

# Village of Schaumburg Personnel Manual

---

Updated January 1,  
2023~~December 14, 2021~~

For questions about this document, contact Human Resources



## VILLAGE OF SCHAUMBURG

PROGRESS THROUGH THOUGHTFUL PLANNING



## Table of Contents

|            |   |          |
|------------|---|----------|
| <b>I.</b>  | <b>INTRODUCTION.....</b>                  | <b>6</b> |
| <b>II.</b> | <b>VILLAGE EMPLOYMENT.....</b>            | <b>7</b> |
|            | CORE VALUES .....                         | 7        |
|            | CREATIVE WORKS .....                      | 7        |
|            | ADMINISTRATIVE PROTOCOLS .....            | 7        |
|            | ETHICAL RESPONSIBILITIES.....             | 8        |
|            | HUMAN RESOURCES.....                      | 8        |
|            | NEW EMPLOYEE ORIENTATION .....            | 8        |
|            | INITIAL EVALUATION PERIOD .....           | 8        |
|            | SELECTION.....                            | 9        |
|            | HIRING RELATIVES .....                    | 10       |
|            | EMPLOYMENT CATEGORIES.....                | 12       |
|            | IDENTIFICATION BADGES.....                | 12       |
|            | ESSENTIAL FUNCTION EXAMINATION .....      | 13       |
|            | DRUG FREE WORKPLACE.....                  | 13       |
|            | DRUG AND ALCOHOL TESTING .....            | 14       |
|            | PAY PERIODS.....                          | 16       |
|            | DEDUCTIONS.....                           | 16       |
|            | LUNCH AND BREAKS .....                    | 16       |
|            | TALENT MANAGEMENT PLAN .....              | 17       |
|            | PERFORMANCE MANAGEMENT .....              | 18       |
|            | PERFORMANCE APPRAISALS.....               | 18       |
|            | TERMINATION.....                          | 19       |
|            | EXIT INTERVIEW.....                       | 19       |
|            | REDUCTIONS OF THE WORKFORCE .....         | 20       |
|            | EMPLOYMENT RECORDS.....                   | 20       |
|            | WORK RELATED INJURIES .....               | 21       |
|            | NON-WORK RELATED INJURIES OR ILLNESS..... | 22       |
|            | BUSINESS TRAVEL.....                      | 23       |
|            | PARKING .....                             | 23       |



|   |                             |
|---|-----------------------------|
| USE OF PERSONAL OR VILLAGE VEHICLES .....           | 23                          |
| DRIVER'S LICENSE/PROFESSIONAL LICENSURE.....        | 24                          |
| SMOKING.....  | 24                          |
| BULLETIN BOARDS .....                               | 24                          |
| TRAINING PROGRAMS .....                             | 25                          |
| CLOSING OF VILLAGE FACILITIES .....                 | 25                          |
| <b>III. EMPLOYEE RESPONSIBILITIES.....</b>          | <b>26</b>                   |
| EMPLOYEE PERSONAL INFORMATION .....                 | 26                          |
| CONFIDENTIALITY .....                               | 26                          |
| POLITICAL ACTIVITY .....                            | 26                          |
| OUTSIDE EMPLOYMENT .....                            | 27                          |
| VILLAGE LOGO APPAREL.....                           | 29                          |
| APPEARANCE AND DRESS.....                           | 29                          |
| CUSTOMER RELATIONS .....                            | 31                          |
| ATTENDANCE .....                                    | 31                          |
| ABSENCE FOLLOW-UP POLICY .....                      | 32                          |
| JOB SAFETY .....                                    | 32                          |
| OVERPAYMENTS/INDEBTEDNESS TO THE VILLAGE .....      | 33                          |
| WAGE ATTACHMENTS.....                               | 33                          |
| GRATUITIES .....                                    | 33                          |
| ELECTRONIC EQUIPMENT AND SYSTEMS .....              | 33                          |
| EMAIL SYSTEM .....                                  | 34                          |
| INTERNET.....                                       | 35                          |
| VILLAGE INTRANET .....                              | 35                          |
| SOCIAL <a href="#">MEDIANETWORKING</a> POLICY ..... | 36                          |
| TELEPHONES .....                                    | 36                          |
| ELECTRONIC RECORDING.....                           | 36                          |
| SOLICITATION AND DISTRIBUTION .....                 | 36                          |
| <b>IV. OPPORTUNITIES FOR RECOGNITION.....</b>       | <b><a href="#">3836</a></b> |
| HONORARIUM .....                                    | 38                          |
| <b>V. WORKING RELATIONSHIPS.....</b>                | <b>39</b>                   |
| DIVERSITY, EQUITY AND INCLUSION STATEMENT.....      | 39                          |



|  |           |
|--|-----------|
| WORKPLACE VIOLENCE.....                                    | 39        |
| WEAPONS FREE WORKPLACE.....                                | 40        |
| ORDERS OF PROTECTION.....                                  | 41        |
| CORRECTIVE ACTION PROCEDURE .....                          | 41        |
| DISPUTE RESOLUTION PROCEDURE.....                          | 44        |
| NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY .....        | 45        |
| EQUAL EMPLOYMENT OPPORTUNITY .....                         | 45        |
| REASONABLE ACCOMMODATIONS.....                             | 46        |
| PROHIBITED CONDUCT.....                                    | 46        |
| SEXUAL HARASSMENT .....                                    | 47        |
| RESPONSIBILITY OF EMPLOYEES.....                           | 47        |
| REPORTING COMPLAINTS OF DISCRIMINATION OR HARASSMENT ..... | 48        |
| VILLAGE INVESTIGATION AND RESPONSE .....                   | 48        |
| POLICY AGAINST RETALIATION.....                            | 49        |
| CHAIN OF COMMAND .....                                     | 49        |
| WHISTLEBLOWER PROTECTION POLICY .....                      | 50        |
| <b>VI. PAID LEAVE PROGRAMS.....</b>                        | <b>52</b> |
| SICK LEAVE .....   | 52        |
| FAMILY MEDICAL LEAVE.....                                  | 52        |
| MILITARY LEAVE.....  | 54        |
| COMPENSATION .....   | 54        |
| RETURN TO WORK .....                                       | 55        |
| VICTIM'S ECONOMIC SECURITY AND SAFETY ACT (VESSA).....     | 55        |
| JURY DUTY.....   | 56        |
| SCHOOL VISITATION .....                                    | 56        |
| VOTING .....   | 56        |
| BLOOD DONATION LEAVE .....                                 | 56        |
| BEREAVEMENT LEAVE.....                                     | 57        |
| <b>VII. EMPLOYEE BENEFIT PLANS .....</b>                   | <b>58</b> |
| MEDICAL INSURANCE.....                                     | 58        |
| DENTAL INSURANCE .....                                     | 58        |
| VISION INSURANCE.....                                      | 58        |



|  |                  |
|--|------------------|
| GROUP TERM LIFE / AD & D INSURANCE .....                                     | <del>58</del> 59 |
| FLEXIBLE SPENDING PROGRAM .....  | 59               |
| PENSION.....   | <del>60</del> 59 |
| VOLUNTARY TERM LIFE / AD & D INSURANCE.....                                  | 60               |
| VOLUNTARY DISABILITY.....  | 60               |
| WORKERS' COMPENSATION .....  | 60               |
| <b>VIII. EMPLOYEE SERVICES.....</b>  | <b>61</b>        |
| EMPLOYEE ASSISTANCE PROGRAM .....  | 61               |
| PAYROLL SERVICES.....  | 62               |
| HEALTH SERVICES.....   | 62               |
| HEALTHY U / EMPLOYEE WELLNESS.....   | 63               |
| EEC/EMPLOYEE ENGAGEMENT COMMITTEE.....                                       | <del>63</del> 64 |
| <u>VOICE/VOCALIZE OUR INTERNATIONAL COMMUNITY EFFECTIVELY COMMITTEE.....</u> | <u>63</u> 4      |



## I. INTRODUCTION

---

The Village of Schaumburg (herein after referred to as the “village”) has developed a Personnel Manual designed to communicate the village’s policies, rules, regulations, and procedures applicable to all village employees. Employees are required to familiarize themselves with the manual and adhere to all sections contained herein. All employees must acknowledge receipt of the Personnel Manual upon hire and periodically throughout their employment.

The Personnel Manual is not an employment contract, and the village reserves the right to make changes to policies, rules, regulations, and procedures at any time and without notice. However, the village does recognize certain collective bargaining agreements. In the event of a conflict between the policies in this Personnel Manual and the terms of any applicable collective bargaining agreement, the terms of the collective bargaining agreement shall govern as to that conflict. With Village Manager approval, each department within the village has the right to develop more restrictive policies to address particular department needs. Any supplemental departmental policies developed will be in accordance with this policy and subject to review.

Employees have the right to terminate their employment at any time. The village reserves the same right to terminate an employee at any time, subject only to the terms of any governing collective bargaining agreement, written contract, or applicable law.

If an employee has questions about the information contained in this Personnel Manual, they are encouraged to speak with their supervisor or contact Human Resources. The village appreciates the efforts and contributions of its employees, and strives to create a working environment that is challenging and rewarding.



## II. VILLAGE EMPLOYMENT

---

This section outlines specific rules and regulations governing many of the general terms and conditions of employment with the village that will be observed throughout one's employment on a daily and annual basis.

### CORE VALUES

The village has adopted the core values of customer service (internal/external contacts), teamwork, integrity, respect, and trust. They are the heart and soul of how the village operates, and all village employees, whether full-time, part-time, or temporary/seasonal, are expected to abide by these tenets. These core values guide our actions and serve as the framework for the decisions and contributions employees make every day, at every level, with the ultimate goal of providing excellent services and programs to meet the needs of our community and those within the organization.

### CREATIVE WORKS

Many employees work in positions where innovations, improvements, inventions, discoveries, copyrightable work, or new ideas may be developed or conceived in the course of their employment. If these creative works are developed on village time or created through the use of village equipment and facilities, the employee is obligated to disclose these works and agree to assign all rights, title, and interest to the village, provided that they:

- Relate directly to the business of the village.
- Result from the employee's work with the village; or
- Involve the use of village equipment, supplies, facilities, confidential information or time.

Understand that the employee has no obligation to assign rights to creative works developed on their own time, without the use of village equipment, supplies, facilities, confidential information, or time.

### ADMINISTRATIVE PROTOCOLS

Administrative Protocols are issued by the Village Manager and serve the purpose of clarifying or establishing methods of conduct or procedure. Administrative Protocols are derived from laws and village policy and provide a road map on how such policies and laws are to be put into practice. These documents reflect the practical implementation of village ordinances, policies and practices. For more information, see Administrative Protocols.



## **ETHICAL RESPONSIBILITIES**

As municipal employees, all duties must be performed in an honest manner not misusing the public's trust or engaging in political activities that would impair employee's performance to the village. Employees will continually improve skills and abilities to invoke trust from the community and the citizens of Schaumburg and to operate in their best interest as dedicated workers in a non-biased, non-discriminatory fashion. Employees will abide by all applicable governmental laws, rules and regulations, village policies and procedures, and all other standards of ethical conduct, including promptly reporting any violation of such laws, rules, regulations and policies to an appropriate person within the village.

## **HUMAN RESOURCES**

The Human Resources Department is responsible for the administration of benefit plans, safety, compensation, employment records, village-wide training, workers' compensation, recruitment of certain sworn and non-sworn personnel, employee relations, and labor relations. Human Resources maintains an "open door policy" for employees to seek assistance in any of these areas of responsibility. Please remember that it is always advisable to first approach departmental management with questions. Questions or problems with insurance, policy clarifications, etc., however, can be brought directly to Human Resources.

## **NEW EMPLOYEE ORIENTATION**

A New Employee Orientation session may be coordinated by Human Resources. Staff from Human Resources and other departments will conduct presentations as part of this orientation. New Employee Orientation is intended to provide employees with an overview of municipal government, specific information about village departments, and village policies and programs in an interactive, engaging and enjoyable format.

## **INITIAL EVALUATION PERIOD**

Employees in new positions are making judgments about the village as to job satisfaction, professional opportunity, and the appropriate application of skills during the initial phase of employment.

For those employees whose positions are covered by collective bargaining agreements, the first twelve (12) months of continuous, on-the-job employment with a particular position is referred to as a trial or probationary period. There should be no expectation that an employee will be provided the full twelve (12) months of the trial period as during the trial





period, employment may be terminated at any time, without cause and for any lawful reason.

The trial or probationary period does not apply to those employees whose positions are not covered by a collective bargaining agreement. Instead, the first twelve (12) months of employment are considered an initial evaluation period for non-represented employees, as non-represented employees maintain an at will employment status during their employment with the village.

Because performance evaluation and constructive commentary is critical for those within their first year of employment, all employees will receive a formal performance appraisal from their supervisor approximately six (6) months into the new position in order to provide feedback on performance. At any point prior to the end of the first twelve (12) months in a particular position, the department director will make a recommendation to the Director of Human Resources and the Village Manager to either continue the employment relationship, terminate the employment relationship, or, if available in an applicable collective bargaining agreement, extend the trial or probationary period for represented employees. Employees do not have recourse through the Dispute Resolution Procedure contained in this manual during their first twelve (12) months of employment, or longer if the trial or probationary period is extended, however employees are strongly encouraged to discuss any problems with their supervisor. Employees should not hesitate to report any instances of possible or perceived discrimination, harassment, or retaliation to the Director of Human Resources or Village Manager.

Employees accepting any appointment with the village must remain in the new position for a twelve (12) month period, or longer if a represented employee's trial or probationary period is extended, before applying for a promotion, demotion, or transfer to another position unless it is determined by the department director(s) and the Village Manager that the proposed change is in the best interest of the village.

## SELECTION

The village is an equal opportunity employer and, as such, prohibits unlawful discrimination in the hiring, promotion, reassignment, transfer, compensation, administration of benefit plans, and all other conditions of employment. As an equal opportunity and inclusive employer, the village welcomes applicants of any race, color, national origin, citizenship, ancestry, sex, sexual orientation, age, disability, genetic information or background, religious affiliation, marital status, military status, or any other legally protected status. Typically, the village does not hire employees younger than 18, however some exceptions may exist where the Human Resources Department has certified that the position complies with the regulations set by the Department of Labor - Wage and Hour Division for Child Labor Laws.



