



**VILLAGE OF FRANKLIN PARK
EMPLOYEE HANDBOOK**

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ARTICLE I: INTRODUCTION

Section 1.1 Welcome

Welcome to employment with the Village of Franklin Park. The Village relies on its dedicated employees to provide the highest level of service to Village residents. Since 1892, the Village has provided outstanding services to its residents and its large industrial and business community.

We hope that your position with the Village will live up to your expectations and your stay with us will be a rewarding one. If you have been working with us we wish to express our sincere appreciation for your valued service.

By working together, we are confident that the future will be both productive and rewarding for all of us. We know that as an important part of our team, you will join in our efforts to make the Village a pleasant place in which to live and a great place in which to work.

Section 1.2 At-Will Employment

Please read carefully:

The Village of Franklin Park Employee Handbook (“Handbook”) contains a comprehensive, up-to-date version of the personnel policies of the Village of Franklin Park (“Village”). It is intended for use by all Village employees, including Managers, Supervisors and Department Heads.

The Handbook has been prepared to assist Village employees in understanding and carrying out their duties, responsibilities and privileges as Village employees. The Handbook is not a contract, promise or guarantee, nor is it intended to create a contract, promise or guarantee of employment. Unless your employment is governed by a separate collective bargaining agreement or duly executed contract stating otherwise, **you are an at-will employee of the Village.** This means that regardless of salary, position or rate of pay, your employment relationship with the Village may be terminated by either you or the Village at any time with or without cause or notice. Nothing in this Handbook is meant to alter the at-will employment relationship in any manner. The personnel policies in this Handbook apply to all Village employees. Thus, it is important that you be thoroughly familiar with this Handbook, as well as any additional policies or practices that may be communicated to you either verbally or in writing. The Village reserves the right to modify, supplement or rescind any provision of this Handbook without notice. Certain portions of this Handbook may reflect

provisions contained in the Village Code of Franklin Park, Illinois (“Village Code”). Please direct any questions about the Handbook to the Human Resources Department.

It is impossible to address in the Handbook every issue that may occur at work. If an issue is not addressed in this Handbook, please bring this issue to the attention of your Supervisor or the Human Resources Department. We will do our best to resolve any questions or concerns.

Please read this Handbook in its entirety within five (5) days of receiving it so that you will fully understand the contents. After completing your review of the Handbook, please submit your signed Handbook Acknowledgment Form to the Human Resources Department. A copy of the Handbook Acknowledgment Form is located in Appendix A at the end of this Handbook.

Section 1.3 Collective Bargaining Agreements/Fire and Police Commission Rules

In addition to this Handbook, Village employees who are members of a collective bargaining unit are also subject to the collective bargaining agreement for their unit. Where a conflict exists, the collective bargaining agreement will prevail. In addition to this Handbook, members of the Police and Fire Departments are also subject to the rules and regulations of the Village’s Board of Fire and Police Commissioners. Where a conflict exists, the rules and regulations of the Board of Fire and Police Commissioners will prevail.

Village employees with questions about their collective bargaining agreements or the rules and regulations of the Board of Fire and Police Commissioners should consult their union steward, Supervisor or the Human Resources Director for guidance.

Section 1.4 Equal Opportunity Employer

The Village is firmly committed to prohibiting unlawful discrimination and harassment on the basis of all legally protected categories, including without limitation, based on race, color, sex, age, national origin, sexual orientation or sexual preference, gender, gender identity or expression, marital status, religion, creed, physical or mental disability, pregnancy, childbirth or any medical condition related to pregnancy or childbirth, genetic information, ancestry, arrest record, military status, unfavorable discharge from military service, order of protection status, citizenship status, or any other classification or protected category as defined by applicable law. This Equal Opportunity Employer (“EEO”) Policy extends throughout the employment process, from application/selection through termination, and in all employment-related decisions.

If you feel that you have been the victim of unlawful discrimination or harassment of any kind or if you have witnessed a violation of this Policy as stated in this Handbook, you are encouraged to promptly report the allegations to your Supervisor or the Human Resources Director. Be assured that all complaints will be promptly investigated and remedied as appropriate. Additionally, the Village will not tolerate retaliation against any Village employee who reports a complaint related to or violation of this Policy, and/or who participates in an investigation of any complaint or allegation of violations.

Should the Village determine that a violation of this Policy has occurred, the Village will take appropriate disciplinary action up to and including immediate termination as deemed necessary.

A. Disability and Pregnancy Accommodation Requests

The Village prohibits discrimination on the basis of disability, pregnancy or medical conditions related to pregnancy or childbirth. Therefore, the Village shall not, on the basis of pregnancy or disability, refuse to hire, segregate or take any other employment action with respect to recruitment, hiring, promotion, renewal of employment, selection for training or apprenticeship, discharge, discipline, tenure or the terms, privileges or conditions of employment.

The Village also makes reasonable accommodations when necessary for all employees with disabilities, applicants with disabilities, and/or employees who are affected by pregnancy, childbirth or medical conditions related to pregnancy or childbirth, provided the employee or applicant is otherwise qualified to perform the essential functions of the job.

Consistent with these commitments, the Village will not require an employee affected by pregnancy or other disability to take a leave of absence (against the employee's wishes) if another reasonable accommodation can be provided to the known medical conditions related to the disability or pregnancy of that employee. Further, the Village will not fail or refuse to reinstate employees affected by pregnancy or other disability to their original jobs or to equivalent positions with equivalent pay, seniority, and benefits upon the employees signifying their intent to return to work or when the need for reasonable accommodations cease, unless the Village can demonstrate that the accommodations would impose an undue hardship on the Village's operations.

