

From: "Heldman, Cassandra" <heldmacl@urbanairillinois.us>
To: "Surles, Richard" <surlesrh@urbanairillinois.us>
Date: 2020-12-14 15:31
Subject: Lieutenant Opening Wording

I couldn't find a posting for Smysor's position, but I did find this email when we posted for Bain's temporary position.


Temporary Lieutenant Position

As the City continues to work on realignment and permanently filling positions across the board, the timeline regarding a search for a permanent police chief continues to be uncertain. Therefore, the department will make a temporary lieutenant promotion. Anyone interested in applying for the position of lieutenant should submit a cover letter and resume through the chain of command to the Chief and Deputy Chief no later than 12 pm on Friday, April 5, 2018.

The timeline for the selection process is below. Please understand the timeline below is an estimation.

- Cover letter and resume due April 5
- Department feedback obtained week of April 8
- Interviews conducted week of April 15
- Announcement of new lieutenant week of April 22

Attached to this email is the revised job description.

From: "Surles, Richard" <surlesrh@urbanainllinois.us>
To: "Seraphin, Bryant" <seraphbd@urbanainllinois.us>
Cc: "Heldman, Cassandra" <heldmacl@urbanainllinois.us>
Date: 2020-12-14 16:12
Subject: FW: Lieutenant Opening Wording
Attachments:  Lieutenant Job Description (2019).docx

Joel is leaving [REDACTED] on January 8. He isn't back until February 8, and then we have him for a month before he is gone. [REDACTED]

Take a look, tweak, and send back. Cassie can send email on your behalf and include the announcement in the ops bulletin for this Friday.

DRAFT – FOR YOUR APPROVAL

With the retirement of Lt. Joel Sanders, the Urbana Police Department is seeking candidates for the rank of police lieutenant. Applicants are required to have two (2) years of supervisory experience. Anyone who is interested in applying for the position of lieutenant should submit a cover letter and resume through their respective chain of command to the Chief and Deputy Chief no later January 8, 2021.

The timeline for the selection process is below. Please understand that the timeline is an estimation.

- Cover letter and resume due on January 8, 2021
- Department feedback obtained January 9 – January 17, 2021
- Interviews will be conducted week of January 18, 2021
- Announcement of new lieutenant week of January 25, 2021

Attached to this email/Ops Bulletin is the job description.

From: Heldman, Cassandra <heldmacl@urbanainllinois.us>
Sent: Monday, December 14, 2020 3:31 PM
To: Surles, Richard <surlesrh@urbanainllinois.us>
Subject: Lieutenant Opening Wording

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To: "Seraphin, Bryant" <seraphbd@urbanaillinois.us>
Cc: "Heldman, Cassandra" <heldmacl@urbanaillinois.us>
Date: 2020-12-14 16:27
Subject: RE: Lieutenant Opening Wording

From: Surles, Richard
Sent: Monday, December 14, 2020 4:13 PM
To: Seraphin, Bryant <seraphbd@urbanaillinois.us>
Cc: Heldman, Cassandra <heldmacl@urbanaillinois.us>
Subject: FW: Lieutenant Opening Wording

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From: "Seraphin, Bryant" <seraphbd@urbanaillinois.us>
To: "Heldman, Cassandra" <heldmacl@urbanaillinois.us>
Date: 2020-12-17 15:44
Subject: FW: Lieutenant Opening Wording
Attachments:  Lieutenant Job Description (2019).docx

From: Surles, Richard Sent: Monday, December 14, 2020 4:13 PM To: Seraphin, Bryant Cc: Heldman, Cassandra Subject: FW: Lieutenant Opening Wording Joel is leaving [REDACTED] on January 8. He isn't back until February 8, and then we have him for a month before he is gone. [REDACTED]