Human Resources will post vacancies when they occur throughout the village via the recruiting management system. Employees who wish to be considered for an open position must complete an Employee Profile as part of the electronic application process. Qualified employees will be considered for vacancies based on their work experience, training, formal education, and work performance at the village. In some instances, employees may be offered a position without the required degree, certification, or licensure, provided they obtain the required credentials in an appropriate period of time to be determined by the Director of Human Resources and department director, with final approval from the Village Manager.

Employees may be required to take job-related tests, as approved by Human Resources, in order to assess skills or aptitude for certain positions as part of the selection process. Testing will be done during the course of the normal work schedule, whenever possible, with approval from an employee's supervisor.

An employee who accepts a new position, regardless of whether they are promoted, demoted, reassigned, or transferred, must remain in the new position for a twelve (12) month period, or longer if a represented employee's trial or probationary period is extended, before voluntarily making an application for another promotion, demotion, reassignment, or transfer. This provision may be waived if it is determined by the consenting department directors that it is in the best interest of the village, and if final approval is obtained from the Village Manager.

The village reserves the right to recruit externally and internally simultaneously, as well as to hire the most qualified candidate, whether that individual is an internal or external candidate. Current qualified employees may still be considered along with qualified candidates outside the village.

For more information on the recruitment and selection process, see Administrative Protocol on Recruitment and Selection of Employees.

## **HIRING RELATIVES**

The employment of relatives as full-time, part-time, or temporary/seasonal employees is not permitted in the department where the employee's relative is currently employed. Additionally, employment of relatives of the Village Manager or an elected village official is not permitted. Where two employees are married or become married in the course of their employment, these employees will be allowed to remain in the same department and respective positions, so long as a supervisory or management reporting relationship does not exist either directly or in the chain of command. The village defines a relative in regard to this policy as inclusive of spouse, parent, ~~brother, sister~~ sibling, child, aunt, uncle, nephew, niece, grandparent/great grandparent, grandchild/great grandchild, and stepparent/child. It also includes an employee's brother-in-law, sister-in-law, father-in-



law, mother-in-law, daughter-in-law, or son-in-law. This policy is not applicable to those hired through the Board of Fire and Police Commissioners.

### **Supervision of Relatives/Family Member in the Police and Fire Departments**

Due to the authority and responsibility of the Board of Fire and Police, the previous policy does not apply to hiring of, or promotion into, the following positions: Firefighter, Police Officer, Police Sergeant, Police Lieutenant, Fire Lieutenant, and Fire Captain. The objective of this policy is to ensure that if relatives/family members work in the same department, their reporting relationship is reassigned so that there is no opportunity for a conflict of interest or favoritism based on supervision of a relative or person with another personal relationship.

Close relatives, partners, those in a dating relationship or members of the same household regardless of family relationship are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as the following: husband, wife, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister, sister-in-law, "step" and "half" relatives, and cousins.

Individuals will not be scheduled, transferred, temporarily assigned, or appointed "acting" into a position that would create a conflict with this policy. If employees of the same department or reporting chain begin a dating relationship or become relatives, partners or members of the same household regardless of family relationship, and one party is in a supervisory position, that person is required to inform management and human resources of the relationship. The affected employees will have 60 days to meet and discuss with the director of the department on how they propose to resolve the supervisory relationship. After 60 days, if no mutually agreeable solution is found, the Chief will work with Human Resources to determine the most appropriate action for the specific situation. This may include reassigning one or both of the employees to different supervisors or, if necessary, termination of one of the employees.

If there is a situation where an action of the Department, such as reduction in force, results in an involuntary circumstance in which two relatives, partners or members of the same household may be regularly reporting to each other, one of the employees may be reassigned within 60 days if reassignment is available. During those 60 days, the supervisory employee will not have involvement or direct input in the employment decisions of the other employee.

The Department reserves the right to apply this policy and any exceptions to this policy must be requested through written justification to Human Resources and reviewed approved by the Chief and Human Resources.

*\* Members of the same household refers to individuals who are living together in an intimate relationship and/or family member. It is not intended to apply to individuals who are platonic roommates or persons who do not have a familial relationship.*



## EMPLOYMENT CATEGORIES

The village classifies positions in three categories: full-time, part-time, and temporary/seasonal. These categories are determined by the nature of the assignment and the expected hours of work on an annual basis. Each classification is assigned a level of benefits and privileges to be provided by the village and may be changed if the Village Manager determines it is in the best interest of the village to do so:

- **Full-Time** - These employees are hired to work a full work assignment of thirty-five (35) ~~or~~ forty (40) or fifty (50) hours per week. Full-time employees are eligible for benefits. Please refer to the Benefits Handbook or applicable collective bargaining agreement for more information.
- **Part-Time** - Employees in this category are generally expected to work less than 1,000 hours per year. Part-time employees are eligible for legally mandated benefits, voluntary benefits, deferred compensation plans, and the Employee Assistance Program.
  - Part-time employees hired prior to May 1, 2010, that are expected to work more than 1,000 hours per year must not exceed 1,250 hours per year and will be enrolled in the Illinois Municipal Retirement Fund (IMRF).
  - Part-time employees hired prior to October 18, 1993, will continue to be eligible for accrued paid time off, consisting of prorated sick time, vacation, and holidays, if normally scheduled to work on the day of observance, or personal hours in lieu of holidays.
- **Temporary/Seasonal** - Employees hired for a specific period or project, not to exceed 1,000 hours per year. This category of employees is eligible only for legally mandated benefits and the Employee Assistance Program.

All categories of employees are subject to the policies and procedures of the village. Due to operational demands, department directors, with approval from the Village Manager, may adjust work hours and schedules as needed for operational requirements.

## IDENTIFICATION BADGES

Every village employee will be issued a picture identification badge for documentation of position and duties with the village and the badge must be worn visibly at all times during hours of employment, except where the badge may pose a safety hazard. Some employees will be issued badges that are used with the village's electronic proximity



card security system. Badges must be kept secured, and employees are prohibited from placing stickers, pins, or any other attachment on the badge. In the event a badge is lost, stolen, or damaged, it is the responsibility of the employee to report the loss immediately to Human Resources.

This badge is the property of the village and must be returned to the village upon termination or the employee may be subject to criminal prosecution. Fraudulent use of a village identification badge or allowing another person, including another employee, to use or misuse an identification badge for any reason may result in corrective action, up to and including discharge and/or criminal prosecution. Willful neglect, loss, or refusal to display an identification badge will be grounds for corrective action, up to and including discharge.

The village will provide employees with their choice of a clip or lanyard for displaying their badge. ~~If an employee chooses to use their own personal lanyard or clip, Clips and lanyards should be village-issued and in no case should lanyards reflect other corporate or product advertising, political commentary or unprofessional graphics or verbiage. it must be professional in appearance, and cannot display any advertising, slogans, cartoon figures, pictures, or commentary, or any logo other than the village logo.~~ These devices are subject to the same prohibition regarding stickers, pins, etc. as outlined for badges.

For more information on proximity cards, see Administrative Protocol on Village Facility Access Control System.

## ESSENTIAL FUNCTION EXAMINATION

Employees may be required to undergo an examination to establish that they can effectively perform the essential functions of their position. The village may, at its discretion and its expense, require an employee to submit to an examination by a qualified and licensed professional provider(s) of its choice as a step in the post offer, pre-employment process, or at any time during employment should there be questions as to one's ability to perform the essential functions of their position. The examination also allows the village to determine if reasonable accommodations are necessary for an employee to perform the essential functions of their job.

## DRUG FREE WORKPLACE

It is in the best interest of the village's employees and public service to maintain a drug free work environment. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. In all instances, employees are expected to maintain a safe workplace and to promote the safety of employees and the public. The village has adopted a strict drug and alcohol-free workplace policy to provide a safe and healthy workplace for all employees, prevent accidents and to comply with federal and state health and safety regulations.



In furtherance of a drug-free workplace, all village employees are prohibited from:

- Reporting to work or remaining at work while the ability to perform job duties is adversely impacted due to alcohol or drug use.
- Manufacturing, distributing, dispensing, selling, possessing, using, or being under the influence or effects of a controlled substance while on duty, on call, in the performance of village work or while on village property, including but not limited to alcohol and, cannabis including medical cannabis prescribed by a physician to a “Qualifying Patient” under the Compassionate Use of Medical Cannabis Program Act.
- Using illegal drugs or cannabis or cannabis infused substances even when off duty.

Violations of this policy will be reported to the appropriate licensing authority when required by state and federal laws and regulations. Additionally, employees who are convicted of any criminal drug statute must report the conviction to the Director of Human Resources within five days of the conviction. The village takes its responsibility seriously and violations could result in corrective action, up to and including discharge and/or criminal prosecution.

It is the responsibility of the employee to report to their supervisor and Human Resources at the beginning of their shift any prescription drugs that have been prescribed for them by their physician that could alter their behavior or impair their ability to perform work safely. Failure to do so could subject the employee to corrective action, up to and including termination.

The village recognizes chemical dependency as a life-threatening disease that can be treated. Employees needing assistance are encouraged to use their health insurance plan or seek assistance through the Employee Assistance Program.

## **DRUG AND ALCOHOL TESTING**

The village reserves the right to require an employee to submit to drug or alcohol testing. If it is suspected that an employee is impaired due to the use of alcohol, cannabis or other drugs while on duty, on call or on village property, including an employee designated as a “Qualifying Patient” under the Compassionate Use of Medical Cannabis, the department director or designee may, at their discretion, order the employee to submit to testing for drugs and/or alcohol. The drugs prohibited under this policy include any controlled substance listed in the Illinois Controlled Substances Act or Cannabis Control Act, and substances listed in Schedules I through V of the Federal Controlled Substances Act. Among other substances, it includes narcotics (heroin, morphine, etc.), cannabis (marijuana, hashish, cannabis-infused substances), stimulants (cocaine, crack, diet pills, etc.), depressants (tranquilizers), and hallucinogens (PCP, LSD, “designer drugs,” etc.), any drug which is not legally obtainable, is not being used for prescribed purposes, and/or is not being taken in





accordance to prescribed dosages, or any other intoxicating substance. The tested employee will be officially informed of the reason for the tests within twenty-four (24) hours of the test. Tests will be conducted at a qualified medical facility selected by the village to do drug and alcohol testing. Test results will be maintained in the employee's medical file residing with Human Resources. Copies of these records will be released to the employee if requested in writing. Failure or refusal of an employee to submit to testing will be treated as a positive test result and could result in immediate discharge. The village is committed to maintaining a drug and alcohol-free workplace and may administer a drug testing program for all employees.

In the event a positive drug test result is received, a confirmatory test will be conducted automatically. Further, the employee may request retesting of the original split sample by a federally qualified laboratory of their choosing, and at their expense. The chosen laboratory must have prior approval by the Director of Human Resources and this laboratory assumes complete responsibility for maintaining a documented chain of command of the test sample. Where drug and alcohol testing is outlined in a collective bargaining agreement, these procedures will be observed for members of that bargaining group.

To the extent an employee is covered under the Department of Transportation CDL regulations, such rules and regulations shall additionally apply.

“Under the influence of alcohol” means an alcohol concentration of .04 or more, or actions, appearance, speech or bodily odors which reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

A “positive drug test” means a confirmed positive test result for cannabis or illegal drug use. Illegal drugs include but are not limited to substances which are not being used or possessed under the supervision of, or in accordance with, a licensed health care professional.

“Failure or refusal to cooperate” means to obstruct the collection process, to submit an altered, adulterated or substitute sample, or to fail to promptly provide specimen(s) for testing when directed. Refusal to submit to testing will result in disciplinary action.

If a positive drug test result is reported, or an employee is found to be under the influence of drugs, cannabis, and/or alcohol and is permitted to remain employed, the employee may be placed on an unpaid status pending an assessment by a substance abuse professional of the village's choosing (in addition to any potential discipline that the Village may decide to impose). If treatment is recommended, the employee will be required to successfully complete the treatment program approved by the substance abuse professional prior to returning to work. After returning to work the employee will be required to submit to any aftercare program as prescribed by the substance abuse professional. Further, the employee will be required to participate in any drug and alcohol testing as dictated by the Director of Human Resources. Failure to comply with any after care treatment and/or any future positive test results will result in immediate



discharge. Where an employee is subject to discipline due solely to the village's determination that the employee is impaired by the use of marijuana in the workplace, the village will offer the employee the opportunity to respond to the determination regarding impairment

Every effort will be made to protect the employee's right to privacy and confidentiality. All test results will be sent confidentially to the Director of Human Resources for inclusion in the employee's official medical record and this information will only be released at the direction of the employee, court order, or on a need-to-know basis, as it relates to the employment of the employee.

## **PAY PERIODS**

Employees are paid bi-weekly (every two weeks) for a total of twenty-six (26) pay periods a year. Pay periods begin on Sunday and end on Saturday in the two-week period. Pay day will normally fall on a Friday however employees should normally expect to receive their pay by the close of business on Thursday.

## **DEDUCTIONS**

Mandatory deductions will be made from an employee's pay for federal and state income taxes, Social Security, Medicare, pension, and in some cases union dues or court-ordered wage attachments. Employees may elect to have deductions made to participate in the village's benefit plans, deferred compensation, etc.

## **LUNCH AND BREAKS**

Scheduling of lunch periods and breaks is at the discretion of supervisors. Employees may be required to take these breaks at different times, as departmental operations may dictate. Due to the responsibility of certain positions, an uninterrupted lunch period cannot be guaranteed, in which case a paid lunch period will be provided. Breaks may be established, not to exceed fifteen (15) minutes, once in the first half of the workday and once in the second. Employees must be scheduled to work at least five (5) consecutive hours to be eligible for a break. If an employee misses or fails to take a break, no additional compensation will be awarded. Under no circumstances will breaks be combined to provide a thirty (30) minute break during the workday. Employees are not permitted to use their workstation to take a lunch period without prior supervisory approval.





