VILLAGE OF CHATHAM

Employee Manual

MAY 2010
Revised September 2010
Revised January 2011

Welcome to the Village of Chatham

Dear [x]:

We're very happy to welcome you to the Village of Chatham. Thank you for joining us! We want you to feel that your association with the Village will be a mutually beneficial and pleasant one.

You have joined an organization that has established an outstanding reputation for quality products/services. Credit for this goes to every one of our employees. We hope you, too, will find satisfaction and take pride in your work here.

This Manual provides answers to most of the questions you may have about Village's benefit programs, as well as the Village policies and procedures we abide by -- our responsibilities to you and your responsibilities to the Village. If anything is unclear, please discuss the matter with the Human Resources Coordinator. You are responsible for reading and understanding this Employee Manual, and your performance evaluations will reflect your adherence to the Village policies. In addition to clarifying responsibilities, we hope this Employee Manual also gives you an indication of the Village's interest in the welfare of all who work here.

From time to time, the information included in our Employee Manual may change. Every effort will be made to keep you informed through suitable lines of communication, including postings on the bulletin boards and/or notices sent directly to you in-house.

Compensation and personal satisfaction gained from doing a job well are only some of the reasons most people work. Most likely, many other factors count among your reasons for working -- pleasant relationships and working conditions, career development and promotion opportunities, and health benefits are just a few. The Village is committed to doing its part to assure you of a satisfying work experience.

I extend to you my personal best wishes for your success and happiness at the Village of Chatham.

Sincerely,

Del McCord, Village Manager
Village of Chatham

You're Part of Our Team...

As a member of the Village's team, you will be expected to contribute your talents and energies to improve the environment and quality of the village, as well as our products/services. In return, you will be given opportunities to grow and advance in your career.

The Village is dedicated to two standards:

1. To provide our citizens with the best quality products/services at the best prices with the best service.

2. To provide you with wages and benefits comparable to others doing similar work within our area.

At the Village of Chatham, we always put safety first. We believe it is our duty to provide you with as safe a workplace as we possibly can. For your protection, we have an in-house safety inspection program and we enlist the services of outside safety consulting firms. We also have a substance abuse policy, because you have a right to know you can depend on your co-workers.

The only things we require for employment, compensation, advancement, and benefits are performance and a good team attitude; however, all employment at the Village is "at will." No one will be denied opportunities or benefits on the basis of age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions; nor will anyone receive special treatment for those reasons.

Various Benefits with the Village of Chatham

You may not have thought about it, but the value of your benefits amounts to a considerable sum each year in addition to the wages or salary you earn.

These are just some of the benefits the Village currently provides for eligible employees, which are subject to change, except for the length of union contracts or one year for non-union contracts:

Dental Insurance, Disability Leave of Absence, Education Assistance, Employee Assistance Program, Funeral (Bereavement) Leave, Group Term Life Insurance, Health Care/Hospitalization Insurance, Paid Holidays, Paid Vacations, Personal Leave of Absence, Retirement Plan, Short-Term Disability Insurance, Sick Leave, Social Security, Unemployment Compensation Insurance, Vision Insurance and Workers' Compensation Insurance!

Purpose of This Manual

This Manual has been prepared to inform you about the Village's history, philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee and the conduct expected from you.

No employee manual can answer every question, nor would we want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We hope this Manual will help you feel comfortable with us. We depend on you -- your success is our success. Please don't hesitate to ask questions. Your manager will gladly answer them. We believe you will enjoy your work and your fellow employees here. We also believe you will find the Village a good place to work.

We ask that you read this Manual carefully, and refer to it whenever questions arise. We also suggest that you take it home so your family can become familiar with the Village and our policies. Please also keep in mind that union contracts would supersede this manual. Items not covered under union contracts will be addressed in this manual.

Village's policies, benefits and rules, as explained in this Manual, may be changed from time to time as business, employment legislation, and economic conditions dictate. If and when provisions are changed, you will be given replacement pages for those that have become outdated.

Notice

The policies in this Manual are to be considered as guidelines. The Village may change, delete, suspend or discontinue any part or parts of the policies in this Manual without prior notice. Any such action shall apply to existing as well as future employees with continued employment being the consideration between the employer and employee. Employees may not accrue eligibility for monetary benefits that they have not earned through actual time spent at work. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked. No one other than the President and Board of Trustees of the Village of Chatham may alter or modify any of the policies in this Manual. No statement or promise by a supervisor, manager, lead worker or department head may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Employee Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Manual, but only the subject provision.

This manual supersedes all other previous manuals for the Village of Chatham as of May 2010.

Receipt & Acknowledgement
Of the Village of Chatham Employee Manual

This Employee Manual is an important document intended to help you become acquainted with the Village of Chatham. This Manual will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the general business atmosphere of the Village of Chatham and economic conditions are always changing, the contents of this Manual may be changed at any time at the discretion of the President and Board of Trustees of the Village of Chatham. No changes in any benefit, policy or rule will be made without due consideration of the mutual advantages, disadvantages, benefits and responsibilities such changes will have on you as an employee and on the Village. Please read the following statements and sign below to indicate your receipt, acceptance and acknowledgment of the Village of Chatham Employee Manual.

* I have received and read a copy of the Village of Chatham Employee Manual. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the President and Board of Trustees of the Village of Chatham at any time. I understand that this manual supersedes all other previous manuals for the Village as of May 2010.
* I am aware that during the course of my employment confidential information will be made available to me. I understand that this information is critical to the success of the Village and must not be given out or used outside of the Village's premises or with non-Village employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or Village.
* I understand that, should the content of the Employee Manual be changed in any way, the Village may require an additional signature from me to indicate that I am aware of and understand any new policies.
* I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the Village of Chatham Employee Manual.

_____	_____
Employee's Printed Name	Position
_____	_____
Employee's Signature	Date
_____	_____
Human Resource’s Signature	Date

The signed original copy of this agreement should be given to the Human Resource Coordinator-- it will be filed in your personnel file.

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About the Village

Village History

The Village of Chatham was laid out and platted on the 22nd day of October in 1836 by Luther Ransom, who also donated the ground for the Center Park and the Methodist Church. The Village was later incorporated on March 24th, 1874 with a population of approximately 600 people. The Village of Chatham, in Chatham Township, Sangamon County, is located along State Highway Route 4, approximately 12 miles southwest of the City of Springfield, Illinois.

Village Mission Statement

The mission of the Village of Chatham is to continually improve the quality of life for our residents and business community by providing high quality services performed in a responsive, courteous, cost-effective and efficient manner. In order to achieve this goal, the Village of Chatham shall treat all citizens with respect and dignity.

Our Vision

The Village will strive for excellence, provide leadership and be committed to continually improving the quality of services to our community. The Village employees and Board of Trustees will strive to provide open and efficient communications with our citizens and business community.

Village Organizational Chart (insert)

What You Can Expect From the Village

The Village's established employee relations policy is to:

1. Operate an economically successful business so that a consistent level of steady work is available.
2. Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.
3. Strive to pay all employees according to their effort and contribution to the success of the Village or according to Union contracts when applicable.
4. Review wages, employee benefits and working conditions constantly with the objective of providing maximum benefits in these areas, consistent with sound business practices.
5. Provide paid vacations and holidays to all eligible employees.
6. Provide eligible employees with medical, disability, retirement and other benefits.
7. Dedicate ourselves to "Total Quality" (Corning), "Constant and Never-ending Improvement," -- Anthony Robbins.
8. Develop competent people who understand and meet our objectives, and who accept with open minds the ideas, suggestions and constructive criticisms of fellow employees.
9. Assure employees, after talking with the Human Resource Coordinator, an opportunity to discuss any problem with the Village Manager.
10. Make prompt and fair adjustment of any complaints, which may arise, in the everyday conduct of our business, to the extent that is practicable.
11. Respect individual rights, and treat all employees with courtesy and consideration.
12. Maintain mutual respect in our working relationship.
13. Provide buildings and offices that are attractive, comfortable, orderly and safe.
14. Strive to promote employees on the basis of their ability and merit or according to union contracts.
15. Make promotions or fill vacancies from within the Village whenever possible.
16. Strive to keep employees informed of the progress of the Village, as well as the Village's overall aims and objectives.
17. Do all these things in a spirit of friendliness and cooperation so that the Village will continue to be known as "a great place to work!"

What the Village Expects From You

Your first responsibility is to know your own duties and how to do them promptly, correctly and pleasantly. Secondly, you are expected to cooperate with management and your fellow employees and maintain a good team attitude. How you interact with fellow employees and those whom the Village serves, and how you accept direction can affect the success of your department. In turn, the performance of one department can impact the entire service offered by the Village. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability. The result will be better performance for the village overall, and personal satisfaction for you.

You are encouraged to grasp opportunities for personal development that are offered to you. This Manual offers insight on how you can positively perform to the best of your ability to meet and exceed Village expectations.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to management. We are dedicated to making the Village an employer where you can approach your manager to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of the Village. (Please take a look at the section describing the Submission of Suggestions.) We're all human, so please communicate with each other and with management.

Remember, you help create the healthful, pleasant and safe working conditions that the Village intends for you. Your dignity and that of fellow employees, as well as that of our citizens, is important.

The Village needs your help in making each working day as enjoyable and rewarding as possible for all of our employees.

1 Employment

Personnel Administration
- Your Personnel File
- Human Resources Coordinator

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- Full-Time Employees
- Part-Time Employees
- Permanent Part-Time Employees
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- Job Descriptions
- Knowledge of the Village
- Outside Employment
- Relatives
- Security Checks
- We Need Your Ideas

Standards of Conduct
- Disciplinary Actions
- Dismissal

Personnel Administration

The task of handling personnel records and related personnel administration functions at the Village is under the Village Manager and has been assigned to the Human Resources Coordinator. Questions regarding insurance, wages, and interpretation of policies may be directed to the Human Resources Coordinator.

Your Personnel File

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the following items, please be sure to notify the Human Resources Coordinator as soon as possible:

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Driving record or status of driver's license, if you operate any Village vehicles
9. Exemptions on your W-4 tax form

Coverage or benefits that you and your family may receive under the Village's benefits package could be negatively affected if the information in your personnel file is incorrect.

Since the Village refers to your personnel file when we need to make decisions in connection with promotions, transfers, layoffs and recalls, it's to your benefit to be sure your personnel file includes information about completion of educational or training courses, outside civic activities, and areas of interest and skills that may not be part of your current position here.

You may see information, which is kept, in your own personnel file if you wish, and you may request and receive copies of all documents you have signed. Please ask your manager to make arrangements for you with the Human Resources Coordinator.

Human Resources Coordinator

The Human Resources Coordinator may be contacted at the Village of Chatham located at 117 E. Mulberry, Chatham, Illinois 62629 or by calling (217) 483-2451 ext. 228.

Employment Classifications

At the time you are hired, you are classified as either full-time, part-time, permanent part-time or temporary and are also told whether you qualify for overtime pay. Unless otherwise specified, the benefits described in this Manual apply only to full-time employees. All other policies described in this Manual and communicated by the Village apply to all employees, with the exception of certain wage, salary and time off limitations applying only to "non-exempt" (see the definition that follows) employees. If you are unsure of which job classification your position fits into, please ask your manager.

Full-Time Employees

An employee who has successfully completed the Introductory Period (see the Employment Policies section for definition) of employment and who works at least forty (40) hours per week is considered a full-time employee.

If you were a full-time employee and were laid off, you will be considered a full-time employee upon return to work, provided that you were not on layoff for longer than one (1) year.

If you were a full-time employee and have been on an approved leave of absence, upon return you will be considered a full-time employee, provided you return to work as agreed in the provisions of your leave.

Part-Time Employees

An employee who works less than a regular forty (40) hour work week is considered a part-time employee. If you are a part-time employee, please understand that you are not eligible for benefits described in this Manual, unless indicated, or to the extent required by provision of state and federal laws.

Permanent Part-Time

An employee who works less than a regular forty (40) hour work week and less than 1800 hours per year is considered a permanent part-time employee. If you are a permanent part-time employee, please understand that you are not eligible for benefits described in this manual, unless indicated, or to the extent required by provision of state and federal laws.

Temporary Employees

From time to time, the Village may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis.

Normally, a temporary position will not exceed six (6) months in duration, unless specifically extended by a written agreement. Summer employees are considered temporary employees.

If you are a temporary employee, please understand that you are not eligible for benefits described in this Manual, unless indicated, or to the extent required by provision of state and federal laws. Those temporary employees classified as "non-exempt" (see the definition that follows) who work more than eight (8) hours in one day or more than forty (40) hours during any work week will receive overtime pay.

