

EXHIBIT C

# VILLAGE OF SCHAUMBURG



# PERSONNEL MANUAL

January 13, 2015 January 24, 2017

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## I. INTRODUCTION

The Village of Schaumburg (herein after referred to as the “~~Village~~village”) has developed a Personnel Manual designed to communicate the ~~Village’s~~village’s policies, rules, regulations, and procedures applicable to all ~~Village~~village employees, ~~and is available to you via the Village-village intranet.~~ ~~You~~Employees are required to familiarize ~~yourself~~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 ~~your~~their employment.

The Personnel Manual is not an employment contract, and the ~~Village~~village reserves the right to make changes to policies, rules, regulations, and procedures at any time and without notice. However, the ~~Village~~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~~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.

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

If ~~you~~an employee ~~have~~has questions about the information contained in this Personnel Manual, ~~either they are encouraged to~~ speak ~~to you~~with their supervisor or contact Human Resources. The ~~Village~~village appreciates ~~your~~the efforts and contributions of its employees, ~~and strives to create a working environment that is.~~ ~~It is our hope that your employment with the Village will be both~~ challenging and rewarding.

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## II. YOUR 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 your one's employment on a daily and annual basis.

### CORE VALUES

The Village-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-village operates, and ~~as aall~~ Village-village employees, whether full-time, part-time, or temporary/seasonal, you are expected to abide by these tenets. These core values guide our actions and serve as the framework for the decisions and contributions we 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 ~~our 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-village time or created through the use of Village-village equipment and facilities, the employee is obligated to disclose these works and agree to assign all rights, title, and interest to the Villagevillage, provided that they:

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

## ADMINISTRATIVE PROTOCOLS

Administrative Protocols are issued by the Village Manager/~~Chief Administrative Officer~~ and serve the purpose of clarifying or establishing methods of conduct or procedure. Administrative Protocols are derived from laws and ~~Village-village Policy~~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-village Ordinances~~ordinances, ~~Policies~~polices and practices. For more information, see Administrative Protocols ~~on the Village-village intranet~~.

## ETHICAL RESPONSIBILITIES

As municipal employees, ~~we will perform our~~ duties must be performed in an honest manner not misusing the public's trust or engaging in political activities that would impair ~~employee's~~our performance to the ~~Village-village~~. ~~Employees~~ We will continually improve ~~upon our~~skills and abilities to provide trust in the community and citizens of Schaumburg and operate in their best interest as dedicated workers in a non-biased, non-discriminatory fashion. ~~Employees~~ We will abide by all applicable governmental laws, rules and regulations, ~~Village-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-village~~.

## HUMAN RESOURCES

The Human Resources Department is responsible for the administration of benefit plans, safety, compensation, records, ~~Village-village~~-wide training, worker's' compensation, recruitment of 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 ~~the departmental~~ management ~~of your department~~ with ~~work-related problems~~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 ~~you~~employees with an overview of municipal government, specific information about ~~Village-village~~ departments, and ~~Village-village~~ policies and programs.



## INITIAL TRIAL-EVALUATION PERIOD

~~In your~~ Employees in new position, ~~you~~ will be making judgments about ~~your employer~~ the village as to ~~your their~~ job satisfaction and the appropriate application of ~~your~~ skills during the initial phase of ~~your~~ employment.

~~For those employees whose positions are covered by collective bargaining agreements, the~~ The first twelve (12) months of continuous, on-the-job employment ~~for your new~~ 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 12 months of the trial period. 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 12 months of employment are considered an initial evaluation period for non-represented employees, as non-represented employees who maintain an at will employment status during their employment with the village.~~

~~The trial period should be considered a work analysis period for both you and the Village where both parties are afforded an opportunity to make the decision of whether or not to continue the working relationship. This trial period may be extended up to an additional six months at the discretion of your department director, and with approval from the Director of Human Resources and Village Manager. Extension of the trial period may be necessary to fully evaluate your ability to successfully perform the responsibilities of your position or correct a problem.~~

~~You~~ Because performance evaluation and constructive commentary is critical for those within their first year of employment, ~~a~~ All employees will receive a formal performance appraisal from ~~your their~~ supervisor approximately six (6) months into ~~your trial period~~ the new position in order to provide ~~you~~ feedback ~~of on your~~ performance during this period. ~~Prior~~ At any point prior to the end of ~~the first your~~ twelve (12) ~~month trial period~~ months in a particular position, ~~your the~~ department director will make a recommendation to the Director of Human Resources and the Village Manager to either continue the employment relationship, ~~or~~ terminate the employment relationship, or, if available in an applicable collective bargaining agreement, extend the trial or probationary period for represented employees, ~~extend the trial period, or place you on regular status with all the privileges and rights of a regular employee.~~ Just as is the case with a temporary employee, ~~employees during the trial period~~ 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. ~~We~~ strongly encourage you, ~~however,~~ encouraged to discuss any problems with ~~your their~~ supervisor. ~~Also, do~~ 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.

~~Trial period employees maintain an employment status equivalent to that of a temporary employee. During your trial period, your employment may be terminated at any time, without cause and for any reason. Employees accepting any appointment with the Village village must remain in the new position for the equivalent of the position's normal trial 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 village to allow the employee to be reassigned.~~

## SELECTION

The ~~Village-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 employer, the ~~Village-village~~ does not consider 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 to be pertinent to ~~your-a conditions condition~~ of employment and will not be a consideration in the ~~Village's-village's~~ selection process. Typically the ~~Village-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-village~~ via the recruiting management system. Employees who wish to be considered for an open position must complete ~~their-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 ~~Villagevillage~~. 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.

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

An employee that accepts a new position, regardless of whether they are promoted, demoted, reassigned, or transferred, ~~is subject to the twelve (12) month trial period. Further, employees accepting a transfer, promotion, reassignment, or demotion~~ must remain in the new position for ~~the duration of the trial~~ 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 ~~Villagevillage~~, and if final approval is obtained from the Village Manager.

The ~~Village-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 ~~Villagevillage~~.

For more information on the recruitment and selection process, see Administrative Protocol 031.

## 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 ~~civil union partners~~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~~village defines a relative in regards to this policy as inclusive of spouse ~~or civil union partner~~, parent, brother, sister, child, aunt, uncle, nephew, niece, grandparent/great grandparent, grandchild/great grandchild, and stepparent/child. It also includes ~~your~~an employee's brother-in-law, sister-in-law, father-in-law, mother-in-law, daughter-in-law, or son-in-law or any similar relative based on your civil union partnership. This policy is not applicable to those hired through the Board of Fire and Police Commissionersion.

## EMPLOYMENT CATEGORIES

The ~~Village~~village classifies positions in three categories: full-time, part-time, and temporary/seasonal. These categories are determined by the nature of ~~your~~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~~village and may be changed if the Village Manager determines it is in the best interest of the ~~Village~~village to do so:

- **Full-Time** - These employees are hired to work a full work assignment of thirty-five (35) or forty (40) hours per week. Full-time employees are eligible for benefits. Please refer to the Benefit Handbook or ~~your~~ applicable collective bargaining agreement for more information.
- **Part-Time** - Employees in this category are 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~~village. Due to operational demands, department directors, with approval from the Village Manager, may adjust ~~your~~ work hours and ~~schedule~~schedules as needed for operational ~~conditions~~requirements.

## IDENTIFICATION BADGES

Every ~~Village-village~~ employee will be issued a picture identification badge for ~~your~~ official documentation of position and duties with the ~~Village-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-village's~~ electronic proximity card security system. ~~Your-badge~~ Badges must be kept secured, and ~~you~~ 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 ~~your-the~~ responsibility of the employee to report the loss immediately to Human Resources.