## TALENT MANAGEMENT PLAN

The village's goal is to develop exceptional employees who exemplify the core values of trust, integrity, respect, teamwork, and customer service. The central purpose of the Talent Management Plan is to help achieve business goals which are consistent with the vision, mission, values, and business strategy. To establish a successful talent management process, the village utilizes ~~aadopted~~ Lominger's competency model to serve as its foundation. Competencies provide a common language and are used to create job success profiles for use in hiring, development, maintenance, career planning, and succession planning.

Five key components were identified for our talent management process. These elements are to: attract, engage, build, promote, and retain employees. The first element is attracting the right talent with the right competencies for the job. Knowing what competencies are needed for success at different job levels improves the village's ability to select the best person for the job. Candidates are assessed on their mastery of the necessary competencies for positions by using a structured, behavioral interview process. Each competency has questions to explore candidates' experiences with that competency, structured probing questions, and specific positive and negative themes to watch for in the candidate's answers.

Engaging current talent with innovation and challenges is the second element. One of the key goals is to develop the leadership potential of all employees. This requires management to take an active role in understanding what motivates employees, collaboratively establishing performance goals, and providing clear and honest feedback on performance. Employees are also encouraged to complete an employee profile highlighting personal career goals, as well as the skills, knowledge, and value the employee brings to the village. Aligning the village's goals with employee's goals helps produce fully engaged employees who not only meet, but willingly go beyond the village's goals.

The third element of talent management involves building talent through assessment and development. Success profiles identify competencies that are most critical for success in a current job and enable employees to target changes in the areas that are going to have the biggest results. Employees are able to work with their managers to identify competency gaps and create development plans to address areas of weakness.

Promoting talent by giving the high performers the biggest opportunities is the fourth element. Succession planning involves having an effective and efficient process to identify, nominate, and select the best employees for future openings. The employee profile is used to identify which employees have expressed interest in advancement. The success profiles help identify which competencies are needed for success at the next level in order to create development plans which help employees stretch and develop competencies a level ahead of time. In order to develop high potential employees it is important to provide them with challenging assignments to help them expand



the competencies that are required at the next level. This reduces the learning time needed after being promoted, as well as providing managers with an opportunity to observe an employee's readiness for promotion.

The fifth and final element is retaining talent by recognizing performance and contribution to the vision. The village strives to ensure a professional working environment where employees are engaged and have the opportunity to be successful. This is accomplished through initiatives such as New Employee Orientation, various awards to recognize excellence in the workplace, leadership training, coaching, and a pay for performance system to provide monetary incentives for high performers.

## **PERFORMANCE MANAGEMENT**

Performance Management involves ongoing communication between an employee and their supervisor, in support of accomplishing the mission and goals of the village. The performance management process includes setting objectives, identifying goals, providing continuous feedback, evaluating results, and performance coaching and development. Supervisors are required to oversee performance and provide feedback throughout the year to recognize successes and address issues in a timely fashion.

## **PERFORMANCE APPRAISALS**

Performance Appraisals provide employees with feedback on accomplishments and continuous improvement efforts. They promote common understanding of needs, work objectives, accomplishments, and standards of performance expectations, and provide supervisors with a useful tool to aid in coaching and development. The formal performance appraisal is an opportunity for employees and their supervisors to review whether previously discussed performance expectations and goals have been met, to discuss professional development opportunities, and to identify options for acquiring additional skills and knowledge to further career growth.

Supervisors will present employees with a formal performance appraisal at the end of each review period. Newly appointed/promoted employees will receive a performance evaluation approximately six (6) months from their appointment date. All performance evaluations are completed, routed, and signed electronically. An electronic signature on the completed appraisal means that an employee has had an opportunity to review the document and acknowledges receipt of the appraisal but does not automatically signify agreement with the supervisor's opinions. Performance appraisals are reviewed by Human Resources to ensure ratings are justified through performance examples and that a consistent standard of high performance is utilized, which will result in consistent evaluations across the village. Completed performance appraisals should be forwarded to the department director or their designee for final review.



Performance appraisals are not subject to review or appeal. If an employee has a disagreement with the appraisal, they may discuss the issues with the next level of management however their decision is final. Employees can also express their disagreement with the content of their performance appraisal by adding comments to the form.

## **TERMINATION**

Employment and seniority will be terminated on the date an employee is discharged, voluntarily resigns or retires (retirement is defined as meeting both age and service requirements to be eligible, upon final day of work, to collect a pension from the employee's respective pension plan). The State of Illinois Municipal Code governs the Board of Fire and Police Commissioners and the statute provides that police officers and firefighters have a mandatory retirement age of 65 years old unless the Village, by ordinance, sets an earlier age for retirement. (65 ILCS 5/10-2.1-17). The Village has not set an earlier age for retirement, and it complies with the Municipal Code on this mandatory requirement. The village recognizes the right of employees to terminate their employment at any time, and the village retains that same right. Upon termination, all village property must be returned. An employee may be subject to criminal prosecution in the event village property is not returned.

If an employee chooses to terminate their employment with the village, they must submit their resignation in writing, providing at least a ten (10) working day notice, in order to leave in good standing. This notice period may be shortened by the department director, with the approval from Human Resources and if in the best interest of the village. The village reserves the right to waive the notice period in respect to sensitive or highly confidential positions. Upon signaling resignation, the employee shall not be entitled to utilize any paid time off within the ten (10) workdays preceding the termination date unless otherwise approved by the Director of Human Resources. The letter of resignation will become part of an employee's permanent file and leaving the village's service without proper notice may result in ineligibility for re-employment.

If an employee is absent without notice for three (3) consecutive workdays, they may be considered to have voluntarily abandoned their job and immediately discharged. Further, the village may immediately discharge any employee who falsifies a reason for a leave of absence, is found working for another employer during an extended leave, fails to report to work at the conclusion of a leave without prior approval, or fails to report to work within fourteen (14) days after recall from lay-off.

## **EXIT INTERVIEW**

The village conducts exit interviews in order to gather valued input regarding opportunities for improvement within the village. To obtain this information, employees have the opportunity to participate in a confidential online survey and may choose to



participate in a face-to-face exit interview meeting with a representative of Human Resources. Information from the online survey is strictly confidential. The data will be reported only in the aggregate. Any face-to-face exit interview meetings will be conducted in the Human Resources office to ensure privacy.

## **REDUCTIONS OF THE WORKFORCE**

The Village Manager and the Village Board may determine it necessary to reduce the number of employees or a specific position in a department. Consideration will be given to alternative methods of reducing the workforce, such as transferring employees, elimination of vacant positions, attrition, voluntary demotions, etc. If it becomes necessary to eliminate positions of current employees, the department director will prepare a list of positions and affected employees for final approval by the Village Manager. Employees will be selected by reviewing skills, abilities, and past work performance to enable the village and department to best fulfill their objectives and mission following the reduction in force. Seniority will not have a direct bearing on the selection of employees.

Affected employees will be given as much notice as possible. However, the period of notice will be at least two (2) weeks or the affected employee will be paid in lieu of the notice. Any employee who refuses reassignment elsewhere in the village or transfer to another position within the department, even if it would mean a reduction in hours or rate of pay, will be immediately discharged, not subject to recall, and forfeit any rights to severance pay. Any affected employee will be given preference for filling vacancies, if they meet the requisite qualifications for the position, for one full year following the reduction in force, without loss of prior years of credited seniority. If an employee is recalled they must return to work within fourteen (14) calendar days of receiving the recall notice or their termination will be processed as voluntary. If an employee is not recalled, after one (1) year, their termination will be processed as any employee leaving in good standing. Affected employees will be paid any vacation and/or compensatory time balance immediately preceding the reduction in force. During this period, affected employees will be placed on special leave and will be ineligible for any further accrual of vacation, sick time, or personal hours. If recalled, the sick time bank of the affected employee will be reinstated, prorated personal hours will be provided, and accruals based on restored seniority will be effective following the employee's return to work.

## **EMPLOYMENT RECORDS**

The village is required by state and federal laws to maintain employment and medical records on all employees throughout the course of their employment. Personnel files and medical records are maintained by Human Resources and are kept confidential to the extent required by law. The information contained therein can only be released if requested by the employee, by court order, as required by the Freedom of Information



Act, in compliance with the Personnel Record Review Act. Medical records will be stored and maintained in accordance with the Health Insurance Portability and Accountability Act (HIPAA). Employees can access their official personnel file through the village's information management system. The village may share employment records and information with village management and authorized agents on a need-to-know basis and consistent with applicable legal standards.

Any inquiries by outside parties as to an employee's work record must be directed to the Human Resources Department. Supervisors of employees are restricted from providing employment information to an outside party for any reason, e.g., reference checks, verification of employment, etc. Verification of ~~income by an outside financial business employment~~ must be sent to ~~payroll in the Finance~~ the Human Resources Department.

## WORK RELATED INJURIES

If an employee is injured in the course of their work, they must report the injury to their supervisor immediately and they may be eligible for benefits under the Workers' Compensation Act. Workers' Compensation pays for approved medical treatment associated with a workplace injury and lost work time exceeding three (3) workdays. Prompt medical care is the first priority. Supervisors must complete a Form 45 and Supervisor's Accident Investigation Report and forward the form to Human Resources within twenty-four (24) hours of the injury or exposure. The Supervisor's Accident Investigation Report will require the employee and any witnesses to detail the incident. Supervisors are also required to make notification of an accident, injury, or exposure as soon as practical through the village's email notification group.

The village maintains a self-insured Workers' Compensation Plan. Under the plan, the village retains a third party to act as the administrator and process temporary disability and medical payments. The payment of temporary disability benefits is made directly from the plan administrator and may not coincide with the village's normal payroll cycle. In addition, the plan administrator is charged with the responsibility to investigate any injury for compensability under the Workers' Compensation Act, as well as monitoring the medical case management of treatment.

Although employees are entitled to seek the medical opinion and treatment by a physician of their choice, the plan administrator has authority to order additional medical examinations and evaluations by their providers. The plan administrator may accept the most credible medical opinion if more than one physician is involved, or order additional examinations and evaluations to obtain a consenting medical opinion. Refusal to participate in an independent medical exam ordered by the plan administrator will result in a suspension of benefits. In the event an injury is found to be ineligible under Workers' Compensation, any lost time will be deducted from available sick time. If sick



time is exhausted, the employee may utilize other available paid time off. Any outstanding medical treatment and expenses will become the employee's responsibility. The village believes it is in everyone's best interest to return employees with work-related injuries to full or modified duty as soon as practical. Efforts will be made to accommodate work restrictions as determined by the physician(s), but the ability to accommodate will depend on the employee's restrictions and the business needs of the village. Light duty may be allowed where necessary and if meaningful work is available for which the employee is qualified to perform. This temporary, modified, or restricted duty assignment may include a modification of the employee's current position, reassignment to another position within the same or another department, or assignment to a temporary position, and will be determined by the needs of the village. Restricted duty assignments are temporary positions. Any restricted duty assignment will be regularly reviewed, and at the sole discretion of Human Resources and the department, renewed, modified, or eliminated based on identified restrictions and availability of meaningful work. Refusal of restricted duty will result in the suspension of Workers' Compensation benefits.

Falsification of a work-related injury is grounds for corrective action, up to and including discharge.

## **NON-WORK RELATED INJURIES OR ILLNESS**

With respect to non-work related injuries or illnesses, restricted or light duty assignments are intended for employees recovering from an appropriately documented medical condition or injury who have temporary work restrictions, and who are expected to return to unrestricted work. Assignment of light or restricted duty is not a right of employment. The availability of light or restricted duty assignments depends on the employee's restrictions and the business needs of the village. Light or restricted duty may be allowed where necessary and if meaningful work is available for which the employee is qualified to perform. If the employee can perform their regular job duties within the limitations established by a qualified and licensed professional provider, the employee will return to their regular duties and the provisions of this policy will not apply.

Light duty assignments are temporary assignments only, are not vacant or permanent positions within the village's workforce and are not available to employees on a permanent basis. Generally, if at any point an employee is medically determined to have permanent or indefinite work restrictions, the temporary light or restricted duty assignment will not be considered or continued. In that event, the village will review the employee's situation to determine the appropriate steps to be taken, if any, under the Americans with Disabilities Act, other applicable law, and other relevant village policies.

An employee requesting light or restricted duty must present an official village Return to Work Status Report that has been completed by their treating physician or qualified and





licensed professional provider identifying their specific work restrictions, the expected duration of the restrictions, and verifying that the treating physician or qualified and licensed professional provider had been provided a copy of the employee's job description. In response to a request for a light or restricted duty assignment, the village will send the employee to a doctor selected by the village whenever the village determines that clarification or confirmation of the employee's work restrictions is needed. The village also may send an employee to a doctor selected by the village when the employee is being released from light duty to regular duty if the village determines that clarification or confirmation of the employee's release to regular duties is needed. These evaluations will be conducted at the village's expense.

The department director and Human Resources evaluates light or restricted duty requests on a case-by-case basis to determine whether or not a request may be accommodated. Light or restricted duty assignments will be regularly reviewed by Human Resources and the department, and if applicable, renewed, modified, or eliminated based on identified restrictions and availability of meaningful work. All of the village's decisions will be made in accordance with the Americans with Disabilities Act, other applicable law, and other relevant village policies.

## **BUSINESS TRAVEL**

The village has established an Administrative Protocol on Guidelines for Official Village Business Travel that provides for the rules governing the approval and reimbursement of expenses to employees who travel on village business.

## **PARKING**

Each village facility has designated parking area(s). Employees are required to use the spaces provided. Violations of visitor and handicap parking are enforced by village ordinance. Parking on curbs or in non-designated areas is strictly prohibited, even if designated employee parking space is not available. These parking regulations are provided for resident and employee safety. The village assumes no responsibility for any damage or loss that results from the use of village parking areas by employees or the general public.

## **USE OF PERSONAL OR VILLAGE VEHICLES**

Job duties may require an employee to use their personal vehicle, or a village owned or leased vehicle. The village will periodically audit the driving records of these employees for appropriate state issued licensure, citations, and renewals. For more information, see Administrative Protocol on Village Fleet and Personal Vehicles.



It is the responsibility of the employee to report to their immediate supervisor any medical condition which would inhibit any ability to properly operate a motor vehicle safely if so required by a position.