"Non-Exempt" and "Exempt" Employees

At the time you are hired, all employees are classified as either "exempt" or "non-exempt." This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty (40) hours per week. These employees are referred to as "non-exempt" in this Manual. This means that they are not exempt from (and therefore should receive) overtime pay.

Note: See "Wage & Salary Policies" in the "Compensation & Performance" section of this Manual for a full description of overtime payment policies.

Exempt employees could be managers, executives, professional staff, technical staff, officers, and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

Employment Policies

Whether you are a new hire or a former employee returning to the Village, you may feel a little strange in your new surroundings. This is a normal feeling and is expected. Your fellow employees, especially your manager, want to help you get off to a good start. Feel free to ask them for help concerning anything you don't understand.

One of the first things you should do is carefully read this Manual. It is designed to answer many of your questions about the practices and policies of the Village, what you can expect from the Village, and what the Village expects from you.

Anniversary Date

The first day you report to work as a full-time employee is your "official" anniversary date. Your anniversary date is used to compute various conditions and benefits described in this Manual.

Aptitude & Ability Tests

If you have a disability which will affect your ability to take such a test, it is important that you advise a Village representative of this so that a reasonable accommodation can be arranged. Requested accommodations may include accessible testing sites, modified testing conditions, and accessible testing formats. The Village reserves the right to require medical documentation concerning the need for the accommodation.

Bonding Requirement

Under certain circumstances, the Village may require that you be bonded. It is your responsibility to assure that you are bondable. The Village will pay the cost of bonding. Should you fail to maintain these qualifications, you will be subject to transfer to another position, if available, or dismissal.

Business Hours

Except for the Police Department, our regular operating hours are 7:30 A.M. to 4:15 P.M. Monday through Friday.

Your particular hours of work and the scheduling of your lunch period will be determined and assigned by the department head. Most employees are assigned to work a forty (40) hour work week. Except for Police Department employees, you are required to take a unpaid lunch period daily; please understand that you may not "work through lunch" in order to arrive late or to leave early or to work extra time, without prior written approval by your Department Head.

Confidential Information

As an employee of the Village, you have access to personal and confidential information. All Village business must be kept strictly confidential. You may be required to sign a Confidential Information Agreement to this effect.

Customer Relations

The success of the Village depends upon the quality of the relationships between the Village, our employees, and the citizens of the Village of Chatham. Our citizens' impression of the Village and their contentment with services provided them by us is greatly formed by the people who serve them. In a sense, regardless of your position, you are the Village's ambassador. The more goodwill you promote, the more our citizens will respect and appreciate you, the Village and the Village's services.

Here are several things you can do to help give citizens a good impression of the Village:

1. Act competently and deal with customers in a courteous and respectful manner.
2. Communicate pleasantly and respectfully with other employees at all times.
3. Follow up on orders and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
4. Take great pride in your work and enjoy doing your very best.

These are the building blocks for your and the Village's continued success. Thank you for adding your support.

Driver's License & Driving Record

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license, with CDL if required, and a driving record acceptable to our insurer. You will be asked to submit a copy of your driving record to the Village from time to time. Any changes in your driving record must be reported to the Human Resources Coordinator immediately. Failure to do so may result in disciplinary action, including possible dismissal.

Note: See "Traffic Violations" and "Use of Village Vehicle" in the "Other Policies" section of this Manual for further information.

Equal Employment Opportunity

The Village will provide equal employment opportunity without regard to race, color, sex, age, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity, or status as a veteran.

The policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

It is the policy of the Village to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). The Village will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. The village also will make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.

Equal employment opportunity notices are posted on appropriate employee bulletin boards as required by law. The notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

Management is primarily responsible for seeing that the Village's equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone.

Any employees, including managers, involved in discriminatory practices will be subject to discharge.

Note: Throughout this Employee Manual, masculine pronouns such as he, his, or him shall be construed so as to include both sexes.

Harassment Policy

The Village intends to provide a work environment that is pleasant, healthful, comfortable, and free from intimidation, hostility or other offenses, which might interfere with work performance. Harassment of any sort - verbal, physical, and visual - will not be tolerated. The Village has a Harassment Policy on file with the Human Resources department. All new employees will need to read and sign an acknowledgement receipt of such policy.

What Is Harassment?

Harassment can take many forms. It may be, but is not limited to: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature.

Sexually harassing conduct may include unwelcome sexual advances, requests for sexual favors, or any other verbal or physical contact of a sexual nature that prevents an individual from effectively performing the duties of their

position or creates an intimidating, hostile or offensive working environment, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly.

Responsibility

All village employees, and particularly managers, have a responsibility for keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to any management representative with whom they feel comfortable. When management becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the village to do so.

Reporting

Any incidents of harassment must be immediately reported to a management representative. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have harassed a fellow employee or subordinate would be subject to severe disciplinary action or possible discharge. The Village will also take any additional action necessary to appropriately remedy the situation. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

The Village accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences. The Village will not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

Health Examinations

The Village reserves the right to require an employee to participate in a health examination to determine the employee's fitness to perform his/her essential job functions. The village shall pay for all such health exams.

Introductory Period

Your first one hundred twenty (120) days of employment at the Village are considered an Introductory Period commonly referred to as a probationary period (with the exception of the Police Department who has their own required training period). This Introductory Period will be a time for getting to know your fellow employees, your manager and the tasks involved in your job position, as well as becoming familiar with the Village's services. Your manager will work closely with you to help you understand the needs and processes of your job.

This Introductory Period is a try-out time for both you, as an employee, and the Village, as an employer. During this Introductory Period, the Village will evaluate your suitability for employment, and you can evaluate the Village as well. At any time during these first one hundred twenty (120) days, you may resign without any detriment to your record. If, during this period, your work habits, attitude, attendance or performance do not measure up to our standards, we may release you. If you take approved time off in excess of five workdays during the Introductory Period, the Introductory Period may be extended by that length of time.

At the end of the Introductory Period, your supervisor will discuss your job performance with you. This review will be much the same as the normal job performance review that is held for regular full-time or part-time employees on an annual basis. During the course of the discussion, you are encouraged to give your comments and ideas as well.

Job Descriptions

We maintain a job description for each position in the Village. When your duties and responsibilities are changed, your job description will be updated. If you wish to see your job description, please ask your manager or the Human Resources Coordinator.

Knowledge of the Village

After having learned to competently perform your own duties, your next step is to familiarize yourself with other Village activities. This can prove valuable to you and our citizens. The Village may provide additional “cross-training.”

Knowledge of the services of the Village will help you avoid the “I don't know” syndrome. Our citizens' confidence in you increases, as you are able to answer their basic questions. However, please don't pretend you know the answer or try to guess the answer when you are uncertain. If you are unsure of the correct information, refer the inquiry to a person more qualified to respond.

Outside Employment

What you do on your free time is your own business. However, if the Village in a full-time position employs you, the Village will expect that your position here is your primary employment. Any outside activity must not interfere with your ability to properly perform your job duties at the Village.

If you are thinking of taking on a second job, it would be wise to notify your supervisor immediately. He or she will thoroughly discuss this opportunity with you to make sure that it will not interfere with your job at the Village nor pose a conflict of interest.

Relatives

If you and members of your immediate family are employed by the Village, one may not supervise the other nor may they work in the same department. If the employees are unable to develop a workable solution, the Village Manager will decide which employee may be transferred in such situations. For purposes of this section, your immediate family includes your spouse, your children, your siblings, your parents, your grandparents, and your spouse's children, siblings, parents and grandparents.

Should two present employees marry, they may not work in the same department.

Security Checks

The Village may exercise its right to inspect all packages and parcels entering and leaving our premises.

We Need Your Ideas

Ask any of our employees who have worked with us for a long time and they will probably tell you of the many changes and improvements that have come about in their departments since they first joined us. We believe the person doing a job is in the best position to think of ways of doing it more easily, more efficiently, and more effectively. If you think of a better way of doing your job or the job of a fellow employee, discuss it with your manager, who will welcome your suggestions and ideas.

Note: See "Suggestions" in the "Other Policies" section of this Manual for specific instructions on submitting suggestions.

Remember, there may be areas in the Village's operation that can be improved. These could be in service, production methods, equipment, communications, safety, and ways to reduce costs, losses, and/or waste, or other improvements you may see a need for. Please give us the benefit of your unique experience and thoughts. Also, make sure to document your innovations and money-saving efforts and have them placed in your personnel file (include dates, detailed descriptions of your contributions, estimates from the accounting department regarding cost savings generated, etc.) -- these may favorably affect your promotion reviews.

Standards of Conduct

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. Some people have problems with "rules" and "authority figures," and past experience may have justified these thoughts and feelings; however, at the Village, we hold ourselves to a high standard of quality where the rules and authority figures simply assure that quality is maintained.

By accepting employment with us, you have a responsibility to the Village and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that he or she can fully depend upon fellow workers to follow the rules of conduct, then our organization will be a better place to work for everyone. For union employees, the collective bargaining agreement would prevail for all disciplinary actions.

Disciplinary Actions

Unacceptable Activities

Generally speaking, we expect each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as the benefit of the Village. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed, please see your department head for an explanation.

Occurrences of any of the following violations, because of their seriousness, may result in immediate suspension, pending dismissal without warning:

* Willful violation of any Village rule; any deliberate action that is extreme in nature and is obviously detrimental to the Village's efforts to operate efficiently.
* Willful violation of security or safety rules or failure to observe safety rules or the Village safety practices; failure to wear required safety equipment; tampering with Village equipment or safety equipment.
* Negligence or any careless action which endangers the life or safety of another person.
* Being intoxicated or under the influence of controlled substance drugs while at work; use or possession or sale of controlled substance drugs in any quantity while on village premises except medications prescribed by a physician which does not impair work performance.
* Unauthorized possession of dangerous or illegal firearms, weapons or explosives on village property or while on duty.
* Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on village premises or when representing the Village; fighting, or horseplay or provoking a fight on village property, or negligent damage of property.
* Insubordination or refusing to obey instructions properly issued by your department head pertaining to your work; refusal to help out on a special assignment.
* Threatening, intimidating or coercing fellow employees on or off the premises -- at any time, for any purpose.
* Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of village property, or the property of fellow employees, citizens, suppliers, or visitors in any manner.
* Theft of village property or the property of fellow employees; unauthorized possession or removal of any village property, including documents, from the premises without prior permission from management; unauthorized use of village equipment or property for personal reasons; using village equipment for profit.
* Dishonesty; willful falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by the Village; alteration of Village records or other Village documents.
* Violating the non-disclosure agreement; giving confidential or proprietary Village information to other organizations or to unauthorized Village employees; breach of confidentiality of personnel information.
* Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do the same.
* Immoral conduct or indecency on village property.

Occurrences of any of the following activities, as well as violations of any Village rules or policies, may be subject to disciplinary action, including possible immediate dismissal. This list is not all-inclusive and, notwithstanding this list, all employees remain employed "at will."

* Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your department head; mistakes due to carelessness or failure to get necessary instructions.
* Any act of harassment, sexual, racial or other; telling sexist or racial-type jokes; making racial or ethnic slurs.
* Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your department head; stopping work before time specified for such purposes.
* Sleeping on the job; loitering or loafing during working hours.
* Excessive use of village telephone for personal calls.
* Leaving your work station during your work hours without the permission of your department head, except to use the rest room.
* Smoking in restricted areas or at non-designated times, as specified by department rules and Illinois Law.
* Creating or contributing to unsanitary conditions.
* Posting, removing or altering notices on any bulletin board on village property without permission of an officer of the Village.
* Failure to report an absence or late arrival; excessive absence or lateness.
* Obscene or abusive language toward any department head, employee or citizen; indifference or rudeness towards a citizen or fellow employee; any disorderly/antagonistic conduct on village premises.
* Speeding or careless driving of equipment or any other village vehicles.
* Failure to immediately report damage to, or an accident involving village equipment.
* Soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours, or at a time or place that interferes with the work of another employee on village premises.
* Failure to maintain a neat and clean appearance in terms of the standards established by the Village Manager; any departure from accepted conventional modes of dress or personal grooming; wearing improper or unsafe clothing.
* Failure to use your timecard; alteration of your own timecard or records or attendance documents; punching or altering another employee's timecard or records, or causing someone to alter your timecard or records.

Disciplinary Actions
Unacceptable behavior which does not lead to immediate dismissal may be dealt with in the following manner:

Discipline
The Discipline Policy applies to all regular employees who have completed the introductory period. Again, for union employees, the collective bargaining agreement would prevail.

