

SANGAMON COUNTY, ILLINOIS

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ORDINANCE  
NUMBER 19 - 31

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**AN ORDINANCE ADOPTING THE EMPLOYEE MANUAL FOR THE VILLAGE OF  
CHATHAM REVISED OCTOBER, 2019**

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DAVE KIMSEY, Village President  
AMY DAHLKAMP, Village Clerk

ANDREW DETMERS  
TERRY FOUNTAIN  
BRETT GERGER  
RYAN MANN  
MATT MAU  
PAUL SCHERSCHEL  
Village Trustees

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Published in pamphlet form by authority of the President and Board of Trustees of the Village of  
Chatham  
on October 19, 2019

Sorling Northrup – 1 N. Old State Capitol Plaza, Suite 200, P.O. Box 5131, Springfield, IL  
62705

**ORDINANCE NO. 19-**

**AN ORDINANCE ADOPTING THE EMPLOYEE MANUAL FOR THE VILLAGE OF CHATHAM REVISED OCTOBER, 2019**

**WHEREAS**, the Village of Chatham (“Village”), Sangamon County, State of Illinois, is a duly organized and existing Village created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Illinois Municipal Code; and

**WHEREAS**, the Village wishes to clearly outline expectations and procedures to Village Employees; and,

**WHEREAS**, the Village has drafted and revised an Employee Manual to act as a general guideline of current Village Policies for its employees; and,

**WHEREAS**, the Village President and Board of Trustees of the Village believe it is in the best interest of the Village to adopt the Employee Manual as attached hereto as **Exhibit A** to replace the Employee Manual currently in place which was last revised in June, 2014.

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Chatham, County of Sangamon, as follows:

**Section 1.** Recitals. The foregoing recitals shall be and are hereby incorporated into and made a part of this Resolution as if fully set forth in this Section 1.

**Section 2.** Adoption of Employee Manual. The Village President and Village Board of Trustees hereby adopt the Employee Manual as attached hereto as **Exhibit A** and approve it for use. The Employee Manual shall be distributed to all Village Employees; however, it is not and shall not be construed as a contract between the Village and its employees.

**Section 3.** Severability. In the event a court of competent jurisdiction finds this ordinance or any provision hereof to be invalid or unenforceable as applied, such finding shall not affect the validity of the remaining provisions of this ordinance and the application thereof to the greatest

extent permitted by law.

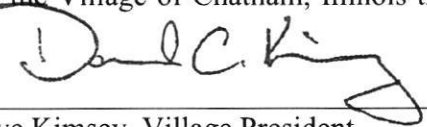
**Section 4. Repeal and Savings Clause.** All ordinances or parts of ordinances in conflict herewith are hereby repealed; provided, however, that nothing herein contained shall affect any rights, actions, or causes of action which shall have accrued to the Village of Chatham prior to the effective date of this ordinance.

**Section 5. Effective Date.** This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

SO ORDAINED this 22 day of October, 2019, at Chatham, Sangamon County, Illinois.

	YES	NO	ABSENT	PRESENT
ANDREW DETMERS	X			
<del>TERRY FOUNTAIN</del> <i>Min. of Chairo</i>	X			
BRETT GERGER	X			
RYAN MANN	X			
MATT MAU	X			
PAUL SCHERSCHEL	X			
DAVE KIMSEY				
TOTAL	6	0	0	0

**APPROVED** by the President of the Village of Chatham, Illinois this 22 day of October, 2019.

  
\_\_\_\_\_  
Dave Kimsey, Village President

Attest:  
  
\_\_\_\_\_  
Amy Dahlkamp, Village Clerk

**EXHIBIT A**  
**VILLAGE EMPLOYEE MANUAL**



# VILLAGE OF CHATHAM

## Employee Manual

22<sup>nd</sup> October, 2019  
(revised October 22, 2019)

## **Welcome to the Village of Chatham**

Dear Employee of the Village of Chatham:

Welcome to the Village of Chatham! Thank you for joining us. At the Village we pride ourselves on providing the highest quality service to our citizens. We strive to meet and exceed their needs, as well as the needs of all of our stakeholders. Our well-trained and service-oriented staff throughout the Village work hard to make our citizens feel at home in our community, whether it is through the services we provide, the interaction we have, or the time we spend planning and preparing for the future. We wish you the best of luck in your position and know that your employment relationship with the Village will be a rewarding experience.

## **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 the following standards:

1. To provide outstanding customer service for our residents, business community, and visitors.
2. To provide efficient and streamlined services and processes for the community that are sustainable and which effectively utilize technology.
3. To continue economic development efforts to provide financial stability by attracting new businesses to the area.
4. To make Chatham a place where people want to live, work, play, and create a legacy where people want to stay in the community to raise their own children.

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 possible. For your protection, we have a safety training 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.

## **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.

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 October 22, 2019.

**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 \_\_\_\_, 2019.
- \* 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.
- \* I understand that unless otherwise provided by a collective bargaining or other agreement, my employment is "at will." The Employee Manual is not a contract of employment. Either the Village or I can terminate my employment at any time, with or without cause, and with or without notice. Termination shall be effective as of the date set forth in a written notice from one party to the other, or as otherwise determined.

\_\_\_\_\_  
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 Village Manager-- 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, Ball Township and Woodside Township Sangamon County, is located along State Highway Route 4, west of Interstate 55 in central Illinois.

### Village Mission Statement

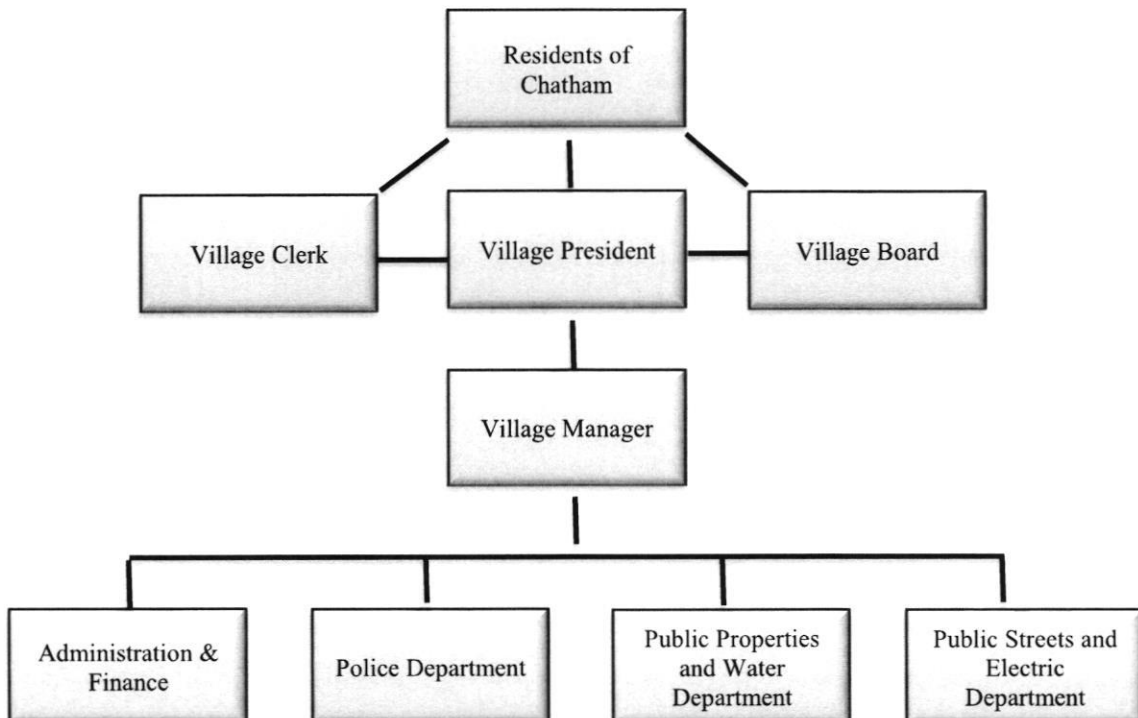
The mission of the Village of Chatham is to continually improve the quality of life for our residents and business community by providing high quality services performed in a responsive, courteous, cost-effective and efficient manner. In order to achieve this goal, the Village of Chatham shall treat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

## Village of Chatham Organizational Chart

### VILLAGE OF CHATHAM 2018 ORGANIZATIONAL CHART



## **EQUAL EMPLOYMENT OPPORTUNITY**

We value diversity and the many contributions that are made to our Village by people from all walks of life. Therefore, it is our policy not to discriminate against any employee or applicant for employment because of race, color, religion, age, sex, sexual orientation, national origin, disability or any other attribute or characteristic protected by law. The policy not to discriminate in employment includes, but is not limited to, the following:

- The Village will employ those applicants who possess necessary skills, education, and experience, without regard to race, color, religion, age, sex, sexual orientation, national origin, disability or any other attribute or characteristic protected by law.
- The Village will promote, upgrade, transfer, demote, recruit, advertise, and solicit for employment without regard to race, color, religion, age, sex, sexual orientation, national origin, disability or any other attribute or characteristic protected by law.
- The Village will provide for training during employment, and select for training and apprenticeship programs, without regard to race, color, religion, age, sex, sexual orientation, national origin, disability or any other attribute or characteristic protected by law.
- No employee will aid, abet, compel, coerce, or conspire to discharge or cause another employee to resign because of race, color, religion, age, sex, sexual orientation, national origin disability or any other attribute or characteristic protected by law.
- The Village will establish rates of pay and terms, conditions, and privileges of employment without regard to race, color, religion, age, sex, sexual orientation, national origin, disability or any other attribute or characteristic protected by law.

## **AMERICANS WITH DISABILITIES ACT (ADAAA)**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that require the Village to not discriminate against applicants and individuals with disabilities and to provide reasonable accommodations to applicants and employees who are qualified for a job so that they may perform the essential job duties of the position.

It is the policy of the Village to comply with all federal and state laws concerning employment of persons with disabilities and act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the policy of the Village not to discriminate against qualified individuals with disabilities in regard to application procedure, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. Employees shall make requests to Human Resources for reasonable accommodations.

### **Terms used in the policy**

As used in this ADAAA policy, the following terms have the indicated meaning:

**Disability** means a physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment or being regarded as having such an impairment.

**Major life activities** include the following, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

The ADAAA also includes the term “major bodily functions,” which may include physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

**Substantially limiting:** In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include, but are not limited to, epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder, and schizophrenia. Any impairment such as cancer that is in remission but that may possibly return in a substantially limiting form also is considered a disability under EEOC final ADAAA regulations.