## **DRIVER'S LICENSE/PROFESSIONAL LICENSURE**

Employees may be required to possess the appropriate state driver's license to operate a village vehicle or possess the necessary credentials and/or licensure required by the State of Illinois to perform the responsibilities of a position. If these privileges are revoked or suspended, an employee must immediately report this to the village and will be provided forty-five (45) days to recover their licensure. During this period, the employee may be reassigned to a position or duties that do not require this licensure at the discretion of the department director, and with final approval from the Village Manager. If a reassignment is not approved or offered, the employee will be placed on a special leave and be required to utilize available vacation, compensatory time, or personal hours for the duration of the period. If licensure is not regained at the end of the forty-five (45) day period, a determination will be made to terminate employment. The village will periodically audit employee's licensures to ensure compliance and any failure to immediately report any change may result in corrective action, up to and including termination.

Several positions in the village require certification, licensure, or a specific educational preparation as a required qualification. Where legally permissible, the department director may request the Village Manager to temporarily waive this requirement, with the written condition that the employee obtain the necessary credentials within a predetermined and appropriate period of time. If these conditions are not met by the employee, the department director may recommend to the Director of Human Resources and the Village Manager that the employee be transferred, demoted, or discharged.

## **SMOKING**

Smoking is prohibited within any village facility or village owned or leased vehicle, as defined by state law or local ordinance. Smoking within fifteen (15) feet of a village building entrance is strictly prohibited. This includes the use of all tobacco products, including but not limited to chewing tobacco, and devices designed to look or appear as a cigarette that dispense vapor in lieu of smoke, such as electronic cigarettes.

## **BULLETIN BOARDS**

The village provides bulletin boards to post legal and informational notices concerning village business, or information approved for distribution and in the interest of





employees. Employees are not permitted to use these posting boards for personal or business reasons. The village intranet site provides a platform to post items for sale or make personal announcements of general interest. Please reference the Village Social Network Platform and Solicitation and Distribution Sections of this manual, as well as Administrative Protocols on Use of Social Media and Guidelines for the Display of Printed Materials within Municipal Facilities for more information on the posting of items.

## TRAINING PROGRAMS

The Schaumburg Institute for Professional Development (SIPD) provides training on various subjects and topics determined to be beneficial to employees in the performance of their responsibilities. All employees are required to complete Workplace Harassment and Discrimination training within six (6) months of hire and every year thereafter. Supervisors and managers are required to complete Workplace Harassment and Discrimination Training for Supervisors and Reasonable Suspicion and Substance Abuse Awareness in the Workplace within six (6) months of hire or promotion and every year for Harassment and Discrimination training and every three (3) years for Reasonable Suspicion and Substance Abuse Awareness training. ~~—In addition, supervisors are required to complete assigned Leadership Development courses within three (3) years of courses~~

~~being offered.~~ Required courses are scheduled annually, and it is the responsibility of the employee and the department director to ensure training requirements are met.

The SIPD's training programs are developed and implemented to improve services to residents, achieve departmental objectives, and provide employees the opportunity to further their professional development. Complete program information regarding courses and program requirements may be obtained by accessing the learning plan in the Learning Management System.

## CLOSING OF VILLAGE FACILITIES

The Village Manager has the ability to temporarily close or modify the hours of operation of any village facility. Should the Village Manager determine that, due to inclement weather or other safety related reason, it is in the best interest of the village, its employees, or the general public to temporarily close or modify the hours of operation of certain village facilities and departments, employees will be provided as much notice as practical. Employees will be required to use accrued benefit time (personal days, compensatory time, or vacation) to cover the hours not worked, make arrangements with their supervisor to make up the time missed, or to take the time as unpaid. In no case will sick time be allowed unless appropriate under the Sick Leave section of this manual.



### **III. EMPLOYEE RESPONSIBILITIES**

---

Employees are a key resource not only to the village, but to the residents they serve. In order for any group to work together, certain rules and expectations need to be outlined to guide their actions and behaviors. It is the employee's responsibility to comply with these expectations.

#### **EMPLOYEE PERSONAL INFORMATION**

It is the responsibility of each employee to ensure that their current address, home phone number, emergency contact information, or other changes in personal information or licenses (e.g., driver's, job specific, etc.), are updated electronically in the village's systems and reported to their supervisor. It is also the responsibility of the employee to report any changes in dependent or marital status to Human Resources. Up to date information is necessary to ensure employees are provided with timely and important information regarding taxes, benefit changes, or other announcements, and may generate a change in other areas such as health care coverage, tax withholding, county of residence, life insurance beneficiary, and emergency notification information.

#### **CONFIDENTIALITY**

Information concerning the business and financial operations of the village is either routinely published or available to outside interests through the Freedom of Information Act. Many times, however, employees come in contact with unique information of a confidential nature. Information concerning businesses, residents, or employees is considered confidential and should not be displayed to, or discussed with, anyone who does not have access to this information or a need to know.

Any inquiries by the media or press should be referred to the Village Manager, Director of Communications and Outreach, or the appropriate department staff in order to assure the proper spokesperson and that correct, factual, and consistent information is released. For more information, see Administrative Protocol on Contact with Elected Officials, Appointed Officials and the Media.

Any violation of this policy may result in corrective action, up to and including discharge.

#### **POLITICAL ACTIVITY**

Employees have been hired by the village to serve all village residents equally. Political opinions or affiliations and those of any resident will in no way affect the level of service provided by the village. The reverse is also true concerning employee political opinions or affiliations, in that they will not have any effect on terms or conditions of employment.



In order to safeguard the neutrality of public service personnel and assure the unbiased position of the village and its employees, village systems, resources or work/duty time may not be used for political activities. Employees are also prohibited from the following activities:

- Using an official position or posing in an official capacity to influence or affect the results of an election, nomination for office or assist or appear to act in an official capacity on work or non-work time.
- To solicit, coerce, command, or advise an employee, resident, or other elected officials to pay, lend, or contribute anything of value to a party, agency or a person for political purposes while on work time or while in uniform during non- work time.
- Participate in political activities which assist, aid, or influence an election, campaign or nomination for office while on work time or while in uniform during non-work time.

The village has no intention of restricting an employee's constitutional rights to engage in political activity on their own time or when they act as a private citizen. During non- work time and while not in uniform, employees may:

- Express their own opinions on political issues and candidates.
- Actively take part in the management of political campaigns.
- Campaign for a candidate or assist a candidate in a campaign.
- Attend political rallies or campaign meetings.
- Transport voters to the polls for their convenience.
- Make voluntary contributions to a political party, candidate or organization.

## **OUTSIDE EMPLOYMENT**

As a municipal employee, employment outside the village could be problematic if it is construed to be in conflict with official village duties, or in conflict with state or federal regulations. In order to guard against a conflict situation for individual employees and the village, employees must request authorization to engage in any outside employment by completing an Outside Employment Request electronically. The request must be submitted to the department director and receive final approval by the Village Manager or their designee. The approved or unapproved request will be retained in the Outside Employment System, and it is the responsibility of the employee to update their request with any changes and resubmit annually for review and approval. This policy applies to any outside employment, whether occasional, part-time, temporary, or permanent for which an employee would receive money, goods, services, or other forms of compensation.



A request may not be approved if:

- It prevents an employee from satisfactorily completing the job duties required for their position with the village. Special attention shall be given to the number of outside employment hours, the nature of the duties performed, and any current performance deficiencies.
- It is of such a nature that it may be reasonably construed by the public to be an official act of the village or a department.
- It involves the use of village facilities, equipment, electronic devices, or supplies.
- It could be perceived by the general public that the work is a conflict of interest.
- It involves conduct which reason, morals, or common sense indicates to be wrong and not in the best interest of the village, its residents, or employees, or that is or could be detrimental to the village or the village's relationship with its customers, residents, or employees.
- It influences any enforcement or inspection functions of the village, involves any business with organizations related to the employee's official village duties, etc.
- It involves the use of official village information not available to the public.
- It is work that the employee would be expected to perform as a part of their regular duties for the village.
- The work could influence the exercise of impartial judgment on any matter coming before the employee in the course of their village job duties.
- The employee received or is about to receive a poor performance evaluation, is on a Performance Improvement Plan (PIP) In addition, outside employment will normally not be allowed during any period of approved leave for an employee's own serious medical condition, including any FMLA leave. Further, outside employment will normally not be allowed during any period of an approved leave of absence where paid leave is being granted.

The village expects any outside employment will not affect an employee's ability to perform their position, create a physical drain on their health, or otherwise leave them tired and fatigued. The village reserves the right to request that an employee terminate their outside employment should it be determined that said employment is negatively affecting their ability to perform the duties required of them.

If an employee sustains an injury arising from their outside employment, they will not be covered by the village's Workers' Compensation insurance. The Village Manager or their designee may deny a request for work that is particularly hazardous. Department directors may impose specific restrictions according to a position. In addition, should an employee choose to work within the village, they must ensure that they have secured the necessary certifications, licensing, and/or permits in accordance with Schaumburg Village Code prior to submitting a request for outside employment.



## VILLAGE LOGO APPAREL

Village logo apparel is to be worn by village employees and elected officials only. Logo apparel may be worn while off-duty, or on-duty where a uniform is not required or where approval has been granted by the department director. Employees who wear these items either at work or off-duty must realize that they clearly represent the village. When discarding village logo apparel, it should be destroyed in lieu of being donated or given to non-village employees or organizations. Employees engaged in inappropriate activities or behavior while in logo apparel, on-duty or off-duty, could be subject to corrective action, up to and including discharge. For additional information, see Administrative Protocol on Village Apparel Guidelines.

## APPEARANCE AND DRESS

Village employees deliver services to the public in a respectful and professional manner. To project a professional image, it is the responsibility of each employee to report for work with a presentable appearance. Employees are expected to dress neatly and appropriately, and in a manner that reflects the nature of their work. This policy outlines the expectations regarding appearance and dress during working hours or at any time one is acting as a representative of the village and applies all village employees. The department director will determine which of the following attire categories employees are required to follow based on their general and unique responsibilities. Uniformed village employees are required to meet standards of dress as required by their supervisor, department director, or their designee.

### A. Definitions:

- Business attire: The appropriate professional business attire consists of dress pants, collared dress shirt, dress socks and dress shoes. Business attire may also include suits, blazers, sweaters and neckties. Additional dress items may include skirts and dresses of moderate length, and dress boots.
- Business Casual attire: In addition to the above-mentioned apparel, the appropriate casual business attire for employees consists of corduroy pants, khaki/twill pants, turtlenecks, mock turtlenecks, long or short sleeved polo/golf shirts and knit tops, and loafers. Dress pants (below the knee), and casual dresses and skirts that are of moderate length, and heeled dress sandals are acceptable.
- Casual attire: Additional appropriate casual attire for employees consists of any blue jean/denim pants, and conservative athletic or walking shoes. Acceptable casual attire is determined by the department director, in accordance with general and unique responsibilities.



Inappropriate attire: Clothing items not permitted consist of any clothing that is torn, ripped or dirty in appearance; faded, worn, frayed, or rolled up denim jeans; clothing with any advertising, slogans, cartoon figures, pictures, or commentary, or any logo other than subtle clothing brand logo or the village logo; t-shirts\* or sleeveless t-shirts; sweatpants, sweatshirts; overalls, all styles of shorts\*, parachute pants, pajama/sleep pants, leggings, spandex or other form-fitting pants; flip-flops, slippers, beach shoes, athletic sandals; sports team apparel\*; tie-dye, tank or midriff tops, revealing tops, sheer, see-through or mesh clothing; skirts (~~more than three inches above the knee~~ of inappropriate length), skorts; or bare shoulder and strapless shirts or dresses.

\*may be allowed for certain village approved sponsored events.

#### B. Appearance:

- Revealing clothing is inappropriate.
- Clothing should be clean and wrinkle free.
- Tattoos, brands, body piercings, ear gauges and bars, and other body art shall not be visible during working hours or work-related functions. Earrings are permitted, except in work situations where the risk of injury may be increased. Employees may wear earrings, which are in keeping with a traditional professional business environment.
- Hats, visors, sunglasses are not appropriate in the office environment. Head covers that are related to religious practices or to honor cultural tradition are allowed.
- Perfumes or cologne should be used sparingly.
- Hair color should be natural in appearance.
- Facial hair should be well groomed and may not interfere with the use of personal protective equipment.
- Always observe proper rules of personal hygiene.

The Village Manager, department director, or their designee may prohibit or allow any attire due to special circumstances or activities that may be occurring on that given day.

An employee's religious beliefs, cultural practices, or medical conditions, as defined by applicable law, that require deviating from the standards as set forth will be considered on an individual basis. Please address these issues with a supervisor.

If clothing or personal hygiene fails to meet these standards, as determined by the department director or their designee, employees will be sent home and directed to return to work in professional attire. Employees will not be compensated for the time used to correct their attire. If violations of this section continue, progressive disciplinary action will be applied up to and including discharge.





These guidelines are not intended to be all-inclusive but rather should help set the general parameters for appropriate professional attire. ~~Good judgment and common sense should be used about items not specifically addressed.~~ In all cases, employees should be well-groomed and professional, with attire that is clean and reflective of the village work environment. If uncertain about what is acceptable attire for work, please ask a supervisor or the department director.

## CUSTOMER RELATIONS

Many employees have extensive contact with village customers, namely residents, businesses and other employees. Remember that the one and only lasting impression of the village or a department may be formed by the way an employee performs their job or treats these customers.

Anyone who comes to the village for services deserves respect and courtesy. Employees may be approached by individuals with concerns many times in the course of employment. Be aware that this person may be anxious or upset. A smile, a courteous attitude and the desire to listen and help the individual will go a long way to diffusing and solving the situation. If an employee cannot help the individual, they should assure them that they will assist in finding the right person to help them. Please remember that customer service is one of the core values, and all employees are expected to adhere to this philosophy.