This badge is the property of the ~~Village-village~~ and must be returned to the ~~Village-village~~ upon ~~your~~ termination or ~~you-the employee~~ may be subject to criminal prosecution ~~and your final paycheck may be withheld until the badge is returned or verification of the badge's disposition is verified.~~ Fraudulent use of a ~~Village-village~~ identification badge or allowing another person, including another employee, to use or misuse ~~your-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 ~~your-an~~ identification badge will be grounds for corrective action.

The ~~Village-village~~ will provide ~~you-with-your~~ employees with their choice of a clip or lanyard for displaying ~~your-their~~ badge. If ~~you-choose~~ an employee chooses to use ~~your-their~~ own personal lanyard or clip, it must be professional in appearance, and cannot display any advertising, slogans, cartoon figures, pictures, or commentary, or any logo other than the ~~Village-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 057.

## MEDICAL ESSENTIAL FUNCTION EXAMINATION

~~You-Employees~~ may be required to undergo ~~a-medical-an~~ examination to establish that ~~you-they~~ can effectively perform the essential functions of ~~your-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.~~The examination also allows the Village to determine if reasonable accommodations are necessary for you to perform the essential functions of your job.~~

~~In the event of personal injury or illness, you may be required to provide medical documentation of any work restrictions or inability to perform the essential functions of your position from your treating physician, at your expense. In the event your physician or a physician of the Village indicates that you may be returned to work with restrictions, the Village may require you to return to a temporary position that meets those restrictions. In addition, the Village may require you to submit to an examination by a physician of its choice, at the Village's expense, to substantiate your ability to perform the essential functions of your position.~~

## DRUG FREE WORKPLACE

~~The Village believes it~~ It is in the best interest of ~~it~~the village's employees and public service to maintain a drug free work environment. In accordance with the Drug Free Workplace Act it is the policy of the ~~Village-village~~ to prohibit employees from the manufacture, distribution, dispensing, possession, ~~or use, or being under the influence~~ of a controlled substance in the workplace, including but not limited to alcohol, and/or medical cannabis prescribed by a physician to a "Qualifying Patient" under the Compassionate Use of Medical Cannabis Pilot Program Act. Violations of this policy will be reported to the appropriate licensing authority according to 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-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-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-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 or drugs while on duty or on ~~Village-village~~ property, including an employee designated as a "Qualifying Patient" under the Compassionate Use of Medical Cannabis Act, the department director or designee may, at their discretion, order the employee to submit to testing for drugs and/or alcohol. 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-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-village~~ is committed to maintaining a drug and alcohol free workplace and may administer a ~~random~~ drug testing program for all employees.

In the event a positive drug test result is ~~obtained~~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.

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

A “positive drug test” means a confirmed positive test result for 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.

If a positive drug test result is reported, or an employee is found to be under the influence of alcohol, the employee will be placed on an unpaid status pending an assessment by a substance abuse professional ~~through the Employee Assistance Program (EAP) of the village’s choosing.~~ If treatment is recommended, the employee will be required to successfully complete the treatment program approved by the ~~EAP~~-substance abuse professional prior to returning to work. After returning to work the employee will be required to submit to any ~~prescribed~~-aftercare program as prescribed by the substance abuse professional. Further, the employee will be required to participate in any random drug and alcohol testing as dictated by the and random testing as approved by the Director of Human Resources ~~and substance abuse professional.~~ Failure to comply with any after care treatment and/or any future positive test results will result in immediate discharge.

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**

~~You 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. ~~Your pay~~ Pay day will normally fall on a Friday however employees should normally expect to you may receive your paycheck their pay by the close of business on Thursday. earlier if a pay day coincides with the observance of a holiday.

### **DEDUCTIONS**

Mandatory deductions will be made from ~~your paycheck~~ 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. ~~You Employees~~ may elect to have deductions made to participate in the ~~Village’s~~ village’s benefit plans, deferred compensation, etc.

## LUNCH AND BREAKS

Scheduling of lunch periods and breaks is at the discretion of ~~your supervisors~~ supervisors. ~~Employees~~ You 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 ~~you will be paid for your~~ a paid lunch period will be provided. Breaks may be established, not to exceed fifteen (15) minutes, once in the first half of ~~your the~~ work day and once in the second. ~~You~~ Employees must be scheduled to work at least five (5) consecutive hours to be eligible for a break. If ~~you miss or fail~~ 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 work day.

~~You~~ Employees are not permitted to use ~~your their~~ work station to take ~~your a~~ lunch period without prior supervisory approval ~~from your supervisor~~.

## TALENT MANAGEMENT PLAN

The ~~Village's~~ village's goal is to develop exceptional ~~leaders which~~ employees who exemplify ~~our the~~ core values of trust, integrity, respect, teamwork, and customer service. The central purpose of ~~our the~~ Talent Management Plan is to help achieve business goals which are consistent with ~~our the~~ vision, mission, values, and business strategy. To establish a successful talent management process, the ~~Village~~ village adopted 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, ~~preventing derailment~~ maintenance, career planning, and succession planning.

Five key components were identified for our talent management process. These elements include attract, engage, build, promote, and retain. 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~~ 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 ~~we already have~~ 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 ~~you~~ employees, collaboratively establishing performance goals, and providing clear and honest feedback on ~~your~~ performance. ~~You~~ Employees are also encouraged to complete ~~your an~~ employee profile highlighting ~~your~~ personal career goals, as well as the skills, knowledge, and value ~~you the~~ employee brings bring to the ~~Village~~ village. Aligning the ~~v~~ Village's goals with ~~your~~ employee's goals helps ~~to~~ produce fully engaged employees who not only meet, but willingly go beyond the ~~v~~ Village's goals.

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

Promoting talent by giving the best-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 ~~you~~ identify which competencies are needed for success at the next level in order to create development plans which help you-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 develop 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 your-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. ~~Since the Village doesn't own its most important asset, you, we need to create an environment where you want to stay.~~ 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 address monetary incentives for high potentialsperformers.

## **PERFORMANCE MANAGEMENT**

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

## **PERFORMANCE APPRAISALS**

Performance Appraisals provide you-employees with feedback on accomplishments and continuous improvement efforts. They promote common understanding of ~~your~~-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 ~~you-and-your-supervisor~~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 ~~your~~-career growth.

~~Your-supervisor~~Supervisors will present you-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. ~~Your-An~~ electronic signature on the completed appraisal means that ~~you-have~~an employee has had an opportunity to review the document and does not signify agreement with ~~your-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 Villagevillage. Completed performance appraisals ~~are~~ should be forwarded to the department director or their designee for final review.



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

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## TERMINATION

~~Your employment~~ Employment and seniority will be terminated on the date ~~you are an employee~~ is discharged, voluntarily ~~resign, or retire~~ resigns or retires. The ~~Village-village~~ Village recognizes the right of employees to terminate their employment at any time, and the ~~Village-village~~ Village retains that same right. Upon termination, ~~you must return~~ all ~~Village-village~~ Village property ~~must be returned~~. ~~An employee may be subject to criminal prosecution in~~ the event ~~v~~ Village property is not returned, ~~your final paycheck may be withheld until the property is returned or other arrangements have been made through Human Resources.~~

If ~~you choose~~ an employee chooses to terminate ~~their your~~ employment with the ~~Village-village~~ Village, ~~you they~~ must submit ~~your 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-village~~ Village. The ~~Village-village~~ Village reserves the right to waive the notice period in respect to sensitive or highly confidential positions. Upon signaling ~~your~~ resignation, ~~you the employee~~ shall not be entitled to utilize any paid time off within the ten (10) work days preceding the termination date unless otherwise approved by the Director of Human Resources. ~~Your The~~ letter of resignation will become part of ~~your an employee's~~ permanent file, and leaving the ~~Village's-village's~~ service without proper notice may ~~make you ineligible~~ result in ineligibility for re-employment.