[REDACTED] Take a look, tweak, and send back. Cassie can send email on your behalf and include the announcement in the ops bulletin for this Friday. ***DRAFT – FOR YOUR APPROVAL*** With the retirement of Lt. Joel Sanders, the Urbana Police Department is seeking candidates for the rank of police lieutenant. Applicants are required to have two (2) years of supervisory experience. Anyone who is interested in applying for the position of lieutenant should submit a cover letter and resume through their respective chain of command to the Chief and Deputy Chief no later January 8, 2021. The timeline for the selection process is below. Please understand that the timeline is an estimation. * Cover letter and resume due on January 8, 2021 * Department feedback obtained January 9 – January 17, 2021 * Interviews will be conducted week of January 18, 2021 * Announcement of new lieutenant week of January 25, 2021 Attached to this email/Ops Bulletin is the job description. From: Heldman, Cassandra Sent: Monday, December 14, 2020 3:31 PM To: Surles, Richard Subject: Lieutenant Opening Wording I couldn't find a posting for Smysor's position, but I did find this email when we posted for Bain's temporary position. Temporary Lieutenant Position As the City continues to work on realignment and permanently filling positions across the board, the timeline regarding a search for a permanent police chief continues to be uncertain. Therefore, the department will make a temporary lieutenant promotion. Anyone interested in applying for the position of lieutenant should submit a cover letter and resume through the chain of command to the Chief and Deputy Chief no later than 12 pm on Friday, April 5, 2018. The timeline for the selection process is below. Please understand the timeline below is an estimation. * Cover letter and resume due April 5 * Department feedback obtained week of April 8 * Interviews conducted week of April 15 * Announcement of new lieutenant week of April 22 Attached to this email is the revised job description.

From: "Surles, Richard" <surlesrh@urbanailinois.us>
To: "Seraphin, Bryant" <seraphbd@urbanailinois.us>
Date: 2020-12-28 14:18
Subject: Lieutenant Position Eligible Sergeants as of March 2021
Attachments:  image003.png

I was wondering which sergeants were eligible for the lieutenant opening. Cassie added a column to the seniority roster – date of last promotion. There are seven eligible sergeants (in order of seniority) should the promotion occur in March as initially planned.

1. Hewkin (10/23/10)
2. Koker (03/10/12)
3. Loschen (07/06/12)
4. Willfong (09/23/16)
5. Mikalik (07/10/17)
6. McNaught (11/11/17)
7. Cervantes (02/02/19)

By next fall, the following/remainder of sergeants become eligible. That means all current, permanently promoted sergeants will be eligible in calendar year 2021.


8. McKinney (04/27/19)
9. Gardner (06/22/19)
10. Hurley (07/01/19)
11. Alfonso (10/22/19)

Rich Surles **Deputy Chief of Police Chief**

Police Department | City of Urbana
400 S Vine St | Urbana, Illinois 61801
Office: 217.384.2334



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*Working Together to Build Trust, Improve Relationships, and
Keep Communities Safe*

From: "Seraphin, Bryant" <seraphbd@urbanaininois.us>
To: "Surles, Richard" <surlesrh@urbanaininois.us>
Date: 2020-12-29 09:38
Subject: RE: Lieutenant Position Eligible Sergeants as of March 2021
Attachments:  image001.png

10-4

From: Surles, Richard <surlesrh@urbanaininois.us>
Sent: Monday, December 28, 2020 2:19 PM
To: Seraphin, Bryant <seraphbd@urbanaininois.us>
Subject: Lieutenant Position Eligible Sergeants as of March 2021

I was wondering which sergeants were eligible for the lieutenant opening. Cassie added a column to the seniority roster – date of last promotion. There are seven eligible sergeants (in order of seniority) should the promotion occur in March as initially planned.

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Deputy Chief of Police Chief

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From: "Cervantes, Michael" <cervanmp@urbanailinois.us>
To: "Norton, Jason" <nortonjd@urbanailinois.us>; "Seraphin, Bryant" <seraphbd@urbanailinois.us>; "Surles, Richard" <surlesrh@urbanailinois.us>
Date: 2021-01-11 00:25
Subject: Cervantes - Lieutenant Cover Letter and Resume
Attachments:  UPD Lieutenant Resume - Cervantes 2021.docx ;  Cervantes Cover Letter.pdf

Thank you in advance for your consideration.