## ATTENDANCE

The efficient operation and success of the village and its departments is largely dependent upon the consistent and regular attendance of employees. The village recognizes that, on occasion, an employee may not be able to come to work or may need additional time before arrival. If an employee cannot report to work as scheduled, they must notify their supervisor as soon as practical. If an employee is unable to personally contact their supervisor, they should have someone do it for them. Individual departments may have specific guidelines for reporting absences or late arrivals. Employees must speak with their supervisors if unclear on this procedure. If an employee is absent without notice for three (3) consecutive workdays, they may be considered to have voluntarily abandoned their job and immediately discharged. For full-time employees, supervisors are required to notify Human Resources of any absence in excess of two (2) weeks for anything other than approved vacation, compensatory, personal, or sick time. For part-time employees, supervisors are required to notify Human Resources of any absence in excess of two (2) weeks or when monthly required hours are not fulfilled, for any reason.

Absences in excess of six (6) occurrences, or three (3) occurrences in the case of twenty-four (24) hour fire personnel, within a rolling twelve (12) month period will require that an official village Return to Work Status Report be completed by the treating



physician or qualified and licensed professional provider verifying an incapacity to report for work due to illness or other medical condition prior to any sick time being paid. For this purpose, an occurrence is defined as an uninterrupted, continuous absence from work. This requirement may be waived based on the attendance record of the employee, with the approval by both the department director and Director of Human Resources. Additionally, any occurrence lasting more than two (2) days may require that an official village Return to Work Status Report be completed by the treating physician or qualified and licensed professional provider prior to returning to work. The village reserves the right to request that an employee provide a physician's statement verifying their incapacity to report for work due to illness or other medical condition or an official village Return to Work Status Report at any time should it be suspected that they are misusing or abusing their sick leave benefit.

Should an employee's attendance level (i.e., absences or tardiness) become unacceptable, they may be subject to formal corrective action, up to and including discharge. In addition, patterns of absenteeism such as before or after days off, holidays, or weekends, multiple day off patterns, use in excess of village or departmental averages, etc., may be grounds for identifying misuse or abuse and may subject an employee to formal corrective action, whether or not any established guidelines are exceeded. Those absences or late arrivals covered under the Family Medical Leave Act will not be grounds for corrective action under this policy.

## **ABSENCE FOLLOW-UP POLICY**

The village cares about its employees and their wellbeing and believes it is in everyone's best interest to keep the lines of communication open during times of absence. In the event an employee reports absent and is unable to speak directly with department management, the employee's supervisor is required to contact the employee by phone during the shift of the absence. The purpose of this call is simply to check on the employee's well-being and ascertain the extent and possible duration of their absence. This procedure allows for the efficient planning of work schedules.

## **JOB SAFETY**

Each department has the responsibility for establishing safety rules and regulations in accordance with the village-wide safety program and the Illinois Department of Labor. Departmental safety rules, regulations, and procedures are designed to ensure worker safety and reduce work related injuries and property damage. The village's safety program is outlined in the safety manual issued to all employees.

It is the responsibility of the employee to immediately report any accident, injury, or unsafe work conditions to their supervisor. It is the responsibility of the supervisor to report any accident, injury, or unsafe work conditions to the department director and





Human Resources, as well as investigate any work-related injury/accident and provide recommendations. The department safety committee and the village safety committee respectively review all accidents and makes further recommendations if appropriate. The village safety committee will also have authority to coordinate departmental safety programs in accordance with the village's overall safety program.

The village takes its responsibility to provide a safe work environment very seriously. If an employee is found in violation of a safety rule or creating a safety hazard, they will be subject to corrective action, up to and including discharge. If an employee has suggestions for enhancing safety in their department or elsewhere in the village, they should forward them to the village safety committee or their department safety committee for consideration.

## **OVERPAYMENTS/INDEBTEDNESS TO THE VILLAGE**

All employees have a responsibility to check the accuracy of any payments made to them by the village. Employees need to ensure their compensation payments are correct. Just as the village feels an obligation to repay any shortages to employees, employees also assume responsibility to repay any overpayment or other form of debt to the village. Repayments will be made through payroll deductions on the same basis as the overpayment occurred, unless other arrangements are agreed to with [the Finance Department Payroll](#) and Human Resources.

## **WAGE ATTACHMENTS**

The village must comply with any court ordered wage deduction. Excessive wage attachments could be cause for corrective action.

## **GRATUITIES**

Employees are prohibited from receiving rewards, gifts, or any other compensation from individuals or organizations which is in violation of the Gift Ban Act under state statute. For more information, see Administrative Protocol on Employee Ethics and Gift Ban Obligations.

## **ELECTRONIC EQUIPMENT AND SYSTEMS**

The village uses electronic communications and information technology equipment that, when properly used, support our activities and enable us to better serve our citizens and constituents. While the village encourages the use of its systems, such use carries with it important responsibilities. Non-exempt employees are prohibited from using the



electronic systems for work outside their normal workday unless such work has been approved in advance.

Users of the village's electronic communications and information technology equipment and systems should have no expectation that any information created by, transmitted over, or stored on the village's systems is or will remain private. The village reserves the right to utilize any equipment or system for determining hours worked. These systems are owned and/or controlled by the village and are accessible at all times by the village without notice for maintenance, upgrades or any other business or lawful purposes. Use of passwords to gain access to the computer system or to secure particular files or messages does not imply that users have an expectation of privacy in any material created or received on the computer system.

Employees may be required to carry a cell phone or other electronic equipment as part of their job duties. These devices may be provided directly by the village, or the village may provide the employee with a stipend for the use of these devices. Employees may also be given access to the village's computer systems. Please note that none of these systems, including the phone system, is confidential. Employees may use the electronic equipment and systems for reasonable personal use where it does not interfere with their work duties. The village reserves the right to monitor all electronic equipment and phone systems at any time and for any lawful reason. Any misuse, abuse or illegal use of these systems could result in corrective action, up to and including discharge. It is the responsibility of the employee to read, understand, and comply with any related administrative protocols regarding electronic equipment. For more information, see Administrative Protocol on General Guidelines for Technology Systems.

Employees are not permitted to introduce unauthorized computer hardware or peripherals on to village networks. Electronic equipment is provided with the understanding that employees will make reasonable efforts to protect it. If equipment is damaged, lost, or stolen due to an employee's own negligence, they may be subject to corrective action up to and including discharge.

## **EMAIL SYSTEM**

The village provides an email system to all employees that is intended for business purposes. Occasional personal use will be permitted where it does not interfere with job duties. The village has the right to review all email messages, internet usage, and all other data within its computer and technology systems. There should be no expectation of confidentiality or privacy, and there is no explicit or implied right to privacy when using these systems. Using the email system or other village technology to transmit material considered inappropriate for the workplace is prohibited.

The village reserves the right to access and disclose the contents of any employee's email or any other computer files with Village Manager approval. Such access may



occur, but is not limited to, circumstances where the village needs to investigate a possible violation of policy, investigate a breach of the computer or email system security, or respond to Freedom of Information Act (FOIA) requests, or for any other lawful reason. Any contents obtained under these guidelines may be disclosed without notice to or consent of the employee.

To maintain the security of the village's systems, employees should take all necessary precautions to limit the ability of others to access their computer anytime they will be away from their workstation. Employees are not permitted to allow others to access the system through their devices or logons unless specifically authorized by IT or the department director and must not attempt to access any village system without being granted prior authority. Employees will not be allowed use of the email system for distribution of information that could be offensive to the general public or other groups, or to send messages containing political advertisements, political requests or political opinions, or to send copies of any documents in violation of copyright laws. Any employee found to have engaged in unauthorized access or misuse of any village system may be subject to corrective action up to and including discharge.

For more information on e-mail management and retention guidelines, see Administrative Protocol on Email Management and Retention Policies.

## **INTERNET**

All access to the internet by village employees will be done in a professional manner and in compliance with all applicable laws and village policies. The internet will not be used for any illegal, unprofessional or illicit purposes, e.g., intentionally accessing sites which include pornographic material, using the village's equipment in connection with secondary employment, etc. The village reserves the right to monitor all internet use. Any misuse, abuse or illegal use of the internet could result in corrective action, up to and including discharge.

## **VILLAGE INTRANET**

The village's intranet is provided to send and receive electronic messages, manage projects, post information, pictures, documents, and access various village applications and resources. The information must reflect a professional tone. The village reserves the right to monitor and delete information considered inappropriate for the workplace. For more information, see Administrative Protocol on Use of Social Media.



## **SOCIAL MEDIA POLICY**

The village acknowledges that social media continues to be a relevant source for local government to communicate with its stakeholders. The village encourages the use of social media to further its goals and the missions of its departments where appropriate. Social media will also assist the village to deliver its core services. Employees should reference Administrative Protocol on Use of Social Media for the village's expectations of their use of Social Media, while on or off duty, and whether they identify themselves or use social networking anonymously or under a pseudonym. Any misapplication or violation of this policy may result in corrective action, up to and including discharge.

## **TELEPHONES**

The village provides telephones and cell phones for business use. Employees may use village issued telephones for reasonable personal use where it does not interfere with their work duties. If, in the opinion of a supervisor, this privilege is abused through excessive use or if it interferes with work duties, it may be withdrawn. Further, employees may be responsible for any resulting telephone charges. The village reserves the right to monitor phone calls, voice mail messages, text messages, photographs or other data transmitted or stored on any village owned telephone equipment at any time and for any lawful reason. It is the responsibility of the employee to follow all applicable laws and Administrative Protocols. For more information, see Administrative Protocol on General Guidelines for Technology Systems.

In addition, the village reserves the right to limit the use of personal electronic devices, e.g., cell phones, tablets, etc., while on paid work time should it be determined that this privilege is abused through excessive use, or if it interferes with an employee's or their co-workers' work duties.

## **ELECTRONIC RECORDING**

Employees are prohibited from personally recording any meeting or conversation while conducting village business without the express written consent of the department director and the Director of Human Resources. Any violation of this policy may result in corrective action, up to and including discharge and/or criminal prosecution.

## **SOLICITATION AND DISTRIBUTION**

The posting of information related to goods and services for sale or distribution is only permitted on the designated page of the village's intranet site. Distribution or selling of merchandise by employees is not permitted on the employee's work time, in a work



area, or to working employees. Uniformed employees must receive approval from their department director and Village Manager to participate in charitable events while in village approved uniform attire. Further, any postings on village bulletin boards or any charitable solicitation on the village intranet must have prior approval from the Village Manager's Office.

Distribution of information and solicitation of co-workers by labor organizations or regarding union or representation issues is subject to the following requirements:

- Employees may engage in one-on-one verbal solicitation relevant to the organization and representation of co-workers in non-operational workplace locations during non-working time (e.g., during rest breaks, lunch periods, or reasonably close to the start or finish of work or duty time) as long as such discussions are welcome, do not interfere with the performance of work or disturb co-workers who desire to rest, and/or the general peace and security of the workplace.
- Employee distribution of flyers, newsletters, or other materials and hand-billing will be permitted on village property only in non-working areas during non-working time (as described above), and to the extent that such activities do not impact co-workers' rest, customer service, operations, or safety. The village may regulate the time, place, and manner of such activities to protect the peace and security of the workplace.
- Employees are not permitted to engage in union organizing activities at other co-workers' workplaces unless they would normally have access to the other workplace during their workday.



## IV. OPPORTUNITIES FOR RECOGNITION

---

Several programs have been developed to recognize outstanding service by employees. The Village Manager may develop additional recognition programs from time to time dependent upon available budget and needs of the organization. More details about the various recognition programs may be found in the Administrative Protocol on Employee Recognition Programs.

According to IRS Publication 15-B bonuses, awards, and prizes received by employees should be included in income and are taxable. This applies to cash and cash equivalents awarded for service, recognition or safety. It also includes goods or services which must be taxed at their fair market value. This tax requirement results in a slight decrease to pay within the pay period in which an employee received the gift card or soon thereafter.

### HONORARIUM

The village would be honored to have an employee recognized professionally. If asked to present at a workshop, seminar, conference or any other type of presentation, an employee may be allowed on regular work time to make the presentation with prior approval from their department director, however, any honorarium must be donated to a charitable cause. Employees will be allowed to pick the charitable organization and donate the honorarium in their name.



## V. WORKING RELATIONSHIPS

### DIVERSITY, EQUITY AND INCLUSION STATEMENT

The Village of Schaumburg is committed to a work environment that values diversity, equity, and inclusion. In doing so, the village upholds all regulatory requirements applicable to the work environment including equal employment, anti-harassment, and anti-discrimination. Respect for these laws and the village's commitment to providing a work environment where all employees feel supported, welcomed, and valued can be seen in village practices and policies on: recruitment and selection; compensation and benefits; professional development and training; employment actions; social and recreational programs; and in continuous development of a work environment that promotes this culture through:

- respectful communication, collaboration, and cooperation among all employees; and
- teamwork and employee participation, encouraging the representation of all groups and employee perspectives.

Employees are a valuable asset in the organization and provide essential services to the residents, visitors, and businesses of Schaumburg. Every employee should feel comfortable and encouraged to bring their own unique capabilities, experiences, and characteristics to their work in order to be productive, innovative and able to achieve their fullest potential. Employees should conduct themselves with professionalism that reflects inclusion in all aspects of their work and during Village sponsored events. All employees will regularly participate in applicable training that enhances their knowledge, broadens their world view, and solidifies their commitment to fulfill this organizational commitment to diversity, equity and inclusion.

Any organization needs a common ground of acceptable behavior to promote teamwork and ensure efficient operations. The village has established rules of conduct which everyone is equally responsible to follow. Along with the rules of conduct, a corrective action procedure has been established to ensure fair and consistent application of work rules.

### WORKPLACE VIOLENCE

The village maintains a “zero tolerance” policy towards workplace violence. It is the intent of the village to provide a workplace which is free from intimidation, threats, retaliation, or violent acts. All village employees are expected to treat each other and their customers with courtesy, dignity and respect.

Workplace violence is defined as any behavior, or threat of behavior, that endangers or threatens to endanger the safety of our employees, customers, the general public, and/or





anyone who conducts business with the village and includes, but is not limited to harassment, threats, physical attack, or property damage. A threat is the expression of intent to cause physical or mental harm, regardless of whether the person communicating the threat has the present ability to carry out the threat and regardless of whether the threat is contingent, conditional, or future. Threats include, but are not limited to verbal threats, harassment, abuse, intimidation, carrying a weapon such as a gun, knife, or other instrument that is not used as part of the employee's job duties, and stalking, including nonverbal acts such as gestures and intimidation. Physical attack includes hitting, fighting, pushing, shoving, spitting, throwing objects or the use of weapons. Property damage includes vandalism, or any other intentional destruction of property owned by the village, employees and those they serve.