This policy pertains to matters of conduct as well as the employee's competence. However, an employee who does not display satisfactory performance and accomplishment on the job may be dismissed, in certain cases, without resorting to the steps set forth in this policy.

Under normal circumstances, department heads are expected to follow the three-step procedure outlined below. There may be particular situations, however, in which the seriousness of the offense justifies the omission of one or more of the steps in the procedure. Likewise, there may be times when the village may decide to repeat a disciplinary step.

To insure that village business is conducted properly and efficiently, you must conform to certain standards of attendance, conduct, work performance and other work rules and regulations.

When a problem in these areas does arise, your department head will coach and counsel you in mutually developing an effective solution. If, however, you fail to respond to coaching or counseling, or if an incident occurs which requires formal discipline, the following procedures occur.

Step One: Oral Reminder

Your department head will meet with you to discuss the problem, making sure that you understand the nature of the violation and the expected remedy. The purpose of this conversation is to remind you of exactly what the rule or performance expectation is and also reminds you that it is your responsibility to meet that expectation.

You will be informed that the Oral Reminder is the first step of the discipline procedure. Your manager will fully document the Oral Reminder. Documentation of the incident will remain in the department file and will not be placed in your permanent record, unless another disciplinary transaction occurs.

Step Two: Written Reminder

If your performance does not improve, or if you are again in violation of Village practices, rules or standards of conduct, your department head, after reviewing the situation with the Village Manager, will discuss the problem with you, emphasizing the seriousness of the problem and the need for you to immediately remedy the problem.

Following the conversation, your manager will write a memo to you summarizing the discussion. The original memo will go to you and a copy will be routed to the Human Resources department. The Human Resources Department's copy of the memo will be placed in your file.

Step Three: Decision-Making Leave

If your performance does not improve following a Written Reminder, or if you are again in violation of Village practices, rules or standards of conduct, you will be placed on Decision Making Leave. The Decision Making Leave is the final step of the Village's disciplinary system.

Decision Making Leave is a paid or unpaid disciplinary suspension. Employees on Decision Making Leave will spend the following time away from work deciding whether to correct the immediate problem and conform to all of the Village's practices, rules and standards of conduct, or to quit and terminate their employment with the Village.

If your decision following the Decision Making Leave is to return to work and abide by the Village practices, rules and standards of conduct, the Village Manager or your department head will write a letter to you explaining your commitment and the consequences of failing to meet this commitment. You will be required to sign the letter to acknowledge receipt. A copy of the letter will be routed to all managers in your chain of command. A copy will be placed in your personnel file.

You will be allowed to return to work with the understanding that if a positive change in behavior does not occur, or if another disciplinary problem occurs, you may be terminated.

If you are unwilling to make such a commitment, you may be terminated.

Sequence of Steps

Crisis Suspension

If you commit any of the actions listed below, or any other action not specified but similarly serious, you will be suspended without pay pending the investigation of the situation. Following the investigation you may be terminated without any previous disciplinary action having been taken.

1. Theft
2. Falsification of Village records
3. Failure to follow safety practices
4. Conflict of interest
5. Threat of or the act of doing bodily harm
6. Willful or negligent destruction of property
7. Use and/or possession of intoxicants, drugs or narcotics

8. Neglect of duty
9. Refusal to perform assigned work or to follow a direct order

Dismissal

Employment and compensation with the Village may be terminated with or without cause, and with or without notice, at any time, at the option of either the Village or yourself, except as otherwise provided by law.

If your performance is unsatisfactory due to lack of ability, failure to abide by the Village rules or failure to fulfill the requirements of your job, you will be notified of the problem. If satisfactory change does not occur, you may be dismissed or transferred. Some incidents may result in immediate dismissal.

2 Compensation & Performance

Wage & Salary Policies

Call Back Pay
Computing Pay
Deductions from Paycheck (Mandatory)
Deductions (Other)/Direct Deposit
Error in Pay
Overtime Pay
Pay Period & Hours
Shift Premium
Termination & Severance Pay
Time Cards/Records
Wage Assignments (Garnishments)

Performance Reviews

Performance Reviews

Work Schedule

Absence or Lateness
Attendance
Breaks/Rest Periods
Excessive Absenteeism or Lateness
Lunch Period
Record of Absence or Lateness
Wash-Up Time

Wage & Salary Policies

It is the Village's desire to pay wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable, variable with individual and village performance and in compliance with all applicable statutory requirements.

Application
The Village strives to apply the same principles of fairness and external comparability to all employees, regardless of organizational level, sex, religion, national origin, age or race.

Basis for Determining Pay
Your pay is influenced by four main factors:

1. The nature and scope of the job

2. What other employers pay their employees for comparable jobs

3. Individual performance

4. Union Contract Negotiations

Job Scope
Through a process called job evaluation, the scope, responsibility, impact and required skills and abilities of each job at the Village are compared. The result is a relative ranking of all jobs, from high to low. Job evaluation is independent of any employee or his performance.

External Comparability
Once jobs are ranked, jobs are compared with external market data. Each job is assigned a range of pay, including a minimum and a maximum. Periodically the Village will examine the market conditions to ensure ongoing comparability. Changes in pay ranges will be made as needed and as the Village can afford to maintain market comparability.

Individual Pay

An individual's pay may depend on his sustained performance over time. Each year every employee will have a performance review with his department head or supervisor. During that review, significant performance events that occurred throughout the year will be discussed.

The overall performance rating may influence the wage/salary adjustment. Through individual performance and by increasing job responsibilities and moving to higher level jobs, you may have significant impact on your pay.

Call Back Pay

Occasionally, you may be asked to return to work after you have left the premises for the day. If this occurs, you will be guaranteed a minimum of two (2) hours of pay. If you work longer than two (2) hours, you will be paid for the time you actually work.

Computing Pay

Should you be one of our "salaried" employees whose pay is not based on an hourly rate, there may be times when it is necessary to compensate you for some daily or hourly pay. When this is necessary, the Village will compute your time on the basis of an eight (8) hour workday.

Deductions from Paycheck (Mandatory)

The Village is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes and your contribution to Social Security as required by law. Also, Local 965 union employees' dues and IMRF eligible employee contributions are considered an automatic deduction. These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to your department head or the Human Resources Coordinator immediately, to ensure proper credit for tax purposes. The W-2 form you receive for each year indicates precisely how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered attachments, will be explained whenever the Village is ordered to make such deductions.

Note: See "Wage Assignments (Garnishments)" later on in this section for further information.

Deductions (Other)/Direct Deposit

It may be possible for you to authorize the Village to make additional deductions from your paycheck, such as for Christmas Clubs, union dues, credit union loan payments, payroll savings plans, etc., or to deposit your paycheck directly into your savings or checking account at a participating bank. Contact the Human Resources Coordinator for details and the necessary authorization forms.

Error in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell your department head immediately. He or she will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly.

Overtime Pay

From time to time, it may be necessary for you to perform overtime work in order to complete a job on time. All overtime must be approved in advance by your department head. When it is necessary to work overtime, you are expected to cooperate as a condition of your employment. There are two types of overtime work:

1. **Scheduled Overtime:** Scheduled overtime work is announced in advance and generally will involve an entire department or operation. This type of overtime becomes part of the required work week of the people who are members of the department or operation. If you need to be excused from performing scheduled overtime, please speak with your department head. He or she will consider your situation and the requirements of the department or operation in deciding whether you may be excused from performing the scheduled overtime.

2. **Incidental Overtime:** Incidental overtime is not scheduled; it becomes necessary in response to extenuating circumstances. It is extra time needed to complete work normally completed during regular hours. Incidental overtime may become necessary when an illness or emergency keeps co-workers from being at work as anticipated. It may require you to return to the workplace for emergency work. The opportunity to perform incidental overtime will be given first to the employee who normally performs the task. If that employee cannot perform the overtime, the department head will offer the overtime to a suitably qualified person who is available to perform the overtime work.

If you are a "non-exempt" employee and you perform overtime work, you will be paid one and one-half (1-1/2) times your regular hourly wage for any time over forty (40) hours in a seven day work week that you work. If, during that week, you were away from the job because of a job-related injury, paid holiday, jury duty, vacation taken in single-day increments, or paid sick time, those hours not worked will be counted as hours worked for the purpose of computing eligibility for overtime pay.

Work Performed on Village Holidays

Full-time "non-exempt" employees who work on a Village holiday will be deemed to have worked overtime on that day and will be paid their double-time rate for hours worked regardless of the number of hours they work that work week. Union contracts would prevail in regard to overtime/holiday procedures for union employees.

Note: See "Holiday Policies" in the "Benefits" section of this manual for further information.

Pay Period & Hours

Our payroll work week begins on Saturday at 12:01 a.m. and ends on Friday at 12:00 midnight.

Pay Cycle

Fiscal Pay Period/Bi-weekly:

(26 pay periods per year) Payday is normally on every other Friday afternoon for services performed for the two (2) week period ending the previous Friday at 12:00 midnight.

Changes will be made and announced in advance whenever the Village holidays or closings interfere with the normal payday.

Paycheck Distribution & Cashing Procedures

Paychecks are distributed by the Human Resources Coordinator or directly deposited to the checking or savings account you specify.

Shift Premium

The Village assigns certain employees to work on a second or third shift operation. These people “may” be paid an additional amount per hour over and above the regular rate of pay for that job as a shift premium.

Termination & Severance Pay

The Village does not pay severance pay. When you leave the Village, you will be paid for actual time worked, plus any accrued but unused vacation time, as specified under "Vacations" in the "Benefits" section of this Manual and one half (1/2) any accrued but unused sick time, as specified under "Sick Leave" in the "Benefits" section of this Manual.

Time Cards/Records

By law, we are obligated to keep accurate records of the time worked by "non-exempt" employees.

This is done by either time clock cards or other written documentation.

Your time card is the only way the payroll department knows how many hours you worked and how much to pay you. Your time card indicates when you arrived and when you departed. You are to punch in and out for lunch and for brief absences like a doctor’, dentists or any other appointment. All employees are required to keep the office advised of their departures from and returns to the premises during the work day.

You are responsible for your time card. Remember to record your time. If you forget to punch in or make an error on your card, your department head must make the correction and you and your department head must initial the correction. You are not permitted to punch in more than six (6) minutes before your scheduled starting time nor more than six (6) minutes after your scheduled quitting time without your department head's approval.

No one may record hours worked on another's card. Tampering with another's time card is cause for disciplinary action, including possible dismissal, of both employees. Do not alter another person's record, or influence anyone else to alter your record for you. In the event of an error in recording your time, please report the matter to your department head immediately.

Wage Assignments (Garnishments)

We hope you will manage your financial affairs so that we will not be obligated to execute any court-ordered wage assignment or garnishment against your wages. However, whenever court-ordered deductions are to be taken from your paycheck, you will be notified.

Note: See "Deductions from Paycheck (Mandatory)" earlier in this section for further information.

Performance Reviews

Performance Reviews

Your supervisor is continuously evaluating your job performance. Day-to-day interaction between you and your supervisor should give you a sense of how your supervisor perceives your performance.

However, to avoid haphazard or incomplete evaluations, the Village may conduct a formal review once a year for each employee.

Performance reviews may be conducted annually. New employees may be reviewed more frequently. A review may also be conducted in the event of a promotion or change in duties and responsibilities.

During formal performance reviews, your department head will consider the following things, among others:

* Attendance, initiative and effort
* Knowledge of your work
* Attitude and willingness
* The quality and quantity of your work
* The conditions under which you work

The primary reason for performance reviews is to identify your strengths and weaknesses in order to reinforce your good habits and develop ways to improve in your weaker areas. This review also serves to make you aware of and to document how your job performance compares to the goals and description of your job. This is a good time to discuss your interests and future goals. Your department head is interested in helping you to progress and grow in order to achieve personal as well as work-related goals—perhaps he or she can recommend further training or additional opportunities for you.

In addition to individual job performance reviews, the Village periodically conducts a review of job descriptions to insure that we are fully aware of any changes in the duties and responsibilities of each position and that such change are recognized.

Work Schedule

The normal work week for all employees except Police Department employees, consists of five (5) days, eight (8) hours long, Monday through Friday. The Police Department must operate twenty-four (24) hours a day, seven (7) days a week. Your schedule of daily work hours will be given to you by the Villager Manager, or by your department head, or posted on the bulletin board in the Department, at least 30 days ahead. You will be notified promptly whenever a change is necessary. Should you have any questions concerning your work schedule, please ask your department head.

Absence or Lateness

From time to time, it may be necessary for you to be absent from work. The Village is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Sick days and personal days have been provided for this purpose.