The Village may request documentation from an employee's health care provider concerning the need for the requested reasonable accommodation(s) and/or the medical justification for the requested accommodation(s); a description of the

reasonable accommodation(s) that are medically advisable; the date on which the reasonable accommodation(s) became (or will become) medically advisable; and the probable duration of the reasonable accommodation(s). The Village may deny an accommodation if it imposes an undue hardship. Employees and applicants are encouraged to discuss their need for a reasonable accommodation with the Human Resources Director. These issues will be addressed on a case-by-case basis.

Section 1.5 Workplace Violence and Unacceptable Behavior

This Policy sets forth some examples of the types of acts or behaviors that cannot and will not be tolerated in the workplace. Though these issues can best be described as “common sense,” there are times when individuals forget standards of decorum. In short, it is the Village’s policy that all employees treat co-workers, customers and visitors with respect and as they would like to be treated themselves. All employees are entitled to a comfortable working environment while on premises and while properly engaged in business activities on behalf of the Village.

A. Workplace Violence

Workplace violence includes, without limitation, any act or threat of violence by any former or current Village employee, customer or visitor against another employee, customer or visitor on or about Village premises or elsewhere, at any time while properly engaged in Village business or in circumstances that may affect your employment with the Village. This definition includes acts or threats of harm or damage against personal or Village property (regardless of the person who initiates the action and even if intended to be a joke). By definition the actual or threatened possession of weapons (firearms, fireworks, knives, etc.), except as allowed and properly used pursuant to Village and Department rules and regulations (in the following paragraph), on Village premises also constitutes workplace violence and is strictly prohibited. The Village maintains a “zero tolerance” approach to violence in the workplace. Any violation of this Policy will be grounds for disciplinary action including immediate dismissal (no matter when discovered), even when the incident in question may have been intended as a joke.

B. Concealed Carry Policy

Employees are strictly prohibited from possessing or using any weapons while on Village property or while on Village business. This includes but is not limited to knives, explosives, firearms, ammunition and martial arts weapons, regardless of licensure or concealment. However, nothing in this Policy prohibits individuals with valid, State-issued licenses from carrying a concealed firearm on or about their person within a vehicle into the parking area or storing a firearm or ammunition concealed in a

case within a locked vehicle or locked container out of plain view within the vehicle in the parking area or as otherwise allowed by and consistent with Illinois law. Outside of this limited exception in this paragraph of this Policy, licensees (other than peace officers who are otherwise licensed and authorized to do so as provided by law), are prohibited from carrying firearms on Village property or into Village buildings.

C. Unacceptable Behavior

Unacceptable behavior includes any act, statement, gesture, or other behavior that occurs while at the workplace or while engaged in business activities on behalf of the Village that a reasonable employee, customer or visitor would or could reasonably find offensive. Unacceptable behavior may include, but is not limited to:

1. Obscene, inappropriate or unprofessional communications of any kind, including but not limited to telephone calls, letters, facsimile transmissions or electronic mail, or the posting of same;
2. Racial, sexual, religious, ethnic or other similarly inappropriate jokes or comments based on any of the protected bases stated in the Village's EEO Policy (Section 1.4 of this Handbook);
3. Obscene, offensive, inappropriate or abusive gestures;
4. Abusive, offensive or disruptive acts, statements or behavior, including but not limited to bullying, fighting, stealing, physical restraint of another individual, intentionally endangering the safety of another person, violent destruction of property, or any other action that a reasonable person would perceive as a violent or aggressive act against another person;
5. Invasions of privacy of a fellow employee or a resident or visitor of the Village;
6. Use, disclosure or misappropriation of any Village property or confidential information; or
7. Any other action, inaction, gesture or statement deemed harmful to the Village or its employees, property or reputation.

Note: This Policy shall be construed in accordance with all applicable laws and is not intended to restrict or limit an employee's lawful communications or protected conduct as allowed by the Illinois State Labor Relations Act or any other law that governs the employment of the Village's employees.

D. Consequences of Policy Violations

Workplace violence and unacceptable behavior is strictly prohibited. The Village requires that all employees, customers and visitors engage in proper, professional conduct. Employees who engage in workplace violence or unacceptable behavior may be subject to discipline up to and including discharge. Vendors and related visitors who violate this Policy may also be subject to disciplinary action appropriate to the situation (including termination if deemed warranted by Village management). Civil or criminal action also may be taken against the offender depending on the specific circumstances involved.

Every Supervisor is reminded to take appropriate steps to help ensure that the workplace is free from workplace violence and/or unacceptable behavior. For example, when appropriate, Supervisors should consider doing any one or more of the following:

1. Informing all employees of the substance of this Policy and the potential consequences of a violation;
2. Encouraging employees who are aware that another employee has engaged in violence or unacceptable behavior to promptly report this behavior to their Supervisors; and
3. Taking prompt action when such reports are made so that the matter can be investigated and remedied as appropriate.

Employees are asked and expected to report any incidents of workplace violence or unacceptable behavior to their Supervisor or the appropriate party as soon as possible after becoming aware of the event (no matter how slight the incident may seem at the time). The Village prohibits retaliation against anyone who makes a complaint or cooperates in an investigation pursuant to this Policy. Employees also should be aware that such complaints are taken seriously and may lead to the offender being terminated if warranted.