The village strongly believes in providing a safe work environment and supports the prevention of workplace violence. Prevention efforts include, but are not limited to, informing employees of the village policy, training employees regarding the dangers of workplace violence, communicating the sanctions imposed for violating this policy, and providing a reporting hierarchy within which to report incidents of violence without fear of reprisal.

Any incident of workplace violence, whether the incident is committed by another employee or an individual such as a customer, vendor or citizen, must be reported to the department director, Director of Human Resources, or the Village Manager's office for investigation and appropriate action. The department director will inform the Director of Human Resources of all reported incidents of workplace violence. In critical incidents in which serious threat or injury occurs, emergency responders such as police or fire personnel must be immediately notified.

The village expressly prohibits retaliation or harassment against any person who acts in good faith by reporting real or implied violent behavior, or against anyone who participates in an investigation into such allegations. To the extent practicable and the needs of the investigation permit, the village will keep complaints and the terms of their resolution confidential. We ask that employees keep all information relating to an investigation confidential, whether ongoing or post conclusion.

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts during the course of their employment may be required to remain off village premises pending the outcome of an investigation. Any employee who has been determined to be in violation of this policy may be subject to corrective action, up to and including discharge and/or criminal prosecution.

## **WEAPONS FREE WORKPLACE**

The village maintains a no tolerance weapons free workplace policy in order to maintain a safe working environment for its employees and the general public. No full-time, part-time, or seasonal/temporary employee, volunteer, or anyone performing work on behalf



of the village in the same capacity as an employee, may store, carry, transport, or otherwise possess a weapon at any time while on village property, in a village owned vehicle, in a privately owned vehicle while on work time, or while performing work of any kind for the village unless otherwise permitted by federal or state law. For the purposes of this policy, a weapon includes, but is not limited to, firearms of any kind (loaded or unloaded), Tasers or stun guns, knives, clubs or other blunt instruments, bows and arrows, brass knuckles, or any other instrument defined as a weapon pursuant to state statute, that is not used in the regular course of one's job duties. For more information, see the [Weapons Free Workplace Administrative Protocol](#).

## **ORDERS OF PROTECTION**

The village requires all employees to immediately notify Human Resources should they petition for or receive an Order of Protection. This information is necessary in order to determine any appropriate actions that may be needed to ensure a safe working environment for all employees.

## **CORRECTIVE ACTION PROCEDURE**

The village adheres to a progressive corrective action procedure and strives to ensure consistency of application and fair treatment of employees. Work-related infractions, regardless of specific reason, will be treated with progressively more severe corrective action, up to and including discharge from employment. However, employees may be subjected to any level of corrective action depending on the severity of the offense, regardless of their work status or record.

Formal corrective action which is documented and approved by the Director of Human Resources will be included in the employee's personnel file. The following is a brief description of the formal corrective action process:

- Oral Reprimand – Oral reprimands are the first step of the formal corrective action process. This step documents a serious discussion between the supervisor and employee. The supervisor will document the specific reasons for the corrective action and actions to be taken to correct the problem.
- Written Warning – A Written Warning is typically the final warning issued before a suspension is imposed. Under unusual or unique circumstances an employee may be issued more than one Written Warning in a twelve (12) month period (e.g., an employee has made great strides in correcting a problem or improving performance and the severity of the current offense would not justify a suspension).



- Suspension – Suspensions are time off without pay. Suspensions will be based on the normal full work shift of the employee and must be served concurrently and on scheduled workdays, unless approved by the Director of Human Resources.
- Discharge – Discharge from employment is issued where conduct or performance has not improved to a satisfactory level after counseling and formal corrective action, or where the circumstances and severity of the offense warrant discharge for a first offense.

An Oral Reprimand or Written Warning must be reviewed and approved by the Director of Human Resources. Corrective action at the level of Suspension or Discharge must receive prior approval from the Director of Human Resources and Village Manager. Employees in their trial period may be disciplined at any level, for any reason, up to and including discharge. Any corrective action taken against a trial period employee must be reviewed by the Director of Human Resources for final approval.

Full-time and part-time employees may appeal formal corrective actions they believe were issued inappropriately or unfairly by utilizing the village's dispute resolution procedure, or as provided in an applicable collective bargaining agreement. Executive, temporary/seasonal, or trial period employees are not granted the privilege of using the dispute resolution procedure however they are encouraged to discuss any corrective actions or problems with department management.

Depending on the circumstances, it may be appropriate to counsel an employee regarding performance deficiencies or conduct versus issuing formal corrective action. In those situations, if the counseling does not result in an improvement or the misconduct continues, formal corrective action may be taken to correct the problem. While records of counseling, performance (i.e., performance improvement plans, performance notes, etc.), and behavior do not constitute formal corrective action, these records may be used to support future corrective action.

The following list of unacceptable actions/behaviors has been developed and may serve as the basis for any level of discipline. While specific, this list is not intended to be all-inclusive. Any serious misconduct may result in corrective action, up to and including discharge from employment, on the first offense.

1. Violations of the village's core values.
2. Poor work performance or inefficiency.
3. Unacceptable attendance (absence or tardiness), including unauthorized absence from the work area on a scheduled workday.
4. Any conduct inconsistent with good customer relations that is found offensive to the general public or other employees.
5. Threatening, intimidating, or coercing another employee.



6. Refusal to cooperate or provide truthful information during an officially sanctioned investigation.
7. Violation of the village's smoking or tobacco use policy.
8. Disregard for the established ~~dress code~~appearance standards, or for one's appearance regarding uniforms, dress, or personal hygiene.
9. Accepting gratuities from residents or vendors.
10. Inducing another employee to violate any rule of conduct.
11. Violations of any village policy, Administrative Protocol, or department rule, regulation, or Standard Operating Procedure (SOP).
12. Negligence in the performance of work duties, including careless or deliberate waste or damage of village property.
13. Failure to comply with established safety rules or deliberately creating an unsafe, unsanitary, or hazardous work situation.
14. Using village time for political activities or unauthorized solicitation or distribution of non-~~work-related~~work-related information or materials by an employee during work hours.
15. Misuse, abuse, or unauthorized, improper, or illegal use of village electronic communication tools (e.g., telephones, radios, email, social media, etc.), and/or computer systems, programs, or equipment.
16. Failure to report the use of prescription drugs that may impair the employee's ability to perform work safely.
17. Failure to report an accident involving damage to village property or the property of others, or from which injuries to employees or to others have resulted, or failure to report an incident or situation that could result in injury to persons or damage to property.
18. Conviction of a criminal offense or violation of a village ordinance which inhibits the employee from performing their duties, reflects negatively on the image of good public service, or damages the credibility of the employee in the performance of their responsibilities.
19. Falsification or misrepresentation of records or information, including timesheets, emergency leave, bereavement leave, FMLA requests, Workers' Compensation, disability, or sick leave, medical and insurance forms, employment applications, purchase orders, employment records, and other documents and materials.
20. Insubordination - refusal or disregard for a supervisor's instructions.
21. Consumption, possession, manufacture, distribution, or being under the influence of alcohol, cannabis, illicit narcotics, or controlled substances, or legally prescribed drugs that are not being used as prescribed while on duty or upon reporting to duty.
22. Proven malingering while utilizing paid or unpaid benefit time.
23. Theft or attempted theft.



24. Unauthorized possession or removal, attempted possession or removal, or purposeful misplacement of any village property or property of employees, customers, or the general public.
25. Creating, contributing to, or failing to report workplace harassment of other employees.
26. Loafing or sleeping on the job.
27. Violating confidentiality expectations, or any unauthorized access, use, possession, or disclosure of any village proprietary or confidential information, records or property, including but not limited to business, customer, employee, or village resident personal information.
28. Unauthorized possession of a weapon or harmful implement, such as a gun, knife, etc. while on scheduled duty.
29. Gambling or conducting games of chance on village time or on village property, including athletic event pools.
30. Refusal to comply with a request for drug screening or alcohol testing where reasonable suspicion exists or where required by collective bargaining agreement, or state or federal laws, or the failure of the employee to submit to treatment or follow up testing for alcohol or drug abuse after testing positively in random, post-accident, or reasonable suspicion testing.
31. Refusal to contact EAP in a timely manner following a mandatory referral, or failure to remain in compliance with the treatment as directed.
32. Working overtime or additional hours outside of an employee's normal schedule, if they are a non-exempt employee, without first having the overtime or additional hours authorized and pre-approved by the department director or their designee.
33. Failure of supervisory employees to adhere to or implement village policies (e.g., FMLA, restricted duty requirements, discrimination and harassment policies, etc.)
34. Engaging in conduct, on duty or off, which reason, morals, or common sense indicate to be wrong and not in the best interest of the village, its residents, or employees, or that is or could be detrimental to the village or the village's relationship with its customers, residents, or employees.
35. Violations of other rules and policies not specified.

## **DISPUTE RESOLUTION PROCEDURE**

It is village policy to provide employees with a dispute resolution procedure should they have a concern that the village has violated, misinterpreted, or misapplied any of the provisions of the Personnel Manual. This procedure has been established to provide employees with a method for discussing, processing, and peacefully resolving disputes without interruption in the operations of the village or threat of retaliation to employment. This procedure does not apply to executive, temporary/seasonal or trial period



employees. Further, a policy or provision itself cannot be the subject of a dispute resolution under this procedure.

The following outlines the formal steps of the dispute resolution procedure:

1. Employees should first discuss the situation with their immediate supervisor as soon as possible, and the supervisor should be provided with a reasonable opportunity to investigate and respond. If an employee is unsatisfied with the supervisor's response or feel their concern has not been resolved, then;
2. They may present the concern to their department director. This should be done in writing using the Dispute Resolution Form (located on the Village Intranet), again, as soon as possible. The employee should give their department director, or their designee, a reasonable opportunity to conduct an investigation and respond in writing. If an employee is unsatisfied with the resolution or findings at this stage, then;
3. They may present the concern to the Village Manager. As before, this should be done in writing and as soon as possible. The Village Manager, or their designee, will then investigate and make the final decision, which will not be subject to further review.

Executive level employees are exempt from this process and should discuss any alleged violations, misinterpretation or misapplication of the personnel manual or village policy directly with the Village Manager.

## **NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY**

It is the village's policy to maintain a work environment free from all forms of harassment and discrimination and to insist that all employees be treated with dignity, respect, and courtesy. It is a violation of village policy for any employee to harass or discriminate against another individual in the workplace based upon race, color, religion, sex, national origin, age, mental or physical disability, ancestry, sexual orientation, veteran status, military status, marital status, order of protection status, arrest record, or any other protected category as defined by applicable law. This policy forbids any employee, supervisor, manager, vendor, client, customer, or other person to discriminate against, harass, or retaliate against any employee or applicant of the village. Violations of this policy will be considered grounds for corrective action, up to and including immediate discharge.

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The village is committed to providing equal employment opportunity to all qualified persons without regard to an individual's actual or perceived race, color, national origin, citizenship, ancestry, sex, sexual orientation, age, disability, genetic information or





background, religious affiliation, marital status, military status, order of protection status, arrest record, or any other legally protected status.

## **REASONABLE ACCOMMODATIONS**

The village supports the Americans with Disabilities Act of 1990, as amended, and will attempt to provide reasonable accommodations for people with disabilities in the workplace unless such accommodations would present an undue hardship for the village. Reasonable accommodations apply to all applicants and employees and include hiring practices, job placement, training, pay practices, promotion and demotion policies, and layoff and termination procedures. Should a reasonable accommodation in the workplace be required, please contact Human Resources.

## **PROHIBITED CONDUCT**

This policy prohibits harassment or other workplace discrimination based on an employee's or applicant's legally protected status. This includes conduct, whether verbal, physical, or visual, that denigrates or shows hostility or aversion toward an individual based upon that person's actual or perceived race, color, national origin, citizenship, ancestry, sex, sexual orientation, age, disability, genetic information or background, religious affiliation, marital status, military status, order of protection status, arrest record, or any other legally protected status. The village will not tolerate harassing conduct that has the purpose or effect of interfering unreasonably with an individual's work performance, affecting an individual's tangible job benefits, or creating an intimidating, hostile, or offensive work environment.

The conduct forbidden by this policy specifically includes, but is not limited to:

- Epithets, slurs, negative stereotyping, or intimidating acts that are based on a person's protected status; and
- Written or graphic material circulated, available on the village's computer systems, or posted or distributed within the workplace that shows hostility toward a person or persons because of their protected status.

The village prohibits any such conduct in the workplace, and this policy prohibits harassment or other workplace discrimination based on an individual's protected status, even if it does not rise to the level of a legal violation.





## SEXUAL HARASSMENT

Sexual harassment deserves special mention. Sexual harassment can take several forms. Sexual harassment includes any harassing conduct based on gender, gender identity, gender expression, or sexual orientation, regardless of whether the conduct is sexual in nature. Any unwelcome conduct based on gender, gender identity, gender expression, or sexual orientation is also forbidden by this policy regardless of whether the individual who engaged in the harassment and the individual being harassed are of the same or different genders, gender identities, or gender expressions.

Unwelcome sexual advances, requests for sexual favors, or other verbal, physical, or visual conduct based on sex or gender constitute sexual harassment when:

- 1) Submission to such conduct is made, either explicitly or implicitly, as a term or condition of an individual's employment;
- 2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- 3) 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.

Conduct commonly considered to be sexual harassment includes, but is not limited to:

- Verbal - Sexual innuendos, suggestive comments and jokes, unwelcome sexual advances or propositions, or statements about other employees, even outside their presence, of a sexual nature, suggesting or demanding sexual involvement of another employee whether or not such suggestions or demand is accompanied by implicit or explicit threats concerning one's employment status.
- Non-verbal - Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking", or "kissing" noises.
- Visual – Sexually explicit displays or publications anywhere in the village workplace by employees or others, including but not limited to emails, reading materials, posters, signs, pin-ups, slogans, or other materials of a sexual nature. Employees may not use any of the village's electronic systems or information technology tools to receive, send, distribute, or copy any such materials.
- Physical - Unwelcome touching, hugging or kissing, pinching, brushing the body in a sexual manner, coerced sexual activity, or actual sexual assault.