If you are unable to report to work, or if you will arrive late, please contact the office or your department head immediately. Give one call on your behalf.

Absence from work for three (3) consecutive days without notifying your department head or Village Manager will be considered a voluntary resignation.

Attendance

You are expected to be at your work station and ready to work at the beginning of your assigned daily work hours, and you are expected to remain until the end of your assigned work hours, except for approved breaks and lunch.

Be aware that excessive time off could lead to disciplinary action.

Note: See "Excessive Absenteeism or Lateness" later on in this section for further information.

Breaks/Rest Periods

You are entitled to two (2) fifteen (15) minute rest breaks each day. Normally these rest breaks will be scheduled in mid-morning and mid-afternoon. These will be determined by your department head. If you work in a department where breaks are not directly assigned, please coordinate with your co-workers to maintain adequate coverage at all times. Always be sure to return to work on time at the end of any break.

In the unlikely event of an emergency or unusual condition, your manager may ask you to change or postpone your break in order to finish a particular project.

Excessive Absenteeism or Lateness

In general, five (5) absences in a 90-day period, or a consistent pattern of absence, will be considered excessive, and the reasons for the absences may come under question. Tardiness or leaving early is as detrimental to the Village as an absence. Three (3) such incidents in a 90-day period will be considered a “tardiness pattern” and will carry the same weight as an absence. Other factors, like the degree of lateness, may be considered.

Be aware that excessive absenteeism, lateness or leaving early may lead to disciplinary action, including possible dismissal.

Lunch Period

If you work longer than four (4) hours, you will be given an unpaid lunch period (with the exception of the Police Department who has a paid lunch period). The time when lunch periods are scheduled varies among departments, depending on the needs of each department. Your department head will give you your lunch period schedule.

You are expected to take your full allotted time for lunch. You are requested not to perform any work during your regularly scheduled lunch period, unless specifically requested to do so by your department head. In that event, your lunch will be rescheduled or you will be paid for the time that you worked.

You may leave the premises during your lunch period; however, you must punch in and out. It is important to return to work on time at the end of your lunch period.

Record of Absence or Lateness

If you are absent because of illness for three (3) or more successive days, your department head may request that you submit written documentation from your doctor. If you are absent five (5) or more days because of illness, you may be required to provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work. You will be responsible for any charges made by your doctor for this documentation.

Your manager will make a note of any absence or lateness, and the reason, in your personnel file. Your attendance record will be considered when evaluating requests for promotions, transfers, leaves of absence, and approved time off, as well as scheduling layoffs, etc.

Any employee who is chronically absent from the job for whatever reason for a period of six months or more will be placed on inactive status. While on inactive status, and subject to COBRA, the employee will be entitled to no paid medical insurance or other benefits whatsoever at the employer's expense. An exception would be for police officers who are on workman's comp within the one-year period mandated by state law.

Wash-Up Time

Employees who perform manual labor are permitted to use the last fifteen (15) minutes of their shift to wash up. You are not permitted to wash up on Village time prior to your lunch or rest breaks.

3 Benefits

The Benefits Package

Eligibility for Benefits

Paid Leaves of Absence

Holidays

Recognized Holidays
Holiday Policies

Vacations

Amount of Vacation
Vacation Policies
Accumulation Rights
Payment in Lieu of Vacation Annually
Payment of Vacation upon Termination

Other Paid Leaves

Compensatory Time
Funeral (Bereavement) Leave
Jury Duty
Personal Leave
Sick Leave

Unpaid Leaves of Absence

Medical/Family Leave of Absence
Disability (Including Pregnancy) Leave of Absence
Educational Leave of Absence
Election Day
Military Leave of Absence
Military Reserves or National Guard Leave of Absence
Personal Leave of Absence
Accepting Other Employment or Going into Business While on Leave of Absence
Insurance Premium Payment during Leaves of Absence

Insurance Coverage

Group Insurance
Disability Insurance
Optional Additional Insurance
Health/Dental/Vision Insurance
Life Insurance
Termination of Insurance

Government Required Coverage

Workers' Compensation
Unemployment Compensation
Social Security

Retirement

Retirement Plan
Retiree Insurance

Other Benefits

Clothing Allowance
Education Assistance
Education/Training (Attending Seminars/Training Sessions)
Employee Assistance Program

The Benefits Package

In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits which will enhance your job satisfaction. We are certain that you will agree that the benefits program described in this Manual represents a very large investment by the Village, and we trust that you will avoid abusing any of the program's benefits.

A good benefits program is a solid investment in the Village and its employees. It not only insures the loyalty of long-time capable employees, it also helps to attract talented newcomers who can help the Village grow. The Village will periodically review the benefits program and will make modifications as appropriate to the village's condition.

Eligibility for Benefits

If you are a full-time employee, you will enjoy all of the benefits described in this manual as soon as you meet the eligibility requirements for each particular benefit.

If you are a part-time or permanent part-time employee, you will enjoy only those benefits which are required by law to be afforded to you, provided that you meet the minimum requirements set forth by law and in the benefit plan(s).

Some benefits are available to you during your Introductory Period, as provided by this manual or otherwise provided by law.

Note: See "Introductory Period" in the "Employment" section of this Manual for further information.

Temporary employees are not eligible for benefits.

Holidays

Only full-time employees are eligible for holiday pay.

Recognized Holidays

The following holidays are recognized by the Village as paid holidays:

Christmas Day
Independence Day
Labor Day
Memorial Day
New Year's Day
President's Day
Thanksgiving Day
Veteran's Day

Holiday Policies

We schedule all national holidays on the day designated by common business practice. Employees whose normal work week is Monday through Friday shall observe a holiday which falls on a Saturday the previous Friday, and a holiday which falls on a Sunday the following Monday. Employees whose normal work week is other than Monday through Friday shall observe the holiday on the day which it occurs.

If a holiday occurs during your scheduled vacation, this day will be recorded as a holiday not a vacation day.

In order to qualify for holiday pay, you must work the scheduled workday immediately before and after the holiday. Only scheduled excused absences will be considered exceptions to this policy.

You are not eligible to receive holiday pay when you are on a leave of absence.

Vacations

Vacation is a time for you to rest, relax, and pursue special interests. The Village has provided paid vacation as one of the many ways in which we show our appreciation for your loyalty and continued service.

Full-time, Part-time and Permanent Part-Time employees are eligible for paid vacation.

Amount of Vacation

Full-time employees are eligible to accrue vacation for each calendar month of service from the date of hire. The vacation accrual rate is based on your length of employment, as follows:

From the date of hire until the completion of 5 years continuous service: 80 hours a year per the following schedule

January - 6	May - 7	September - 7
February - 7	June - 7	October - 6
March - 7	July - 6	November - 7
April - 6	August - 7	December – 7

From the completion of 5 years of continuous service until the completion of 10 years of continuous service: 120 hours a year per the following schedule

January - 10	May - 10	September - 10
February- 10	June - 10	October - 10
March - 10	July - 10	November - 10
April - 10	August - 10	December - 10

From the completion of 10 years of continuous service until the completion of 15 years of continuous service: 160 hours a year per the following schedule

January - 13	May - 13	September - 14
February - 13	June - 14	October - 13
March - 14	July - 13	November - 13
April - 13	August - 13	December - 14

From the completion of 15 years of continuous service: 8 additional hours per year of service up to a maximum of 40 additional hours.

Vacation Policies

Every effort will be made to grant you your vacation at the time you desire. However, vacations cannot interfere with your department's operation and therefore must be approved by your manager at least one (1) week in advance. If any conflicts arise in requests for vacation time, preference will be given to the employee with the most seniority.

All vacation time must be taken in one (1) hour increments, unless otherwise authorized in writing. If you are eligible for three (3) or four (4) weeks of vacation, you may take only two (2) weeks at one time unless you receive written approval from your department head and the Village Manager at least six (6) weeks in advance.

If you are on an approved leave of absence for less than thirty (30) days, your vacation eligibility will not be affected; should the leave extend beyond thirty (30) days, vacation time will not continue to accrue.

Accumulation Rights

Vacation time may not be carried over and accumulated for more than 24 months after the end of the calendar year in which it is earned. Exceptions to this policy may be made in unusual circumstances, each case to be considered separately by management.

Payment in Lieu of Vacation Annually

The purpose of a vacation is to provide you with a time to rest and relax; however, an employee may request pay for vacation accrued and unused once per calendar year. The request shall be submitted in writing and approved by the Village Manager or your department head and shall be processed on the ensuing pay period.

Payment of Vacation upon Termination

An employee whose employment is terminated will receive payment at the then current straight time rate of pay for vacation accrued and unused. If an employee dies, the employee's estate will be entitled to such payment.

Other Paid Leaves

Compensatory Time

Employees not exempt under the Fair Labor Standards Act are eligible for compensatory time. Employees may accumulate a maximum of (80) hours, and may carry over (40) hours to the following calendar year and shall be compensated for all hours not eligible to be carried forward if requested in writing. Eligible employees may elect compensatory time in lieu of overtime compensation. Union contracts laws would prevail for union members. Compensatory Time shall be scheduled and approved by the Department Head at least one day in advance, except in the case of emergency call outs where the employee utilizes the compensatory time the following day. In all cases, the employee shall notify his or her department head of their intent to utilize compensatory time.

Funeral (Bereavement) Leave

You are entitled to take up to three (3) workdays with pay to attend the funeral and take care of personal matters related to the death of a member of your immediate family. (Immediate family herein shall be defined as a spouse, child, grandchild, grandparent, parent, brother, sister, niece, nephew, aunt, uncle and equivalent relatives of an existing spouse). In the event that an employee has pallbearer duties, the employee shall be granted four (4) hours the day of the funeral off with no loss of pay. Only regular full-time employees are eligible for paid funeral leave.

With the Village Manager's approval, you may take up to one full day without pay to attend funerals of other relatives and friends. If you prefer, unused personal leave or a day of earned vacation may be used for this purpose.

Paid time under this policy is given over and above any time allowed and earned under our Personal Leave policy.

Pay for a funeral leave will be made for actual time lost from work. If the death occurs at a time when work is not scheduled, payment will not be made. If a holiday or part of your vacation occurs on any of the days of absence, you may not receive holiday or vacation pay in addition to paid funeral leave.

An excused absence for family death may not be retroactive, postponed or split.

Jury Duty

It is your civic duty as a citizen to report for jury duty whenever called. If you are called for jury duty, we will permit you to take the necessary time off and we wish to help you avoid any financial loss because of such service. If you have completed your Introductory Period, the Village will reimburse you for the difference between your jury pay and your regular pay, not to exceed eight (8) hours per day, for a maximum of ten (10) business days.

You must notify your department head within forty-eight (48) hours of receipt of the jury summons.

On any day or half-day you are not required to serve, you will be expected to return to work. In order to receive jury duty pay, you must present a statement of jury service and pay to your department head. This document is issued by the court.

You must report for work if you are released from jury duty before the end of our work day or if you are temporarily released from jury duty.

Personal Leave

As a full-time employee, you are eligible to take six (6) days of paid personal leave during each calendar year. You may use your personal leave in units of no less than one (1) hour at any one time. Personal leave time is intended to be used to accomplish personal business that cannot be accomplished during time other than your normal working

hours. You are required to request personal leave time from your department head in advance and obtain his or her approval. During your first calendar year, the earned personal leave time is pro-rated by 4 hours per month of work performed.

If you are required to take a disability leave of absence, any accrued personal leave will be paid at the time the leave commences.

Employees going on unpaid required military leave of absence may apply their personal leave at the time the leave commences if they wish.

If you are on an approved leave of absence for less than thirty (30) days, your personal leave eligibility will not be affected; should the leave extend beyond thirty calendar days, personal leave time will not continue to accrue.

This personal leave policy does not apply if personal leave is needed as a result of self-inflicted injury, illegal substance abuse or alcohol abuse, or illness or injury incurred while in the act of committing a felony.

In the event of an illness or injury which is covered by workers' compensation insurance, this personal leave policy will not apply.

Personal leave may not be carried over and accumulated from year to year. Personal leave not used during a calendar year will be canceled out and not paid.

Sick Leave

To qualify for sick leave you must be a full-time, part-time, or permanent part-time employee. Sick time will be earned at a rate of 8 hours per month to be accumulated up to a maximum of (960) nine hundred and sixty hours. If you must be absent from work because of a personal illness, you will be eligible to receive your regular straight time pay, eight (8) hours per day. You may use your sick leave in units of no less than one (1) hour at any one time. Please advise your department head as soon as possible and prior to your start time that you will be absent from work due to illness.