- Cervantes

Sergeant M. Cervantes #422
Police Department | City of Urbana
400 S Vine St | Urbana, Illinois 61801
Office: 217.384.2320 Ext. 722
Fax: 217-384-2363



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From: "Norton, Jason" <nortonjd@urbanailinois.us>
To: "Cervantes, Michael" <cervanmp@urbanailinois.us>
Date: 2021-01-11 08:19
Subject: RE: Cervantes - Lieutenant Cover Letter and Resume
Attachments:  image001.png

NICE....Don't know anyone else that will come close to you on paper.

From: Cervantes, Michael <cervanmp@urbanailinois.us>
Sent: Monday, January 11, 2021 12:26 AM
To: Seraphin, Bryant <seraphbd@urbanailinois.us>; Surles, Richard <surlesrh@urbanailinois.us>; Norton, Jason <nortonjd@urbanailinois.us>
Subject: Cervantes - Lieutenant Cover Letter and Resume

Thank you in advance for your consideration.

- Cervantes

Sergeant M. Cervantes #422
Police Department | City of Urbana
400 S Vine St | Urbana, Illinois 61801
Office: 217.384.2320 Ext. 722
Fax: 217-384-2363




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From: "Heldman, Cassandra" <heldmacl@urbanaillinois.us>
To: "Norton, Jason" <nortonjd@urbanaillinois.us>; "Willfong, Brian" <willfobd@urbanaillinois.us>; "Smysor, David" <smysordg@urbanaillinois.us>; "Seraphin, Bryant" <seraphbd@urbanaillinois.us>; "Heldman, Cassandra" <heldmacl@urbanaillinois.us>; "McCartney, Darrin" <mccar tdt@urbanaillinois.us>; "Bain, Matthew" <bainmj@urbanaillinois.us>; "McNaught, Tim" <mcn augtd@urbanaillinois.us>; "Pipkins, Douglas" <pipkinda@urbanaillinois.us>; "Smith, Cheryl" <smithch@urbanaillinois.us>; "Smith, Duane" <smithda@urbanaillinois.us>; "Snyder, Karen" <snyderkr@urbanaillinois.us>; "Weck, Anthony" <weckac@urbanaillinois.us>; "Koker, Amy" <kokeral@urbanaillinois.us>; "Surles, Richard" <surlesrh@urbanaillinois.us>; "Hewkin, An drew" <hewkinan@urbanaillinois.us>; "Koker, James" <kokerjc@urbanaillinois.us>; "Loschen , Jay" <loschejm@urbanaillinois.us>; "Sanders, Joel" <sanderjr@urbanaillinois.us>; "Mika lik, Zachery" <mikalize@urbanaillinois.us>; "McKinney, Matthew" <mckinmc@urbanaillinois.us >; "Hurley, Jared" <hurleyjd@urbanaillinois.us>; "Cervantes, Michael" <cervanmp@urbanaillino is.us>; "Gardner, Cortez" <gardnecl@urbanaillinois.us>; "Wright, Colby" <wrightcg@ur banaillinois.us>; "Yeagle, Jonathan" <yeagleje@urbanaillinois.us>; "Sprague, Kenneth" <s pragukd@urbanaillinois.us>; "Fink, Bryan" <finkbg@urbanaillinois.us>; "Carr, Michelle" < carrmr@urbanaillinois.us>; "Grady, Alexandria" <gradyal@urbanaillinois.us>; "Quinley Matthew <quinlemv@urbanaillinois.us>; "Hendrian, Melissa" <hendrimb@urbanaillinois.us>; "Marcot te, Adam" <marcotad@urbanaillinois.us>; "Kaufman, Kamden" <kaufmakr@urbanaillinois.us>; "Kerner, James" <kernerja@urbanaillinois.us>; "Robinson, Susanne \"(Michelle)\" <robinssm@ur banaillinois.us>; "Burnett, Chad" <burnetcm@urbanaillinois.us>; "Barrie, Phillip" <barri epr@urbanaillinois.us>; "Ingram, Brian" <ingrambp@urbanaillinois.us>; "Duitsman, Rad" <d uitsmra@urbanaillinois.us>; "Henry, Elizabeth" <henryea@urbanaillinois.us>; "Bennett, Paige " <bennetpl@urbanaillinois.us>; "Roesch, David" <roeschdc@urbanaillinois.us>; "Ruff, Eri c" <ruffel@urbanaillinois.us>; "Anderson, Amy" <andersal@urbanaillinois.us>; "Curtiss, L isa" <curtisle@urbanaillinois.us>; "Marquez, Oliver" <marqueor@urbanaillinois.us>; "Vogt , Angela" <vogtam@urbanaillinois.us>; "Coleman, Richard" <colemarl@urbanaillinois.us>; " Hayes, Osric" <hayeson@urbanaillinois.us>; "Hale, Jeremy" <haleja@urbanaillinois.us>; "D ifanis, Jennifer" <difanijr@urbanaillinois.us>; "Nunnally, Brittany" <nunnalbn@urbanaillino is.us>; "Brito, Xavier" <britox@urbanaillinois.us>; "Ackerman, Zachary" <ackermzt@urbana illinois.us>; "Links, Sarah" <linkssm@urbanaillinois.us>; "Rich, Raymond" <richrl@urbana illinois.us>; "Pankow, Corey" <pankowcj@urbanaillinois.us>; "Cassidy, Joseph" <cassidjp@ urbanaillinois.us>; "DeDecker, Collin" <dedeckcr@urbanaillinois.us>; "Franquemont, John" &l t;franqujv@urbanaillinois.us>; "Jeffers, Joshua" <jefferjd@urbanaillinois.us>; "King, Seth" <kingsr@urbanaillinois.us>; "McClellan, Don" <mccleldc@urbanaillinois.us>; "Meneely, An thony" <meneelat@urbanaillinois.us>; "Steinberg, Jeffrey" <steinbjm@urbanaillinois.us>; "Alfonso, Elizabeth \"(Betsy)\" <Alfonsele@urbanaillinois.us>; "McCormack, Bradley" <mccorm ba@urbanaillinois.us>; "Buttry, Chloe" <buttrycl@urbanaillinois.us>; "Merritt, Justin" < merritjb@urbanaillinois.us>
Date: 2021-01-12 15:57
Subject: Lieutenant Promotion Survey