Section 1.6 Use of Drugs and Alcohol

A. Prohibited Uses

The Village prohibits the illegal or inappropriate sale, distribution or transfer of mind or behavior-altering drugs, alcohol or illegal substances (including lawful drugs taken contrary to prescription) by Village employees while on Village property or while engaged in Village business-related activities. The Village also prohibits the sale, distribution, transfer, possession and use of alcohol or legal or illegal drugs while on

Village premises, while conducting Village business, in any situation that may impair an employee's ability to safely perform assigned job duties, or which otherwise adversely affects the Village's business or reputation. Violations of this Policy will subject an employee to disciplinary action up to and including discharge.

B. Permitted Uses

The use of over-the-counter drugs or prescription drugs, in the manner approved by a physician, is permitted when that usage does not impair an employee's ability to safely perform his or her job duties. An employee taking an over-the-counter or prescribed drug that may affect his or her reflexes, mind or behavior while on Village premises should report such use to the Human Resources Director before the employee's scheduled shift begins. This will enable the employee to discuss with management ways in which the employee can be reasonably accommodated (if any) in safely performing the employee's essential job functions.

C. Drug Testing

The Village may require testing for prohibited substances where there is reasonable cause to suspect that the employee is or may be using or is under the influence of alcohol or drugs, or may be otherwise in violation of this Policy. A urinalysis, blood test, or other appropriate drug or alcohol screening may be administered to determine if drugs, alcohol or metabolites are in the employee's system. The test results will be released to Village management for appropriate review on a confidential basis.

When appropriate, the Village also requires employees to subject to post-accident drug or alcohol testing anytime there is an accident or injury at work, or damage to Village property.

Further, the Village reserves the right to conduct drug testing on a random basis to ensure compliance with this Policy, except if prohibited by a collective bargaining agreement. These testing rights are in addition to any legal obligations the Village has to require periodic or random testing for safety-sensitive positions. Please be aware of your obligation to comply with this Policy and that you may face termination for refusing to submit to a test upon request pursuant to this Policy. This provision is necessary for the safety of Village employees and residents and to ensure compliance with laws prohibiting unlawful drug use or consumption. You should not expect privacy with respect to these issues at work.

Any employee who tampers with a test sample or who refuses to submit to a test immediately upon request (i.e., generally within one (1) hour of the request in the event of a documented medical reason for the delay) will be deemed in violation of this

Policy. Any violation of the Policy, including a positive test, will be grounds for appropriate discipline up to and including termination for the first offense.

This Policy will be applied consistently to Village employees who are qualified patients possessing a registry identification card from the Illinois Department of Public Health authorizing the use, possession or consumption of medical cannabis in accordance with the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/1 *et seq.*

The Village encourages any employee with an alcohol or drug dependency problem to seek professional assistance before the problem leads to an incident requiring disciplinary action. The Village may require any employee with a drug test positive for alcohol or prohibited substances to participate in the Village's Employee Assistance Program prior to returning to work. However, where a violation of this Policy has occurred, an employee's after-the-fact participation in a drug or alcohol rehabilitation program shall not excuse the employee's misconduct, nor shall it relieve the employee of any disciplinary action (including termination) if deemed appropriate by Village management.

Section 1.7 Smoking, Electronic Cigarettes, and Tobacco

The Village prohibits smoking and the use of electronic cigarettes in the workplace and at any work site, while driving any vehicle owned or leased by the Village, or while performing job duties on behalf of the Village. Smoking and the use of electronic cigarettes is also prohibited within 15 feet of any entrance or exit of any Village building, any window that opens on any Village building, or any ventilation intake of any Village building. The Village further prohibits the use of tobacco products in the workplace or at any work site, while driving any vehicle owned or leased by the Village, or while performing job duties on behalf of the Village.

Section 1.8 Discrimination, Harassment, and Sexual Misconduct

As provided in its EEO Policy (Section 1.4 of this Handbook), the Village will not tolerate or condone discrimination or harassment on the basis of race, color, religion, creed, sex, gender-identity, gender-expression, sexual orientation, pregnancy, childbirth, medical or common conditions relating to pregnancy and childbirth, genetic information, national origin, age, physical or mental disability, ancestry, marital status, military status, arrest record, unfavorable discharge from military service, order of protection status, citizenship status or any other classification prohibited under federal or state law.

Sexual misconduct is also prohibited. The Village will neither tolerate nor condone discrimination, harassment or sexual misconduct by employees, managers, supervisors, elected officials, co-workers, or non-employees with whom the Village has a business, service, or professional relationship. For purposes of this Policy, “employee” includes any individual performing services for the Village, an apprentice, an applicant for apprenticeship, or an unpaid intern. Retaliation against an employee who complains about or reports any act of discrimination, harassment or misconduct in violation of this Policy is prohibited. Retaliation against any employee who participates in an investigation pursuant to this Policy is likewise prohibited. The Village is committed to ensuring and providing a workplace free of discrimination, harassment, sexual misconduct and retaliation. The Village will take disciplinary action up to and including termination against any employee who violates this Policy.

A. Sexual Harassment

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.

B. Possible Circumstances Involving Sexual Harassment

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

1. 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.
2. 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.
3. The employee does not have to be the person harassed, but could be anyone affected by the offensive conduct.