## RESPONSIBILITY OF EMPLOYEES

Each individual employee has the responsibility to refrain from prohibited discrimination or harassment in the workplace. It is important that employees be sensitive to other employees' feelings. What may seem innocent behavior or a joke may not be perceived



the same way by another employee. Every employee is expected to avoid any behavior or conduct that could be interpreted as prohibited conduct under this policy.

## **REPORTING COMPLAINTS OF DISCRIMINATION OR HARASSMENT**

If an employee experiences or witnesses any conduct believed to be inconsistent with this policy, the village expects the employee to immediately report the conduct to their department director or the Director of Human Resources. This policy does not require that the employee report the conduct to any individual who is engaging in the conduct. If the employee believes that any person to whom such a report should be directed is involved in or associated in any way with the alleged conduct, then the report should be directed to another department director not involved in the conduct. Employees need not follow the chain of command to report a complaint or discuss offending behavior with the employee offender.

Any supervisor or manager who has knowledge of suspected prohibited conduct, or to whom a complaint has been made, must promptly report the conduct to the department director, Director of Human Resources, or the Village Manager.

Employees are encouraged to use the above complaint procedure to report and resolve their complaints of discrimination, harassment, or retaliation. However, all employees have the right to file formal charges with the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC). Employees who wish to contact the IDHR or EEOC directly should visit their websites. In addition, an appeal process is available through the Illinois Human Rights Commission (IHRC) after IDHR has completed its investigation of the complaint. Contact information can also be found on the labor law posters displayed at the employee's job location.

## **VILLAGE INVESTIGATION AND RESPONSE**

All reports describing conduct that is inconsistent with this policy will be investigated promptly. The village may put reasonable interim measures in place, such as a leave of absence or a transfer, while the investigation takes place. Although complete confidentiality in investigating complaints and imposing any discipline cannot be guaranteed, the village will attempt to preserve confidentiality to the extent that the needs of the situation permit.

If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then the village will take appropriate action, including corrective action up to and including immediate discharge, as is appropriate under the circumstances, regardless of the job positions of the parties involved. The village may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law or even a



violation of this policy. If the person who engaged in conduct that violates this policy is not employed by the village, then the village will take whatever corrective action is reasonable and appropriate under the circumstances.

If the complainant or the accused is not satisfied with the disposition of the village's investigation into a complaint, they may submit a written appeal to the Village Manager or designee, who will review the investigation and make a final decision. At the Village Manager's option, or designee, may conduct further investigation, if necessary, to reach a final decision.

It is critical in establishing a workplace free of harassment that an individual who experiences or witnesses an incident perceived as being harassing has access to a mechanism for reporting such incidents. At the same time, the purposes of this policy are not furthered where a complaint is found to be false and frivolous and made to accomplish some other end than stopping harassment. A complaint that is determined to be false and frivolous can result in a severe level of discipline or discharge. A false or frivolous complaint does not refer to complaints made in good faith that cannot be proven.

## **POLICY AGAINST RETALIATION**

The village does not condone any form of retaliation against any employee for making a good-faith complaint of harassment; or for assisting or cooperating in an investigation of a complaint by someone else, whether internally or with an external agency; or for filing a charge of discrimination or harassment; or otherwise providing information in a proceeding, including in a court, administrative or legislative hearing, related to violations of discrimination or harassment laws. Examples of the types of retaliation that are prohibited include intimidation; discrimination; verbal or physical abuse; adverse actions with respect to pay, work assignments, and other terms of employment; termination of employment; or threats of any such actions. Any employee who feels they have been retaliated against should immediately notify any individual identified in the complaint procedure above.

Any questions concerning this policy should be directed to the Director of Human Resources. For more information, see Administrative Protocol on Office of Professional Standards.

## **CHAIN OF COMMAND**

The village recognizes everyone's right to freedom of expression in matters of public concern. Matters that are merely personal should be addressed through the hierarchy of command, starting with an employee's immediate supervisor. The management and



administration of the village have the responsibility to address issues or decisions that may affect personal aspects of employment, which, in many cases, can be resolved. The village also maintains a dispute resolution procedure to address concerns regarding the violation or misapplication of policy contained in the Personnel Manual. Should an employee disregard the chain of command and attempt to air their personal issues outside of village management and administration, they may be subject to corrective action, up to and including discharge.

Issues of harassment, discrimination, workplace violence, or retaliation of any kind should be immediately reported to the department director, the Village Manager's Office, or Human Resources regardless of the chain of command.

### **Whistleblower Protection Policy\***

The Village of Schaumburg is committed to maintaining a work environment that is free of improper governmental activities including misconduct, inefficiency, and waste as well as a work environment that is free from retaliation against those who report, testify about, or participate in investigations regarding alleged improper governmental activities required by the Public Officer Prohibited Activities Act (50 ILCS 105/0.01. and 50 ILCS 105/4.1).

Examples of improper governmental activities include violation of state, federal or local law; abuse of authority, public trust or expectations in the position; creating substantial and specific danger to public health and safety or engaging in a gross waste of public funds are prohibited. Governmental activity exercised or within the scope of the individual's official duties, e.g., approval of purchases for the police department, that conduct is not an improper governmental activity. See 50 ILCS 105/0.01 *et. seq.*

If a person covered by this policy feels that they have knowledge of improper governmental activities or has experienced retaliation based on the reporting of alleged improper governmental activities, they are to immediately report the act of retaliation to the Village Manager who is responsible for investigating complaints misconduct, inefficiency, and governmental waste within the Village of Schaumburg. The Village Manager can be reached by phone at 847-923-4500 or [Auditing.Official@schaumburg.com](mailto:Auditing.Official@schaumburg.com).

All reports identifying conduct that is inconsistent with this policy will be promptly and thoroughly investigated and, where appropriate, remedial measures will be taken.

Employment-related concerns should continue to be reported through normal channels such as an employee's supervisor or department director, Human Resources, or the Village Manager.



The Village of Schaumburg shall provide through the Learning Management System (LMS) a copy of this policy on an annual basis to each employee to ensure employees understand their rights and they will annually acknowledge receipt of the policy ~~(sample below)~~ and the process in which they can report retaliation based on this policy.

*\*This represents a summary of the full Village of Schaumburg Whistleblower Protection Policy which can be found in its entirety in the Village Policy Manual.*

---

---

## ACKNOWLEDGEMENT OF RECEIPT

I, \_\_\_\_\_ (Employee Name) hereby acknowledge receipt of the Whistleblower Protections Policy and agree to read all of the Policy's provisions.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## VI. PAID LEAVE PROGRAMS

---

### **SICK LEAVE**

Sick leave benefit may only be used for an employee's own personal illness or for the follow-up treatment for a medical condition, unless otherwise specifically provided for in an applicable collective bargaining agreement or Benefits Handbook. Vacation, personal hours, non-paid hours, or compensatory time cannot be substituted for sick time if the employee has sick time available. In the event an employee exhausts all available sick time, the employee will be required to substitute other available paid time off.

Sick time is a privilege provided by the village and not a right, such as in the case of vacation or compensatory time. Payment of sick time may be withheld pending the submission of proof of illness in the form of a physician statement verifying illness for the dates that sick time is requested. If an employee is absent for more than two (2) consecutive workdays, an official village Return to Work Status Report may be mandatory upon return.

Depending on the nature and extent of an illness, an employee may be required to undergo an examination to establish that they can effectively perform the essential functions of their position in accordance with the Essential Functions Examination section of this manual.

Sick leave benefits may, on a limited basis and if provided for in an applicable collective bargaining agreement or Benefits Handbook, be used for an absence due to an illness, injury, or medical appointment of the employee's immediate family member.

### **FAMILY MEDICAL LEAVE**

Employees who have completed one (1) year of continuous service and have worked at least 1,250 hours in the previous twelve (12) months of employment may be granted a total of twelve (12) weeks of leave in a twelve (12) month period for their own serious health condition which prevents them from working, to care for their spouse, child (to age 18) or parent who has a serious health condition, to care for their child after birth or placement of a child for adoption or foster care placement, because of any qualifying exigency (as the Secretary of Labor shall determine) arising out of the fact that an employee's spouse, child, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation. In cases of foreseeable leaves, the employee must request leave at least thirty (30) days in advance of the first day of leave or whenever practical. Employees should request leave via the Leave Request System. If the employee is unable to do this, a designated person within the department may do it for them. When the village



becomes aware that an employee has experienced an FMLA qualifying event, including those that qualify for Workers' Compensation, time off related to the event will be designated as FMLA, even if the employee has not requested it. In order to be granted leave, the employee must initiate a request and provide medical certification within fifteen (15) days for the employee's serious health condition or that of an eligible family member. A second or third medical opinion may be required by the village, at the village's expense, from a qualified and licensed medical professional(s) of its choice. The village may request medical re-certification every thirty (30) days. An official village Return to Work Status Report will be required prior to being allowed to work. The village reserves the right to transfer an employee to an interim position which best serves the needs of the village and accommodates any identified restrictions as indicated by the employee's physician.

Employees who are granted Family Medical Leave will be returned to the same or similar position, i.e., equivalent compensation, without loss of accrued benefits, or other employment terms at the completion of the leave. During the leave period, employees will be able to continue coverage under the village's health plans, i.e., health, dental, and vision, under the same conditions as when they were employed. Where an employee's contribution is required, the employee must continue to make monthly contributions either through payroll deductions or personal payment to continue coverage under this provision of the leave policy. The employee's ability to continue coverage under COBRA will not be infringed by this provision. In the event the employee fails to return to work, the village reserves the right to recover the full cost of the health plans the employee is enrolled in for the leave period, minus any employee contribution. If the employee fails to return on the date specified they will be considered to have voluntarily terminated their employment with the village.

Employees must utilize any accrued vacation, compensatory, or personal time during the Family Medical Leave period prior to non-paid time being approved. Paid time off will run concurrently with Family Medical Leave. In cases involving the employee's own serious health condition or own pregnancy, available sick time must be utilized first. In cases involving the serious health condition of an eligible family member, an employee must use accrued vacation, personal time or compensatory time prior to non- paid time being approved, or prior to using sick time if provided for in an applicable collective bargaining agreement or Benefits Handbook. In all other cases, i.e., adoption or foster child placement, an employee must use accrued vacation, personal time or compensatory time prior to non-paid time being approved. During periods of non-paid leave, the accrual of sick and vacation time will cease, and the period will be subtracted from the employee's total years of seniority for purposes of longevity pay or vacation accrual.

For more information, see Administrative Protocol on Family and Medical Leave/FMLA Administration.





## MILITARY LEAVE

### *Leave Provided*

Any employee who provides notice of and/or presents official orders requiring attendance for a period of training or other active military service as a member of the United States Armed Forces, including the National Guard, shall be given a leave of absence for the period required for such training or other active military service in accordance with Federal and State law. Employees will be required to provide a copy of military orders and any additional requested documentation to facilitate the proper administration of differential pay and benefits.

## COMPENSATION

Employees who are members of a reserve component shall continue to receive their full Village compensation during their annual training commitment for up to 30 days per calendar year. Employees who exhaust their concurrent compensation for annual training may be eligible for differential compensation.

An employee on military leave will be eligible for continuing differential pay as authorized by law:

- An employee who is a member of a reserve component and performs qualifying voluntary active service is eligible for up to 30 workdays of differential compensation in a calendar year.
- An employee who is a member of a reserve component and is ordered to perform involuntary active service is eligible to receive additional differential compensation.
- Differential compensation is only paid for those workdays where the employee would otherwise have been scheduled to work. Work hours extending over two calendar days counts as two workdays when calculating differential compensation.

An employee may elect the use of accrued vacation, annual or similar leave with pay in lieu of differential compensation during any period of military leave or during any period of unpaid military leave.

Employer-provided health insurance plan benefits will be provided for members of a reserve component during leave in accordance with federal and state law, and the Village will continue to pay its share of the insurance premium and administrative costs during the employee's "active duty" as defined by Illinois law.



## RETURN TO WORK

Unless the village's circumstances have changed to the extent that it would be impossible or unreasonable to provide reinstatement, eligible employees on military leave related to active military service, in addition to rights provided by federal law, shall, after timely notice of intent to return to work, be restored to a position with such seniority, status, and pay as such employee would have had but for the employee's absence for active military service or to a similar position of comparable seniority, status, and pay. If such employee is unable to perform the duties of such position due to a disability sustained during such active military service, then the employee shall be offered employment in another position that the employee is qualified to perform and that will provide the employee, to the greatest extent possible, with comparable seniority, status, and pay, if such a position exists. Employees returning from military service must make application for re-employment in a timely manner after being relieved from military service or from hospitalization continuing after discharge for a period of not more than 1 year based on the following schedule of military service:

- a. Fewer than 31 days of service: Employee must return to work on the first full day of release, taking into account safe travel home, plus an 8-hour rest period;
- b. Between 31-180 days: Employee must submit application for reemployment within 14 days of release from service;
- c. More than 180 days: Employee must submit application for reemployment within 90 days of release.

## VICTIM'S ECONOMIC SECURITY AND SAFETY ACT (VESSA)

Illinois statutes provide that employees who are victims of gender, sexual or domestic violence must be offered job protected leave. Leave may also be granted to an employee who has a family member who is a victim of such acts. Eligible employees may be granted up to a maximum of twelve (12) weeks leave. Employees may elect either non-paid leave or use paid time off in the form of their accrued vacation, personal, or comp time during the leave. Employees may elect to use sick time if the leave time is necessary for the employee to recover from injuries or seek personal medical treatment. Other eligible reasons for leave include obtaining legal representation, participation in counseling, safety training, or to obtain victim services for the employee or family member.

Employees shall provide at least forty-eight (48) hours advance notice of their intention to take leave, except in cases where it is not practical to provide such notice. The village reserves the right to require documentation to substantiate the eligibility and need for the leave, such as documentation provided by a victim service, attorney, police report, court records, etc.

