arrived home, I passed this information along and within a few days, city crews had cleared the obstructions from all of the signs.

Please keep in mind the following items relating to signs and liability to a township road district:

- Responsibility to keep signs in good order is the highway commissioner’s.
- If an elected official or employee is aware of a sign obstruction, damaged sign, or missing sign, the problem should be addressed immediately. (This includes initially observing the problem or being notified of the problem by a resident or another local official.)
- There may be liability if a highway commissioner “should have been aware” of a problem due to it being obvious or present for an extended period of time. (This further stresses the need for an inspection process that is followed and documented.)

We hope this information is helpful. If you have any further questions regarding the above topics, please feel free to contact me at 888-562-7861 or by e-mail at jdonelan@toirma.org.

“A Highway Commissioner’s Diary can be obtained from TOIRMA at no charge by calling (800) 252-5059, ext. 1139 or by emailing Beth Eyrich at beyrich@ccmsi.com.
Human Resources Help Line

Don’t forget to call for help with employee issues. 1-888-472-6785 Ext. 1172 or Ext. 1146

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