If you would like to submit your recommendation/comments about the lieutenant candidates, please complete the below Zoho survey by noon on Tuesday, January 19, 2021.



From: "Koker, James" <kokerjc@urbanaillinois.us>
To: "Borman, Elizabeth" <eeborman@urbanaillinois.us>
Date: 2021-02-02 12:51
Subject: Lieutenant benefits
Attachments:  image003.png

Hi Liz-

I hope your day is going well. I recently interviewed for Lieutenant last week and I was curious as to see the differences in benefits that what I am currently receiving as a Sergeant. Is there a certain web page or printed information that might answer my questions for me?

I wanted to see the difference in pay, sick time, and health savings account information.

Thanks in advance!

Cory Koker



Patrol Sergeant #445

Police Department | City of Urbana
400 S Vine St | Urbana, Illinois 61801
Office: 217.384.2320



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From: "Borman, Elizabeth" <eeborman@urbanaillinois.us>
To: "Koker, James" <kokerjc@urbanaillinois.us>
Date: 2021-02-02 13:46
Subject: RE: Lieutenant benefits
Attachments:  Police Officer Benefit Summary.docx  Exempt Benefit Summary.docx

Hi Cory,

That's really exciting—best wishes on the selection process! The summary sheets for exempt and FOP positions are attached; they are from 2020, but I believe the insurance rates are the only piece that need updating (one of the many things we have on our to-do list!).