Sick leave may be used for the purpose of visiting doctors, dentists or other practitioners in their offices. This time may also be used for tending to a serious illness suffered by a member of your immediate family, in the event the illness requires your personal time and attention. For purposes of this section, immediate family includes spouse, child, parent, or sibling living in your home. If another person can attend to the needs of an ill family member, you are expected to fulfill your duties as an employee of the Village.

The Village may request "proof-of-illness" and may also use a Village-appointed physician to examine the employee.

If you are required to take a disability leave of absence, any accrued sick leave will be paid at the time the leave commences; should the leave extend beyond thirty (30) days, sick leave will not continue to accrue.

If you are on an approved leave of absence for less than thirty (30) days, your sick leave eligibility will not be affected; should the leave extend beyond thirty (30) calendar days, sick leave time will not continue to accrue.

This sick leave policy does not apply if sick leave is needed as a result of self-inflicted injury, illegal substance abuse or alcohol abuse, or illness or injury incurred while in the act of committing a felony.

In the event of an illness or injury covered by workers' compensation, this sick leave policy will not apply, but will defer to state statutes.

If you have unused sick days available upon the termination of your employment with the Village, you will be paid for exactly one half (1/2) of that accrued and unused time at your regular base rate. However, if the employee is terminated as a result of disciplinary action, no compensation will be paid for accrued and unused sick time.

Unpaid Leaves of Absence

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with the Village, but may not wish to submit your resignation. Under certain circumstances, you may be eligible for an unpaid leave of absence.

There are several types of unpaid leaves which you may be eligible.

Family/Medical Leave of Absence

In general, a leave of absence is an official authorization to be absent from work **without pay** for a specified period of time. Eligible employees may be entitled to job-protected family or medical leaves of absence if they are unable to come to work due to pressing family or medical concerns as described under the following Family/Medical Leave Policy, which shall be administered in accordance with applicable State and Federal laws:

1) Employees are eligible if they have been actively employed for 12 months, and worked at least 1250 hours (an average of 25 hours per week) during those 12 months. Salary continuation during any leave period shall depend upon the employee's qualifying for disability pay under our Disability Leave Policy.

2) Under the circumstances set forth below, each eligible employee shall have up to a total of 12 weeks leave during any one year period.

3) A family leave shall be granted upon the birth or adoption of a child of the employee, or upon the serious illness of the employee's child, spouse, or parent.

4) A medical leave shall be granted upon the employee's own serious illness.

5) Whenever possible, and subject to your health care provider's approval, absences for planned medical treatment should be scheduled so as not to unduly disrupt village operations.

6) In appropriate circumstances, we may require you to be examined by a village designated physician, at Village expense.

7) In the event of a serious illness to the employee or his/her child, spouse, or parent, creating a need for unforeseeable family or medical leave, the employee should provide us with notice, as soon as practicable, of any needed time off, and a written doctor's certificate indicating the expected duration and nature of the illness, particularly as it relates to the employee's ability to come to work or the need for that employee's presence at home to care for a seriously ill family member.

8) Employees shall be required to give 30 days' advance notice in the event of a foreseeable medical treatment. To assist us in arranging work assignments during your absence, we ask that you give us prior notice, to the extent possible, of an expected birth or adoption, as well as an indication, to the extent known, of your expected return date. To facilitate your return to work, we also ask that you provide us with two weeks advance notification of your intended return date. Failure to do so may delay your return date.

9) For purposes of this policy, a child is defined as a natural, adopted, or foster child, a stepchild or a legal ward. If the child is over 18 he/she must be unable to care for himself/herself due to a serious illness.

10) A parent is defined as the employee's or his/her spouse's natural, adoptive, or foster parent, stepparent, or legal guardian.

11) A serious illness is defined as a disabling physical or mental illness, injury, impairment, or condition involving (1) inpatient care in a hospital, nursing home, or hospice; or (2) outpatient care requiring continuing treatment or supervision from a health care professional.

12) Leave of absence rights available to you under other sections of our policy shall be counted towards the total time off available under this section.

13) Upon completion of a leave granted under this section, you shall be reinstated to your original position, or an equivalent one.

14) If, due to your own medical circumstances, you are no longer able to perform your original job, we will attempt to transfer you to alternate suitable work, if available.

15) While on a leave of absence provided for under this policy, we will continue your group health insurance benefits under the same terms as provided to other employees, for up to a maximum of 12 weeks leave time during any one year period. If your leave extends beyond 12 weeks, you shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules.

16) Other accumulated fringe benefits such as seniority, retirement, service credits, sick pay, vacation pay, etc., shall be preserved at the level earned as of commencement of the leave, but shall not accrue further during any such leave period.

17) The pay allowances while on disability leave are based on an employee's length of service. At all times our disability leave policy will be in compliance with the laws of the State of Illinois.

18) During a period of disability, you may be eligible for disability pay benefits. Please refer to the applicable plan documents for details on eligibility, benefit amounts, and other particulars.

19) Should you require an extended leave beyond the period of time described in this policy, we will seek to return you to a suitable position, but cannot guarantee that one will be available. Nevertheless, you may be eligible for continuing disability pay benefits during this period in accordance with applicable insurance coverage.

Disability (Including Pregnancy) Leave of Absence

If a salaried exempt employee becomes disabled and unable to work for a prolonged period of time, salary continuation benefits may be available during the leave of absence under our Short Term Disability Plan.

Medical documentation, to the satisfaction of the Village may be required for all periods of time during which Short-Term Disability benefits are requested. The Village reserves the right to require independent medical verification of an associate's inability to work, based on a medical exam by a physician chosen by and paid for by the Village.

The Village classifies pregnancy as any other medically disabling condition, and will provide reasonable leave for all employees for the period of disability as determined by the associate and her physician. When ready to return to work, the employee will be reinstated to her original job or a similar level position providing circumstances have not so changed as to make it impossible or unreasonable to do so. At all times our maternity leave policy will be in compliance with the State and Federal laws.

Should an employee with an excellent work record desire more time after using all vacation time and short term disability leave, allowances may be made at the discretion of the Village and on an individual basis. The deciding factor will be the ability of the Village to cover, without interruption, the position as described in the employee's job description.

If your disability, (other than pregnancy), prevents you from working for longer than six (6) weeks, when you are ready to return to work we will do our best to reinstate you to your position or a similar position, but we cannot guarantee that your job or any job will be available.

Any questions regarding pregnancy/disability leave, Short-Term Disability benefits or Leave of Absence Request Forms (required prior to the commencement of the leave) should be directed to the Human Resources Department.

Note: See "Disability Insurance" under "Insurance Coverage" later on in this section for further information.

Educational Leave of Absence

An educational leave of absence may be approved if the desired curriculum is of mutual benefit to you and to the Village. Apply in the same manner as you would for a personal leave of absence.

Election Day

We encourage you to exercise your voting privileges in local, state, and national elections. However, since the polls are open for long periods, you are encouraged to vote before or after regular working hours. If it should be necessary, you may take up to thirty minutes leave from work to vote in a governmental election or referendum. You will be expected to notify your department head at least one week in advance. You will not be paid for such time. Personal leave time, if available, may be used for this purpose.

Military Leave of Absence

If you are a full-time employee and are inducted into the U.S. Armed Forces, you will be eligible for re-employment after completing military service, provided that you meet all requirements provided for in the Military Leave of Absence Act, 5 ILCS 325/1 and the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Military Reserves or National Guard Leave of Absence

Employees who serve in U. S. military organizations or state militia groups may take the necessary time off without pay to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. These employees may apply accrued personal leave and unused earned vacation time to the leave if they wish; however, they are not obliged to do so. Please refer to the Uniformed Services Employment and Reemployment Rights Act (USERRA) as applicable.

You are expected to notify the Village Manager and your department head as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

Personal Leave of Absence

In very special circumstances, the Village may grant a leave for a personal reason, but never for taking employment elsewhere or going into business for yourself. You should request an unpaid personal leave of absence from the Village Manager. A personal leave of absence must not interfere with the operations of your department or the Village.

A personal leave of absence may be granted for up to thirty (30) days. If your leave is extended for more than thirty (30) days, vacation and other benefits will no longer continue to accrue. Consult your group insurance booklet to determine your insurance coverage during a leave of absence. Failure to return from a leave at the time agreed will result in termination of employment.

Note: See "Returning from a Leave of Absence" later on in this section for further information.

Accepting Other Employment or Going into Business While on Leave of Absence

If you accept any employment or go into business while on a leave of absence from the Village, you will be considered to have voluntarily resigned from employment with the Village as of the day on which you began your leave of absence.

Insurance Premium Payment during Leaves of Absence

The Village will continue to pay our share of insurance premiums for employee coverage for a maximum of six (6) months while you are on a disability leave of absence, unless other arrangements have been made by union contracts. While you are on any other type of unpaid leave of absence from the Village, you will be responsible for paying the total premiums for your coverage and that of your dependents while on leave. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow your coverage to be reinstated.

Insurance Coverage

Group Insurance

The Village is interested in the health and well-being of both you and your family. A comprehensive health and life insurance program is available for you and your family. We provide group insurance underwritten by a national insurance carrier. After completion of 30 days of employment, you become eligible for coverage. At that time, you may choose to accept the insurance coverage, or not.

The following benefits are provided, as defined and limited in the literature provided by our insurance company for the Village:

* Group Term Life Insurance

* Accidental Death & Dismemberment Insurance

* Major Medical and Surgical Coverage

* Dental & Vision Care Coverage

* Medical Health Care Coverage

* Dependents' Health Care Coverage

If you choose insurance coverage, our insurance Village provides a booklet describing your benefits; a copy of this will be given to you when you join the program.

We pay 100% of the premiums for insurance coverage on the employee and make an 80% contribution toward the cost of the premiums for insurance coverage of your eligible dependents, the balance of which is deducted from your paycheck by payroll deduction.

In the event of your termination of employment with the Village or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your or their own expense. (This does not affect the conversion privilege as stated in the insurance policy.) Consult the Human Resources Coordinator for details.

Disability Insurance

If you are a regular full-time employee of the Village, you are protected through a short-term disability insurance policy from financial hardship if you are totally disabled because of illness or accident that is not job related. This coverage includes hospital and major medical coverage as defined in the literature provided by the Village insurance provider.

Total disability means that you cannot perform any position that the Village has available, that you are qualified for and normally able to perform. (Workers' Compensation benefits protect you if you are involved in a job-related sickness or accident.)

Optional Additional Coverage

Please check with the Human Resources Department to see what other insurances may be available to purchase.

Health/Dental & Vision Insurance

Today's many health insurance plans and options can be confusing and complicated. That is why the Village has taken the time to carefully review the coverage and plans available. We have selected the plan we feel provides the best coverage for our employees. Refer to the literature provided by our insurance company for details on your health/dental coverage.

Life Insurance

If you are a regular full-time employee of the Village, then you are covered by our Group term Life Insurance. This insurance is payable in the event of your death from any cause, at any time or place, while you are insured. Payment will be made in a lump-sum or in installments to the beneficiary, as designated by you. You may change your beneficiary whenever you wish by submitting the appropriate documents to the Human Resources Coordinator. Refer to the literature provided by our insurance company for details on your term life insurance coverage.

Termination of Insurance

Your insurance will terminate when the insurance policy terminates, when you fail to make an agreed contribution to premium when due, when you cease to be eligible for coverage under the terms of our group insurance program, or when you cease to be employed as a regular full-time employee eligible for the insurance. The Village may, by continuing to pay the premium, keep your insurance in effect for a brief period if you cease to be an eligible employee for any reason other than resignation, dismissal, or failure to meet the terms of eligibility of our group insurance program.

Government Required Coverage

Workers' Compensation

The Illinois Workers' Compensation Law is a no-fault insurance plan which is supervised by the state and one hundred percent (100%) paid for by the Village. This law was designed to provide you with benefits for any injury which you may suffer in connection with your employment. Under the provisions of the law, if you are injured while at work, you are eligible to apply for Workers' Compensation.

What Is Workers' Compensation?

Illinois's no-fault Workers' Compensation law was passed by the State legislature in the 1930's to guarantee prompt, automatic benefits to workers injured on the job.

Before Workers' Compensation, an injured worker had to sue his employer to recover medical costs and lost wages. Lawsuits took months and sometimes years. Juries and judges had to decide who was at fault and how much, if anything, would be paid. In most cases, the injured worker got nothing. It was a costly, time-consuming and unfair system.

Today, if you're unable to work because of a job injury, the Village and our Workers' Compensation Insurance carrier work together to take care of your medical expenses and pay you money to live on until you're able to come back to work—automatically, without delay or red tape.