**Direct threat** means a significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.

**Qualified individual** means an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

**Reasonable accommodation** includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

**Undue hardship** means an action requiring significant difficulty or expense by the Village. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include, but are not limited to:

- The nature and cost of accommodation.
- The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation. These resources include the number of persons employed at such facility, the effect on expenses and resources, or the impact of such accommodation upon the operation of the facility.

- The overall financial resources of the employer. This includes the size, number, type and location of facilities.
- The type of operations of the Village. This includes the composition, safety, structure and functions of the workforce, and the administrative or fiscal relationship of the particular department involved in making the accommodation to the employer.
- The impact of the accommodation on the operation of the Village.

Essential functions of the job refer to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified. The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.

The Village will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the Village. Any questions or requests for accommodation should be directed to Human Resources.

## **CODE OF ETHICS**

The Village of Chatham and its employees are committed to the attainment of the highest standards of ethical conduct in its dealings with the public, coworkers and third-party providers. The Village employees are expected to accept certain responsibilities, adhere to acceptable business principles, and exhibit a high degree of personal integrity at all times. A primary purpose of the Village's Code of Ethics is to increase the level of sensitivity of all employees to the existence of any questionable actions and to encourage them to not only raise questions about such actions but to report them to their superiors or to the Human Resources Department.

### **Standard 1: Quality of Service**

We will treat all members of the public with respect, provide them with the highest level of attention and quality of service and strive to achieve excellence in everything we do for them.

### **Standard 2: Conflict of Interest**

We will refrain from and avoid all conflicts or appearance of conflicts between our own private interests and our official responsibilities and performance of our duties on behalf of the Village.

### **Standard 3: Compliance with Laws and Regulations**

We will strictly follow all State of Illinois and Federal Government laws, standards and regulations respecting the service of the public.

### **Standard 4: Financial Transactions**

We will maintain the highest standards of honesty and accuracy in our financial practices as well as comply with all federal and state laws and regulations concerning coding, billing and collection activities directed to our residents or third-party payers.

**Standard 5: Employee Relations**

We shall treat all people with respect, dignity and courtesy.

**Standard 6: Safeguarding the Property of the Village and Our Citizens**

We shall protect the property of the Village as well as the property of our citizens against loss, theft, destruction, misappropriation and misuse.

**Standard 7: Communications**

The Village and its employees are committed to encouraging honest and open communication among all employees, citizens and other members of the public.

**ABOUT YOUR EMPLOYEE MANUAL**

This Manual is intended as direction for current Village policies. Every employee is expected to read, understand and follow the provisions of the Manual and will be held responsible for knowing its contents. The Village reserves the right to change this information at any time without notice. Violations of the policies contained here may result in discipline up to and including termination of employment.

Nothing in this Manual or any material distributed to employees is intended, or should be construed, as an agreement or contract, expressed or implied. The Village reserves the right, at all times, to take any action deemed to be in its best interests.

There are other related publications for employees' use as well. Detailed information about benefits offered to employees are available from Payroll.

Employees are encouraged to familiarize themselves with the contents of these publications. Questions about the material contained in them may be directed to the Village Manager.

Every effort has been made to ensure that the information is accurate and up to date and in compliance with state and federal laws and regulations. However, some of the information may have changed since publication. The most recent version of this Manual is made available electronically.

This Manual and the policies contained here apply to all Village of Chatham employees as a condition of their employment. Policies in this Manual do not supersede rights established under Village collective bargaining agreements. Any questions regarding the scope of the Manual should be addressed to your supervisor or to the Village Manager.

**CONFLICT OF INTEREST**

The Village expects that all employees will conduct themselves with the highest degree of personal and professional integrity. Interactions with Village vendors, contractors and the public must be conducted in a manner consistent with the Village of Chatham's obligations to the



public. Village employees may not offer, solicit or accept bribes, gifts (other than nominal gifts of \$25.00 or less), gratuities, product bonuses, special fringe benefits, discounts, unusual price breaks, or other windfalls in connection with their official duties. The value of all gifts received in one year from all sources must not exceed \$100. Promotional plans that could give rise to the appearance of a conflict of interest require written approval from Human Resources and must be within the guidelines of the state Gift Ban Act.

Employees are expected to develop and maintain constructive working relationships with co-workers, the public, Village vendors and contractors. However, if employees have any personal interest in Village transactions, contracts or other business over which they have any influence as a result of their employment with the Village, it is imperative that they disclose such interests to the Village Manager as soon as possible. The Village can establish safeguards to protect all parties from the existence of any actual or potential conflicts of interest.

## **DRUG AND ALCOHOL-FREE WORKPLACE POLICY STATEMENT**

The Village of Chatham believes that the use of illegal drugs and the use of alcohol are not appropriate in the workplace and is committed to maintaining a drug-free workplace as required by the Drug-Free Workplace Act of 1988.

Employees must abide by all of the provisions of this Policy (except that this Policy does not supersede rights established under any collective bargaining agreement). The following conduct is strictly prohibited:

- Use, possession, manufacture, distribution, dispensation, or sale of any illegal drugs or alcohol on Village premises, while engaged in Village business, in Village supplied vehicles, or during work hours.
- The distribution, dispensation or sale of prescription drugs on Village premises while engaged in Village business, in Village supplied vehicles, or during work hours.
- Possession of illegal drugs or alcohol in a locker, desk, vehicle, or other repository on Village premises, or in Village supplied vehicles.
- Being under the influence of illegal drugs, or a legal drug without a valid prescription or contrary to the valid prescription on Village premises, while engaged in Village business, in Village supplied vehicles, or during work hours.
- Testing positive for illegal drugs or illegal drug masking agent.
- Switching or adulterating any sample submitted for testing, or submitting a false sample for testing.
- Use, possession, sale or distribution of alcohol, or being under the influence of alcohol, as defined in the substance abuse testing procedure, on Village premises, while engaged in Village business, in Village supplied vehicles, or during work hours.



- Refusing to consent to testing or refusing to submit a sample for testing when required by a Village representative.
- Being convicted under any Federal or State drug statute for a violation occurring in the workplace.
- Failing to comply with rules and regulations promulgated under any testing policy or procedure maintained by the Village.
- The abuse or misuse of legal drugs on Village premises, while engaged in Village business, in Village supplied vehicles, or during work hours.
  - o Employees who believe or have been informed that their use of legally obtained drugs may impair their ability to perform their job and/or present a safety risk have the obligation to report such potential impairment to their supervisor to ensure the safety of themselves, other employees, Village property, and Village vehicles.
  - o Any employee under the influence of alcohol or illegal drugs during work hours, on Village premises, while engaged in Village business, in Village supplied vehicles, and/or at any Village sponsored activity, is in violation of Village policy and is subject to disciplinary action, up to and including termination. Use of alcohol may be authorized as stated below.

## **Policy Administration**

### **Inspections**

The Village reserves the right to inspect, for alcohol and illegal drug possession, the property and person of all employees while on Village property or while on Village business. This will be based on reasonable suspicion of a violation of this policy and can be conducted to the fullest extent permitted by law and by any applicable collective bargaining agreement. This right may include, but is not limited to, the inspection of vehicles, parcels, packages, lockers, work stations, offices and desks.

Where possible, inspections will be approved in advance by the Village Manager. Inspections are to be made, if possible, by no fewer than two supervisors or managers, one of whom is from Human Resources or has been designated as a representative for Human Resources. Individuals who refuse to permit an inspection may be subject to disciplinary action, up to and including termination. Employees will not be forcibly detained or inspected.

### **Notification of Convictions**

Employees must notify the Village Manager in writing as soon as possible, but no later than three (3) business days, of any criminal drug or alcohol conviction (including pleas of nolo contendere) for a violation occurring in the workplace. The Village will review the situation and will take appropriate disciplinary action, up to and including termination. The Village may require the employee to participate in a substance abuse program.

Where there is reasonable suspicion to believe that an employee is impaired due to being under the influence of drugs or alcohol while on duty, that employee may be required to report for drug/alcohol testing. When reasonable suspicion that an employee is impaired due to being under the influence exists, Human Resources shall be contacted to confirm that suspicion prior to any order to submit to drug/alcohol testing. Refusal of an employee to comply with the order for a drug/alcohol screening will be considered as a refusal of a direct order and will be cause for disciplinary action up to and including termination.

It is understood that drug or alcohol tests may be required under the following conditions:

- When an employee has been arrested or indicted for conduct involving illegal drug related activity on or off duty.
- When an employee is involved in an on-the-job injury causing reasonable suspicion of illegal drug use or alcohol use.
- When an employee is involved in an on-duty accident where there is reasonable suspicion of illegal drug use or alcohol use.
- Where an employee has experienced excessive absenteeism or tardiness under circumstances giving rise to a suspicion of off-duty drug or alcohol use.

The above examples do not provide an exclusive list of circumstances which may give rise to testing. Other circumstances may give rise to testing provided they conform to the reasonable suspicion standard.

Reasonable suspicion exists if the facts and circumstances warrant a rational inference that a person is impaired by alcohol or controlled substances. Reasonable suspicion will be based upon the following:

- Observable phenomena, such as direct observation of use and/or the physical symptoms of impairment by alcohol or controlled substances.
- Information provided by an identifiable third party which is independently corroborated.

The Village strives to maintain confidentiality with respect to employee programs involving alcohol or drug use, consistent with legal, safety and security considerations and obligations.

## **STATEMENT OF CONFIDENTIALITY**

It is the responsibility of every employee, volunteer, student, and vendor to maintain the confidentiality of Village information. This includes, but is not limited to, Village records, documents, notes, files, records, oral information, computer files or similar materials. These items may not be removed from the Village's premises without permission from the Village Manager, or where required for a business purpose or protected by the Freedom of Information Act (FOIA).

Employees must not disclose any confidential information, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside the Village. Employees who

are unsure about the confidential nature of specific information or regarding the release of information should ask your supervisor or the Village Manager for clarification.

Employees are required to handle such information in a confidential manner at all times during and after employment.

Employees are also required to immediately report any unauthorized use or disclosure of confidential information that they become aware of to their supervisor and/or the Village Manager.

Employees who knowingly or unknowingly violate this policy will be subject to appropriate disciplinary action, up to and including termination. Additionally, any unauthorized disclosure of information may result in civil and/or criminal liability under the Federal or State laws.

## **TEAM WORK POLICY**

We believe that our success depends upon the strength of our teamwork. The Village expects that all employees will always make a concerted effort to ensure a harmonious work environment that promotes a teamwork mentality. All employees will avoid disruptive behavior, insubordination, or intentionally sabotaging co-workers or other departments.