If ~~you are an employee is~~ absent without notice for three (3) consecutive work days, ~~you they~~ may ~~will~~ be considered to have voluntarily abandoned ~~your their~~ job and immediately discharged. ~~If you are absent from work for fifty two (52) consecutive weeks and perform no work during that period, except in the case of a work related injury or USERRA deployment, you may be discharged.~~ Further, the ~~Village-village~~ 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-village~~ Village conducts exit interviews in order to ~~gain your~~ gather valued input regarding ~~opportunities for improvement within the village. your work experience at the Village.~~ To obtain this information, ~~you employees~~ have the option to participate in a confidential online survey or a face-to-face exit interview meeting with ~~the Director a~~ representative of Human Resources. Information from the online survey is gathered by a third party, and ~~your~~ responses are 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 assure ~~your~~ privacy.

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## 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-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-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-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 confidential. The information contained therein can only be released if requested by ~~you~~the employee, by court order, as required by the Freedom of Information Act, in compliance with the Personnel Record Review Act or on a need-to-know basis by ~~Village-village~~ management or its designated representatives. Medical records will be stored and maintained in accordance with the Health Insurance Portability and Accountability Act (HIPAA). ~~You~~Employees can access ~~your~~their official personnel file through the ~~Village's-village's~~ information management system.

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 must be sent to payroll in the Finance Department.

## WORK RELATED INJURIES

If ~~you are~~ an employee is injured in the course of ~~your~~ their work, they must report the injury to their supervisor immediately and they ~~you~~ may be eligible for benefits under the Workers' Compensation Act. Workers' Compensation pays for approved medical treatment associated with ~~your a~~ workplace injury and lost work time exceeding three (3) work days. Prompt medical care is the first priority. ~~Your supervisor~~ 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 ~~you~~ 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 email notification group.

The ~~Village~~ village maintains a self-insured Workers' Compensation Plan. Under the plan, the ~~Village~~ 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 on the basis of sixty-six and two-thirds percent (66 2/3%) of your earnings average weekly wage, subject to statutory maximums. The payment of these benefits~~ is made directly from the plan administrator and may not coincide with the ~~Village's~~ 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 ~~your~~ treatment.

Although ~~you~~ employees are entitled to seek the medical opinion and treatment by a physician of ~~your~~ their choice, the plan administrator has authority to order additional medical examinations and evaluations by their ~~physicians~~ 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 ~~your~~ available sick time. If sick time is exhausted, ~~you~~ the employee may utilize other available paid time off. Any outstanding medical treatment and expenses will become ~~your~~ the employee's responsibility.

The ~~Village~~ 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 ~~any~~ work restrictions as determined by the physician(s), ~~which~~ but the ability to accommodate will depend on the employee's restrictions and the business needs of the ~~Village~~ 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 ~~your~~ the employee's current position, reassignment to another position within ~~your~~ the same or another department, or assignment to a temporary position, and will be determined by the needs of ~~your~~ department ~~the~~ village. Restricted duty assignments are temporary positions. Any restricted duty assignment ~~must be~~ will be regularly reviewed, and at the sole discretion of Human Resources and ~~they~~ your department, renewed, modified, or eliminated based on identified restrictions and availability of meaningful work every ninety (90) days. 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 ~~a medically documented mental or physical illness~~ 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 physician or other health care 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. ~~have a release from a physician or other health care provider specifying their work restrictions and the expected duration of the restrictions.~~ 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. ~~In cases where a light or restricted duty request exceeds six weeks duration, the village will evaluate the requests on a case-by-case basis to determine whether it is willing or able to accommodate the light or restricted duty work beyond the six-week period.~~ 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~~ village has established Administrative Protocol 015 that provides for the rules governing a policy regarding the approval and reimbursement of expenses to employees who travel on Village ~~village~~ business. ~~For more information, see Administrative Protocol 015.~~

## PARKING

Each ~~Village-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-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-village~~ assumes no responsibility for any damage or loss that results from the use of ~~Village-village~~ parking areas by employees or the general public.

## USE OF PERSONAL OR VILLAGE VEHICLES

~~Your job~~Job duties may require ~~you-an employee~~ to use ~~your-their~~ personal vehicle or a ~~Village-village~~ owned or leased vehicle. The village will periodically audit the driving records of these employees for appropriate states issued licensure, citations, and renewals. For more information, see Administrative Protocol 008.

It is ~~your-the~~ responsibility of the employee to report to ~~your-their~~ immediate supervisor any medical condition which would inhibit ~~your-any~~ ability to properly operate a motor vehicle safely if so required by a position. ~~Further, the driving records of employees will be checked for renewal and citations.~~

## DRIVER'S LICENSE/PROFESSIONAL LICENSURE

~~You-Employees~~ may be required to possess the appropriate state driver's license to operate a ~~Village-village~~ vehicle or possess the necessary credentials and/or licensure required by the State of Illinois to perform the responsibilities of ~~your-a~~ position. If these privileges are revoked or suspended, an employee must immediately report this to the village and you will be provided forty-five (45) days to recover ~~your-their~~ licensure. During this period, ~~you-the employee~~ may be reassigned to a position or duties that do not require this licensure at the discretion of ~~your-the~~ department director, and with final approval from the Village Manager. If a reassignment is not approved or offered, ~~you-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 ~~your~~ licensure is not regained at the end of the forty-five (45) day period, a determination will be made to terminate ~~your-employment-or find other permanent reassignment depending on the needs of your department and your qualifications.~~ 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 of the ~~Village-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-village~~ facility or ~~Village-village~~ owned or leased vehicle, as defined by state law or local ordinance. Smoking within fifteen (15) feet of a ~~Village village~~ building entrance

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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.

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### **BULLETIN BOARDS**

The ~~Village-village~~ provides bulletin boards to post legal and informational notices concerning ~~Village-village~~ business, or information approved for distribution and in the interest of employees. ~~You-Employees~~ are not permitted to use these posting boards for personal or business reasons. The ~~Village-village~~ intranet site provides a platform ~~for-you~~ 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 029 and 046 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 its employees in the performance of their responsibilities. ~~You-All employees~~ are required to complete Workplace Harassment and Discrimination training within six (6) months of hire and every three (3) years thereafter. ~~As a supervisor or manager, you-Supervisors and managers~~ are required to complete Workplace Harassment and Discrimination Training for Supervisors and Reasonable Suspicion and ~~Substance Abuse Awareness in the Workplace Supervisory Referrals to EAP~~ within six (6) months of hire or promotion and every three (3) years thereafter. In addition, supervisors are required to complete the Leadership Development ~~Program~~ courses within three (3) years of ~~courses being offered~~ hire or promotion. 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 ~~you-employees~~ the opportunity to further ~~your-their~~ professional development. Complete program information regarding courses and program requirements may be obtained by accessing ~~your-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-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 ~~Villagevillage~~, its employees, or the general public to temporarily close or modify the hours of operation of certain ~~Village-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~~or an actual employee illness.~~

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### **III. ~~YOUR EMPLOYEE~~ RESPONSIBILITIES**

~~You~~ ~~Employees~~ are a key resource not only to the ~~Village~~~~village~~, but to the residents ~~you~~ ~~they~~ serve. In order for any group to work together, certain rules and expectations need to be outlined to guide their actions and behaviors. Responsibility to comply with these expectations falls directly upon ~~you~~, the employee.

#### **EMPLOYEE PERSONAL INFORMATION**

It is ~~your~~ ~~the~~ responsibility of the employee to ensure that ~~your~~ ~~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 ~~your~~ ~~their~~ supervisor ~~and Human Resources~~. It is also ~~your~~ ~~the~~ responsibility of the employee to report any changes in dependent or marital status, ~~including changes based on your civil union partnership~~, to Human Resources. Up to date information is necessary to ensure ~~you~~ ~~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~~ ~~village~~ is either routinely published or available to outside interests through the Freedom of Information Act. Many times, however, we 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 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 011.