4. Unlawful sexual harassment may occur without economic injury to or discharge of the employee.

5. The harasser's conduct must be unwelcome.

C. Inappropriate Conduct

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 this 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 or using derogatory comments, epithets, slurs, sexually explicit jokes, derogatory or suggestive comments about a person's body or dress;
6. Written or electronic communications of a sexual nature or containing statements or images that may be offensive to individuals in a particular protected group, such as racial or ethnic stereotypes or stereotypes regarding disabled individuals; or
7. Physical conduct such as unwanted touching, assaulting, or impeding or blocking movements.

Sexual misconduct is strictly prohibited by the Village and can include any inappropriate 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 that are written, electronic, verbal, visual, virtual or physical).

D. Responsibilities of 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;
3. Immediately notifying the Department of Children and Family Services (DCFS) via its 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 the Supervisor's line of supervision;
5. Immediately reporting any complaint of harassment, discrimination or sexual misconduct to the Human Resources Director; and
6. Pending investigation, taking immediate action to limit the work contact between the individuals when there has been a complaint of discrimination, harassment or sexual misconduct.

E. Responsibilities of 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 and law enforcement (if appropriate under the circumstances) 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 (i.e., man, woman, Supervisor, elected official, co-worker, volunteer, vendor or member of the public); and

3. Encouraging any employee who confides that he or 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 up to and including termination.

In most cases, there is a clear line 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 Supervisors and Village management.

F. Bringing a Complaint

The Village takes allegations of discrimination, harassment and sexual misconduct very seriously. It will actively investigate all complaints.

It is helpful for the employee to directly inform the offending individual that the conduct is unwelcome and must stop. The employee should use the Village's complaint procedure to advise the Village of any perceived violation of this Policy as soon as it occurs. Any employee who believes that there has been a violation of this Policy may notify the Village in one of the following ways:

1. Advising his or her Supervisor; or

2. Advising the offending employee's Supervisor, the Human Resources Director or the Village Attorney (in the event that the alleged harasser is the Human Resources Director).

If the complaint involves someone in the employee's direct line of command, then the employee should go directly to the Human Resources Director.

The complaint should be presented as promptly as possible after the alleged violation of this Policy occurs.

G. Resolution of a Complaint

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

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; and
- 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. Any employee reporting an incident of sexual harassment shall be given the option of making a confidential

report or providing information confidentially to the Supervisor or person to whom a complaint is given.

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. Placement of the offending employee on a corrective action plan for a period of time to be identified;
- c. Delay in pay increases or promotions;
- d. Suspension of the offending employee from work without pay;
- e. Demotion; or
- f. Immediate termination.

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

H. Non-Retaliation

Under no circumstances will there be any retaliatory action against any employee making a complaint of discrimination, harassment or sexual misconduct. Any retaliatory action by any party directed against a complaining employee, an accused employee, witnesses, or participants in the process will be treated as a separate and distinct complaint and will be similarly investigated. Complaints of retaliatory action should be addressed to the Human Resources Director.

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 an employee that is taken in retaliation for an employee’s involvement in protected activity pursuant to this Policy.

No individual making a report will be subject to retaliatory action even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliatory action.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule or regulation. 740 ILCS 174/15(b).

The Illinois Human Rights Act provides that it is a civil rights violation for a person, or for two or more people, to conspire to retaliate against a person because that person has opposed that which the person reasonably and in good faith believes to be discrimination, harassment or sexual misconduct in employment, or because that person has made a charge, filed a complaint, or testified, assisted or participated in an investigation, proceeding or hearing under the Illinois Human Rights Act. 775 ILCS 5/6-101.

I. Consequences for Knowingly Making a False Report

A false report is a report of discrimination, harassment or sexual misconduct made by an accuser using the discrimination, harassment or sexual misconduct process to accomplish some end other than stopping discrimination, harassment or sexual misconduct or retaliation for reporting discrimination, harassment or sexual misconduct. A false report is not a report made in good faith that ultimately 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 or termination pursuant to the personnel policies in this Handbook or any other applicable Village policies or procedures, employment agreements or collective bargaining agreements.

If you have any questions concerning the Village's Policy on this matter, please consult your Supervisor or the Human Resources Director. 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. For matters involving the abuse of minors, please contact the Illinois Department of Children and Family Services (DCFS), 800-25-ABUSE.

Section 1.9 Prohibited Political Activities

A. As provided by Village Code, no Village officer or employee shall:

1. Intentionally perform any prohibited political activity during any compensated time.
2. Intentionally use any property or resources of the Village in connection with any prohibited political activity.
3. Intentionally require any other officer or employee to perform any prohibited political activity:
 - a. As part of that officer's or employee's duties;
 - b. As a condition of employment;
 - c. During any compensated time off such as holidays, vacation or personal time.
4. Be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

B. Nothing in this Section prohibits activities that are permissible for a Village officer or employee to engage in as part of his or her official duties, or activities that are

undertaken by an officer or employee on a voluntary basis which are not prohibited by this Policy.

C. No person either in a position that is subject to recognized merit principles of public employment or in a position the salary for which is paid in whole or in part by federal funds and that is subject to the federal standards for a merit system of personnel administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

Section 1.10 Workplace Safety

The Village is committed to providing a safe workplace for all employees and visitors. Employees are expected to pursue the highest standards of safety in their assigned activities, including but not limited to wearing reasonably necessary safety equipment, adhering to safety protocols, following manufacturer instructions for equipment and machinery, and using common sense.

Department Heads are responsible for the safety and well-being of the workers in their Departments, as well as the repair and maintenance of facilities and equipment in their areas of responsibility. Employees are responsible for their own personal safety and for the safe completion of assigned tasks.