The key to teamwork is that all employees look to their manager or supervisor and respect their authority. The employee should follow the directions of their manager, unless deemed to be unlawful. If an employee becomes aware that another employee has intentions to harm or sabotage another employee or supervisor, this information should be reported to a supervisor immediately. In the event the employee has concerns with their supervisor, a report shall be made to their Department Head or the Village Manager.

## **EMPLOYMENT PROCESS**

The process of recruitment, selection, and employment is to attract, promote, or hire individuals who fit the needs of the Village and who have the required knowledge, skills, and abilities to perform the duties assigned to the position being filled.

This policy applies to all positions created and approved by the Village President and Board of Trustees. Only the Village Manager has the authority to fill a vacant position, except Village Manager, Chief of Police and Police Officers. The Village Manager may appoint an individual to fill any vacancy or authorize the recruitment and selection process described in this policy.

### **Vacant Position**

When a position becomes vacant, the department head informs the Village Manager who gives approval to initiate the recruiting and selection process if the Village budget allows.

### **Position Posting**

Vacancies may be posted to internal applicants only or to both internal and external applicants. All postings will contain a summary of the position's duties and responsibilities, and will list the

salary information, knowledge, skill, and ability requirements. Selection criteria will be included with the posting and will be available to applicants.

### **Salary**

The salary of a newly hired employee shall be established when the employee is hired. The salary of a new employee, other than temporary employees, shall be reviewed at the end of that employee's six-month probationary period, or pursuant to terms as within the collective bargaining agreement, and the Village Manager may in his/her discretion decide to raise, lower, or keep in force the employee's initial salary.

### **Annual Salary Review**

The Village Manager shall perform or cause to be performed an annual review of salaries of the jobs within the Village and will report to the Village President with recommended adjustments and, where applicable, pursuant to negotiated collective bargaining agreements.

### **Verification of Employment Requirements**

Certain positions within the Village require particular degrees, licenses, certifications or other designations as a condition of employment or as a condition of continued employment. The Village Manager is responsible for verifying that all employees whose positions require particular degrees, licenses, certifications or other designations have satisfied those requirements. Copies of the appropriate documents verifying the employee's degree(s) or licensure(s) shall be retained in the employee's personnel file. Employees who have continuing educational obligations connected with any professional license or designation required for their Village position must notify the Village of such obligations and provide proof of compliance. Copies of documents demonstrating compliance will be retained in the employee's personnel file.

If a candidate who has not yet obtained the necessary credentials is being considered for a position, the supervisor recommending the hiring should submit a written explanation to the Village Manager detailing the request to hire that individual. Generally, in the event the Village decides to hire an individual who is not currently in compliance with the Village's credential requirements that individual will be given 30 days to obtain compliance. Upon the 31<sup>st</sup> day, the employee will provide verification to the Village Manager that the individual is in compliance or will notify the Village Manager if additional time is necessary to obtain compliance.

Any instance of noncompliance or an employee not having the appropriate employment-related credentials shall be brought to the attention of the Village Manager and the Village Manager shall bring the same information to the Village President.

### **Employment Eligibility Requirements**

Applicants must certify they are legally authorized to work in the United States. All new employees are required to complete an I-9 Employment Eligibility Verification Form. All documentation required for the I-9 form must be provided on the first day of employment. Failure to supply all required documentation for the I-9 form may result in termination of employment and/or revocation of the job offer.

### **Educational Loan Default Act**

Village employees are subject to the provisions of the Educational Loan Default Act (5 ILCS 385). The act states, in pertinent part, that any employee in default on any educational loan for a period of six months or more and in an amount of \$600.00 or more must, as a condition of employment, make satisfactory arrangements to repay the loan. Failure to make satisfactory arrangements within six months of the first day of employment will result in termination of employment.

## **PERSONNEL ADMINISTRATION**

The task of handling personnel records and related personnel administration functions at the Village is under the Village Manager. Questions regarding insurance, wages, and interpretation of policies may be directed to the Village Manager or his/her designee on a specific topic.

### **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 Village Manager within three (3) business days:

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 is 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.

**It is the employee's responsibility to ensure that personal data is accurate and current at all times.**

### **The Village Manager**

The Village Manager may be contacted at the Village of Chatham located at 117 E. Mulberry, Chatham, Illinois 62629 or by calling (217) 483-2451 ext. 109.

### **Access to Personnel Files**

The Village Manager maintains a personnel file on each employee. Personnel files contain documentation regarding all aspects of the employee's employment with the Village, such as the employee's employment application, records of training, documentation of performance appraisals, salary increases, disciplinary action and other employment records. Personnel files are Village property.

Employees who wish to review their own personnel file should schedule an appointment with the Village Manager. The employee will review their personnel file in the presence of the Village Manager. No documents may be altered or removed from the file. Copies of documents will be provided at the employee's request for a nominal fee.

### **Attendance and Punctuality**

To maintain a productive work environment, the Village expects employees to be reliable and punctual in reporting to work. Absenteeism and tardiness place a burden on other employees and on the Village. In the rare instances when employees cannot avoid being late to work, or are unable to work as scheduled, they must notify their supervisor as soon as possible in advance of the start of the employee's shift. Employees who are considered tardy or fail to notify their supervisor of their absence are considered in violation of this policy. Employees are expected to speak directly with their supervisor whenever possible. Employees should follow established department protocols. Any employee who is absent from work without contacting their supervisor will be regarded as job abandonment. Employees are expected to contact their supervisor each and every day of an absence, unless advised otherwise by the Village Manager or the employee's supervisor.

Each work area will have specific guidelines for attendance, including starting and ending times for the standard work day.

### **Breaks and Meal Periods**

Employees are generally eligible for two (2) fifteen (15) minute breaks during each work day. Breaks will be coordinated with the work area supervisor.

Employees may be provided with a duty-free, unpaid meal period each work day and may be relieved of all work-related responsibilities. Meal periods will be scheduled to accommodate department needs. Employees eligible for overtime are not permitted to continue work during meal periods or skip their meal period to shorten their work day unless pre-approved by the supervisor.

### **Emergency Contact Information**

All employees must provide emergency contact information to the Village Manager for persons to be contacted in the event of a personal emergency. Emergency contact information will be treated confidentially.

It is each employee's personal decision as to whom he or she chooses to have as the emergency contact. In an effort to keep information current should an emergency arise, employees are asked to update emergency contact information as needed.



## **EMPLOYMENT STATUS**

It is the policy of the Village to maintain a classification of employees for the purposes of benefit administration and payroll record keeping. Every effort will be made to inform all employees of their classification status at the time of employment and/or at the time of a change in status.

### **Full-Time Employee**

A full-time employee is regularly scheduled to work at least 40 hours per week. Generally, they are eligible for the Village's benefit package, subject to the terms, conditions and limitations of each benefit program, and the terms of any applicable collective bargaining agreement.

### **Seasonal Employee**

A seasonal employee generally is an individual who is hired either for a specified program or limited period of time. These employees are not eligible to receive benefits unless required under the federal Affordable Care Act (ACA) or pursuant to the Illinois Municipal Retirement Fund (IMRF) regulations. If a seasonal employee has not worked within the last six (6) months, he/she may be terminated. A seasonal employee who goes to a full-time position is eligible to enroll in benefit plans.

### **Non-Employee Personnel**

Individuals excluded from the definition of "employee" under the Fair Labor Standards Act, include elected officials, policy-making appointees, unpaid interns and independent contractors.

In accordance with the Fair Labor Standards Act (FLSA), an employee may be classified as an exempt employee if his/her duties and responsibilities meet the eligibility as set forth under the Act. The FLSA governing exempt classifications specifies in detail the restrictive guidelines for making such determinations. An exempt employee is paid a salary commensurate with his/her responsibilities without consideration of hours worked. As a result, an exempt employee is not paid overtime or paid for compensatory time off.

A non-exempt employee is paid for each hour worked and is paid overtime at the rate of one and one-half (1 ½) times his/her hourly rate. With the exception of police sergeants, the Village Administrative Assistant, Accountant, and where addressed by individual collective bargaining agreements, employees will not be eligible for compensatory time.

The employment status of an employee shall be the determining factor as to the eligibility for most employee benefits. If an employee changes from full-time regular status to seasonal status, she or he will no longer be eligible for full-time regular employee benefits. Employment status changes are initiated by the Village Manager in coordination with Department Head in compliance with established procedures.

### **Department Heads**

The several Department Heads are supervised directly by the Village Manager and their functions are as follows:

- 1) The Chief of Police is the head of the Police Department and Dispatch and reports as necessary to the Village Manager regarding the activities of the Department
- 2) The Electric General Foreman is the head of the Electric and Streets Departments and reports as necessary to the Village Manager regarding the activities of the departments.
- 3) The Water General Foreman, is the head of the Water & Sewer Departments and Parks Department and reports as necessary to the Village Manager the activities of the departments.
- 4) The Code Enforcement Coordinator is the head of the Building and Codes Department and reports as necessary to the Village Manager regarding the activities of the Department. He or she also handles all Zoning Request Changes.
- 5) Chief Fiscal Officer is the head of the Financial and Utility Office Departments and reports as necessary to the Village Manager regarding the activities of the departments.
- 6) The Administrative Assistant handles the payroll, insurance and time clock operations of the Village and reports to the Village Manager.

## **EMPLOYMENT POLICIES**

### **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.

### **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 an 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. Moreover, work schedules may vary by department or position. The Village reserves the right to change work schedules based upon operational needs.



## **Overtime**

In order to best serve our community, overtime work may be required. The Village attempts to provide as much advance notice for overtime work as possible. However, in some instances overtime work may be required without notice.

Employees who are classified as non-exempt are eligible for overtime. Work in excess of forty (40) hours per work week will be paid at the rate of one and one-half times the employee's regular rate of pay. All overtime must be pre-approved by the employee's immediate supervisor before it is performed.

As required by law, overtime pay is based on actual hours worked. Time off for holidays, sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. The job classifications of sergeant, administrative assistant, and accountant have overtime calculations that is not reduced by holiday time off or benefit leave usage. As such the overtime calculation for the performance of overtime work and calculation of overtime hours related to said work outside the aforementioned job classification's regular work week hours and shifts is based on all hours within the work week.

## **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 the contentment with services provided them by us is formed, in large part, 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.

You have a duty to do the following:

1. Act competently and deal with customers in a courteous and respectful manner.
2. Communicate pleasantly and respectfully with other employees and citizens 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.

## **Regular Pay Procedures**

Employees are paid on a bi-weekly basis. Employees may choose to be paid by direct deposit, otherwise, a paycheck will be placed in US postal service to the home address on file on the actual pay date. Employees are responsible for providing accurate and up-to-date mailing addresses.