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

## POLITICAL ACTIVITY

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

In order to safeguard the neutrality of public service personnel and assure the unbiased position of the ~~Village-village~~ and its employees, ~~you may not use Village-village~~ systems or resources ~~may not be used~~ for political purposes. ~~You Employees~~ are also prohibited from the following activities:

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

- Express ~~your-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.

~~If you have any questions, contact the Human Resources Department.~~

## OUTSIDE EMPLOYMENT

~~Because you are~~As a municipal employee, employment outside the ~~Village-village~~ could be problematic if it is construed to be in conflict with ~~your~~official ~~village~~ duties ~~for the Village~~, or in conflict with state regulations. In order to guard against a conflict situation for ~~yourself~~ individual employees and the ~~Villagevillage~~, ~~you-employees~~ must request authorization to engage in any outside employment by completing an Outside Employment Request electronically. The request must be submitted to ~~your-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 ~~your-the~~ responsibility of the employee to update ~~your-their~~ request with any changes. This policy applies to any outside employment, whether occasional, part-time, temporary, or permanent for which ~~you-an employee~~ would receive money, goods, services, or other forms of compensation.

A request will not be approved if:

- It prevents ~~you-an employee~~ from satisfactorily completing the job duties required for ~~your-their~~ position with the ~~Villagevillage~~. Special attention shall be given to the number of outside employment hours, ~~and~~ 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-village~~ or a department.
- It involves the use of ~~Village-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 ~~Villagevillage~~, its residents, or employees, or that is or could be detrimental to the ~~Village-village~~ or the ~~Village's-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 ~~your-the employee's~~ official village duties, etc.
- It involves the use of official ~~Village-village~~ information not available to the public.
- It is work that ~~you-the employee~~ would be expected to perform as a part of ~~your-their~~ regular duties for the ~~Villagevillage~~.
- The work could influence the exercise of impartial judgment on any matter coming before ~~you-the employee~~ in the course of ~~your-their~~ ~~Village-village~~ job duties.

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.

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

If ~~you-sustain~~an employee sustains an injury arising from ~~your-their~~ outside employment, ~~you~~ ~~they~~ will not be covered by the ~~Village's-village's~~ Workers' Compensation insurance. The Village Manager or their designee may deny a request for work that is particularly hazardous. ~~Your department director~~Department directors may impose specific restrictions according to ~~your-a~~ position. In addition, should ~~you-an employee~~ choose to work within the ~~Village-village~~, ~~you-they~~ must ensure that ~~you-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 ~~suitable~~ 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-village~~ Village-village. When discarding ~~Village-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 007.

### APPEARANCE AND DRESS

~~The-Village~~ employees ~~delivers-deliver~~ services to the public in a ~~dignified-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 ~~your~~ appearance and dress during working hours or at any time ~~you~~ are one is acting as a representative of the ~~Village-village~~, and applies :-

~~The policy shall apply to~~ all ~~Village-village~~ employees. ~~Your-The~~ department director will determine which of the ~~below-following~~ attire categories ~~you-employees~~ are required to follow based on ~~your-their~~ general and unique responsibilities. Uniformed ~~Village-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 ~~wear~~ attire consists of dress slacks, collared dress shirt, dress socks and dress shoes. Business attire may also include suits, blazers, sweaters and neckties. Additional dress items for women may include skirts and dresses of moderate length, blouses, and dress boots, ~~and hosiery~~.

- Business Casual attire: In addition to the above mentioned apparel, the appropriate casual business ~~wear~~ 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 capris (below the knee), and casual dresses and skirts that are of moderate length, and women's heeled dress sandals are acceptable.

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- 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 ~~your~~ 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-village~~ logo; ~~T~~t-shirts or sleeveless t-shirts; sweatpants, sweatshirts; overalls, all styles of shorts, parachute pants, pajama/sleep pants, leggings, stirrup pants, spandex or other form-fitting pants; flip-flops, slippers, beach shoes, athletic sandals; sports team apparel; tie-dye, tank tops, midriff tops, low-cut revealing tops, ~~shears~~sheer, see-through or mesh clothing; mini-skirts (more than three inches above the knee), skorts; or bare shoulder and ~~sleeveless-strapless~~ tops or dresses; shoulder straps on shirts or dresses should be at least two inches in width, straps less than this width can be worn so long as they are accompanied by a blouse, jacket or sweater.

#### 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 are inappropriate for the work place, and 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 ~~no more than two pairs of~~ earrings, which are appropriate and in keeping with a professional business environment~~conservative and in good taste.~~
- Hats, visors, sunglasses are not appropriate in the office environment. Head covers that are required for religious purposes or to honor cultural tradition are allowed.
- Perfumes or cologne should be used sparingly.
- Hair color must be natural in appearance~~must be a color that is natural.~~
- 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 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, ~~you-employees~~ will be sent home and directed to return to work in proper attire. Employees will not be compensated for the time used to correct their attire. Progressive disciplinary action will be applied if dress code violations continue up to and including discharge.

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

### CUSTOMER RELATIONS

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

Anyone who ~~communicates with, works for, or~~ comes to the ~~Village-village for services~~ deserves respect and courtesy. ~~Employees may be approached by someone with a concern~~ Many-many times in the course of ~~our job employment, we will be approached by someone with a concern.~~ 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 ~~you an employee~~ cannot help the individual, they should assure them that ~~they you~~ will assist in finding the right person to help them. Please remember that customer service is one of ~~our the~~ core values, and ~~, as an employee of the Village, you all employees~~ are expected to adhere to this philosophy.

### ATTENDANCE

The efficient operation and success of the ~~Village-village~~ and ~~your department its departments~~ is largely dependent upon ~~your the~~ consistent and regular attendance of employees. The village recognizes ~~We recognize~~ that, on occasion, ~~you an employee~~ may not be able to come to work or ~~you~~ may need additional time before ~~you arrive arrival~~. If ~~you an employee~~ cannot report to work as scheduled, ~~you they~~ must notify ~~your 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, so employees need to speak with their supervisors if unclear on this procedure. ~~If you cannot contact your supervisor yourself, you should have someone do it for you. Your department may have specific guidelines for reporting your absence or late arrival, so talk to your supervisor if you are unclear on this procedure.~~ ~~If you are an employee is~~ absent without notice for three (3) consecutive work days, ~~you they will may~~ be considered to have voluntarily abandoned ~~your 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 a physician's statement verifying your 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 ~~three (3)~~ two (2) days ~~will~~ 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 Return to Work Status Report can be found on the village intranet under HR Forms. The village

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~~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. a physician's statement prior to returning to work. The Village reserves the right to request that you provide a physician's statement at any time should it be suspected that you are abusing your sick leave benefit.~~

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Should ~~your~~ an employee's attendance level (i.e. absences or tardiness) become unacceptable, ~~you~~ 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 ~~you~~ 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 ~~of 1993~~ will not be grounds for corrective action under this policy. ~~For more information, see Administrative Protocol 047.~~

## **ABSENCE FOLLOW-UP POLICY**

The ~~Village~~ 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 ~~you~~ an employee reports report absent and ~~is~~ are unable to speak directly with department management, ~~your~~ the employee's supervisor is required to contact ~~the employee~~ you by phone during the shift of ~~the~~ your absence. The purpose of this call is simply to check on ~~your~~ the employee's well-being and ascertain the extent and possible duration of ~~your~~ their absence. This procedure allows for the efficient planning of work schedules.

## **JOB SAFETY**

~~Your~~ Each department has the responsibility for establishing safety rules and regulations in accordance with the ~~Village~~ village-wide safety program and the Illinois Department of Labor.