Section 1.11 Cell Phone Use

A. Prohibited Use

Employees are prohibited from using cell phones when engaged in the following activities:

1. While driving or operating a moving vehicle, unless a hands-free device is used;
2. While driving in a school zone or construction zone, even if a hands-free device is used;
3. While operating machinery;
4. While in close proximity to moving equipment or machinery; and
5. When the use of a cell phone might place you or others at risk.

Employees who are ticketed for failing to comply with traffic requirements pertaining to cell phone use are personally responsible for the costs of the violation. Violations of this Policy will result in disciplinary action including potential loss of driving privileges if deemed appropriate by the Department Head.

B. Personal Cell Phone Use

Employees are discouraged from conducting personal business on portable electronic devices during work hours. Personal cell phone use during work hours should be limited to emergency situations. Employees are expected to mute or lower the ring tone volume on their personal cell phones during work hours so as not to disturb others. If cell phone use during work hours becomes necessary, employees are expected to exercise courtesy towards others in the workplace and to avoid being loud or disruptive.

Section 1.12 E-mail, Internet and Other Electronic Communications

Through its Information Technology (“IT”) Department, the Village provides all hardware and software to employees – including but not limited to computers, telephones, e-mail, voicemail, fax machines, radios and all forms of Internet/Intranet access – that is necessary to use while conducting Village business.

This Policy outlines the acceptable use of Village IT. Inappropriate use exposes the Village to risks including virus attacks, compromise of systems and services (including emergency services), and potential legal issues. This Policy applies to employees, contractors, consultants, temporary employees and other workers at the Village, including all personnel affiliated with third parties. This Policy applies to the listed parties regardless of whether they perform their duties on or off Village premises. This Policy applies to all IT systems and software owned or leased by the Village, inclusive of external access provided to any party listed above (such as VPN or accessing Village webmail from a home computer).

A. General Use and Ownership

1. Any data or information created using Village systems remains the sole property of the Village. The Village cannot guarantee the confidentiality of data or information stored on any device belonging to the Village.

2. Personal communications using Village equipment should be limited only to brief communications in emergency situations.

3. For security, maintenance and operational purposes, authorized individuals within the Village may monitor equipment, systems and use at any time. The Village will have unrestricted access to data and information stored in Village systems. From time to time, especially if you are absent, the Village may access your data and information to better serve daily operational needs.

4. The Village reserves the right to audit systems on a periodic basis to ensure compliance with this Policy. Violations will be immediately reported to the Human Resources Director or Chief of Police, where appropriate. If you have any questions about the provisions of this Policy, you should contact the Human Resources Director. If you or anyone you allow to access your account (itself a breach of this Policy) violate this Policy, your access may be denied or withdrawn. You also may be subject to disciplinary action up to and including termination.

5. Any personal e-mails or data such as pictures, spreadsheets, documents or files of any kind are subject to immediate removal without notification to the individual who created them.

B. Security and Proprietary Information

1. The data and information contained on Village systems is confidential and protected, as described in the Village's Disclosure of Confidential Information Policy (Section 4.6 of this Handbook).

2. All personal computers, laptops and workstations should be secured with password protection or by logging off when the system will be unattended.

3. All systems connected to the Village, regardless of ownership, must continually execute approved virus-scanning software with a current virus database.

4. Employees must use extreme caution when opening email attachments received from unknown senders, which may contain viruses, e-mail bombs, Trojan horse, spyware, adware or other malicious code.

C. Unacceptable Uses

Village employees are prohibited from using Village resources to engage in activity that is illegal under local, State, federal or international law. While not an exhaustive list, the following activities are prohibited and provide a framework for activities falling into the category of unacceptable use of Village resources:

1. Creating, accessing or transmitting sexually explicit, obscene or pornographic material;
2. Libeling, slandering or harassing any other person;
3. Intimidating, threatening or offending another person via language, pictures, or other materials or threats;
4. Transmitting messages or images that may be construed as discrimination or disparagement of others based on race, color, sex, age, national origin, sexual orientation or sexual preference, gender, gender identity or expression, marital status, religion, creed, physical or mental disability, pregnancy, childbirth or any medical condition related to pregnancy or childbirth, genetic information, ancestry, arrest record, military status, unfavorable discharge from military service, order of protection status, citizenship status, or any other classification or protected category as defined by applicable law;
5. Violating the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including but not limited to the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the Village;
6. Unauthorized copying or distribution of copyrighted material including, but not limited to, digitization of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the Village or the end user does not have an active license;
7. Installing any external hardware or software not supplied by the Village without prior written approval;
8. Exporting software, technical information, encryption software or technology;
9. Introducing malicious programs into the network or systems, such as viruses, worms, Trojan horses, e-mail bombs, spyware or adware;
10. Revealing your password to others or allowing use of your account by others, including to family and other household members;
11. Using a Village asset to actively engage in procuring or transmitting material that is in violation of this Policy;

12. Making fraudulent offers of products, items or services originating from any Village account;
13. Effecting security breaches or disruptions of communications. Security breaches include, but are not limited to:
 - a. Accessing data for which the employee is not an intended recipient;
 - b. Logging into an account that the employee is not expressly authorized to access; or
 - c. Disruptions such as network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
14. Port scanning or security scanning;
15. Any form of network monitoring that will intercept data or information not intended for the employee, unless this activity is a part of the employee's regular duties; or
16. Circumventing user authentication or security of any account or system.