Employees who receive paper checks via the US postal service need to allow at least 5-7 business days to receive the check. Employees who believe their payroll check has been lost in the mail, need to contact Payroll to start the process of possibly reissuing a check. Once it has

been verified that the check is truly lost, the check can be reissued. The entire process may take up to 2 weeks.

### **Timekeeping**

It is the responsibility of every employee to accurately record and report the time he/she worked, using Village approved methods. Federal and state laws require the Village to keep an accurate record of time worked in order to calculate employees' pay and benefits.

Intentionally altering, falsifying, or tampering with time records, or recording time on another employee's time record is strictly prohibited and will result in discipline up to and including termination.

### **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 Village Manager immediately. Failure to do so may result in disciplinary action, up to and including dismissal.

### **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 their 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.

#### **1. Prohibition of Sexual Harassment**

It is the policy of the Village of Chatham to prohibit harassment of any person by any municipal official, municipal agent, municipal employee or municipal agency or office on the basis of sex or gender. All municipal officials, municipal agents, municipal employees and municipal agencies or offices are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof. The Village will not tolerate the conduct that is described in this Policy and has provided a procedure by which inappropriate conduct will be dealt with, if encountered by any municipal official, municipal agent, municipal employee or municipal agency or office.

## 2. **Definition of Sexual Harassment**

This Policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act.

As set forth above, sexual harassment and sexual misconduct are prohibited. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or any other visual, verbal or physical conduct of a sexual nature when:

1. submission to or rejection of this conduct explicitly or implicitly affects a term or condition of individual's employment;
2. submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee or;
3. the harassment has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile or offensive work environment because of the persistent, severe or pervasive nature of the conduct.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The employee as well as the harasser may be a woman or a man. The employee does not have to be of the opposite sex.
- The harasser can be the employee's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The employee does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the employee.
- The harasser's conduct must be unwelcome.

Each employee must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as sexual harassment or harassment based on any status protected by law. The following are illustrations of actions that the Village deems inappropriate and in violation of our policy:

1. Unwanted sexual advances.
2. Offering employment benefits in exchange for sexual favors.

3. Retaliating or threatening retaliation after a negative response to a sexual advance or after an employee has made or threatened to make a harassment complaint.
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, calendars or posters.
5. Verbal conduct such as making derogatory comments, using epithets or slurs, making sexually explicit jokes or suggestive comments about a person's body or dress.
6. Written or electronic communications of a sexual nature or containing statements or images which may be offensive to individuals in a particular protected group, such as racial or ethnic stereotypes or stereotypes about disabled individuals.
7. Physical conduct such as unwanted touching, assaulting, impeding or blocking movements.

Sexual misconduct is strictly prohibited by the Village and can include any inappropriate and/or illegal conduct of a sexual nature including, but not limited to, sexual abuse, sexual exploitation, sexual intimidation, rape, sexual assault, or ANY sexual contact or sexual communications with a minor (including, but not limited to, conduct or communications which are written, electronic, verbal, visual, virtual or physical).

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### 3. **Responsibilities.**

#### 3.1. *Supervisors*

Each supervisor shall be responsible for ensuring compliance with this policy, including the following:

1. Monitoring the workplace environment for signs of discrimination, harassment or sexual misconduct;
2. Immediately notifying law enforcement where there is reasonable belief that the observed or complained of conduct violates the criminal laws of the State of Illinois.
3. Immediately notifying the Department of Children and Family Services (DCFS) Hotline (1-800-25-ABUSE or 1-800-252-2873) if the observed or complained of conduct involves the abuse of a minor.

4. Immediately stopping any observed acts of discrimination, harassment or sexual misconduct and taking appropriate steps to intervene, whether or not the involved employees are within his/her line of supervision;
5. Immediately reporting any complaint of harassment, discrimination or sexual misconduct to the Village Attorney or to the Village Manager, and:
6. Taking immediate action to limit the work contact between the individuals when there has been a complaint of discrimination, harassment or sexual misconduct, pending investigation.

### 3.2 *Employees*

Each employee is responsible for assisting in the prevention of discrimination, harassment and sexual misconduct through the following acts:

1. Refraining from participation in, or encouragement of, actions that could be perceived as discrimination, harassment or sexual misconduct;
2. Immediately reporting any violations of this policy to a supervisor, the Village Manager, or the Village Attorney and law enforcement (if appropriate under the circumstances) and/or DCFS (if appropriate under the circumstances); Employees are obligated to report violations of this policy as soon as they occur. An employee should not wait until the conduct becomes unbearable before reporting the prohibited conduct. All employees are obligated to report instances of prohibited conduct even if the conduct is merely observed and directed toward another individual and even if the other person does not appear to be bothered or offended by the conduct. All employees are obligated to report instances of prohibited conduct regardless of the identity of the alleged offender (e.g. man, woman, supervisor, elected official, co-worker, volunteer, vendor, member of public).
3. Encouraging any employee who confides that he/she is the victim of conduct in violation of this policy to report these acts to a supervisor.

Failure to take action to stop known discrimination, harassment or sexual misconduct may be grounds for discipline.

There is a clear line most cases between a mutual attraction and a consensual exchange and unwelcome behavior or pressure for an intimate relationship. A friendly

interaction between two persons who are receptive to one another is not considered unwelcome or harassment. Employees are free to form social relationships of their own choosing. However, when one employee is pursuing or forcing a relationship upon another who does not like or want it, regardless of friendly intentions, the behavior is unwelcome sexual behavior. An employee confronted with these actions is encouraged to inform the harasser that such behavior is offensive and must stop. You should assume that sexual comments are unwelcome unless you have clear unequivocal indications to the contrary. In other words, another person does not have to tell you to stop for your conduct to be harassment and unwelcome. Sexual communications and sexual contact with a minor are ALWAYS prohibited.

If you are advised by another person that your behavior is offensive, you must immediately stop the behavior, regardless of whether you agree with the person's perceptions of your intentions.

The Village does not consider conduct in violation of this policy to be within the course and scope of employment and does not sanction such conduct on the part of any employee, including supervisory and management employees.

#### **4. Procedures for Reporting Complaints of Sexual Harassment**

Because the Village takes allegations of sexual harassment seriously, the Village will respond promptly to complaints of sexual harassment, and where it is determined that such inappropriate conduct has occurred, will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate. Please note that while this Policy sets forth the Village's goals of promoting a workplace that is free of sexual harassment, the Policy is not designed or intended to limit the Village's authority to discipline or take remedial action for workplace conduct deemed unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

If an employee believes an individual has violated this Policy or is otherwise engaging in sexual harassment, the employee should clearly tell the alleged offending individual that the behavior is not welcomed and must cease. Exceptions to this are permitted where the employee is not comfortable directly approaching the alleged offender.

##### **4.1. Methods for Reporting Sexual Harassment:**

If any employee of the Village believes that he/she has been subjected to sexual harassment, whether by a manager, a supervisor, a co-worker, or any other person in the work environment, that employee has the right to file a complaint either verbally or in writing. The primary method of filing complaints shall be with the Village Manager. If the complaint involves the Village Manager, the complaint should be filed with the Village President. In addition, employees may also file their complaints with: (1) their direct supervisor; (2) the Village's Ethic's Officer; or (3) the Village Attorney.



An employee experiencing what he or she believes to be sexual harassment must not assume that the Village is aware of the conduct. If the victim fails to notify a supervisor or other responsible officer, the Village will not be presumed to have knowledge of the harassment.

Complaints may be filed confidentially by an employee to the extent permitted by law, which shall mean the Village shall take steps to exempt the employee's identifying information from disclosure under the Freedom of Information Act and that the Village will take steps within the investigation to maintain confidentiality to the extent practicable and as set forth in Section 3.2 below.

4.2. **Investigation of Complaints of Sexual Harassment:**

All complaints are kept confidential to the extent provided by law and as set forth within this Section 3.2. When a complaint is received, the Village will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. However, the complainant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome. The Village will strive to release information arising out of a complaint or investigation only on a need-to-know basis. Employees should be aware, however, that, in certain cases, information must be shared for an effective investigation to be conducted.

Promptly after a complaint is submitted, the Village will undertake such investigation, corrective and preventive actions as are appropriate. In general, the procedure in resolving any complaints can (but will not necessarily) include any of the following items:

1. A meeting between the employee making the complaint and an individual designated by the Village to investigate such complaints. Important data to be provided by the complaining employee includes the following:
  - a. A description of the specific offensive conduct;
  - b. Identification of all person(s) who engaged in the conduct;
  - c. The location where the conduct occurred;
  - d. The time when the conduct occurred;
  - e. Whether there were any witnesses to the conduct;
  - f. Whether conduct of a similar nature has occurred on prior occasions;

g. Whether there are any documents which would support the complaining employee's allegations;

h. What impact the conduct had on the complaining employee.

2. While not required, the Village encourages anyone who makes a complaint under this policy to provide a written statement setting forth the above details and attaching any pertinent records.

3. After a complaint is submitted by the employee, the alleged offending individual should be contacted by a designated representative of the Village. The alleged offending individual should be advised of the charges brought against him or her, and may be provided with a copy of the written statement of complaint made by the complaining employee (if applicable). The alleged offending individual should have an opportunity to fully explain his or her side of the circumstances, and may also submit a written statement, if desired.

4. After the alleged offending individual is interviewed, any witnesses identified by either the complaining employee or the alleged offending individual may be interviewed separately.

5. Once this investigation is completed, the Village will take such action as is appropriate based upon the information obtained in the investigation. In the event that the Village finds merit in the charges made by the complaining employee, disciplinary action will be taken against the offending employee. This disciplinary action may, but need not necessarily, include:

a. Verbal or written reprimand;

b. Placing the offending employee on a corrective action plan for a period of time to be identified;

c. Delay in pay increases or promotions;

d. Suspending the offending employee from work without pay;

e. Demotion;

f. Immediate termination.

6. Upon completion of the investigation, the Village will advise the complaining employee of the results of the investigation, including action taken, if any, against the offending individual.



When investigating alleged violations of this policy, the Village looks at the whole record including, but not limited to, the nature of the allegations, the context in which the alleged incidents occurred, and the statements of the parties and witnesses. A determination on the allegations is made from the facts on a case-by-case basis.

Individuals who are not comfortable with their name or identifying situation being used in the investigation process may also file complaints with the Illinois Department of Human Rights sexual harassment hotline.