Departmental safety rules, regulations, and procedures are designed to ensure your worker safety and reduce work related injuries and property damage. The ~~Village's Safety Program~~village's safety program is outlined in the safety manual issued to all employees. ~~Department safety rules and programs will adhere to the Village's Safety Manual.~~

~~You have~~It is the responsibility of the employee to immediately report any accident, injury, or unsafe work conditions to your~~their~~ supervisor ~~immediately~~. It is the responsibility of the ~~Your~~ supervisor ~~has the responsibility~~ 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~~village safety committee respectively review all accidents and makes further recommendations if appropriate. The ~~Village Safety Committee~~village safety committee will also have authority to coordinate departmental safety programs in accordance with the ~~Village's~~ village's overall safety program.

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

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

~~We a~~All employees have a responsibility to check the accuracy of any payments made to ~~us~~them by the village ~~as employees~~. ~~Be sure to check carefully that your~~Employees need to ensure their compensation payments are correct. Just as the village feels an obligation to repay any shortages to ~~you~~employees, ~~so do you~~employees also assume responsibility to repay any overpayment or other form of debt to the ~~Village~~village. Repayments will be made through payroll deductions on the same basis as the overpayment occurred, unless other arrangements are agreed to ~~by~~ yourselfwith Payroll and Human Resources.

### **WAGE ATTACHMENTS**

The ~~Village~~village ~~does not want to become involved in your personal finances and believes it is your responsibility to avoid collection by creditors.~~ ~~The Village~~ must comply with any court ordered wage deduction. Excessive wage attachments could be cause for corrective action.

### **GRATUITIES**

~~You~~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 010.



## ELECTRONIC EQUIPMENT AND SYSTEMS

The ~~Village-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-village~~ encourages the use of its systems, such use carries with it important responsibilities. Non-exempt employees ~~should not beare~~ prohibited from using the electronic systems for work outside their normal work day unless such work has been approved in advance.

Users of the ~~Village's-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-village's~~ systems is or will remain private. The ~~Village-village~~ reserves the right to utilize any equipment or system for determining hours worked. These systems are owned and/or controlled by the ~~Village-village~~ and are accessible at all times by the ~~Village-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.

~~You-Employees~~ may be required to carry a cell phone or other electronic equipment as part of ~~your-their~~ job duties. These devices may be provided ~~to you~~ directly by the ~~Villagevillage~~, or ~~the villageyou~~ may ~~be provided~~ provide the employee with a stipend ~~from the Village~~ for the use of these devices. ~~EmployeesYou-~~ may also be given access to the ~~Village's-village's~~ computer systems. ~~You-must-realize~~ Please note that none of these systems, including the phone system, is confidential. ~~You-Employees~~ may use the electronic equipment and systems for reasonable personal use where it does not interfere with ~~your-their~~ work duties. The ~~Village-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. ~~You-are-responsible~~ It is the responsibility of the employee to read, understand, and comply with any

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related administrative protocols regarding electronic equipment. For more information, see Administrative Protocol 019.

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

## EMAIL SYSTEM

The ~~Village-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 ~~your~~ job duties. The ~~Village-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-village~~ technology to transmit material considered inappropriate for the workplace is prohibited.

The ~~Village-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-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-village's~~ systems, ~~you-employees should take all necessary precautions to limit the ability of others to access their~~ ~~are required to lock your their~~ computer ~~if you are going to anytime they will~~ be away from ~~your-their~~ workstation. ~~Employees are not permitted to allow others~~ ~~unauthorized persons to use~~ ~~access the system through their devices or logons unless for any reasons~~ ~~specifically authorized by IT or the department director, and must~~ ~~You should~~ not attempt ~~to unauthorized~~ access to the email or any ~~other Village-village~~ system ~~without being granted prior authority~~. ~~You-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 -

~~The email system shall not be used~~ to send copies of any documents in violation of copyright laws. ~~You are not permitted to allow unauthorized persons to use the system for any reason.~~ Any employee found to have engaged in unauthorized access or misuse of any ~~Village-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 068.

## 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-village's~~ equipment in connection with secondary employment, etc. The ~~Village-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.

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## VILLAGE SOCIAL NETWORK PLATFORM INTRANET

The ~~Village's-village's~~ ~~social network platform is a collaboration tool utilized as the Village~~ ~~village~~ intranet ~~and~~ is provided ~~for you~~ to send and receive electronic messages, manage projects, post information, pictures, documents, and access various ~~Village-village~~ applications and resources. The information must reflect a professional tone. The ~~Village-village~~ reserves the right to monitor and delete information considered inappropriate for the workplace. For more information, see Administrative Protocol 029.

## SOCIAL NETWORKING POLICY

The ~~Village-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 061 for the ~~Village's-village's~~ expectations of ~~your-their~~ use of Social Media, while on or off duty, and whether ~~you-they~~ identify ~~yourself-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-village~~ provides telephones and cell phones for business use. ~~You-Employees~~ may use ~~Village-village~~ issued telephones for reasonable personal use where it does not interfere with ~~your-their~~ work duties. If, in the opinion of ~~your-a~~ supervisor, this privilege is abused through excessive use or if it interferes with ~~your~~ work duties, it may be withdrawn. Further, ~~you employees~~ may be responsible for any resulting telephone charges. The ~~Village-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 ~~your-the~~ responsibility of the employee to follow all applicable laws and Administrative Protocols. For more information, see Administrative Protocol 019.

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-worker's work duties.

## **ELECTRONIC RECORDING**

~~You-Employees~~ are prohibited from recording any meeting or conversation while conducting ~~Village-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 ~~your~~ 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 ~~from their own workplace~~ 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**

Employee Recognition Program.....	4-1
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#### **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 Protocols.

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 a pay within the pay period in which an employee received the gift card or soon thereafter.

#### **EMPLOYEE RECOGNITION PROGRAM**

The ~~Village-village~~ believes it is important to recognize its employees and has established service and excellence recognition programs. For more information, see Administrative Protocol 005.

#### **HONORARIUM**

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

## V – WORKING RELATIONSHIPS

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## V. WORKING RELATIONSHIPS

Any organization needs a common ground of acceptable behavior to promote teamwork and ~~assure~~ensure efficient operations. The ~~Village-village~~ has established rules of conduct which everyone is equally responsible to follow. A Corrective Action Procedure has been established to ensure fair and consistent application of work rules.

### WORKPLACE VIOLENCE

The ~~Village-village~~ maintains a “zero tolerance” policy towards workplace violence. It is the intent of the ~~Village-village~~ to provide a workplace which is free from intimidation, threats, retaliation, or violent acts. All ~~Village-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-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 ~~Villagevillage~~, employees and those they serve.

The ~~Village-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-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-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-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-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-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-village~~ in the same capacity as an employee, may store, carry, transport, or otherwise possess a weapon at any time while on ~~Village-village~~ property, in a ~~Village-village~~ owned vehicle, in a privately owned vehicle while on work time, or while performing work of any kind for the ~~Village-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, AP-70.

### **ORDERS OF PROTECTION**

The ~~Village-village~~ requires all employees to immediately notify Human Resources should ~~you~~ ~~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-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 work days, 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-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 his or her 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 ~~for inclusion in the employee's personnel file~~, 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 work day.

- ~~1. Poor work performance or inefficiency.~~
- ~~2. Unacceptable attendance (absence or tardiness).~~
- ~~3. Loafing or sleeping on the job.~~
- ~~4. Unauthorized absence from the work area on a scheduled work day.~~
- 5.4. Any conduct inconsistent with good customer relations that is found offensive to the general public or other employees.
- ~~6.5. Threatening, intimidating, or coercing another employee.~~
- ~~7. Creating unsafe or unsanitary work conditions.~~
- 8.6. Refusal to cooperate or provide truthful information during an officially sanctioned investigation.
- 9.7. Violation of the ~~Village's~~ village's smoking or tobacco use policy.
- 10.8. Disregard for the established dress code, or for one's appearance regarding uniforms, dress, or personal hygiene.
- ~~11. Disregard for one's appearance regarding uniforms, dress, or personal hygiene.~~
- 12.9. Accepting gratuities from residents or vendors.
- 13.10. Inducing another employee to violate any rule of conduct.
- 14.11. Violations of any village policy, Administrative Protocol, Village or department rules or regulations rule, regulation, or Standard Operating Procedure (SOP).
- 15.12. Negligence in the performance of work duties, including careless or deliberate waste or damage of village property.
- ~~16. Negligent or deliberate waste or damage of Village property.~~
- 17.13. Failure to comply with established safety rules or deliberately creating an unsafe, unsanitary, or hazardous work situation.
- 18.14. Using Village-village time for political activities or unauthorized solicitation or distribution of non-work related information or materials by an employee during work hours.