D. Change of Access

When a user ceases to be a Village employee, or is assigned a new position or responsibilities within the Village, the user may be removed from the system or access authorization may be modified. Users may not use facilities, accounts, access codes, privileges, or information not authorized in their new circumstances.

E. Suspension of Individual Privileges

The Human Resources Director or the Chief of Police, where appropriate, may facilitate the suspension of an individual's system privileges as the result of formal disciplinary action.

F. Suspension of Connection

The IT Department may temporarily disconnect a suspect computer or other device if the situation warrants. Any disconnection will be discussed with the Supervisor or Village management with day-to-day oversight of the device or system.

Section 1.13 Gift Ban

As provided by Village Code, Village employees and elected or appointed officials are prohibited from accepting gifts forbidden by Article 10 of the State Officials and Employees Ethics Act, 5 ILCS 430/10-10 *et seq* ("Gift Ban Act"). No employee shall intentionally solicit or accept any gift from any prohibited source or in violation of any federal or State law, rule or regulation, except as otherwise provided. This ban applies to and includes the spouse of and immediate family living with the employee.

A. Exceptions to Restrictions

Pursuant to the Gift Ban Act, these restrictions do not apply to the following:

1. Opportunities, benefits and services available to employees on the same conditions as for the general public;
2. Anything for which the employee pays market value;
3. Any contribution that is lawfully made under the Election Code or the Gift Ban Act;
4. Any activity associated with a fundraising event in support of a political organization or candidate;
5. Educational materials and missions;
6. Travel expenses for a meeting to discuss Village business;
7. A gift from a relative, including an employee's father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, civil union partner, grandfather, grandmother, grandson, granddaughter, father-in-law, stepfather, stepmother, stepson, stepdaughter, stepfather, stepsister, half-brother, half-sister, and including the father, mother, grandfather or grandmother of the employee's spouse, and the employee's fiancé or fiancée;
8. Anything provided by an individual on the basis of a personal friendship, unless the employee has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the employee and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the employee shall consider the circumstances under which the gift was offered, such as the history of the relationship between the individual giving the gift and the employee, including

any previous exchange of gifts between the individual and the employee; whether to the actual knowledge of the employee the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and whether to the actual knowledge of the employee the individual who gave the gift also at the same time gave the same or similar gifts to other employees;

9. Food or refreshments not exceeding \$75 per person in value on a single calendar day, provided that the food or refreshments are catered or consumed on the premises from which they were purchased or prepared. For purposes of this Policy, "catered" means food or refreshments that are purchased ready-to-eat and delivered by any means;

10. Food, refreshments, lodgings, transportation and other benefits resulting from the outside business or employment activities (or outside activities that are not connected to the duties of the employee as an employee of the Village) of the employee, or the spouse of the employee, if the benefits have not been offered or enhanced because of the official position or employment of the employee, and are customarily provided to others in similar circumstances;

11. Intra-governmental and inter-governmental gifts. "Intra-governmental gift" means any gift given to an employee from another employee or other officer or employee of the Village. "Inter-governmental gift" means any gift given to an employee by a member, officer or employee of a State agency, of a federal agency or of any governmental entity;

12. Bequests, inheritances and other transfers at death; or

13. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed in this Policy is mutually exclusive and independent of one another. An employee does not violate this Policy if the employee promptly takes reasonable action to return the prohibited gift to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered or succeeded.

ARTICLE II: PERSONNEL

Section 2.1 Employee Personnel Files

The privacy of current and past employees will be assured by the Village and its representatives to the maximum extent required by law. The Human Resources Department (or the Department's designee) shall be responsible for the maintenance and administration of the official personnel files for all employees consistent with applicable law. Any medical information regarding an employee shall remain in a separate confidential file with limited access to others.

The Personnel Record Review Act ("PRRA") governs the privacy of and access to an employee's personnel file. If you have questions about your rights and obligations under PRRA, you are encouraged to speak to the Human Resources Department. Employees may review their personnel files in accordance with PRRA. To review your personnel file, please submit a written request to the Human Resources Department.

Section 2.2 Employee Identification Cards

All Village employees are issued an identification card with photograph shortly after hire. Employees are required to carry the card on their person at all times and to produce it upon demand as proof of employment with the Village.

Department Heads shall be responsible for the immediate collecting and destroying of a Village employee's identification card upon the employee's separation from service (regardless of the reason).

Section 2.3 Probationary Period

All new Village employees, and those hired after loss of seniority, shall be considered probationary employees until the employees complete a probationary period of at least one (1) full year. A probationary employee may be laid off or terminated without cause during such probationary period or thereafter. The period may be extended at the sole discretion of the Village where deemed necessary by Village management.

There shall be no seniority accrued by probationary employees (except as required by law or an applicable collective bargaining agreement). Upon successful completion of the probationary period, an employee shall acquire seniority retroactive

to the employee's last date of hire with the Village in a position covered by the personnel policies in this Handbook.

Section 2.4 Job Openings

Any Village employee who wants to apply for consideration to fill a vacancy in a job for which the employee is qualified shall submit an application in writing to his or her immediate Supervisor for consideration if appropriate. The application shall state the reason for the requested change of position and any other relevant information requested.