Who Is Covered?

Every Village employee is protected by Workers' Compensation.

What Is Covered?

Any injury is covered if it's caused by your job—not just serious accidents, but even first-aid type injuries. Illnesses may also be covered, if they're related to your job. For example, common colds and flu are not covered, but if you caught tuberculosis while working at a TB hospital, that's covered. The main question is if the injury or illness is the result of the performance of your job.

When Am I Covered?

Coverage begins the first minute you're on the job and continues anytime you're working for the Village. You don't have to work a certain length of time, and there's no need to earn any minimum amount of wages before you're protected.

What Are the Benefits?

Illinois law guarantees you three kinds of workers' compensation benefits:

* **Medical care to take care of the injury, including not only doctor bills, but also medicines, hospital costs, fees for lab tests, x-rays, crutches and so forth --** There's no deductible and all costs are paid directly by our workers' Compensation Insurance carrier. If you do receive a bill, be sure to submit it to the Human Resources Coordinator for payment through our insurance carrier.

* **Rehabilitation services necessary to return to work --** Sometimes this is just an extension of medical treatment (for example, physical therapy to strengthen muscles). However, if the injury keeps you from returning to your usual job, you may qualify for vocational rehabilitation and retraining, too. Again, all costs are paid directly by the Village through our Workers' Compensation Insurance carrier.

* **Cash payments for lost wages** -- The most common kind of payments, for "temporary disability," will be made for as long as the doctor says you're unable to work. Additional cash payments may be made after you're able to work if there's a permanent handicap—for example, the amputation of a finger or loss of sight. If the injury results in death, payments will be paid to surviving dependents.

How Do I Get the Benefits?

All injuries, no matter how slight, must be reported immediately to your manager to assure consideration under Workers' Compensation Insurance, should complications develop later. Your department head will see that you receive medical attention.

Just tell your department head what, where, when, and how it happened -- enough information so that he or she can arrange medical treatment and complete the necessary reports along with your initial report. In an emergency, you may go directly to one of the medical facilities nearby. Later, you may be required to furnish your department head with written statements regarding the on-the-job accident so that we may accurately document the incident, and so you may receive all the benefits to which you are entitled. (Failure to do this could result in loss of benefits.)

Prompt reporting is the key. Benefits are automatic, but nothing can happen until your employer knows about the injury. Insure your right to benefits by reporting every injury, no matter how slight. Even a cut finger can be disabling if an infection develops.

How Much Are the Cash Payments?

Payments consist of two-thirds of your average weekly wage, up to a maximum amount set by the State Legislature. The amount of the payments, and when and how they'll be paid, are regulated by State law. Only the State Legislature can change the law.

Workers' Compensation payments are tax free. There are no deductions for state or federal taxes or Social Security.

When Are the Cash Payments Made?

If you report the injury promptly, you should receive the first compensation check within 14 days. After that you'll receive a check every two weeks until the doctor says you're able to go back to work. For extremely serious injuries, the payments may continue for life.

Although the Village will pay for the time lost because of a work-related accident during the remainder of the normal workday in which the accident occurs, Workers' Compensation payments for lost wages aren't made for the first three days you're unable to work (including weekends). However, if you're hospitalized or off work more than 21 days, payments will be made even for the first three days.

What If There's a Problem?

Fortunately, most claims - better than 9 out of 10 - are handled routinely. After all, Workers' Compensation benefits are automatic and the amounts are set by the Legislature. But mistakes and misunderstandings do happen. If you think you haven't received all benefits due you, please contact the Human Resources Coordinator.

If you're not satisfied with the Human Resource Coordinator’s explanation, get advice from the nearest office of the State Division of Industrial Accidents. If the problem still can't be resolved, it may be necessary to file an "Application for Adjudication" with the Workers' Compensation Appeals Board. That's the State agency which reviews cases where an injured worker believes he or she hasn't received what's coming to him or her.

The Appeals Board is a court of law. You can represent yourself, of course, but you may want to hire an attorney. If you do, the fee – about $630 on the average – will be deducted from any benefits awarded you by the Appeals Board. If it's necessary to go to the Appeals Board to resolve your case, be sure to do so within one year from the date of the injury, or one year from the date of your last medical treatment. Waiting longer could mean losing your right to benefits.

Other Benefits

If the injury is very serious - one where you won't be able to work for a year or more - you may be eligible for additional benefits from Social Security. For information contact the nearest office of the Social Security Administration, or discuss your situation with the claims representative of the Village's Workers' Compensation Insurance carrier.

Employees returning to work after being absent due to an injury, must report to the Village Manager and their department head prior to beginning work, and must bring a doctor's clearance for returning to duty.

Unemployment Compensation

The Village pays a percentage of its payroll to the Unemployment Compensation Fund according to the Village's employment history. If you become unemployed, you may be eligible for unemployment compensation, under certain conditions, for a limited period of time. Unemployment compensation provides temporary income for workers who have lost their jobs. To be eligible you must have earned a certain amount and be willing and able to work. You should apply for benefits through your local State Unemployment Office as soon as possible.

The Village pays the entire cost of this insurance.

Social Security

The United States Government operates a system of contributory insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, the Village is required to deduct this amount from each paycheck you receive. In addition, the Village matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits.

Retirement

Retirement Plan

The Village has an Employees' Retirement Plan to provide (*) eligible employees (who have completed sufficient service) with a monthly pension benefit upon retirement. The Plan includes provisions for normal retirement at age sixty-five (65), and early retirement or disability retirement benefits for employees meeting certain qualifications.

All regular full-time employees and part-time employees (*) who are expected to work at least six hundred (600) hours per year are eligible to participate in the Employees' Retirement Plan. Participation in the Plan begins on the first day of the month following your hire date. If you are hired on the first day of a month, your participation in the Plan begins on that day.

The details regarding the Village and employee contributions, vesting, administration, investments, etc. are provided in the separate literature for the Employees' Retirement Plan, which was given to you along with this Manual.

(*) Exception: Police Officers, the Chief of Police and Deputy Chief of Police are entitled to Pension benefits under Article 3 of the Illinois Pension Code, exclusively as determined by the Board of Trustees of the Police Pension Fund of the Village.

Retiree Insurance

The employer shall pay the employees single medical Insurance coverage provided the employee is not eligible from other sources until said employee is eligible for Medicare Benefits. If the employee is eligible for coverage from other sources, the Village will pay that amount provided it does not exceed the amount the village regularly pays for single member premium coverage. If the premium contribution exceeds the cost of the village contribution, the employee will be eligible to remain on the Village plan. To be eligible for this benefit, the employee must have completed a minimum of 20 years of service with the Village. Union contracts would prevail for union employees.

<u>20 years of employment with the Village = 100% of single medical coverage premium</u>

Other Benefits

Clothing Allowance

All full-time employees are entitled to replacement uniform items purchased by the Village in an amount up to $550 each calendar year after the eligible employee's first full year of employment. For each newly hired eligible employee, the Village shall purchase items as determined by the department head to be of necessity and by select vendors as determined by the Village. Upon termination, an employee is expected to return all uniforms and items purchased by the Village. **All exempt employees, other than the Chief of Police and Deputy Chief of Police are not entitled to a clothing allowance.**

Education Assistance

We feel an individual who possesses a desire to continue their education, in addition to performing their full-time job, shows a commitment to improving themselves and their position within the Village. To encourage and reward these individuals, the Village offers an Education Assistance benefit.

Full-time employees may continue their education in a related field and the Village may reimburse all or part of the registration and tuition costs. All courses must be pre-approved by your manager and the Village Manager. Once the course is completed, submit a certified transcript of grades, with receipts for expenses. The Village may reimburse you as described below for the portion of the registration and tuition that was pre-approved. Incentives have been established to reward better than average performance.

Reminder: If you are taking a pre-approved seminar that offers continuing education credit, be sure to give your department head a copy of the Continuing Education Credit Certificate (or other document) to include in your personnel file.

In order to qualify for this Education Assistance benefit you must:

1. Advise your department head and the Village Manager, prior to enrolling for the class, that you intend to take a particular course. The Village Manager will advise you whether the course is of a nature that the Village will approve for partial or total reimbursement of tuition and fees.

2. The course must be job-oriented and offered by an approved educational institution.

3. The amount of course reimbursement is based on the final grade you receive for the course, as follows:
   A = 100% B = 75% C = 50% <C = 0%, If Pass/Fail; then PASS = 100% or FAIL = 0%

4. You must have at least one (1) full year of service with the Village.

5. If your employment with the Village terminates for any reason within two (2) years after completing the course, you must agree to pay the Village back and such sums may be withheld from the employee's final paycheck.

6. If you are eligible to receive educational benefits from other sources, such as the Veterans Administration, the Village will not reimburse your educational expenses.

Education/Training (Attending Seminars/Training Sessions)

From time to time, the Village may arrange to have both formal and informal training programs to enable you to progress in your technical knowledge of our business. Several times a year, employees may be selected to attend schools, workshops, or training programs. You will receive a normal paycheck while attending these schools or workshops. All or a portion of the expenses for off-premises training will be paid for by the Village depending on the nature of the course. Check with the Human Resource Coordinator or the CFO for details.

If you become aware of a particular seminar that you believe is appropriate for enhancing your skills and/or those of other employees, please bring it to the attention of your department head. Since these seminars are usually offered only at specified times in a geographical area, please be sure to notify your department head as far in advance as possible. This way, he or she can attempt to schedule workloads to accommodate your and/or other employees' desires to attend the upcoming seminar.

Employee Assistance Program

The State of Illinois may provide an Employee Assistance Program (EAP) which is designed to provide a confidential service for our employees whose personal problems are affecting their abilities to function at top efficiency in their work. This service may be available to all full-time employees and their immediate families. Arrangements can be made for you to be seen by a professional, who is specially trained in your specific problem area, including:

* Alcoholism
* Domestic violence
* Drug dependency
* Emotional illness
* Family problems
* Financial problems
* Legal problems

Confidentiality is one of the most important aspects of the program. If you contact the Village Manager directly, no one in the Village will know about it unless you tell them. No information concerning the nature of your problem will be released without your written consent. Participation in the Employee Assistance Program will not affect future promotional opportunities. Costs, such as assessment, referral, or treatments may be covered in part or in full by the group insurance plan. Asking for assistance does not mean that you will be obligated to accept or continue it.

Be sure to talk to the Village Manager to ask for him to grant you the necessary time off needed for this type of assistance.

4 Other Policies

Borrowing Tools & Equipment
Bulletin Boards
Communications
Community Activities
Computer Software (Unauthorized Copying)
Contributions
Conversion Privileges
Department Meetings
Dress Code/Personal Appearance
Exit Interviews
Expense Reimbursement
First Aid
Gifts
Grievances
Housekeeping
Inspection of Packages
Labor Unions
Layoff & Recall
Life-Threatening Illnesses
Managers
Open Door Policy & Counseling
Outside Activities
Parking Lots
Personal Phone Calls & Mail
Personal Property
Personal Use of Village Property
Promotion Policy
Property & Equipment Care
Recycling, Waste Prevention & Conservation
References
Resignation
Restricted Areas
Return of Village Property
Safety Rules
Safety Rules When Operating Machines & Equipment
Security
Seniority
Sick Bank
Smoking
Solicitations & Distributions
Substance Abuse
Suggestions
Theft
Traffic Violations
Transfers
Uniforms
Use of Village Vehicle
Visitors
Violations of Policies

List of Additional Policies Not Included in This Manual
Borrowing Tools & Equipment

See "Personal Use of Village Property" later on in this section.

Bulletin Boards

Bulletins and bulletin board(s) are our "official" way of keeping everyone informed about new policies, changes in procedures and special events. Information of general interest is posted regularly on the bulletin board(s). Please form the habit of reading the bulletin board(s) regularly so that you will be familiar with the information posted on it. Please ask your department head if you are not sure where the bulletin boards are located.

Only authorized personnel are permitted to post, remove or alter any notice on the bulletin board(s). If you want to have notices posted on the Village bulletin board(s), see your manager for instructions.

Communications

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies and general information, you also need to communicate your ideas, suggestions, personal goals or problems as they affect your work.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all the Village methods of communication, including this Employee Manual, bulletin boards, discussions with your manager, memoranda, staff meetings, training sessions, etc.

You will receive other information booklets, such as your insurance booklets, from time to time. You may take these booklets home so that your family may know more about your job and your benefits.

In addition, you may receive letters from the Village. There is no regular schedule for distribution of this information. The function of each letter is to provide you and your family with interesting news and helpful information which will keep you up-to-date on the events here at the Village.