5. **Prohibition on Retaliation and Whistleblower Protections**

Retaliation against an individual who has filed a sexual harassment complaint, and retaliation against individuals who cooperate with an investigation of sexual harassment, is unlawful, prohibited, and will not be tolerated by the Village. A person who has filed a sexual harassment complaint is entitled to the protections set forth in the Whistleblower Act (740 ILCS 174/1, et seq.) and the Illinois Human Rights Act (775 ILCS 5/6-101), as well as any other applicable laws and policies adopted by the Village.

No individual making a report (or individuals who cooperate with an investigation) will be retaliated against even if a report made in good faith is not substantiated. For the purposes of this Policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any municipal employee that is taken in retaliation for a municipal employee's involvement in protected activity pursuant to this Policy.

6. **Consequences for Violating this Sexual Harassment Policy**

Any employee who violates this Policy is subject to discipline up to and including suspension and/or termination. Immediate removal from the workplace may also be ordered if necessary during the pendency of an investigation and/or to ensure a safe working environment. The Village will act to investigate all complaints of sexual harassment and will take appropriate action against any individual who is found to have violated this Policy.

Elected or appointed officials and/or agents of the Village who violate this Policy are subject to a fine up to \$1,000 per violation and/or criminal prosecution as allowed by law. The minimum fine shall be \$250 and each occurrence shall constitute a separate violation. Complaints against elected or appointed Village officials and agents shall be investigated by independent legal counsel and a recommendation given to the Village Board who shall make the final determination on whether a violation of this Policy occurred and the fine amount.

7. **Consequences for Knowingly Making a False Report of Sexual Harassment**

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false

report alleging a violation of any provision of this Policy shall be subject to discipline up to suspension and/or discharge.

The State Officials and Employees Ethics Act also provides intentionally making a false, frivolous or bad faith allegation can subject the individual to both criminal prosecution and the levying of an administrative fine of up to \$1,000, which such penalties are adopted and incorporated within this Policy and are in addition to any employment related discipline.

#### **8. Resolution Outside of the Village**

The purpose of this Policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the municipality. However, all municipal employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) to file a formal complaint for sexual harassment or retaliation for filing a sexual harassment complaint. An IDHR complaint must be filed within 300 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

#### **9. Additional Resources**

If you have any questions concerning the Village's policies on this matter, please see your supervisor, the Village Manager, or Village Attorney. Further information may also be obtained from the Illinois Department of Human Rights, 312-814-6200 or the Equal Employment Opportunity Commission (EEOC), 800-669-4000. Confidential reports of harassment or discrimination may also be filed with these state agencies. For matters involving the abuse of minors the Illinois Department of Children and Family Services (DCFS) may be contacted by dialing 800-25-ABUSE.

#### **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 finding is sustained. 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 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, you may be terminated. 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.

### **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 supervisor or the Village Manager.

### **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."

### **Outside Employment and Activities**

Employees who become involved in additional employment, business ventures, or participate on boards or in other civic activities that require their expertise must ensure that such activities do not interfere with their Village work or give rise to any conflict of interest. Employees who fail to maintain a high standard of work, or who create a conflict of interest as a result of their outside activities may be asked to discontinue their involvement in such activities.

Generally, the Village of Chatham has no interest in its employees' activities off Village property and during non-working hours. However, employees should be aware that certain activities outside of work can affect an employees' performance, reflect negatively upon the Village, and perhaps even subject the Village to financial liability.

Employees who publicly identify themselves as Village employees outside of work (verbally, by wearing a Village uniform, by driving a Village vehicle, or identifying themselves as a Village employee) should act in a lawful, respectful and appropriate manner at all times. Employees may not claim to speak or act on behalf of the Village, except as required and authorized in the course of their job duties.

Where appropriate, employees who commit criminal acts outside of work may be subject to discipline, up to and including termination. The Village may take such action if it has reason, other than record of an arrest, to believe that the employee actually committed an illegal or improper act, even if the employee has not been convicted of a crime.

If problems arise with outside employment or other activities, it may be necessary for the Village to take disciplinary or other action, up to and including termination, to protect the Village, its employees and the public.

Outside employment that constitutes an actual or potential conflict of interest may be prohibited.

No "presumption of guilt" is created by the mere existence of a potential or actual conflict of interest. All employees shall refrain from outside employment that conflicts with his or her Village employment. If said outside employment may have a potential or actual conflict of interest this potential or actual conflict must be addressed with an immediate supervisor and the Village Manager in a timely fashion.

Any questions regarding a possible conflict of interest should be discussed with supervisors or the Village Manager.

### **Relationships and Fraternization in the Workplace**

The Village strives to maintain a professional work environment where employees treat each other with respect and courtesy. The Village reminds employees that sometimes situations arise when they are unaware that their behavior in the workplace may be disruptive to others, and that many issues can be addressed by politely talking with co-workers to bring the perceived problem to their attention. Employees are encouraged to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The Village is also committed to hiring, promoting and retaining highly qualified persons. Consistent with that goal, qualified relatives are generally permitted to join the Village. The Village will exercise sound business judgment in the placement of those relatives in accordance with the following guidelines:

The Village discourages situations where an individual in a family or personal relationship:

- Is performing work subject to the direct review of the other, or
- Is directly responsible for, has significant influence on or has direct control of related confidential information pertaining to the recruitment, hiring, assignment, management, supervision, evaluation, compensation, training, transfer, promotion, demotion, or termination of the other.

The Village reserves the right to review, evaluate and determine the appropriateness of all situations involving any individual who has a family or personal relationship to another Village employee or candidate.

At no time will employees in a familial or dating relationship be allowed to report to or direct the work of one another. If this situation occurs, a change may be instituted at the sole discretion of the organization as deemed appropriate. This may include transferring one of the employees in the relationship or if necessary terminating one of the employees in the relationship if another satisfactory arrangement cannot be determined.

### **Workplace Searches**

The Village reserves the right to conduct searches of Village property and items on Village premises. There is no general or specific expectation of privacy in the workplace either on Village premises, in Village facilities or in Village vehicles. All employees and all areas of the Village's facilities, vehicles and premises are subject to search at any time. If an employee uses a locker or other storage area at work, including a locking desk combination locker, locking file drawer or cabinet, the Village will be given a master key or combination to the lock. If an employee fails or refuses to provide the requisite key or combination, the Village may remove the lock by whatever means necessary to conduct the search. The Village shall not be responsible for damage done to said locking devices. The area may be searched at any time, with or without the employee present. All employees of the Village are subject to this policy. Inspections may occur at the discretion of the Village. Employees are expected to cooperate with the Village's workplace searches. At all times, Village items remain the property of the Village.

### **Whistleblower Protection**

All Village employees are protected by rights afforded under the Illinois Whistleblower Act. If you feel you have been retaliated against because of a complaint you have raised, report such retaliation to your department head. If the alleged retaliation involves your department head, report it to the Village Manager. If the alleged retaliation involves the Village Manager, report it to the Village President.

## **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.



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 prevails for all disciplinary actions.

### **Unacceptable Activities**

Generally speaking, we expect each person to act in a mature and responsible way at all times. The following is a list, not all-inclusive, of activities that are unacceptable and which may warrant disciplinary action. 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 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 alcohol or controlled substance drugs while at work; use, possession or sale of alcohol or controlled substance drugs in any quantity while on Village premises or while working for the Village, except medications prescribed by a physician which do 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, 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 or other persons; 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, up to and including 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; wearing improper or unsafe clothing.
- \* Failure to properly 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.



## **DISCIPLINE**

The Discipline Policy applies to all regular employees who have completed the introductory period. For union employees, disciplinary procedures in the applicable collective bargaining agreement prevail.

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.

The following three-step procedure outlined below will be followed in most cases, however, there may be particular situations 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. Informal steps may be taken prior to implementation of this policy, as deemed appropriate by the department head or supervisor. The beginning point of discipline and sequence of steps may vary depending on the severity of the infraction.

### **Disciplinary Actions**

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

#### **Step One: Verbal Notice**

Your Department Head, General Foreman, or his or her designee 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 Verbal Notice is the first step of the discipline procedure. Your Department Head will fully document the Verbal Notice. 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 Notice**

If your performance does not improve, or if you are again in violation of Village practices, rules or standards of conduct, your Department Head, General Foreman, or his or her designee, 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 Department Head, General Foreman, or his or her designee will write a memo to you summarizing the discussion. The original memo will go to you and a copy will be routed to the Village Manager to be placed in your file.

### **Step Three: Suspension**

If your performance does not improve following a Written Notice, or if you are again in violation of Village practices, rules or standards of conduct, you will be placed on Suspension, the final step of the Village's disciplinary system prior to termination.

Suspension may be paid or unpaid, depending on the circumstances. Employees on suspension will spend the 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 suspension 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.

### **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 even without any previous disciplinary action.

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/Insubordination

### **Termination**

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. Termination authority for all employees, except the Village

Manager, Chief of Police and Police Officers, is vested in the Village Manager and shall be exercised as set forth in the sections of this chapter relating to discipline.

## **WAGE & SALARY POLICIES**

It is the Village's desire to pay wages and salaries that are competitive with other employers in the marketplace and in the applicable labor markets.

### **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. Your pay is influenced by the nature and scope of the job, what other employers pay their employees for comparable jobs, individual performance, and union contracts where applicable. 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. 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 or her sustained performance over time. If you are "salaried" or if your wage is not negotiated and approved by Ordinance, the Village Manager may adjust your pay annually based on Village Board appropriation. The Village Manager's and Police Chief's salaries will be adjusted by the Village President.

### **Call Back Pay**

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

### **Computing Pay**

When a "salaried" employee needs to be compensated for some daily or hourly pay, the Village will compute his or her 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. Union employees' dues and IMRF eligible employee contributions are considered automatic deductions. 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 the Payroll Department 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 any time 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 Payroll Department 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 the Payroll Department 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.

### **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. Applicable union contracts 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.

### **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. It is the responsibility of every employee to accurately record and report the time he or she worked, using Village approved methods. Federal and state laws require the Village to keep an accurate record of time worked in order to calculate employees' pay and benefits.

Your time card indicates when you arrived and when you departed. Employees are required to punch in and out for lunch and for brief absences like a doctor, dentist, 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.

If you forget to punch in or make an error on your card, report the error to your department head immediately. Your department head must make 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.

### **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**

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.

Additionally, the Village may conduct a formal review once a year for each employee who has completed their introductory period. 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, as well as other factors as appropriate for your position:

- \* 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 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 ensure that we are fully aware of any changes in the duties and responsibilities of each position and that such changes are recognized appropriately.

## **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, 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.

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. The Village may require employees to provide documentation for absences. Employee tardiness and leaving early are also detrimental to the Village. 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 tardiness, may be considered.