~~19.15.~~ Misuse, abuse, or unauthorized, improper, or illegal use of village electronic communication tools (e.g., Village telephones, radios, email, social media, etc.), and/or computer systems, programs, computer privileges, or equipment.

~~20. Unauthorized solicitation or distribution by an employee during work hours.~~

~~21.16.~~ Failure to report the use of prescription drugs that may impair the employee's ability to perform work safely.

~~22.17.~~ Failure to report an accident involving damage to ~~Village-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.

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~~23.18.~~ Conviction of a criminal offense or violation of a ~~Village-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.

~~24.19.~~ 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.

~~25.20.~~ Insubordination - refusal or disregard for a supervisor's instructions.

~~21.~~ Consumption, possession, manufacture, distribution, or being under the influence of alcohol, illicit narcotics, or controlled substances , or legally prescribed drugs that are not being used as prescribed while on duty or upon reporting to duty.

~~26.22.~~ Proven malingering while utilizing paid or unpaid benefit time.

~~27.23.~~ Theft or attempted theft.

~~28.24.~~ Unauthorized possession or removal, attempted possession or removal, or purposeful misplacement of any ~~Village-village~~ property or property of employees, customers, or the general public.

~~29. Violations of the Village's policies against discrimination, harassment, or retaliation.~~

~~30.25.~~ Creating, ~~or~~ contributing to, or failing to report workplace harassment of other employees.

26. Loafing or sleeping on the job.

~~31. Violating confidentiality expectations, or any unauthorized access, use, possession, or disclosure of any village proprietary or Abuse or unauthorized use of any Village computer system, information technology, or electronic communication tools.~~

~~32. Unauthorized access or possession of confidential information, records or property, including -~~

~~33. Unauthorized possession or use of Village records or property.~~

~~34. Violations of the Village's workplace violence policy.~~

~~35. Violations of the Village's social media policy.~~

~~36. Violating confidentiality expectations.~~

~~37. Working "off the clock" if you are a non-exempt employee.~~

~~38. 27. Unauthorized disclosure or inappropriate use of Village confidential information, including but not limited to business, customer, employee, or Village-village resident personal information.~~

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~~39. Fraudulent use or misuse of emergency, bereavement, disability, or sick leave.~~

~~40. Filing a fraudulent Workers' Compensation claim.~~

~~41. 28. Unauthorized possession of a weapon or harmful implement, such as a gun, knife, etc. while on scheduled duty.~~

~~42. 29. Gambling or conducting games of chance on Village-village time or on Village village property, including athletic event pools.~~

~~43. Use, sale or possession of narcotics or illicit drugs, except by prescription, while on duty.~~

~~44. Intentional or negligent violation of any safety rule that is designed to protect Village property, residents, employees or community property.~~

~~45. Dishonesty.~~

~~46.30.~~ 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.

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~~47. Failure of the employee to submit to treatment for alcohol or drug abuse after testing positively in random, post-accident, or reasonable suspicion testing.~~

~~48.31.~~ Refusal to contact EAP in a timely manner following a mandatory referral, or failure to remain in compliance with the treatment as directed.

~~49. Deliberately creating a hazardous work situation.~~

~~50.32.~~ Working overtime or additional hours outside of your-an employee's normal schedule if you-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.

~~51.33.~~ Failure of supervisory employees to adhere to or implement Village-village policies (e.g., FMLA, restricted duty requirements, discrimination and harassment policies, etc.)

~~52.34.~~ 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 Villagevillage, its residents, or employees, or that is or could be detrimental to the Village-village or the Village's village's relationship with its customers, residents, or employees.

~~53.35.~~ Violations of other rules and policies not specified.

## DISPUTE RESOLUTION PROCEDURE

It is ~~Village-village~~ policy to provide ~~you-employees~~ with a dispute resolution procedure should ~~you-they~~ have a concern that the ~~Village-village~~ has violated, misinterpreted, or misapplied any of the provisions of the Personnel Manual. This procedure has been established to provide ~~you-employees~~ with a method for discussing, processing, and peacefully resolving disputes without interruption in the operations of the ~~Village-village~~ or threat of retaliation to ~~your~~ 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. ~~You-Employees~~ should first discuss the situation with ~~your-their~~ immediate supervisor as soon as possible, ~~and the .-You-should-give-your~~ supervisor ~~should be provided with~~ a reasonable opportunity to investigate and respond. If ~~you-an employee is~~are unsatisfied with the supervisor's response or feel ~~your-their~~ concern has not been resolved, then;
2. ~~You-They~~ may present the concern to ~~your-their~~ department director. This should be done in writing using the Dispute Resolution Form ~~located on the Village's-village's intranet~~, again, as soon as possible. ~~You-The employee~~ should give ~~your-their~~ department director, or their designee, a reasonable opportunity to conduct an investigation and respond in writing. If ~~you-arean employee is~~ unsatisfied with the resolution or findings at this stage, then;
3. ~~You-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-village~~ policy directly with the Village Manager.

## NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

It is the ~~Village's-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-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 ~~Villagevillage~~. Violations of this policy will be considered grounds for corrective action, up to and including immediate discharge.

### **Equal Employment Opportunity Policy**

The ~~Village-village~~ is committed to providing equal employment opportunity to all qualified persons without regard to 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-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 ~~Villagevillage~~. 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 ~~you require~~ 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 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-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-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~~-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 or sexual orientation, regardless of whether the conduct is sexual in nature. Any unwelcome conduct based on gender 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.

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 that he or she believes is inconsistent with this policy, the ~~Village-village~~ expects the employee to immediately report the conduct to his or her 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 may~~ contact the IDHR ~~or at 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601 (312-814-6245); employees may contact the EEOC directly should visit their websites. Contact information can also be found on the labor law posters displayed at the employee's job location. at 500 West Madison Street, Suite 2800, Chicago, Illinois 60661-2506 (1-800-669-4000).~~

## Village Investigation and Response

All reports describing conduct that is inconsistent with this policy will be investigated promptly. The ~~Village-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-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-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-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-village~~, then the ~~Village-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, he or she may submit a written appeal to the Village Manager or his or her designee, who will review the investigation and make a final decision. At the Village Manager's option, he or his designee may conduct further investigation, if necessary, to reach a final decision.

### **Policy Against Retaliation**

The ~~Village-village~~ forbids that any employee treat any other employee, former employee, or applicant adversely for reporting discrimination or harassment, for assisting another employee or applicant in making a report, for cooperating in a harassment investigation, or for filing an administrative claim with a governmental agency. Any employee who retaliates against another for exercising their rights under this policy shall be subject to corrective action up to and including immediate discharge. All employees who experience or witness any conduct they believe to be retaliatory should immediately follow the complaint reporting procedures stated above.

Any questions concerning this policy should be directed to the Director of Human Resources. For more information, see Administrative Protocol 030.