Please also be sure to check your biweekly paycheck envelope for occasional inserts and memos.

Community Activities

The Village recognizes the importance of community participation. Our total business is dependent upon service to the citizens of Chatham, and the community is dependent on our services.

The Village encourages and supports your participation in service activities that contribute to the community. We encourage employees to regularly volunteer with community service activities. Some eligible service activities might include:

* Jaycees
* Kiwanis
* Youth Programs
* Food drives
* Toys for Tots

* United Way drives

* Assisting physically challenged or confined individuals

* Assisting elderly citizens

Computer Software (Unauthorized Copying)

The Village does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies, Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the users' right to make a backup copy for archival purposes (Section 117).

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy is not provided by the manufacturer. Unauthorized duplication of software is a Federal crime. Penalties include fines of as much as $250,000, and jail terms of up to five years.

Even the users of unlawful copies suffer from their own illegal actions. They receive no documentation, no customer support and no information about product updates.

1. The Village licenses the use of computer software from a variety of outside companies. The Village does not own this software or its related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it.

2. With regard to use on local area networks or on multiple machines, Village employees shall use the software only in accordance with the license agreement.

3. Village employees learning of any misuse of software or related documentation within the Village shall notify the Village Manager or the appropriate department head.

4. According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. Village employees who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include dismissal.

Contributions

We make no contributions to churches or other organizations where such contributions will only benefit the members of that organization. The general rule is that the cause must be for the good of the entire community. All decisions concerning contributions are made by the Village Manager. The Village does not exceed its budgeted allowance for contributions.

Please make others aware of this policy should you be asked to solicit the Village for contributions which don't meet these standards.

Conversion Privileges

At your exit interview or upon dismissal, you will learn how you can continue your insurance coverage and any other benefits you currently enjoy as an employee who is eligible for continuation.

Department Meetings

From time to time, your manager will schedule department meetings before, during, or after work. It's to your advantage to be at these meetings. They give you and your fellow workers a chance to receive information on village events, to review problems and possible solutions, and to make suggestions about your department or your job.

If your attendance at Department Meetings is mandatory, you will be informed in writing. Failure to attend may involve a penalty.

Dress Code/Personal Appearance

Please understand that you are expected to dress and groom yourself in accordance with accepted social and business standards, particularly if your job involves dealing with customers or visitors in person. The Village Manager, your department head, or union contracts will provide the guidelines for establishing a reasonable dress code appropriate to the job you perform.

A neat, tasteful appearance contributes to the positive impression you make on our citizens. You are expected to be suitably attired and groomed during working hours or when representing the Village. A good clean appearance bolsters your own poise and self-confidence and greatly enhances our image.

Personal appearance should be a matter of concern for each employee. If the Village Manager feels your attire is out of place, you may be asked to leave your workplace until you are properly attired. You will not be paid for the time you are off the job for this purpose. The Village Manager and/or union contracts determine an appropriate dress code, and anyone who violates this standard will be subject to appropriate disciplinary action.

Exit Interviews

In instances where an employee voluntarily leaves our employment, the Human Resources Coordinator would like to discuss your reasons for leaving and any other impressions that you may have about the Village. If you decide to leave, you will be asked to grant us the privilege of an exit interview. During the exit interview, you can express yourself freely. It is hoped that this exit interview will help us part friends, as well as provide insights into possible improvements we can make. All information will be kept strictly confidential and will in no way affect any reference information that the Human Resources Coordinator will provide another employer about you.

Expense Reimbursement

If you are asked to conduct village business using your personal vehicle, you will be reimbursed at the then current IRS rate of mileage reimbursement per mile. Please submit this expense on an approved expense report/voucher.

First Aid

Federal law ("OSHA") requires that we keep records of all illnesses and accidents which occur during the workday. The Illinois State Workers' Compensation Act also requires that you report any illness or injury on the job, no matter how slight. If you hurt yourself or become ill, please contact your manager for assistance. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards which might be present on the job. Should you have any questions or concerns, contact the Human Resources Coordinator.

Gifts

Advance approval from management is required before an employee may accept a gift of any kind from a citizen, supplier or vendor representative, except for certain promotional "premiums" (t-shirts, coffee mugs, pens, key chains, etc.) imprinted with the Village logo or sales information.

Grievances

Our goal is to maintain a comfortable working environment for everybody. We do this in several ways:

* By treating each of you as an individual and encouraging your maximum development;

* By recognizing that each of you is essential to the success of the Village; and

* By maintaining direct communications with all of our employees and ensuring that each and every one of you can speak directly and openly with our management team.

We believe that this type of communication, without interference from any outside party other than Village unions, is best for all concerned. Therefore, when you wish to express your problems, opinions, or suggestions, you will always find an open door and an attentive ear.

As time goes by and the Village grows, we will continue to listen and respond to your questions and comments.

Resolving Problems

Whenever you have a problem or complaint, we expect you to speak up and communicate directly with us. You can take the following steps:

1. First, talk to your immediate manager. Your manager is most familiar with you and what your job and is, and is therefore, in the best position to assist you. Your supervisor works closely with you, and is interested in seeing that you are treated fairly and properly.

2. If your manager cannot help you resolve the matter, you can speak to the Human Resources Coordinator who will give your problem or complaint, prompt consideration.

3. If the Human Resources Coordinator feels that the situation warrants further review, he/she will ask the Village Manager or the Village President for assistance.

Remember -- it is always best to resolve problems right away. Little problems tend to turn into big problems; facts become confused; resentment and anger builds up. It is always best to get things resolved before they get out of hand.

Housekeeping

Neatness and good housekeeping are signs of efficiency. You are expected to keep your work area neat and orderly at all times -- it is a required safety precaution.

Easily accessible trash receptacles and possibly recycling containers are located throughout the workplace. Please put all litter and recyclable materials in the appropriate receptacles and containers. Always be aware of good health and safety standards, including fire and loss prevention.

Please report anything that needs repairing or replacing to your manager immediately.

Inspection of Packages

The Village reserves the right to inspect all packages or closed containers brought into or taken out of the work area.

Labor Unions

Not all our employees are represented by a labor union; however the Village's policy is to provide wages and benefits that compare favorably with those in our region and type of employment. We also strive to provide the safest and best possible working conditions for you.

One of the Village's primary goals is to successfully meet its responsibilities to you, our employee, both as an individual, and as a contributing member of the Village. This is accomplished by managing the Village in such a way that you will always be treated with respect and dignity. We believe every person deserves to be treated in this manner, in any situation. We also believe this principle helps make the Village successful. And, in this environment, we can work together to solve any problems that may arise.

Layoff & Recall

In the unlikely event of a reduction in workforce, employees will be laid off based on skills and abilities as well as seniority. Please understand that if the skills and abilities of two employees are equal, seniority will be the determining factor in the layoff decision. For all union employees, the collective bargaining agreement will prevail.

Life-Threatening Illnesses

The Village recognizes that employees with a life-threatening illness, including, but not limited to, cancer, heart disease, and AIDS, may wish to continue to engage in as many of their normal pursuits as their condition allows, including work. These employees must be able to meet acceptable performance standards. Performing normal job functions must not exacerbate their condition. Medical evidence must indicate that their condition is not a threat to other workers.

Managers need to be sensitive to the employee's condition and ensure that the employee is treated consistently with other employees. The Village seeks to provide a safe work environment for all employees and citizens. Therefore, precautions should be taken to ensure that any employee's condition does not present a health and/or safety threat to themselves, other employees or citizens.

When dealing with situations involving employees with life-threatening illnesses, managers should:

* Remember that an employee's health condition is personal and confidential, and reasonable precautions should be taken to protect information regarding an employee's health condition.

* Contact the Village Manager if you believe that you or other employees need information about terminal illness, specific life-threatening illness, possible contagion, or if you need further guidance in managing a situation that involves an employee with a life-threatening illness.

* Contact the Village Manager to determine if a statement should be obtained from the employee's attending physician that continued presence at work will pose no threat to the employee, co-workers, or citizens. The Village reserves the right to require an examination by a medical doctor appointed by the Village.

* Make reasonable accommodation for employees with a life-threatening illness provided that any accommodations made do not require significant difficulty or expenses.

* Make a reasonable attempt to transfer employees with a life-threatening illness who request a transfer and are experiencing undue emotional stress.

* Be sensitive and responsive to employees and co-workers' concerns.

* Do not give special consideration beyond normal transfer requests for employees who feel threatened by a co-worker's life-threatening illness.

* Be sensitive to the fact that continued employment for an employee with a life-threatening illness may sometimes be therapeutically important in the remission or recovery process, or may help to prolong that employee's life.

Managers

Your immediate manager is the person on the management team who is closest to you and your work. Your day-to-day contact with your manager gives you a chance to receive guidance and counsel regarding your assignments and the progress you make on your job. Your manager can show you how your work fits into the overall picture, teach you how to do things, explain the "how" and "whys," and encourage you when things look a little tough.

Your manager is in complete charge of the department. He or she is responsible for the efficient operation of the department. Your manager has authority to assign work, recommend pay increases, transfers or promotions, and to maintain order and discipline.

Remember, your manager knows most of the answers, and, if not, knows where to get them. Your manager wants you to succeed and when you need help or have questions, complaints, problems or suggestions, contact your manager first. He or she is interested in your success, the success of every member of your department, and the overall success of the Village.

Your manager is human, has many responsibilities, and needs your cooperation, assistance, and loyalty. He or she wants to help you - that's their job - so please ask, and please be willing to meet your manager half way. If he or she cannot help you or answer your question, your question will be referred to someone who can. You can expect to be treated fairly and with respect. Go to your manager for information about your job, your pay, or other matters of village policy.

Please don't overburden your manager with questions that can be answered by reading this manual or by checking bulletin boards. Do feel free to ask for clarification of regulations or responsibilities. Any problem that hinders the efficient completion of your responsibilities should be taken up with your manager.

Open Door Policy & Counseling

Normally, you will be expected to use the Grievance Procedure outlined earlier in this Manual to resolve a problem. However, if the problem or complaint is of a personal nature, or a very delicate matter, you may meet first with any member of management, including the Village Manager, to discuss it. He or she will decide if you should first discuss the problem with your immediate manager. If so, you will be directed to use the Grievance Procedure. If the complaint, suggestion, or question is of such a nature that resolution would be hampered by the Grievance Procedure, the management person you contact will take the appropriate action.

Outside Activities

If your financial situation requires you to hold a second job, part-time or full-time, or if you intend to engage in a business enterprise of your own, we would like to know about it. Any other job held must not affect your ability to complete your job with the Village or interfere in your completion of the job. Before accepting any outside employment it would be a good idea to discuss the matter with your manager.

Parking Lot

You are encouraged to use the parking areas designated for our employees. Please keep in mind that the parking spaces adjacent to or in front of our building(s) are for customers and visitors also. Remember to lock your car every day and park within the specified areas.

Courtesy and common sense in parking will avoid accidents, personal injuries, and damage to your vehicle and to the vehicles of other employees. If you should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to your manager.

The Village does not assume any liability for any loss or damages you may sustain.

Personal Phone Calls & Mail

Our telephone bills can be astronomical. Please keep all personal phone calls to a minimum—they must not interfere with your work. You are permitted to make limited local area calls on Village telephones for essential personal business during lunch or "break" periods only. Please do not abuse this privilege. Emergency calls regarding illness or injury to family members, changed family plans, or calls for similar reasons may be made at any time. Incoming urgent calls will be directed to you.

Please don't use the Village as a personal mailing address or use the village postage meter without paying and receiving proper authorization to do so. Although the amount may seem small, it is still considered theft.

Personal Property

Due to the strict liability guidelines of our insurance carrier, under no circumstances are you allowed to keep personal equipment or vehicles on Village property where damage or fire could result.

If you are assigned a locker for your personal possessions you are responsible for keeping your locker clean, sanitary, and orderly. Please understand that the Village cannot assume any responsibility for loss or damage to personal property of any employee.

Personal Use of Village Property

In some instances, but not on Village time, employees may be allowed to borrow certain Village tools or equipment for their own personal use while on our premises. In no instance may this be done off our premises without prior management approval. You understand and agree that the Village is not liable for personal injury incurred during the use of Village property for personal projects. As a Village employee, you accept full responsibility for any and all liabilities for injuries or losses which occur, or for the malfunction of equipment. You are responsible for returning the equipment or tools in good condition and you agree that you are required to pay for any damages that occur while using the equipment or tools for personal projects.

Promotion Policy

It is our policy to advise all employees about advancement opportunities by means of bulletin boards or other suitable methods. Please submit your request for consideration for a specific position directly to the Village Manager or to the Human Resources Coordinator.