The Lt. position's current pay range is:

- Minimum: \$42.96/hr. (\$89,355.43 annually)
- Norm: \$45.55/hr. (\$94,733.90 annually)
- Max: \$57.51/hr. (\$119,611.99 annually)

Details on the retirement health savings plan:

- The City pays 1% of your annual salary (minimum payment of \$654 for the July 1, 2020 payment) into your accounts at ICMA each July 1. \$654 is deposited into your "universal" account which can be used for any eligible medical care costs and the balance of your deposit is made into your "insurance" account, which can be used for health insurance costs.
- In addition, the City will make a payment of 20% of your accrued sick leave balance into your accounts when you leave employment. This is in addition to any cash payment you may also receive, based on your years of service.
- All your contributions and interest earned in your accounts are tax-free to you as long as you pay for or get reimbursed for qualified medical care costs (health insurance, deductibles, co-pays, medicines, etc.) So you receive approximately \$1.40 in benefits for every \$1 deposited into your account.
- In return, you receive less sick leave. It is on a graduated scale. If on July 1 of each year, you have:
 - at least 300 but less than 400 hours, you will receive 6.3 hours/month for the following 12 months (pro-rated for part-time employees) instead of normal 8 hours;
 - at least 400 but less than 500 hours, you will receive 5.5 hours/month for the following 12 months (pro-rated for part-time employees) instead of normal 8 hours;
 - at least 500 hours or more, you will receive 4.7 hours/month for the following 12 months (pro-rated for part-time employees) instead of normal 8 hours
- Cash payments for accrued sick leave are based on the full 8 hour per month accrual. Amounts deposited into your Vantage Care accounts do not reduce the balance of accrued sick leave.

Please let me know if you have any questions, and good luck! J

Take care,

Liz

From: Koker, James <kokerjc@urbanaillinois.us>
Sent: Tuesday, February 02, 2021 12:51 PM
To: Borman, Elizabeth <eeborman@urbanaillinois.us>
Subject: Lieutenant benefits

Hi Liz-

I hope your day is going well. I recently interviewed for Lieutenant last week and I was curious as to see the differences in benefits that what I am currently receiving as a Sergeant. Is there a certain web page or printed information that might answer my questions for me?

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From: "Heldman, Cassandra" <heldmacl@urbanaillinois.us>
To: "Norton, Jason" <nortonjd@urbanaillinois.us>; "Smysor, David" <smysordg@urbanaillinois.us>; "Seraphin, Bryant" <seraphbd@urbanaillinois.us>; "Bain, Matthew" <bainmj@urbanaillinois.us>; "Surles, Richard" <surlesrh@urbanaillinois.us>; "Sanders, Joel" <sanderjr@urbanaillinois.us>
Date: 2021-02-02 17:19
Subject: Meeting about Lieutenant Candidates

From: smysordg@urbanailinois.us
To: "Heldman, Cassandra" <heldmacl@urbanailinois.us>
Date: 2021-02-02 17:20
Subject: Accepted: Meeting about Lieutenant Candidates

From: surlesrh@urbanailinois.us
To: "Heldman, Cassandra" <heldmacl@urbanailinois.us>
Date: 2021-02-02 17:26
Subject: Accepted: Meeting about Lieutenant Candidates

From: "Seraphin, Bryant" <seraphbd@urbanaininois.us>
To: "Heldman, Cassandra" <heldmacl@urbanaininois.us>
Date: 2021-02-02 18:03
Subject: Accepted: Meeting about Lieutenant Candidates

From: sanderjr@urbanainlinois.us
To: "Heldman, Cassandra" <heldmacl@urbanainlinois.us>
Date: 2021-02-02 18:44
Subject: Accepted: Meeting about Lieutenant Candidates

From: "Koker, James" <kokerjc@urbanailinois.us>
To: "Mikalik, Zachery" <mikalize@urbanailinois.us>; "Cervantes, Michael" <cervanmp@urbanailinois.us>
Date: 2021-02-02 18:48
Subject: FW: Lieutenant benefits
Attachments:  Police Officer Benefit Summary.docx  Exempt Benefit Summary.docx

[See my initial e-mail I sent to Liz Borman near the bottom. FYI](#)

From: Borman, Elizabeth <eeborman@urbanailinois.us>
Sent: Tuesday, February 02, 2021 1:46 PM
To: Koker, James <kokerjc@urbanailinois.us>
Subject: RE: Lieutenant benefits

Hi Cory,

That's really exciting—best wishes on the selection process! The summary sheets for exempt and FOP positions are attached; they are from 2020, but I believe the insurance rates are the only piece that need updating (one of the many things we have on our to-do list!).