Section 2.5 Employee Discipline and Termination

The following procedures relating to employee discipline and termination are meant to be only a guide. The Village reserves the right to bypass any or all steps in this progressive discipline policy. Employment with the Village is at-will and may be terminated with or without cause and with or without notice. Employees who violate the policies and procedures of this Handbook or any established policies, procedures or practices of the Village may be subject to progressive discipline. The progressive discipline process may include any or all of the following:

A. Corrective Action:

1. Verbal counseling: Informal verbal counseling by the employee's Supervisor, which may be noted in the employee's file.
2. Written warning: This is the first formal step in the progressive discipline process. The written warning will normally identify three (3) areas:
 - a. Specific violation of policy, procedure, or practice;
 - b. Corrective action required to resolve the identified breach of policy, procedure or practice; and
 - c. The time frame in which the noted violation must be satisfactorily resolved.

The employee will be requested to sign verification of receipt of the written warning. Should the employee disagree with the basis for the warning, notation may be made by the employee directly on the written warning. The warning will normally be maintained in the employee's personnel file. If satisfactory resolution is not noted in

the identified time frame, the next step in the progressive discipline process may be initiated.

B. Suspension

Suspension without pay may be issued for an egregious or persistent violation of policy, procedure or accepted practice. Circumstances may warrant suspension even if the employee has not received a prior warning. The length of the suspension will be determined by the severity of the violation.

C. Dismissal

Dismissal may also result from an egregious or persistent violation of policy, procedure or accepted practice. An employee is subject to dismissal even if the employee has not received a prior warning. The following is a non-exhaustive list of reasons for which an employee may be disciplined:

1. Abusive or inconsiderate treatment of others, including but not limited to colleagues, volunteers, other staff or members of the public;
2. Dishonesty, stealing, or falsification of records;
3. Disorderly conduct or fighting;
4. Insubordination;
5. Endangering your own safety or that of someone else;
6. Intoxication or use of alcohol or illegal controlled substances while on duty;
7. Unauthorized disclosure of confidential information;
8. Repeated absences or tardiness;
9. Violation of established safety policies, procedures or practices;
10. Willful destruction of property;
11. Sleeping during scheduled work hours;
12. Violation of the Village's Policy against discrimination or harassment;

13. Failure to satisfactorily perform job duties;
14. Violation of any other Village policy, including those listed in this Handbook.

Section 2.6 Whistleblower Protection

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule or regulation. 740 ILCS 174/15(b).

Section 2.7 Separation Procedures

A. Surrender of Village Property

Supervisors or Village management are authorized to take all appropriate steps to ensure the collection of all Village-owned uniforms, equipment, keys and other property from employees terminated for any reason, and to see that the employee is properly checked out through the Human Resources Department before receiving his or her final payroll check from the Village.

Employees are reminded to promptly return such property to the Department Head before leaving the premises on the final day of employment. Employees may be required to reimburse the Village for the cost involved in replacing any Village-owned property not properly returned.

B. Exit Interviews

Before an employee is checked out for final processing and pay, an exit interview may be conducted by the Human Resources Department where applicable and necessary. In appropriate cases, an exit interview normally will be conducted in an informal setting and will focus on seeking information to improve the operation of the Village.

ARTICLE III: CONDITIONS OF EMPLOYMENT

Section 3.1 Outside Employment

Village employees are prohibited from holding outside employment if that employment poses a conflict of interest with the employee's work for the Village, or if the job duties or hours of the other position hinder the employee's ability to perform to the best of his or her ability in his or her position with the Village.

Prior to engaging in outside employment, employees shall notify their Department Heads as to the name of the outside employer, the nature of the outside work and the standard work schedule of the outside work. Employees must seek approval for outside employment in writing on an annual basis.

The Department Head shall reserve the right to prohibit or restrict any outside employment on the part of any Village employee whose outside employment, in the judgement of the Department Head (who also may consult with the Human Resources Director), might be detrimental to the Village or the employee's performance. In such cases, employees will be given an appropriate warning and then must decide if they want to continue their service with the Village or with the outside employer. Employees may not engage in outside business activities while on normal duty, nor may Village property be used for anything but Village functions.

The Village is not responsible for any workers' compensation benefits for employees who suffer injuries or illness during or resulting from an outside employment activity, except as provided by law.

Section 3.2 Conflicts of Interest

No Village employee shall have a financial interest, direct or indirect, in any contract with the Village, or be financially interested directly or indirectly in the sale to or by the Village, of land, materials, supplies, or services, except on behalf of the Village as an employee. This provision may be waived by the Village President and Board of Trustees upon full disclosure of all pertinent facts when in the Village's interest only if allowed by law. It also shall be the responsibility of any employee to fully comply with all applicable federal, State and local laws relating to conflicts of interest, financial disclosure, and ethics, including all revisions thereto.

Section 3.3 Employment of Relatives

The Village prohibits the employment of relatives of officers and officials of the Village, except as provided by the rules and regulations of the Village's Board of Fire and Police Commissioners. "Relatives" under this Policy include spouses or partners, including common law spouses or civil union partners; parents; siblings; children; or grandchildren.

ARTICLE IV: WORK ATTENDANCE AND LEAVE

Section 4.1 Employee Classifications

All employees contribute different skills and experience to the workplace. Duties and work schedules may vary by employee. When you begin working for the Village you will be classified as full-time, part-time, temporary or seasonal. If you are unsure of which job classification your position fits into, please ask your Supervisor or the Human Resources Director. The following are definitions of these classifications:

1. Full-time: Full-time employees are regularly scheduled to work forty (40) hours or more per week. Full-time employees also qualify for group benefits, provided they meet eligibility requirements. Employees with questions about group benefits should consult the Human Resources Director.
2. Part-time: Part-time employees are regularly scheduled to work less than forty (40) hours per week and less than 1000 hours per year. Part-time employees are not eligible for group benefits.
3. Temporary: Temporary employees are hired for a pre-established, limited period, usually during peak workloads or for vacation relief. They may work a full-time or part-time schedule. Temporary employees are not eligible for group benefits. They are governed by and expected to comply with the personnel policies in this Handbook and any other procedures or policies communicated to them.
4. Seasonal: Seasonal employees are hired for a pre-established period of time during a specific season, such as summer. They may work a full-time or part-time schedule. Seasonal employees are not eligible for group benefits. They are governed by and expected to comply with the personnel policies in this Handbook and any other procedures or policies communicated to them.