### **CHAIN OF COMMAND**

The ~~Village-village~~ recognizes everyone's right to freedom of expression in matters of public concern. Matters that are merely personal ~~to you~~ should be addressed through the hierarchy of command, starting with ~~your-an employee's~~ immediate supervisor. The management and administration of the ~~Village-village~~ have the responsibility to address issues or decisions that may affect personal aspects of ~~your~~ employment, which, in many cases, can be resolved. The ~~Village-village~~ also maintains a dispute resolution procedure to address concerns regarding the violation or misapplication of policy contained in the Personnel Manual. Should ~~you-an employee~~ disregard the chain of command and attempt to air ~~your-their~~ personal issues outside of ~~Village-village~~ management and administration, ~~you-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 ~~your-the~~ department director, the Village Manager's Office, or Human Resources regardless of the chain of command.

### **WHISTLEBLOWER PROTECTION POLICY**

The village is committed to high standards of ethical, moral and legal conduct. In line with this commitment, and the village's commitment to open communication, this policy aims to provide an avenue for employees to raise concerns, and reassurance that they will be protected from reprisals or victimization for whistleblowing.

This whistleblowing policy is intended to cover protections for employees if they raise concerns regarding the village, such as concerns regarding:

- incorrect financial reporting;
- unlawful activity;
- activities that are not in line with village policy or procedures, or;
- activities which otherwise amount to serious improper conduct.

Harassment or Victimization - Harassment or victimization for reporting concerns under this policy will not be tolerated.

Confidentiality - Every effort will be made to treat the complainant's identity with appropriate regard for confidentiality.

Anonymous Allegations - This policy encourages employees to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be explored appropriately, but consideration will be given to:

- The seriousness of the issue raised;
- The credibility of the concern; and
- The likelihood of confirming the allegation from attributable sources.

Bad Faith Allegations - Allegations in bad faith may result in disciplinary action.

Reporting- The whistleblowing procedure is intended to be used for serious and sensitive issues. Such concerns, including those relating to financial reporting, unethical or illegal conduct, may be reported directly to the Director of Human Resources, Village Manager, or Village Attorney.

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.

## **VI – PAID LEAVE PROGRAMS**

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## **VI. PAID LEAVE PROGRAMS**

### **SICK LEAVE**

~~Your sick-Sick~~ leave benefit may only be used for ~~your-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. ~~Sick leave may not be used for an illness of a family member or civil union partner or their dependents.~~ 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-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 ~~you-an employee is are~~ absent for more than ~~three (3)two (2)~~ consecutive work days, an official village Return to Work Status Reporta-physician statement is-may be mandatory upon ~~your~~ return.

Depending on the nature and extent of an illness, ~~you-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, on a limited basis, be used for an absence due to an illness, injury, or medical appointment of the employee's immediate family member. submit to a Village paid medical examination or provide medical records from your private physician to substantiate your ability to perform the essential duties of your position. These types of requests will only be made when the safety and wellbeing of the employee, co-workers, or general public is in question, or in accordance with the Family Medical Leave Act or the Americans with Disabilities Act.~~

### **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 ~~your-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-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~~village, at the ~~Village's~~village's expense, from a qualified and licensed medical professional(s) physician of its choice. The ~~Village~~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

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~~An official village Return to Work Status Report A physician's return to work statement will be required prior to being allowed to work. The Village~~ village reserves the right to transfer an employee to an interim position which best serves the needs of the ~~Village~~village and accommodates ~~the any identified~~ restrictions as indicated by the employee's physician.

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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~~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 cash 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~~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~~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 a 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 ~~or 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. ~~Under no circumstances can sick time be used for anything other than the employee's own serious health condition.~~ 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 050.

### **MILITARY LEAVE**

The following policy will apply to employees who serve in the United States Uniformed Services and who are absent due to active military service or training. This policy also clarifies the continuation of benefits and compensation during the period of leave. All employees who serve are covered by the Uniformed Services Employment and Re-employment Act (USERRA) whether full-time or part-time. 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. Any requests for military leave must be forwarded to Human Resources for review and approval.

### **Military Leave by Type and Corresponding Pay and Benefits:**

#### *Leave Due to Mobilization by Presidential Order*

Full-time and part-time employees who are members of any reserve component of the United States Armed Forces, including the Illinois National Guard, are entitled leave and to differential

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pay. This becomes effective when the employee is mobilized to active duty by an order from the President of the United States, and only for the duration of the emergency.

- Differential pay is defined as the difference between an employee's pre-service regular pay and the employee's military base pay when the regular pay is the higher of the two. In cases where the military base pay is higher than the employee's regular pay, no differential will be paid.
- Health insurance and any other benefits that the employee was receiving at the time of mobilization will continue during this leave period.
- Employees mobilized by order of the President must submit copies of the orders and documentation of base salary prior to deployment, if possible.

#### *Leave Due to Annual Training*

In accordance with the Military Leave of Absence Act, full-time employees who are members of any reserve component of the United States Armed Forces or Illinois State Militia are entitled to leave and full pay to attend annual training. The employee's seniority and other benefits shall continue to accrue during this leave period. Part-time employees are provided leave but will not receive pay.

#### *Leave Due to Basic Training*

Full-time employees who are members of the aforementioned Military Services are entitled to leave and to differential pay to attend basic training. The employee's seniority and other benefits shall continue to accrue. Part-time employees are granted leave but not pay to attend basic training.

#### *Leave Due to Special or Advanced Training*

Full time employees in the uniformed services are entitled to leave and differential pay to attend up to sixty (60) days of special or advanced training. Differential will be paid if the employee's regular pay is higher than his military base pay. Employees must present a copy of the orders prior to taking the leave. Part time employees are granted leave but not pay to attend special or advanced training.

#### *Procedures for Differential Pay and Benefit Continuation*



Differential pay will be paid to the employee and reported on the employee's W-2. ~~Differential pay is not subject to Social Security or Medicare taxes.~~ In accordance with the Public Employee Armed Services Rights Act, vacation time and sick time will continue to accrue while the employee is on leave. Any benefits the employee had before taking leave are preserved as well. Health insurance premiums may be deducted from the differential payments. In the event there is no deduction made for health insurance premiums, the employee is responsible for remitting payment to the ~~Village-village~~ for monthly premiums.

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### **Procedures for Reporting Back to Work**

In accordance with the Uniformed Services Employment and Re-employment Act (USERRA), employees must adhere to the following procedures in reporting back to work after the military assignment is complete:

- Service of 1-30 days: The employee must report to work on the next scheduled work day following completion of service, safe travel home from the military duty location and an eight (8) hour rest period.
- Service of 31-180 days: The employee must request reinstatement no later than fourteen (14) days after completion of the military service.
- Service of 181 or more days: The employee must request reinstatement no later than ninety (90) days after completion of the military service.

The ~~Village-village~~ reserves the right to request documentation for military leaves of absence in excess of thirty-one (31) days. If the employee fails to report to work or request reinstatement within the required time limits, then he/she will be subject to the ~~Village's-village's~~ unexcused absences procedures.

### **Procedures for Job Placement**

The following guidelines will apply toward re-employing persons who have been on military leave:

- A. An employee whose military service lasted from 1-90 days must be "promptly re-employed" in the following order of priority:
  1. In the position of employment in which the person would have been employed if the continuous employment of such person with the employer had not been interrupted by such service, the duties of which the person is qualified to perform; or
  2. ~~in~~In the position of employment in which the person was employed on the date of the commencement of the service in the uniformed services, only if the person is not qualified to perform the duties of the position referred to in subparagraph (1) after reasonable efforts by the employer to qualify the person.

3. In the case of a person who (A) is not qualified to be employed in (1) the position of employment in which the person would have been employed if the continuous employment of such person with the employer had not been interrupted by such service, or (2) in the position of employment in which such person was employed on the date of the commencement of the service in the uniformed services for any reason (other than disability incurred in, or aggravated during, service in the uniformed services), and (B) cannot become qualified with reasonable efforts by the employer, in any other position which is the nearest approximation to a position referred to first in clause (A)(1) and then in clause (A)(2) which such person is qualified to perform, with full seniority.