Be aware that excessive absenteeism, tardiness or leaving early may lead to disciplinary action, up to and including termination.

### **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 which 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 assign your lunch period schedule.

You are expected to take your full allotted time for lunch. You may not 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 consecutive 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 Department Head 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 not be entitled to paid medical insurance or other benefits at the employer's expense. An exception would be for police officers who are receiving workman's compensation 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.

## **BENEFITS**

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 and additional literature from our provider represent a very large investment by the Village, and we trust that you will avoid abusing any of the program's benefits. 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. Members of collective bargaining units may have different benefits as negotiated in their contracts.

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. 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

New Year's Day  
Thanksgiving Day

Memorial Day

Labor 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 workdays 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 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; from the completion of 5 years of continuous service until the completion of 10 years of continuous service: 120 hours per year; from the completion of 10 years of continuous service until the completion of 15 years of continuous service: 160 hours per year; 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.

### **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 contract terms 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 and get advanced approval by 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, parent, grandparent, brother, or sister, and equivalent relatives of an existing spouse). In the event that an employee has pallbearer duties, the employee shall be granted four (4) hours of funeral leave the day of the funeral with no loss of pay. Only regular full-time employees are eligible for paid funeral leave. Upon returning to work, the employee must record his/her absence as a Bereavement Leave on his/her attendance record. Proof of death and relationship to the deceased may be required.

In the event of the death of a child, Illinois state law entitles employees to an additional 2 weeks (10 work days) of unpaid bereavement leave to:

- (1) attend the funeral or alternative to a funeral of a child;
- (2) make arrangements necessitated by the death of a child; or
- (3) grieve the death of a child.

“Child” is defined as an employee’s son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis. Under the law, the child bereavement leave must be completed within 60 days after the date on which the employee receives notice of the death of the child. An employee shall provide the employer with at least 48 hours’ advance notice of the employee’s intention to take bereavement leave, unless providing such notice is not reasonable and practicable. The Village may require reasonable documentation, which may include a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

In the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of 6 weeks of bereavement leave during the 12-month period. This Act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993.

With the Village Manager’s approval, you may take up to one full day without pay to attend funerals of other relatives and friends. 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 when 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. You must notify your department head within forty-eight (48) hours of receipt of the jury summons. 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.

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, issued by the court, and pay to your department head.

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

### **Personal Leave**

As a full-time employee, you are eligible to take 64 hours of paid personal leave during each calendar year, except as otherwise negotiated by collective bargaining or other contractual agreement. 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. The department head shall allow or deny the request based on department needs. After the completion of one year of service, all full-time employees shall receive 32 hours of personal leave on January 1 and 32 hours of personal leave on July 1 each year.

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. Upon resignation, retirement or termination, unused personal days will not be paid out.

### **Sick Leave**

To qualify for sick leave, you must be a full-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. If a department head is sick or on leave, the employee shall notify the Administrative Assistant. An employee who does not comply with these rules shall be charged with an unauthorized absence.

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 documentation of illness and may use a Village-appointed physician to examine the employee. An employee must have a doctor's slip to return to work after three or more consecutive days of sick leave.

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. In general, a leave of absence is an official authorization to be absent from work without pay for a specified period of time. There are several types of unpaid leaves for which you may be eligible.

### **Family/Medical Leave of Absence**

The Family Medical Leave Act (FMLA) allows employees up to twelve (12) weeks in a rolling 12-month period of job-protected leave for the following:

1. To care for the employee's son or daughter after birth or a new placement for adoption or foster care.
  - FMLA leave must be taken within twelve (12) months of the birth or placement.
  - FMLA leave is available to both female and male employees.



- If both employee and spouse work for the Village, a total of twelve weeks is available to both of them. They are not entitled to twelve weeks each.
  - If two of our employees are unmarried parents of a newborn together, each employee is entitled to twelve (12) weeks of FMLA.
2. Serious health conditions (illness or injury) of the employee, as properly documented by a health care provider that makes the employee unable to perform the functions of the employee's position.

A serious health condition must be serious enough that it entails an absence of more than three consecutive calendar days during which the employee obtains treatment from a health care provider at least two times, or an absence of one day followed by a regiment of continuing treatment. In rare situations, the employee could be required to provide a second or third medical opinion (at the expense of the Village).

3. Serious health condition of an employee's immediate family member (spouse, child or parents) which requires the employee to care for such person. This also requires proper documentation of medical necessity from a health care provider. FMLA does not extend beyond the death of the family member.
4. Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call up or service. The qualifying exigency must be one of the following: 1) short-notice deployment, 2) military events and activities, 3) child care and school activities, 4) financial and legal arrangements, 5) counseling, 6) rest and recuperation, 7) post-deployment activities and 8) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

“Covered active duty” means:

- (a) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
- (b) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 1010 (a) (13)(B) of Title 10, United States Code.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave



except that the person does not have to be a minor.) This type of leave would be counted towards the employee's 12-week maximum of FMLA leave in a 12-month period.

5. Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran.

An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to care for that service member.

Next of kin is defined as the closest blood relative of the injured or recovering service member.

The term "covered service member" means:

- (a) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- (b) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

The term "serious injury or illness":

- (a) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
- (b) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on an active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

To be eligible for FMLA, an employee:

- must have worked for the Village for a total of twelve months, although the twelve months need not necessarily be consecutive (i.e., rehired) AND

- must have worked at least 1,250 hours over the twelve-month period preceding start of leave (does not include paid leave used during that period.)
- Additionally, the employee:
  - Must give the employer at least thirty (30) days' notice (if foreseeable). If not foreseeable, employee must contact employer as soon as reasonably possible.
  - Must give employer written physician certification for medical necessity of leave.
  - Must complete the proper form for approval. The facility should explain the conditions of the leave of absence and ask the employee to sign the form in the two places indicated.

Failure to return the necessary FMLA request paperwork including healthcare certification forms within a reasonable time period, fifteen days from the start of the leave, may result in ineligibility for FMLA leave and therefore no rights under FMLA concerning job protection. The Family Medical Leave Act provides job protection to a maximum of twelve weeks every twelve months. The employee must be returned to his or her same position, or a similar job, with equivalent pay and benefits. After twelve weeks, an employee who is unable to return to work may be granted an additional personal leave or terminated.

The "year" is defined as the twelve-month period beginning with the first day of the employee's first FMLA leave. The employee must also be restored to the same worksite and is entitled to be returned to the same shift. If the employee cannot be restored to his or her same position, an equivalent position must offer the same pay, benefits and working conditions. It must also involve the same or substantially similar duties and responsibilities. The employee's benefits must be resumed at the end of the FMLA leave in the same manner and at the same levels as when the leave began.

An employee off work due to a work-related injury or illness (workers' compensation) will have time off counted against the twelve weeks of FMLA leave available and will automatically be designated as FMLA if the employee is eligible.

Under the FMLA leave, the employee will be allowed to continue his/her health and dental insurance coverage at the same cost that normally comes out of his or her paycheck.

Medical certifications: The employee must provide documentation from a health care provider every thirty days, restating the medical necessity for the employee to be off work for his or her own serious illness or for a family member's illness and the anticipated date of return, if known. An employee who is on leave for his or her own illness must provide medical documentation that he or she is released to full duty before he or she can be allowed to return to work.

FMLA leave may be taken intermittently (in blocks of time, or by reducing the employee's normal weekly or daily work schedule). This might apply to an employee's own health condition (i.e. needing time off for treatments, etc.), the care of a seriously ill family member, or time used in preparing for the adoption of a child.

Employees eligible for FMLA will be required to run available paid leave time (i.e. sick leave, vacation, personal day) concurrent with FMLA. During any unpaid FMLA leave, no paid leave benefits shall accrue if the unpaid leave extends beyond thirty (30) days.

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

The Victim's Economic Security and Safety Act (known as "VESSA") provides an employee who is a victim of domestic violence, or who has a family or household member who is a victim of domestic violence, with up to twelve (12) weeks of unpaid leave per any twelve (12) month period to address issues arising from domestic or sexual violence.

An employee may take "VESSA" leave to:

1. Seek medical attention for, or recovery from, physical or psychological injuries caused by domestic or sexual violence to the employee or employee's family or household member;
2. Obtain victim services for the employee or employee's family or household member;
3. Obtain psychological or other counseling for the employee or the employee's family or household member;
4. Participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence; or
5. Seek legal assistance to ensure the health and safety of the victim, including participating in court proceedings related to the violence.

**"VESSA" leave may be taken intermittently or on a reduced work schedule.**

### **Notice and Certification Requirements for "VESSA":**

The employee shall provide the employer with at least 48 hours advance notice of the employee's intention to take leave, except in such cases where it is not practical to provide such notice. If an unscheduled absence occurs, the employer may not take action against the employee if the employee provides certification within a reasonable period after the absence.

Employers may require certification that "VESSA" leave is to be taken for one of the purposes listed above and that the employee or employee's family or household member is a victim of domestic or sexual violence. An employee may satisfy such certification requirements by providing a sworn statement and:

- Documentation from a victim services organization, attorney, member of the clergy; or
- Medical or other professional from whom the employee or the employee's family or household member has sought assistance; or

- A police or court record; or
- Other corroborating evidence.

Employers must maintain the confidentiality of all information pertaining to the use of “VESSA” leave, notice of an employee’s intention to take “VESSA” leave, and certification provided by the employee.

## **MILITARY LEAVE**

A military leave of absence is available for anyone who voluntarily or involuntarily leaves employment positions to undertake military service or certain types of service in the National Disaster Medical System for a period of up to five (5) years or less of cumulative military service while with this employer, provided the employee meets the requirements of the Military Leave of Absence Act, 5 ILCS 325/1, and the Uniformed Services Employment and Reemployment Rights Act (“USERRA”). Military service includes the U.S. Army, Navy, Marine Corps, Air Force, Coast Guard, Public Health Service commissioned corps, and the reserve components of each of these services. Rights are also extended to employees who receive federal training or perform service in the Army National Guard and Air National Guard.

### **Re-employment under Military Leave**

An employee is entitled to be reemployed in his or her civilian job, with the same seniority, status, and pay as he or she would have attained if he or she would have remained continuously employed, generally without exception, based on the following conditions:

1. The employee provides the employer advanced notice, either written or verbal, of his or her military service (a copy of the employee’s military orders is preferred);
2. The employee has five (5) years or less of cumulative service in the uniformed services while with current employer;
3. The employee returns to work or applies for reemployment in a timely manner after conclusion of service, based on the following schedule of military service;
  - a. *Fewer than 31 days*: Employee must return to work on the first full day of release, taking into account safe travel home, plus an 8-hour rest period.
  - b. *Between 31-180 days*: Employee must submit application for reemployment within 14 days of release from service.
  - c. *More than 180 days*: Employee must submit application for reemployment within 90 days of release.