Employees who utilize VESSA leave will be restored to the same or equivalent position upon return. This leave is not intended to confer a right to leave beyond the twelve (12) weeks of leave available under the Family Medical Leave Act (FMLA).



## **JURY DUTY**

The village supports employees who are performing their civic responsibility by serving jury duty when called. Full-time employees will receive their normal compensation if required to perform jury duty during their normal work schedules. Employees are not eligible for travel expenses to perform jury duty, and any monies received from the court may be retained to cover these expenses. The employee must notify the village in advance of the first day of jury duty or whenever practical. Employees should request jury duty time via the Leave Request System. If the employee is unable to do this, a designated person within the department may do it for them. Any requests for jury duty must be forwarded to Human Resources for review and approval. Employees are required to provide proof of attendance in order to receive normal compensation while attending jury duty.

## **SCHOOL VISITATION**

If an employee finds it necessary to attend school conferences or academic or behavioral meetings for their dependent children, they are entitled to take available paid time off for a total of eight (8) hours each school year, with a maximum of four (4) hours per occurrence. Employees must utilize any accrued vacation, compensatory, or personal time during their absence prior to non-paid time being approved. Employees must also provide the village with a written request for leave at least seven (7) days in advance unless it is an emergency situation, in which case a twenty-four (24) hour notice to the supervisor is preferred but not required.

## **VOTING**

The village encourages its employees to exercise their right to vote. If a work schedule does not allow an employee four (4) consecutive hours while the polls are open to vote, they may request up to two (2) hours of available paid time off from their supervisor. Employees must utilize any accrued vacation, compensatory, or personal time during their absence prior to non-paid time being approved.

## **BLOOD DONATION LEAVE**

Full time employees may request one (1) hour of paid time to donate blood if sufficient time off is not available to the employee during which to make the donation. Leave requests may be made every fifty-six (56) days or in accordance with appropriate and accepted medical standards.



## BEREAVEMENT LEAVE

Full time employees may be eligible for bereavement leave if provided for in an applicable collective bargaining agreement or the Benefits Handbook. Bereavement leave is intended to provide eligible employees with time off to attend services and/or make arrangements for the deceased, if time off is necessary. As a practice, leave may be granted from the day of death, up to and including the day after services. Intermittent use of bereavement leave may be approved on a case-by-case basis, up to 60 days after the date of the event, if unique circumstances exist due to an extended delay in the holding of services.

All requests for bereavement leave must be processed through the leave request system for review and approval. Under no circumstances will previously approved paid or non-paid time off be converted to bereavement leave, after the commencement of the paid or non-paid time off period.

In the case of the death of an employee's child, spouse, sibling, parent, parent-in-law, grandchild, grandparent, stepparent; a miscarriage, stillbirth, or unsuccessful round of intrauterine insemination or assisted reproductive technology procedure; a failed adoption match or adoption that is not finalized because it is contested by another party; a failed surrogacy agreement; or a diagnosis that negatively impacts pregnancy or fertility, or stillbirth, up to 10 days of unpaid bereavement leave will be available. In the event of a death of more than one family member (child, spouse, sibling, parent, parent-in-law, grandchild, grandparent, or stepparent) in a 12-month period, an employee may be entitled to up to a total of six weeks of unpaid leave during the 12-month period. If paid bereavement leave is provided for in an applicable collective bargaining agreement or the Benefits Handbook, it will be counted towards the 10-day limit. Any time not addressed as paid bereavement leave as provided for in an applicable collective bargaining agreement or the Benefits Handbook will be unpaid.



## VII. EMPLOYEE BENEFIT PLANS

---

The village provides eligible employees with a comprehensive benefit package. If eligible, the village Benefit Plan allows employees to select benefit options for medical, dental, vision, and life insurance coverage, as well as flexible spending plans. The village reserves the right to make changes to these benefit plans at any time without prior notification. Open enrollment for most benefit plans is held annually.

The following is a brief description of benefits offered by the village. These descriptions in no way alter or modify the information contained in the official plan documents. In all cases, the official plan documents will rule in the administration of the program. For further information concerning any and all of these benefits, contact Human Resources or obtain a copy of the plan document (which can be found on the Benefits page on the Village Intranet).

### MEDICAL INSURANCE

Employees may choose medical coverage from either the Preferred Provider Options (PPO) or coverage through a Health Maintenance Organization (HMO). Dependent coverage is available through either plan, subject to the provisions for each plan. Employees retiring normally by meeting the age and service requirements of their pension plan, mandatory retirement age for sworn personnel, or due to disability may beare entitled to continue medical insurance for themselves and their family by paying the full cost of the plan.

### DENTAL INSURANCE

Dental care benefits may be provided to eligible employees and their eligible dependents through the village dental plans.

### VISION INSURANCE

The village may provide a vision care plan for employees and their eligible dependents.

### GROUP TERM LIFE / AD & D INSURANCE

Full-time employees may receive group term life and accidental death and dismemberment coverage insurance paid by the village. These employees may elect, under the Benefit Plan, to purchase additional personal coverage only, and pay the additional premiums with pre-tax dollars.



## FLEXIBLE SPENDING PROGRAM

Salary conversion, and medical and dependent care flexible spending accounts, are components of the flexible spending program under Internal Revenue Service (IRS) Code, Section 125. Eligible employees who choose to participate are allowed to pay their contributions to these programs on a pre-tax basis and are allowed to participate in any of the plan components. However, participation is irrevocable throughout the plan year unless a qualifying event occurs, such as a change in marital status, birth, death, etc., during the plan year. The following is a brief description of each component:

- **Salary Conversion (Pre-tax Employee Contributions)** - Under the plan, employees are allowed to pay their contributions toward medical, dental vision and eligible life insurance coverage with pre-tax dollars. These elections are made electronically each year during the open enrollment period. Any employee wishing to pay for insurance coverage with after-tax dollars should contact the Human Resources Department.
- **Medical Flexible Spending Account** - Employees who elect to participate in this benefit may establish an account to fund qualifying medical expenses. Participating employees will have payroll deductions made on a pre-tax basis and deposited in a non-interest bearing account. The employee will not be required to pay taxes on these reimbursements at a later date.  
Any tax liability that may be assessed by the IRS due to submission of ineligible expenses is the responsibility of the employee. Participation in this plan must be renewed each year and is subject to specific annual amounts, as determined by the IRS. In addition, any monies left in this account at the end of the plan year are subject to forfeiture.
- **Flexible Dependent Care Spending Account** - Employees who elect to participate in this benefit may establish an account to fund qualifying dependent care expenses. Qualifying expenses are for dependent care that enable employees and their spouses to work, such as after school care, day care, preschool (under some circumstances), elder care, etc. Participating employees will have payroll deductions made on a pre-tax basis and deposited in a non-interest bearing account. The employee will not be required to pay taxes on these reimbursements at a later date.

Any tax liability that may be assessed by the IRS due to submission of ineligible expenses is the responsibility of the employee. Participation in this plan must be renewed each year and is subject to specific annual amounts as determined by the IRS. In addition, any monies left in this account at the end of the plan year are subject to forfeiture.

The above explanation is not intended to contradict the governing plan document in any way, nor is it a complete explanation of the Flexible Spending Program or its components. For further information contact Human Resources or obtain a Summary Plan Description.



## **PENSION**

Village employees who qualify are required to participate in one of three pension plans: Police Pension, Fire Pension, or Illinois Municipal Retirement Fund (IMRF). Each plan has specific and unique rules regarding conditions of retirement and administration. All of these plans provide survivor/disability benefits and require contributions by both the employee and the village. Employees are encouraged to review and update their designation of beneficiary on a regular basis to ensure the information is current.

## **VOLUNTARY TERM LIFE / AD & D INSURANCE**

The village provides full and part-time employees the opportunity to purchase life and accidental death and dismemberment (AD&D) insurance for themselves, their spouse, or their dependents. This benefit is entirely optional, and the employee is responsible for the full premium. To obtain more information contact Human Resources.

## **VOLUNTARY DISABILITY**

The village offers several voluntary disability plans designed to assist in the event an employee is temporarily disabled, either at work or due to personal injury. After reviewing these plans an employee may decide to purchase voluntary disability coverage through one of these plans. To obtain more information contact Human Resources.

## **WORKERS' COMPENSATION**

The village is required to provide Workers' Compensation coverage for all employees in accordance with the Illinois Workers' Compensation Act and Workers' Occupational Diseases Act. — Coverage for qualifying medical expenses, disability, and death of a worker resulting from a work-related injury are provided by the village on a self-funded basis, using a third-party administrator.





## VIII. EMPLOYEE SERVICES

The village makes available several services that provide a benefit or convenience as an employee of the village. These services are offered at no cost.

### EMPLOYEE ASSISTANCE PROGRAM

The village makes available an Employee Assistance Program (EAP). EAP services are free to employees and their immediate household, (spouse, dependents, and anyone who is a permanent resident of the household), and is available to provide assistance with work or personal concerns. ~~The EAP is based on a staff model.~~ Issues will be assessed by the EAP counselors, and confidential counseling sessions ~~will~~ may be held on the telephone, online, or at one of their local facilities. The EAP is equipped with a 24-hour toll free number that is staffed by trained counselors. An initial assessment will be completed telephonically, and in person, online, or ~~on the~~ telephone counseling sessions will be scheduled based on the needs and urgency of the situation. If it is clinically appropriate, an employee will be referred to an outside practitioner who specializes in the area of need. In addition to counseling services, the EAP offers legal, financial, and work-life services. Please contact Human Resources for more details about these services.

Most individuals access EAP services on their own for themselves or their dependents; however, occasionally a referral may come from a supervisor. Normally, supervisory referrals are made when a supervisor observes or becomes aware of an employee's behavior impacting job performance. If the supervisor becomes aware of off duty behavior or actions that call into question an employee's fitness for duty, the supervisor will contact the Human Resources Department immediately to determine if a formal referral to the EAP should be made. The supervisor makes the referral and reviews the employee's work performance issue with the EAP counselor; however, it is the responsibility of the employee to contact the EAP and set an initial assessment appointment. In order to guard an employee's right to confidentiality, supervisors will be informed only about attendance, compliance with treatment, and time needed off work (if necessary). In rare instances and based on the severity of the behavior or conduct impacting job performance, Human Resources may work directly with EAP to formulate a mandatory referral. Should a mandatory referral be made, the employee must contact EAP in a timely manner, and must maintain compliance with the treatment as directed from the EAP provider.

Any employee or family member who seeks assistance from the EAP is assured of confidentiality. Employees may, at their discretion, grant permission in writing that information can be released by the EAP to certain individuals, which may be revoked or



modified at any time. Otherwise, any information concerning assessment, treatment or referrals is strictly confidential and kept in accordance with regulations governing medical records and personal information. The only exceptions to the above are situations in which the EAP counselor believes the client is a danger to him or herself or others, there is suspected child or elder abuse, or when ordered by the courts to release information. The scope of EAP services, as well as confidentiality, is discussed with each EAP client, and is outlined in the Statement of Understanding given to clients at the first session.

## PAYROLL SERVICES

The village provides several services through the payroll system to all employees. These programs are completely voluntary and the only responsibility the village assumes is to make payroll deductions and transfers. These are valuable services which allow employees to supplement the village's existing benefit plans in the areas of savings, retirement, disability, life insurance coverage and convenient banking services. Contact Human Resources for more information on these programs and services.

- **Direct Deposit** - With the employee's completion of a direct deposit authorization form, the village is able to deposit pay directly into the account(s) of choice for ease and convenience.
- **Deferred Compensation Plans** - The village makes available deferred compensation plans through several plan administrators. The administrators offer a variety of investment options. Contributions are made on a pre-tax basis. These plans are offered to enable employees to plan for and supplement their retirement. The village encourages employees to speak to a plan representative before enrolling in any of these programs.
- **College Savings Plan** - Employees are eligible to participate in IRS qualified Section 529 plans, through payroll deduction. Accounts are designed to save for personal or family member's college expenses, while providing several tax advantages. Family members include children, grandchildren, and nephew/nieces.

## HEALTH SERVICES

The village's Nursing Division staff may be available to provide services to village employees that promote their physical well-being through wellness programs and preventative health screenings. Wellness clinics may be offered on a regular basis for employees who would like their blood pressure, heart rate, hemoglobin, or blood sugar checked. Results are explained along with dietary recommendations. Ongoing monitoring of vital signs is available by appointment.



## HEALTHY U / EMPLOYEE WELLNESS

The Healthy U committee was developed by the village to promote and provide opportunities for all employees to enhance and embrace their personal wellbeing. The Healthy U programs are designed around five essentials of wellbeing; career, social, community, financial, and physical wellbeing. Employees from all departments are invited to participate on the Healthy U committee as Ambassadors to identify and plan for offerings and events that will promote each of the five essentials of wellbeing. Healthy U initiatives are designed and ~~decided~~ presented by the Ambassadors.

## EEC / EMPLOYEE ENGAGEMENT COMMITTEE

The Employee Engagement Committee (EEC) was developed by the village to promote and provide opportunities for all employees to welcome, recognize, develop, and engage ~~all employees~~ each other within the village work environment. The EEC programs are designed around the performance benchmarks and goals developed as the result of employee surveying on a triennial basis. Employees from all departments are invited to participate on the EEC as department representatives to help identify and plan for offerings and events that will support the goals of the committee that include enhanced engagement, recognition, professional development, interaction, collaboration, and belonging. EEC initiatives are designed and ~~decided~~ presented by the department representative(s) and committee.

## VOICE/ (VOCALIZE OUR INTERNATIONAL COMMUNITY EFFECTIVELY COMMITTEE)

The Vocalize Our International Community Effectively (VOICE) Committee was established as part of our overall efforts to further embrace diversity, equity, and inclusion in our workplace culture. This committee is made up of volunteers across various departments and is taking a deeper dive into Village of Schaumburg language resources and language needs within the organization and the community. An ad-hoc committee of VOICE, called UNITE (Understanding our Neighbors Individuality Through Education) also explores and researches different cultures, perspectives, traditions and cultures celebrations that that are make-up represented in the population of Schaumburg and provides cultural education and informational programming on these topics to the employees.