An employee is to be reinstated with full seniority. With regard to the first two priorities, they cannot be offered other jobs of equivalent seniority, status and pay.

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- B. An employee whose military service lasted 91 or more days must be promptly “re-employed” in the following order of priority:
  1. In the position of employment in which the person would have been employed if the continuous employment of such person with the employer had not been interrupted by such service, or a position of like seniority, status and pay, the duties of which the person is qualified to perform; or
  2. in the position of employment in which the person was employed on the date of the commencement of the service in the uniformed services, or a position of like seniority, status and pay, the duties of which the person is qualified to perform, only if the person is not qualified to perform the duties of a position referred to in subparagraph (1) after reasonable efforts by the employer to qualify the person.
  3. In the case of a person who (A) is not qualified to be employed in (1) the position of employment in which the person would have been employed if the continuous employment of such person with the employer had not been interrupted by such service, or (2) in the position of employment in which such person was employed on the date of the commencement of the service in the uniformed services for any reason (other than disability incurred in, or aggravated during, service in the uniformed services), and (B) cannot become qualified with reasonable efforts by the employer, in any other position which is the nearest approximation to a position referred to first in clause (B)(1) and then in clause (B)(2) which such person is qualified to perform, with full seniority.

The ~~Village-village~~ intends to comply with the applicable state and federal laws regarding military commitments by employees, however, the ~~Village-village~~ reserves the right to exercise its full rights under these laws.

### **VICTIM’S ECONOMIC SECURITY AND SAFETY ACT (VESSA)**

Illinois statutes provide that employees who are victims of sexual or domestic violence must be offered job protected leave. Leave may also be granted to an employee who has a family member, ~~including those based on a civil union partnership~~, 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 or paid time off in the form of 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-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).

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### **JURY DUTY**

The ~~Village-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-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 ~~your~~ normal compensation while attending jury duty.

### **SCHOOL VISITATION**

If ~~you-an employee finds find~~ it necessary to attend school conferences or classroom activities for ~~your-their~~ dependent children, ~~including those of your-civil union partner youthey~~ 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. ~~You-Employees~~ must utilize any accrued vacation, compensatory, or personal time during ~~your-their~~ absence prior to non-paid time being approved. ~~You-Employees~~ must also provide the ~~Village-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 is required.

### **VOTING**

The ~~village encourages its employees to Village-feels you-should~~ exercise ~~your-their~~ right to vote. If ~~your-a~~ work schedule does not allow ~~you-an employee~~ four (4) consecutive hours while the polls are open to vote, ~~you-they~~ may request up to two (2) hours of available paid time off from ~~your-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

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to and including the day after services. Intermittent use of bereavement leave may be approved on a case by case basis 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, up to 10 days of unpaid bereavement leave will be available. 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.

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**VII – ~~YOUR~~ EMPLOYEE BENEFIT PLANS**

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## **VII. YOUR EMPLOYEE BENEFIT PLANS**

The ~~Village-village~~ provides eligible employees with a comprehensive benefit package. If eligible, the Cafeteria Benefit Plan allows ~~you-employees~~ to select benefit options for medical, dental, vision, and life insurance coverage, as well as flexible spending plans. The ~~Village-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-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 these benefits, contact Human Resources or obtain a copy of the plan document ~~located on the Village-village intranet~~.

### **MEDICAL INSURANCE**

~~You-Employees~~ may choose medical coverage from either the Preferred Provider ~~Option-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 or due to disability are entitled to continue medical insurance for themselves and family by paying the full cost of the plan. For detailed information, refer to ~~your-the~~ plan document or contact Human Resources.

### **DENTAL INSURANCE**

Dental care benefits may be provided to eligible employees and their eligible dependents through the ~~Village-Dental plan or a Dental Maintenance Organization (DMO)~~ ~~village dental plans~~. For further information concerning these benefits, contact Human Resources or obtain a copy of the plan document ~~located on the Village-village intranet~~.

### **VISION INSURANCE**

The ~~Village-village~~ may provide a vision care plan for employees and their eligible dependents. For further information concerning these benefits, contact Human Resources or obtain a copy of the plan document ~~located on the Village-village intranet~~

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### **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-village~~. These employees may elect, under the Cafeteria 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 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 ~~or civil union~~-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 ~~you—employees and your spouse~~their spouses, or civil union partner, 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 ~~located on the Village~~ village intranet.

## 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~~village. Employees are encouraged to review and update their designation of beneficiary on a regular basis to ~~assure~~ensure the information is current.

## VOLUNTARY TERM LIFE / AD & D INSURANCE

The ~~Village~~village provides full and part-time employees the opportunity to purchase life and accidental death and dismemberment insurance for themselves, their spouse, or their dependents, ~~including civil union partners~~. This benefit is entirely optional, and the employee is responsible for the full premium. To obtain more information contact Human Resources ~~or obtain a copy of the plan document located on the~~ ~~Village~~village ~~intranet~~.

## VOLUNTARY DISABILITY

The ~~Village~~village offers several disability plans designed to assist ~~you~~ in the event ~~you are an~~ employee is temporarily disabled, either at work or due to personal injury. After reviewing these plans ~~you 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~~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~~village on a self-funded basis, using a third-party administrator.



## **VIII- EMPLOYEE SERVICES**

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Healthy U/Employee Wellness.....	8-2

## **VIII. EMPLOYEE SERVICES**

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

### **EMPLOYEE ASSISTANCE PROGRAM**

The ~~Village-village~~ makes available an Employee Assistance Program (EAP). EAP services are free to ~~you-employees~~ and ~~their your~~ immediate household, (spouse, dependents, and anyone who is a permanent resident of ~~theyour~~ household ~~including civil union partners and their dependents~~), and is available to provide assistance with work or personal concerns. The EAP is based on a staff model. ~~Your problem~~Issues will be assessed by the EAP counselors, and counseling sessions will be held on the telephone or at one of their local facilities. The EAP is equipped with a 24-hour toll free number, ~~(1-800-327-5071)~~ that is staffed by trained counselors. An initial assessment will be completed telephonically, and in person or on the telephone counseling sessions will be scheduled based on ~~your-the~~ needs and ~~the~~ urgency of the situation. If it is clinically appropriate, ~~you-an employee~~ will be referred to an outside practitioner who specializes in ~~your-the~~ area of need. In addition to counseling services, ~~your~~ EAP offers legal, financial, and work-life services. Please contact Human Resources ~~or visit the Village-village intranet~~ 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 ~~your-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 ~~your-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 for contacting~~ the EAP and ~~setsetting~~ an initial assessment appointment ~~rests-with-you~~. In order to guard ~~your-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. ~~You-Employees~~ may, at ~~your-their~~ discretion, grant permission in writing that information can be released by the EAP to certain individuals, which may be revoked or modified ~~by-you~~ 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-village~~ provides several services through the payroll system to all employees. These programs are completely voluntary ~~on your part~~ and the only responsibility the ~~Village-village~~ assumes is to make payroll deductions and transfers. These are valuable services which allow ~~you-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~~ ~~The Village subscribes to a banking network that includes every bank system in the Chicago-suburban area and many banking systems outside of Illinois.~~ This allows the ~~Village~~ to deposit ~~your paychecks~~pay directly into the account(s) of ~~your~~ choice for ease and convenience.
- **Deferred Compensation Plans** - The ~~Village-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-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, ~~and the same family members of your civil union partner.~~

## HEALTH SERVICES

The Public Health and Nursing Division staff is available to provide services to ~~Village-village~~ employees that promote their physical well-being through wellness programs and preventative health screenings. Wellness clinics are 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-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. ~~Ambassadors-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 by the Ambassadors. ~~Please visit the Village-village intranet for more information on upcoming offerings and events from Healthy U.~~

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