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- In addition, the City will make a payment of 20% of your accrued sick leave balance into your accounts when you leave employment. This is in addition to any cash payment you may also receive, based on your years of service.
- All your contributions and interest earned in your accounts are tax-free to you as long as you pay for or get reimbursed for qualified medical care costs (health insurance, deductibles, co-pays, medicines, etc.) So you receive approximately \$1.40 in benefits for every \$1 deposited into your account.
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From: Koker, James <kokerjc@urbanainline.us>
Sent: Tuesday, February 02, 2021 12:51 PM
To: Borman, Elizabeth <eborman@urbanainline.us>
Subject: Lieutenant benefits

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From: "Surles, Richard" <surlesrh@urbanaillinois.us>
To: "Heldman, Cassandra" <heldmacl@urbanaillinois.us>
Date: 2021-02-02 20:32
Subject: Accepted: Meeting about Lieutenant Candidates

The body of this message is not printable. It is of type 'application/octet-stream'.

From: "Mikalik, Zachery" <mikalize@urbanaillinois.us>
To: " " <" ">
Date: 2021-02-02 20:41
Subject: Fwd: Lieutenant benefits
Attachments:  Police Officer Benefit Summary.docx  Exempt Benefit Summary.docx  image001.png

Sent from my iPhone

Begin forwarded message:

From: "Koker, James" <kokerjc@urbanaillinois.us>
Date: February 2, 2021 at 6:48:36 PM CST
To: "Mikal k, Zachery" <m kalize@urbanaillinois.us>, "Cervantes, Michael" <cervanmp@urbanaillinois.us>
Subject: FW: Lieutenant benefits

■

See my initial e-mail I sent to Liz Borman near the bottom. FYI

From: Borman, Elizabeth <eeborman@urbanaillinois.us>
Sent: Tuesday, February 02, 2021 1:46 PM
To: Koker, James <kokerjc@urbanaillinois.us>
Subject: RE: Lieutenant benefits

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Take care,

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From: Koker, James <kokerjc@urbanainline.us>
Sent: Tuesday, February 02, 2021 12:51 PM
To: Borman, Elizabeth <eborman@urbanainline.us>
Subject: Lieutenant benefits

Hi Liz-

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Thanks in advance!

Cory Koker






Patrol Sergeant #445

Police Department | City of Urbana
400 S Vine St | Urbana, Illinois 61801
Office: 217.384.2320

From: "Cervantes, Michael" <cervanmp@urbanaillinois.us>
To: "Borman, Elizabeth" <eeborman@urbanaillinois.us>
Date: 2021-02-02 21:58
Subject: Fwd: Lieutenant benefits
Attachments:  Police Officer Benefit Summary.docx  Exempt Benefit Summary.docx  image001.png

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From: "Koker, James" <kokerjc@urbanaillinois.us>
Date: February 2, 2021 at 18:48:35 CST
To: "Mikal k, Zachery" <m kalize@urbanaillinois.us>, "Cervantes, Michael" <cervanmp@urbanaillinois.us>
Subject: FW: Lieutenant benefits

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[See my initial e-mail I sent to Liz Borman near the bottom. FYI](#)

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Police Department | City of Urbana
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From: "Norton, Jason" <nortonjd@urbanaillinois.us>
To: "Heldman, Cassandra" <heldmacl@urbanaillinois.us>
Date: 2021-02-03 11:38
Subject: Accepted: Meeting about Lieutenant Candidates

From: "Cervantes, Michael" <cervanmp@urbanaillinois.us>
To: "Borman, Elizabeth" <eeborman@urbanaillinois.us>
Date: 2021-02-03 17:02
Subject: Re: Lieutenant benefits

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<image001.png>

<Exempt Benefit Summary.docx>

<Police Officer Benefit Summary.docx>

From: "Koker, James" <kokerj@urbanairillinois.us>
To: "Borman, Elizabeth" <eeborman@urbanairillinois.us>
Date: 2021-02-03 17:12
Subject: Re: Lieutenant benefits
Attachments: image001.png

Thank you for getting back to me. Sorry it took me a day to say thank you.

