

MAINE TOWNSHIP HIRING DISCRETION POLICY

I. Applicable Law

A township board may employ and fix the compensation of township employees that the board deems necessary excluding the employees of the offices of Supervisor of General Assistance, Township Collector, Township Assessor, and the Road District Commissioner. 60 ILCS 1/100-5; 605 ILCS 5/6-201.20.

For purposes of this policy, a "Township Employee" shall be defined as any Maine Township employee excluding an employee of the offices of Supervisor of General Assistance, Township Collector, Township Assessor, and the Road District Commissioner.

II. Procedures

Any open Township Employee position will be posted on the Township website and posted on other employment resource websites. An application, resume and cover letter will be required to be submitted to the Township Administrator. The Administrator will review any resume submitted and if, in their opinion, the applicant is qualified for the posted job position, an interview will be scheduled with the prospective applicant.

III. Hiring Discretion

The Township Supervisor will determine whether the applicant qualifies for the posted position based on education, previous experience, relevant skill sets, and the Township Administrator's recommendation. The Township Supervisor will have the discretion to hire any applicant for a Township Employee position without prior board approval, provided that the position is an existing unfilled position or a new position that the board has created and fixed the compensation for that position. Appointments to Administrator, Deputy Administrator, HR Generalist, Director positions and Assistant Director positions however, must be approved by the Township Board prior to final hire.

IV. Policy and Equal Employment Opportunity Statement

It is the policy of Maine Township to recruit and select the most qualified persons based on merit for positions within the township's service. Maine Township recruits candidates, both externally and internally for vacant positions at all levels, in accordance with Federal, State and local laws. Individuals may be recruited for position vacancies from a geographic area as wide as necessary to assure obtaining well-qualified candidates.

The Township is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as a qualified individual with a disability, or criminal conviction history. This equal employment opportunity policy applies to all employment activities, including but not limited to hiring, promotion, demotion, transfer, recruitment, advertising, layoff, discharge, rate of pay and selection for training. This policy extends to recruiting, hiring, appointment and promotion into a job classification.

ADOPTED by the Maine Township Supervisor and Board of Trustees this 24th day of March, 2026.

KELLY HORVATH, Trustee



JAMES MAHER, Trustee

ASIF MALIK, Trustee



ELIZABETH LYNCH, Trustee



KIMBERLY JONES, Supervisor

Attest:



PETER GIALAMAS, Clerk