Whenever a position becomes available, every effort will be made to fill it by promoting a qualified employee. Jobs will be awarded based on individual ability and past job performance, as well as length of service if two people have

similar qualifications. By utilizing all opportunities for education and performing your job excellently, you may become qualified to fill a position of greater skill, responsibility and value at the Village. The Village will always continue to look outside the Village for potential employees as well.

Acceptable (Please place these in the proper recycling bins if available)

Aluminum
Computer Paper -- Pin Fed, Single Sheet, Green or Blue Bar, Plain White
White Ledger -- Bleached Bond, White Copier Paper, Envelopes, Adding Machine Tape
Laser Printer Cartridges
Newspapers
Plastic
Shipping Cartons & Packing Materials

Unacceptable (Please keep these contaminants out of the recycling bins.)

COLORED PAPER
Carbons
NCR Paper
Magazines
FAX Paper
Glossy Paper
Wrapping Paper
Cardboard
Food

Exception:

Metal paper clips and staples may be left on the paper.

Just A Few Reasons for Recycling:

Solid Waste: It has been estimated that each man, woman, and child produces an average of four pounds of trash every day, almost 1,500 pounds a year. Most of this garbage gets buried in a landfill, and we are running out of landfill space at an alarming rate. Paper makes up about 25% of many cities' garbage, much of which could be diverted through office paper recycling programs.

Paper Production: As many as seventeen small trees are required to make one ton of paper. Recycling slows the demand for virgin timber fibers and lessens the strain on our forest resources.

Energy Conservation: Up to 64% less energy is required to produce paper from waste paper instead of from virgin wood pulp. In the case of office paper, the equivalent of almost three barrels of oil is saved for every ton of paper recycled.

Air & Water Pollution: The manufacturing of paper from used paper instead of from trees produces almost 60% less pollution of air and water.

Water Conservation: The manufacturing of recycled paper uses only half of the water that is required in the manufacturing of virgin paper.

References

The Village does not respond to oral requests for references. All requests must be in writing. In the event you leave the employment of the Village we may be able to provide references to potential employers, depending upon the circumstances, your employment history, etc. However, you must first sign a “reference release” waiver, allowing us to release reference information beyond merely confirming that you worked at the Village for a specific period of time and your position.

As an employee, do not under any circumstances respond to any requests for information regarding another employee unless it is part of your assigned job responsibilities. If it is not, and you receive a request for a reference, you should forward the request to the Human Resources department for a response.

Resignation

While we hope both you and the Village will mutually benefit from your continued employment, we realize that it may become necessary for you to leave your job with the Village. If you anticipate having to resign your position, you are expected to notify your manager at least two (2) weeks in advance of the date that you must leave.

Restricted Areas

In the interest of safety and security, certain portions of the Village's facilities may be restricted to authorized personnel only. Such areas will be clearly marked.

Return of Village Property

Any Village property issued to you, such as tools, building keys or uniforms, must be returned to the Village at the time of your dismissal or resignation, or whenever it is requested by your manager or the Village Manager. You are responsible to pay for any lost or damaged items. The value of any property issued and not returned may be deducted from your paycheck, and you may be required to sign a wage deduction authorization for this purpose.

Safety Rules

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all Village activities. We want to protect you against injury and illness, as well as minimize the potential loss of production.

Please report all injuries (no matter how slight) to your manager immediately, as well as anything that needs repair or is a safety hazard. Below are some general safety rules. Your manager or department head may post other safety procedures in your department or work area:

* Avoid overloading electrical outlets with too many appliances or machines.

* Use flammable items, such as cleaning fluids, with caution.

* Walk -- don't run.

* Use stairs one at a time.

* Report to your manager if you or a co-worker becomes ill or is injured.

* Ask for assistance when lifting heavy objects or moving heavy furniture.

* Keep cabinet doors and file and desk drawers closed when not in use.

* Sit firmly and squarely in chairs that roll or tilt.

* Wear or use appropriate safety equipment as required in your work.

* Avoid "horseplay" or practical jokes.

* Start work on any machine only after safety procedures and requirements have been explained (and you understand them).

* Use air hoses, canned air and air horns only for the use intended. Avoid blowing air at yourself or anyone else.

* Wear appropriate personal protective equipment, like shoes, hats, gloves, goggles, spats, hearing protectors, etc., in designated areas or when working on a project which requires their use.

* Keep your work area clean and orderly, and the aisles clear.

* Stack materials only to safe heights.

* Watch out for the safety of fellow employees.

* Use the right tool for the job, and use it correctly.

* Wear gloves whenever handling hazardous materials, tools, machines or sharp objects

* Operate motorized equipment only if authorized by your immediate manager.

Remember, failure to adhere to these rules will be considered serious infractions of safety rules and will result in disciplinary actions.

Safety Rules When Operating Machines & Equipment

* Machine guards must be in place while machines are in operation.

* Loose clothing, jewelry or rings must be removed before operating machinery.

* You must have steel toe shoes and (if necessary) prescription eye protection to start the job.

* Required personal protective equipment, except for prescription glasses and steel toe shoes, will be issued to you by the Village.

Replacement for mandatory personal protective equipment which has been purposely destroyed or lost may be purchased by you at cost. You may purchase personal protective equipment that is not mandatory through the Village at a reduced cost.

We will continue to provide a clean, safe and healthy place to work and we will provide the best equipment possible. You are expected to work safely, to observe all safety rules and to keep the premises clean and neat. Remember that carelessly endangering yourself or others may lead to disciplinary action, including possible dismissal.

Security

Maintaining the security of Village buildings and vehicles is every employee's responsibility. Develop habits that insure security as a matter of course. For example:

* Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.

* Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.

* When you leave the Village's premises make sure that all entrances are properly locked and secured.

Seniority

Many of your benefits, like vacations, are determined by seniority. Also, seniority is one of the factors recognized when making promotions or layoffs. Therefore, seniority is very important to you as an employee.

You must complete an Introductory Period when you are hired. During this period, you carry no seniority rights. If you are retained after the Introductory Period, you will be credited with seniority. Your seniority will reflect your length of employment beginning on the date on which you began full-time work (anniversary date).

Sick Bank

At this time we do not currently have a Sick Bank Policy, however, if the Village decides to create one, you will be made aware of it and this will be the procedures of the Policy: At the first of each calendar year, an employee may choose to donate one sick leave day to the Sick Bank. Membership is strictly voluntary, and any employee who elects not to participate in the Bank will not be eligible to use the Bank. A member who suffers from a serious illness or injury and who has exhausted personally accumulated sick, personal, vacation and comp time leave may apply to the Village Manager for use of sick leave days from the Bank. Each application will be looked at by the Village Manager to determine whether the applicant's illness or injury qualifies for withdrawal of Sick Bank days. Please refer to the Village's Sick Bank Policy (if adopted) for more details on usage.

Smoking

Smoking is absolutely not allowed in the buildings or garages of the Village or in any village owned vehicle or truck. If you smoke, there are a variety of places appropriate for you to enjoy a short break in an outside area according to all Illinois smoking laws and not within 15 feet of doorways, windows, and vents. Please be courteous and concerned about the needs of your fellow employees and others. The wishes and preferences of non-smokers will take precedence over those of employees who smoke. Please do not smoke in restricted areas or in any of the Village vehicles. Be sure to follow ALL Illinois State smoking laws adopted January 1, 2008. Individuals and businesses can be fined up to $250. Employees may utilize the Illinois Tobacco Quit line by calling the toll free number at 1-866-quit-yes.

Solicitations & Distributions

Solicitation for any cause during working time and in working areas is not permitted. You are not permitted to distribute non-Village literature in work areas at any time during working time. Working time is defined as the time assigned for the performance of your job and does not apply to break periods and meal times. Working areas do not include the lunch room or the parking areas. Solicitation during authorized meal and break periods is permitted so long as it is not conducted in working areas.

Persons not employed by the Village are prohibited from soliciting or distributing literature on village property.

Substance Abuse

The Village is committed to providing its employees with a safe workplace and an atmosphere which allows them to protect inventory and other assets placed in their care; Village employees should not be subject to any safety threats

from fellow workers. You are expected to be in suitable mental and physical condition while at work, allowing you to perform your job effectively and safely.

Whenever use or abuse of any mood altering substance (such as alcohol or other drugs) interferes with a safe workplace, appropriate action must be taken. The Village has no desire to intrude into its employees' personal lives. However, both on-the-job and off-the-job involvement with any mood altering substances can have an impact on our workplace and on the Village's ability to achieve its objectives of safety and security. Therefore, you are expected to report to the workplace with no mood altering substances in your body. While you may make your own lifestyle choices, the Village cannot accept the risk in the workplace which substance use or abuse may create. The possession, sale or use of mood altering substances at the workplace, or coming to work under the influence of such substances shall be a violation of safe work practices and will be subject to disciplinary action, including possible dismissal.

Suggestions

We encourage all employees to bring forward their suggestions and good ideas about how our Village can be made a better place to work, and our service to customers enhanced. When you see an opportunity for improvement, please talk it over with your immediate manager. He or she can help you bring your idea to the attention of the appropriate people in the Village to consider.

All suggestions are valued and listened to. When a suggestion from an employee has particular merit, we provide for special recognition of the individual(s) who had the idea.

Theft

Internal theft is a serious problem for the Village. Although taking small items of village property many seem inconsequential, the cumulative effect can be very large. Stealing from the Village is like stealing from yourself. Losses from theft immediately affect our ability to increase salaries and can jeopardize other employee benefits.

Property theft of any type will not be tolerated by the Village. We consider property theft to be the unauthorized use of Village services or facilities or the taking of any village property for personal use. The following list of examples is not all-inclusive, but provides illustrations of several activities which are unacceptable.

1. **Use of Village copy machines for personal use.** The office copiers are not provided as a free service to employees. If you wish to use a Village copier for personal use, please follow the established procedure for reimbursement to the Village.

2. **Use of computers.** The Village's personal computers (the personal computers in the office, or laptops made available for work away from the office) are to be used exclusively for business purposes unless you receive permission from your manager and arrange to reimburse the Village for non-related Village business. Permission may be given for the use of personal computers during non-business hours if prior arrangements are made.

3. **Taking of village property.** No item purchased or supplied by the Village should ever be removed from Village premises without express authorization of your immediate manager and without the proper paper work associated with the situation. This rule applies to all Village property including mechanics' tools, computers, and even pens and paper. All employees may be subject to random searches as they leave Village facilities. Your manager has been given detailed instructions on the circumstances in which he or she can authorize you to borrow Village equipment or to take samples of your work home. A checkout procedure will be used, and if you fail to return any item removed on schedule, the value of the items will be charged against your paycheck and you may be subject to disciplinary action for theft.

Unauthorized possession or removal of village property is a very serious offense. Employees violating this policy will be subjected to discipline up to and including possible dismissal and prosecution. Village may consider the

dollar value of the item(s) taken, the employee's seniority, and the employee's past work record in setting penalties. If you are dismissed because of unauthorized possession or removal of village property, the reason for your dismissal may be provided to any future employer that contacts the Village. Referrals to criminal authorities will be made on a case-by-case basis.

Traffic Violations

If you are authorized to operate a village vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job, you will be considered completely responsible for any fines or traffic violations incurred. Your manager will advise you on what to say and do (and what not to say and do) in the event of a vehicular accident.

Transfers

Transfer from one position to another may be required or requested from time to time. Such transfers may be made with a possible adjustment in pay.

Uniforms

We provide uniforms which certain employees (Police Officers) must wear while at work. Upon termination of employment, the uniforms must be returned or the cost will be deducted from your final paycheck.

Use of Village Vehicle

No Village employee, other than department heads who regularly attend evening meetings or perform Village business at various hours beyond normal work hours and police officers, are authorized to use a Village vehicles for business other than work related functions, including travel to and from their residence and to and from their employment reporting area. Vehicles are to be parked at the Village complex at the end of each work day or shift, or at a location designated by the Village Manager.

Vehicles driven by department are to be used for work related travel inside and outside the village, and may be taken to the employee’s home at the end of each work day. Police officers are able to operate their squad cars within the Village limits as specified in the department policy.

Visitors

Our insurance coverage and good common sense prohibits unescorted visitors in working areas.

Violations of Policies

You are expected to abide by the policies in this Manual. Failure to do so will lead to appropriate disciplinary action. A written record of all policy violations is maintained in each individual's personnel file.

A partial list of causes for possible disciplinary action ("Unacceptable Activities") is presented under "Standards of Conduct" in the "Employment" section of this Manual. This list is not to be considered all-inclusive.