In other news [REDACTED]
[REDACTED] I wanted to let someone know. It seems the state needs to get their house in order, but, such is life. I hope you have a great weekend.

Cory

From: Borman, Elizabeth
Sent: Tuesday, February 2, 2021 1:46 PM
To: Koker, James
Subject: RE: Lieutenant benefits

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Committed to the Ten Shared Principles

*Working Together to Build Trust, Improve Relationships, and
Keep Communities Safe*

From: "Koker, James" <kokerjc@urbanairillinois.us>
To: "Cervantes, Michael" <cervanmp@urbanairillinois.us>
Date: 2021-02-03 17:14
Subject: Fw: Lieutenant benefits
Attachments: Police Officer Benefit Summary.docx
Exempt Benefit Summary.docx

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Sent: Tuesday, February 2, 2021 1:46 PM
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From: "Borman, Elizabeth" <eeborman@urbanaillinois.us>
To: "Cervantes, Michael" <cervanmp@urbanaillinois.us>
Date: 2021-02-04 07:49
Subject: RE: Lieutenant benefits

Good morning Mike,

Okay—let me know if you have any questions about it.

I think you are very wise to be thinking ahead and asking these questions. I wish you the very best in the process, too!

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Sent: Wednesday, February 03, 2021 5:02 PM
To: Borman, Elizabeth <eeborman@urbanaillinois.us>
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<image001.png>

<Exempt Benefit Summary.docx>

<Police Officer Benefit Summary.docx>

From: bainmj@urbanaillinois.us
To: "Heldman, Cassandra" <heldmacl@urbanaillinois.us>
Date: 2021-02-09 10:36
Subject: Accepted: Meeting about Lieutenant Candidates

From: "Surles, Richard" <surlesrh@urbanaillinois.us>
To: "Wright, Colby" <wrightcg@urbanaillinois.us>
Cc: "Norton, Jason" <nortonjd@urbanaillinois.us>; "Seraphin, Bryant" <seraphbd@urbanaillinois.us>; "Koker, James" <kokerjc@urbanaillinois.us>
Date: 2021-03-09 13:31
Subject: Promotion
Attachments:  image003.png

Sgt. Wright,


Last night the city council approved an appointment for Cory Koker to lieutenant. As such, your promotion became officially permanent last night around 2245 hours. Congratulations! Your promotion is greatly deserved and I am confident you will do an excellent job in your new, old position!!!

Rich Surles
Deputy Chief of Police

Police Department | City of Urbana
400 S Vine St | Urbana, Illinois 61801
Office: 217.384.2334



Committed to the Ten Shared Principles
*Working Together to Build Trust, Improve Relationships, and
Keep Communities Safe*

From: "Surles, Richard" <surlesrh@urbanaillinois.us>
To: "Wright, Colby" <wrightcg@urbanaillinois.us>
Cc: "Norton, Jason" <nortonjd@urbanaillinois.us>; "Seraphin, Bryant" <seraphbd@urbanaillinois.us>; "Koker, James" <kokerjc@urbanaillinois.us>
Date: 2021-03-09 13:42
Subject: RE: Promotion
Attachments:  image001.png

Oh yeah, I checked one other thing. Pursuant to the temporary upgrade agreement we executed in October of 2020, your probation is 3 months from yesterday.

From: Surles, Richard
Sent: Tuesday, March 9, 2021 1:32 PM
To: Wright, Co by <wrightcg@urbanaillinois.us>
Cc: Seraphin, Bryant <seraphbd@urbanaillinois.us>; Norton, Jason <nortonjd@urbanaillinois.us>; Koker, James <kokerjc@urbanaillinois.us>
Subject: Promotion

Sgt. Wright,

Last night the city council approved an appointment for Cory Koker to lieutenant. As such, your promotion became officially permanent last night around 2245 hours. Congratulations! Your promotion is greatly deserved and I am confident you will do an excellent job in your new, old position!!!