As a general rule, the employer will reinstate a returning service member, based on the above conditions, within two (2) weeks after he or she applies for reemployment, absent unusual circumstances.

The Village will make reasonable efforts to accommodate a disability incurred during military service if it limits the service member’s ability to perform the job.

**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 employee'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 employee 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 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 on a case by case basis, at the discretion of the Village. 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 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.

### **Personal Leave of Absence**

In very special circumstances, the Village may grant an unpaid 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 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 its 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 provisions have been made by collective bargaining agreements. 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. 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 full-time employees and their families. We provide group insurance underwritten by a national insurance carrier. After completion of 30 days of employment, you become eligible for coverage, which you may choose to accept, or not.

The following benefits are available, 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, the Village will provide information describing your benefits, which will be given to you when you join the program.

For employees hired prior to May 1, 2018, the Village pays 100% of the premiums for health, dental, and vision insurance for the employee. For dependent care, in the calendar year July 1, 2018 through June 30, 2019, with a rate change effective date of February 1, 2019, the employee shall pay 22% of dependent care, spouse care and family dependent health, dental and vision; in calendar year July 1, 2019 to June 30, 2020, the Employee shall pay 24% of the spouse dependent care, child dependent care, and family dependent health insurance, dental and vision insurance; in the calendar year July 1, 2020 to June 30, 2021, the Employee shall pay 26% of spouse dependent care, child dependent care and family dependent care for health insurance, dental and vision insurance.

Tier 2 employees, any employee hired after May 1, 2018, the Village shall pay 100% of the employee's health insurance, 100% of the employee's dental and vision insurance and the Village shall pay 50% of spouse dependent care, child dependent care, and family dependent health, dental and vision insurance. Tier 2 employees shall be responsible for the other 50% of spouse dependent care, child dependent care and family dependent care for health, dental and vision insurance.

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 Village Manager for details.

### **Disability Insurance**

If you are a regular full-time employee of the Village, you are protected from financial hardship through a short-term disability insurance policy 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, for which you are qualified and normally able to perform. Job-related sickness or accident is covered by Worker's Compensation.

### **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 Village Manager. Refer to the literature provided by our insurance company for details on your term life insurance coverage.

### **Optional Additional Coverage**

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

### **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. Illinois's no-fault Workers' Compensation law was passed by the State legislature in the 1930s to guarantee prompt, automatic benefits to workers injured on the job. This law was designed to provide employees with benefits for any injury which they may suffer in connection with their employment. Under the provisions of the law, if you are injured while at work, you are eligible to apply for Workers' Compensation.

If you are 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 are 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 is caused by your job—not just serious accidents, but even first-aid type injuries. Illnesses related to your job may also be covered. If the injury or illness is the result of the performance of your job.

When Am I Covered?

Coverage begins when you begin employment and continues anytime you are working for the Village. You do not have to work a certain length of time, and there is no need to earn any minimum amount of wages before you are protected.

#### What Are the Benefits?

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

- \* Medical care to take care of the injury, including doctor bills, medicines, hospital costs, fees for lab tests, x-rays, crutches, etc. There is no deductible and all costs are paid directly by our Workers' Compensation insurance carrier. If you receive a bill, be sure to submit it to the Village Manager 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 are unable to work. Additional cash payments may be made after you are able to work if there is a permanent disability—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 supervisor or Department Head to assure consideration under Workers' Compensation insurance, should complications develop later. Your department head will see that you receive medical attention.

Tell your department head what, where, when, and how the injury occurred. Provide 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 will 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 will receive a check every two weeks until the doctor says you are 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 on which the accident occurs, Workers' Compensation payments for lost wages aren't made for the first three days you are 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 is a Problem?

Fortunately, most claims 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 have not received all benefits due, please contact the Village Manager.

If you are not satisfied with the Village Manager's explanation, it may be necessary to file an "Application for Adjudication" with the Workers' Compensation Appeals Board. That is the State agency which reviews cases where an injured worker believes he or she has not received what is 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 will be deducted from any benefits awarded you by the Appeals Board. If it is 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 will not 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 claim's 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 provide a doctor's clearance to return 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<sup>1</sup> with a monthly pension benefit upon retirement. The Plan includes provisions for normal retirement per IMRF guidelines, and early retirement or disability retirement benefits for employees meeting certain qualifications.

All regular full-time employees and part-time employees<sup>2</sup> who are expected to work at least one thousand (1,000) 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.

### **Retiree Insurance**

The employer shall pay the employee's 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

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<sup>1</sup> Exception: Police officers, Chief of Police, and Deputy Chief of Police are entitled to pension benefits under Article 3 of the Illinois Pension Code, exclusively determined by the Board of Trustees of the Police Pension Fund of the Village.

<sup>2</sup> Ibid.

will be eligible to remain on the Village plan. To be eligible for this benefit, the employee must have completed a minimum of 10 years of service with the Village. Union contracts prevail for union employees.

10 years of employment with the Village = 25% of single medical coverage premium  
15 years of employment with the Village = 50% of single medical coverage premium  
20 years of employment with the Village = 100% of single medical coverage premium

## **OTHER BENEFITS**

### **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 department head 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 equivalent 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 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 prior to course approval and enrollment.
5. If your employment with the Village terminates for any reason within two (2) years after completing the course, you must agree to reimburse the Village, 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 Village Manager 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.

### **Bulletin Boards**

Bulletins and bulletin boards 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 boards. Please form the habit of reading the bulletin boards regularly so that you will be familiar with the information posted on them. Please ask your department head if you are not sure where the bulletin boards are located or need clarification of items posted.

Only authorized personnel are permitted to post, remove or alter any notice on the bulletin boards. If you want to have notices posted on the Village bulletin boards, see your Department Head 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, e-mail, bulletin boards, discussions with your Department Head, 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 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 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

## **TECHNOLOGY**

### **Computer, Electronic Communication Systems & Resources Policy**

The Village has developed and utilizes a variety of computer and electronic communication systems and resources ("Communication Systems") to facilitate Village business. Village employees will be authorized to use these systems and resources as required by their job. For purposes of this policy, computer and electronic communication systems and resources shall be defined as the equipment, systems and software that is licensed, owned, developed, stored or provided by the Village, including, but not limited to:

- Any computer devices and peripheral equipment
- Office, portable, cellular and/or digital telephones
- Facsimile (fax) machines
- Voicemail or answering systems
- Electronic pagers
- Computer networks
- Document scanners
- Modems
- CD or DVD ROM players and disks



- Intranet and Internet access
- Telephone lines
- Computer software
- Electronic files and storage media such as floppy disks, hard drives, backup tapes and removable storage media
- Information created, contained on, or accessible through any of the above

Employee access to any and all Village Communications Systems **must be authorized by appropriate supervisory personnel** in each department, consistent with prior approval by the Village Manager.

The Village provides some or all of these Communication Systems to employees to facilitate Village business communication and to enhance productivity. There may be occasion to use these Communication Systems for personal communication. Personal use is permitted so long as it does not interfere with job performance, consume significant Village resources or interfere with the activities of other employees. Employees who make personal use of Village Communication Systems should not assume that any personal communication over Village Communication Systems is private or confidential.

This policy is intended to assist and protect the Village and its employees in the course of their work. All employees are required to comply with this policy. Use of any Village Communication Systems shall constitute the employee's consent to this policy.

1. All Communication Systems are the property of the Village and are provided to support Village business. All use of Village Communication Systems must comply with all federal and state laws, where applicable. Penalties for violations may include discipline, termination and/or civil criminal prosecution.
2. Although the Village respects the privacy of its employees, users of Village Communication Systems do not have a right of privacy in messages sent or received or in any files stored on the Village's Communication Systems. Computer files, e-mail messages, voicemail messages, text messages and other data exchanged or stored on Communication Systems are Village property and the Village retains the right to review, use, disclose, alter or delete any message or information on Communication Systems without notice to, or permission from, the user. Please note that, although employees may be issued passwords and user IDs to access computers, voicemail, e-mail systems, and mobile devices, these access codes are intended to protect the Village's confidential information and Communication Systems from outside third parties, and do not protect an employee's personal files or messages from review, use, alteration, deletion or disclosure by the Village or its agents. Communication Systems are intended for Village business, and all computer information, voicemail, e-mail and text messages are presumptively considered Village records.
3. The use of foul, obscene, sexually explicit, or harassing language or images in connection with voicemail, e-mail, texts, the Internet or other Communication Systems is prohibited. This includes use of Communication Systems for Village business and/or for personal use. All employees are expected to act professionally when using Communication Systems and should not send messages that harass or annoy other employees or third parties. This includes e-mail, text or Internet

messages meant as a joke but that create either a sexually offensive or otherwise hostile work environment in violation of any Village policy. The Village does not tolerate harassment or discrimination and, accordingly, any employee committing such an offense will be subject to discipline, up to and including termination. Under no circumstances may any posting, voicemail, e-mail, text or other Communication Systems use be in violation of the letter or the spirit of Village policy.

4. Employees who are permitted to work at home by their supervisor may transfer data to their home computers for purposes of performing Village work. Such data remains Village property and may not be used for any purposes violating this Policy. Data transferred between work and home must be scanned for viruses before they are transferred back into the Village's network.
5. Voicemail, e-mail, text, electronic files and Internet messages should be treated with the same concern for security and confidentiality as written documents or oral statements. Accordingly, confidential documents that are to be e-mailed or sent by fax transmission should be protected as if receipt by a third party would result in a breach of confidentiality. Similarly, voicemail messages that contain confidential information should be forwarded only to employees with a "need to know."
6. Employees may encrypt their e-mails and files only with software approved by the Village, and only when authorized to do so. The Village may retain any key necessary to access the encrypted messages or may otherwise limit the degree of protection provided by such encryption.
7. Users are responsible for any damage caused to the Village's Communication Systems through willful, reckless or negligent conduct. A particular concern is when users fail to insure the integrity of electronic data by introducing a "virus" into the Village's Communication Systems. All external program and data files received by the Village, including those received electronically, must be scanned for computer viruses before being used on any Village computer. If found, viruses must be eliminated and reported to Information Services. Employees should not open e-mail attachments from unknown senders. Information Services may notify computer users of new virus threats or security procedures from time to time. Employees are responsible for reading such notices and following all necessary procedures.
8. Employees will be provided with the necessary passwords, user IDs, and/or physical security mechanisms to ensure that Village data and Communication Systems remain secure. Employees are prohibited from disclosing their passwords or user IDs to others. Passwords must be kept secure, out of plain sight, and should be a string of characters that others would be unable to guess. If access is needed to an employee's data, the supervisor will contact Information Services. Unless authorized to do so by the appropriate supervisory personnel, employees may not access any computer or network; delete, examine, copy or modify any software, files or data; prevent or impede others from making authorized use of any computer, network, software, file or data; or attempt any of these acts.
9. Computers from which critical or sensitive information may be accessed should not be left unattended without being secured by electronic or physical means.