Rich Surles
Deputy Chief of Police

Police Department | City of Urbana
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From: "Wright, Colby" <wrightcg@urbanaillinois.us>
To: "Surles, Richard" <surlesrh@urbanaillinois.us>
Cc: "Norton, Jason" <nortonjd@urbanaillinois.us>; "Seraphin, Bryant" <seraphbd@urbanaillinois.us>; "Koker, James" <kokerjc@urbanaillinois.us>
Date: 2021-03-10 00:07
Subject: Re: Promotion
Attachments:  image001.png

Thanks, grateful for the opportunity!

Colby

Sent from my iPhone

On Mar 9, 2021, at 1:42 PM, Surles, Richard <surlesrh@urbanaillinois.us> wrote:

■

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Rich Surles
Deputy Chief of Police

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<image001.png>

From: "Borman, Elizabeth" <eeborman@urbanaillinois.us>
To: "Fletcher, Femi" <fnfletcher@urbanaillinois.us>
Date: 2021-03-15 17:34
Subject: FW: Lieutenant benefits
Attachments:  Police Officer Benefit Summary.docx  Exempt Benefit Summary.docx

Here's the info I gave to Cory that may or may not be helpful. He was asking some details about the RHS plan; I found the details here: H:\HumanResources\Benefits\Retirement Health Savings

From: Borman, Elizabeth
Sent: Tuesday, February 02, 2021 1:46 PM
To: Koker, James <kokerjc@urbanaillinois.us>
Subject: RE: Lieutenant benefits

Hi Cory,

That's really exciting—best wishes on the selection process! The summary sheets for exempt and FOP positions are attached; they are from 2020, but I believe the insurance rates are the only piece that need updating (one of the many things we have on our to-do list!).

The Lt. position's current pay range is:

- Minimum: \$42.96/hr. (\$89,355.43 annually)
- Norm: \$45.55/hr. (\$94,733.90 annually)
- Max: \$57.51/hr. (\$119,611.99 annually)

Details on the retirement health savings plan:

- The City pays 1% of your annual salary (minimum payment of \$654 for the July 1, 2020 payment) into your accounts at ICMA each July 1. \$654 is deposited into your "universal" account which can be used for any eligible medical care costs and the balance of your deposit is made into your "insurance" account, which can be used for health insurance costs.
- In addition, the City will make a payment of 20% of your accrued sick leave balance into your accounts when you leave employment. This is in addition to any cash payment you may also receive, based on your years of service.
- All your contributions and interest earned in your accounts are tax-free to you as long as you pay for or get reimbursed for qualified medical care costs (health insurance, deductibles, co-pays, medicines, etc.) So you receive approximately \$1.40 in benefits for every \$1 deposited into your account.
- In return, you receive less sick leave. It is on a graduated scale. If on July 1 of each year, you have:
 - at least 300 but less than 400 hours, you will receive 6.3 hours/month for the following 12 months (pro-rated for part-time employees) instead of normal 8 hours;
 - at least 400 but less than 500 hours, you will receive 5.5 hours/month for the following 12 months (pro-rated for part-time employees) instead of normal 8 hours;
 - at least 500 hours or more, you will receive 4.7 hours/month for the following 12 months (pro-rated for part-time employees) instead of normal 8 hours

■■■■■■■■ Cash payments for accrued sick leave are based on the full 8 hour per month accrual. Amounts deposited into your Vantage Care accounts do not reduce the balance of accrued sick leave.

Please let me know if you have any questions, and good luck! J

Take care,
Liz

From: Koker, James <kokerjc@urbanaininois.us>
Sent: Tuesday, February 02, 2021 12:51 PM
To: Borman, Elizabeth <eeborman@urbanaininois.us>
Subject: Lieutenant benefits

Hi Liz-

I hope your day is going well. I recently interviewed for Lieutenant last week and I was curious as to see the differences in benefits that what I am currently receiving as a Sergeant. Is there a certain web page or printed information that might answer my questions for me?

I wanted to see the difference in pay, sick time, and health savings account information.

Thanks in advance!

Cory Koker

Patrol Sergeant #445

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