Computers directly connected to the Internet or another computer via a modem, rather than through the Village's computer network, are not protected by the Village's network security measures. All modem connections must be approved by Information Services. Employees must follow all security procedures established by their Supervisor, for their department, or by Information Services. Any attempts to disable, defeat or circumvent any Village security measure is strictly prohibited.

10. Information Services will provide equipment and software for backing up computer data. Users are responsible for following procedures established by Information Services for backing up data on any computers to which they are given access.
11. Only software or peripherals authorized by Information Services may be installed or used on Village computers, or any computers used by Village employees on Village premises. Computer software not acquired from Information Services, such as software brought in for evaluation or downloaded from the Internet, must be checked for viruses before being installed on any Village computer or any computer connected to a Village network, and Information Services must authorize the installation in advance and in writing. Village licensed software may not be installed on any employee's home computer. Any unauthorized copying or use of Village licensed software, documentation or data may violate federal and state laws and/or licensing agreements and is strictly prohibited.
12. All employees are prohibited from using any Communication Systems to solicit or conduct non- Village business or commercial ventures, or for political or religious purposes. Employees should not encourage family members, friends or non- Village business persons to send non- Village business messages or information to employees by means of the Village's Communication Systems.
13. Employees using Village Communication Systems must identify themselves honestly, accurately and completely (including their Village affiliation and function where requested) when participating in newsgroups, setting up accounts on outside computer systems, or otherwise communicating with the public through the Village's Communication Systems. Only employees or officials authorized to speak to the media or in public on behalf of the Village may communicate in the name of the Village. Other employees may use Village Communication Systems to communicate with the public when relevant to their job. When an individual is identified as an employee or agent speaking on behalf of the Village, the person must refrain from any unauthorized political advocacy, and from unauthorized endorsement or appearance of endorsement by the Village of any commercial product or service not sold or services by the Village, its departments, or its divisions. Only those employees and Village officials authorized to speak to the media or the public on behalf of the Village may grant such authority to employees.
14. The primary use for the Village's Internet connection is for business purposes. This includes the interaction with other organizations' public areas on the Internet, communications with organizations and the public, and using the Internet as a research tool to accomplish job objectives or other similar business activities. Employees may not use the Village's Internet connection or Communication

Systems to obtain pirated software, videos, photographs or music, to steal passwords, for hacking other machines on the Internet, or participating in the viewing or exchange of pornography or obscene materials, sending discriminatory or harassing e-mail, chain-letters or jokes, or engaging in any other illegal activity.

15. Technology permits web page providers to record information about any party viewing their web page. Similarly, the Village may monitor each World Wide Web site visit, newsgroup or e-mail message, and each file transfer into or out of its internal networks by employees at any time, with or without notice to employees. The Village reserves the right to filter or otherwise block certain sites from being accessed by employees.
16. The Village retains the right to change this policy and its practices with regard to the retention or deletion of e-mail, voicemail and text messages at any time with or without notice.

Supervisors shall consult with Human Resources on any suspected violations of this policy. Violations are strictly prohibited and will result in discipline up to and including termination.

### **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.

## **Social Media Use Policy**

Social Media is defined as: blogs, other types of self-published online journals, and collaborative Web-based discussion forums including, but not limited to, LinkedIn, Facebook, Instagram, and Twitter.

### *I. General Rules and Guidelines*

The following rules and guidelines apply to the use of social media, whether such use is for the Village on work time, for personal use during non-work time, outside the workplace or during working time while using Village -owned equipment. These rules and guidelines apply to all employees.

- Employees are prohibited from discussing confidential Village matters through the use of social media. Employees also have a duty to protect employees' home addresses and other personal information and customer account information, strategic business plans, customer lists, financial information and business contracts.
- Employees cannot use social media to harass, threaten libel or slander, or malign co-workers, managers, customers, clients, vendors or suppliers, any organizations associated or doing business with Employer, or any members of the public, including web site visitors who post comments. Employer's anti-harassment and EEO policies apply to the use of social media in the workplace.
- This policy is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours and working conditions with co-workers.

### *II. Employer-Sponsored Social Media*

Employer sponsored social media is used to: convey information about the Village and their services; advise citizens about service updates; obtain customer feedback, exchange ideas, issue or respond to breaking news, or respond to negative publicity and department-specific activities and events.

All such Employer-related social media is subject to the following rules and guidelines, in addition to rules and guidelines set forth above:

- Only employees designated and authorized by the Village can prepare content for or delete, edit or otherwise modify content on employer-sponsored social media.
- Designated employees are responsible for ensuring that the employer-sponsored social media conform to all applicable Village rules and guidelines. These employees are authorized to remove immediately and without advance warning any content, including offensive content such as pornography, obscenities, profanity, and/or material that violates employer's EEO and/or anti-harassment policies.



- Employees who want to post comments in response to content must identify themselves as employees.

### *III. Personal Use of Social Media*

In addition to the rules and guidelines set forth, below are policies regarding the use of social media on personal time:

- Employees should abide by the Village's Electronic Communication and Email Policy concerning personal use of the Village's computer and related equipment.
- Employees who utilize social media and choose to identify themselves as employees of the Village are strongly encouraged to state explicitly, clearly, and in a prominent place on the site that their views are their own and not those of the Village or of any person or organization affiliated or doing business with the Village.
- Employees may not use the Village's logo or trademarks or the name, logo or trademarks of any business partner, supplier, vendor, affiliate, or subsidiary on any personal blogs or other online sites unless their use is sponsored or otherwise sanctioned, approved, or maintained by the Village.
- Employees may not post the Village's copyrighted or confidential information or Village-issued documents bearing the Village's name, trademark or logo.
- Employees may not post photographs of Village events, other employees or Village representatives engaged in Village business, unless employees have received the Village's explicit permission.
- Employees may not advertise or sell Village products or services through social media.

### *IV. Employer Monitoring*

The Village reserves the right to monitor employees' public use of social media including, but not limited to, statements/comments posted on the internet, in blogs and other types of openly accessible forums, diaries, and personal and business discussion forums.

Employees should have no expectation of privacy while using Village equipment and facilities for any purpose, including the use of social media. The Village reserves the right to monitor, review, and block content that violates the Village's rules and guidelines.

### *V. Violations*

The Village will investigate and respond to all reports of violations of the Village's rules and guidelines or related policies. Employees are urged to report any violations of this policy to Human Resources.

## **Concealed Weapons**

Whoever shall within the Village wear or carry concealed about the person any pistol or revolver (without permit), slingshot, metallic knuckles, bowie knife, dirk razor, or other dangerous or deadly weapon, or whoever shall display any such weapon in a boisterous or threatening manner shall on conviction be fined as provided in Chapter 130.99 of the Village Code of Ordinances. This section shall not be held to apply to any peace officer while in the discharge of the officer's duties, nor any person summoned by the officer to aid in making an arrest or preserving the peace, nor any person permitted by the State of Illinois to carry a concealed weapon.

## **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 do not 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 Department Head will schedule department meetings before, during, or after work. It is 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. Anyone who violates this standard will be subject to appropriate disciplinary action.



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.

## **Exit Interviews**

In instances where an employee voluntarily leaves our employment, the Village Manager 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 on good terms, 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 Village Manager 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 Village Manager.

## **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 lead worker. Your lead worker is most familiar with you and what your job and is, and is therefore, in the best position to assist you. Your lead worker works closely with you and is interested in seeing that you are treated fairly and properly.
2. If your lead worker cannot help you resolve the matter, or if the issue involves your lead worker, you can speak to the Department Head who will give your problem or complaint prompt consideration.
3. If the Department Head feels that the situation warrants further review, he/she will ask the Village Manager for assistance.

It is always best to resolve problems right away. Little problems tend to turn into big problems; facts become confused; resentment and anger build 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 are located throughout the workplace. Please put all litter 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 lead worker or Department Head 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.

## **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.

## **Department Head**

Your Department Head is the person on the management team who is closest to you and your work. Your day-to-day contact with your Department Head gives you a chance to receive guidance and counsel regarding your assignments and the progress you make on your job. Your Department Head 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 Department Head is in charge of the department. He or she is responsible for the efficient operation of the department. Your Department Head has authority to assign work, recommend pay increases, transfers or promotions, and to maintain order and discipline.

Remember, your Department Head knows most of the answers, and, if not, knows where to get them. Your Department Head wants you to succeed and when you need help or have questions, complaints, problems or suggestions, contact your Department Head 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 Department Head 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 Department Head 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 Department Head for information about your job, your pay, or other matters of Village policy.

Please do not overburden your Department Head 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 Department Head.

## **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 Department Head. 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.

## **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 plate numbers of both vehicles and any other pertinent information you may have to your Department Head supervisor.

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

## **Personal Phone Calls & Mail**

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 do not 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.

## **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.

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.

## **Property & Equipment Care**

It is your responsibility to understand the machines you need to use to perform your duties. Good care of any machine that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and the Village. If you find that a machine is not working properly or in any way appears unsafe, please notify your manager immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate a machine you deem unsafe, nor should you adjust or modify the safeguards provided.

## **Recycling, Waste Prevention & Conservation**

The Village actively encourages recycling as many materials as possible. Recycling promotes conservation of resources and decreases pollution. These items are subject to change at any time:

## **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 lead worker 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 lead worker 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 when handling hazardous materials, tools, machines or sharp objects
- \* Operate motorized equipment only if authorized by your immediate lead worker

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 ensure 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).

## **Smoking**

Smoking is absolutely not allowed in the buildings or garages of the Village or in any Village owned vehicle. If you smoke, there are a variety of places appropriate for you to enjoy a short break in an outside area according to 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 Village vehicles. You must follow ALL Illinois State smoking laws adopted January 1, 2008 and any amendments. Individuals and businesses may be fined up to \$250 for infractions. 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 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.

## **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 lead worker. 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 causes serious problems 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 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 responsible for any fines or traffic violations incurred. Your Department Head 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.

## **Use of Village Vehicle**

Vehicles driven by Department Heads 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. Unless otherwise authorized, 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.

## **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.