Section 4.2 Employee Groups

1. Exempt: Exempt employees are those whose positions are designated as executive, administrative, professional, or other such category, as prescribed by federal and state wage and hour laws. These employees are exempt from overtime pay requirements.
2. Non-exempt: Non-exempt employees are those whose positions are not designated as exempt, as prescribed by federal and State wage and hour laws. These employees are paid time and one half of their regular rate of pay for hours worked in excess of forty (40) hours per week. On Sundays and holidays these employees receive double their rate of pay per hour.
3. Union Employee: Union employees are those whose positions are secured as a result of a collective bargaining agreement. This presently includes the fire department, the police department and public works.

Section 4.3 General Wage and Salary Policies

The Village has established general pay ranges for each position with minimum and maximum rates of pay, into which Village jobs are classified for purposes of initial salary placement. The classification of positions into pay ranges may be determined by analyzing both the external market value of the job and the internal value of the job to the Village. Additionally, pay ranges and job classifications will be reviewed from time to time for internal organizational equity, and they may be compared to similar jobs in other communities to maintain market competitiveness.

All Village employees may receive an annual wage adjustment as approved by the Village Board of Trustees. The amount of increase for which a Village employee may be eligible may vary based on performance, nature of duties, available funds and other operational factors.

A. Non-Exempt Employees

The Fair Labor Standards Act (FLSA) requires that non-exempt employees receive compensatory time off at the rate of one and one-half hours for each hour worked over forty (40) in a workweek. If you are a non-exempt employee eligible for overtime pay or compensatory time off, you must maintain a record of the total hours you work each day. These hours must be accurately recorded using the Village's time-keeping system.

You may not work any unscheduled hours outside of your scheduled work day unless authorized in advance by your Supervisor. Do not start early, finish late, work during a meal break, or perform any extra work unless you are authorized to do so in advance, and the time is reported on your time-keeping record. You are required to verify that the reported hours worked are complete and accurate and that you have not worked any “off-the-clock” or unrecorded time. Your recorded hours worked must accurately reflect all regular and overtime hours worked, along with any absences, early or late arrivals, early or late departures, and break times. Non-exempt employees are entitled to one hour of break time for meals, but are compensated for only 30 minutes of that time.

At the end of each pay period, you must submit your completed time record to your Supervisor for verification and approval. When you receive each paycheck, please verify immediately that you were paid correctly for all regular and overtime hours worked.

Falsifying time-keeping records in any manner or altering the time-keeping records of other Village employees in any manner is prohibited. Any possible violations of this Policy should be reported immediately to the Human Resources Director.

B. Exempt Employees

If you are classified as an exempt Village employee, you will receive a salary intended to compensate you for all hours that you may work for the Village. This salary will be set at the time of your hire or whenever you become classified as an exempt employee. Your salary may be subject to review and modification from time to time, such as during salary review time.

Subject to the exceptions listed below, an exempt Village employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked.

Deductions from an exempt Village employee’s pay may be made for health, dental or life insurance premiums; state, federal or local taxes; Social Security withholdings, Illinois Municipal Retirement Fund (“IMRF”) withholdings, or contributions to a 457 plan. Improper deductions that violate the provisions of the FLSA are expressly prohibited.

C. Reporting Errors or Improper Deductions

The Village makes every effort to ensure that all of its employees are paid correctly. Occasionally, however, an inadvertent error can occur. Please review your

paystub every pay period. If you find an error, please report it to your Supervisor or to the Human Resources Department.

If you believe that an improper deduction has been made from your salary, you should immediately report this to your Supervisor or to the Human Resources Department. Reports of errors or improper deductions will be promptly investigated and remedied, if necessary. No Village employee will be retaliated against for reporting violations of this policy or for cooperating in an investigation of a reported violation.

Section 4.4 Overtime

A. Definitions

For most non-exempt employees, overtime is any time worked over 40 hours in a seven (7) day workweek (Sunday through Saturday). For all overtime worked, eligible employees will be paid one and one-half (1.5) times their regular pay rate or may be credited with compensatory time off at the rate of one and one-half (1.5) hours of time off for each hour of overtime worked.

All hours worked on Sundays or holidays shall be paid two (2) times the straight-time hourly rate. Paid leave in the form of vacation, holiday, compensatory time, and jury duty shall be considered as "hours worked" for the sole purpose of determining an employee's eligibility for overtime pay. Paid leave in the form of sick leave, personal leave and bereavement leave are not considered as "hours worked" for the purpose of determining an employee's eligibility for overtime pay.

B. Notice

Overtime hours are provided on an as-needed basis by the Village and are not guaranteed. Employees may not work overtime unless the overtime has been approved in advance by their Supervisor. Your supervisor will try to provide reasonable notice to you if you are needed to work overtime. However, advance notice is not always possible, however, based on the Village's needs.

Employees with questions regarding overtime eligibility should consult the Human Resources Director.

Section 4.5 Compensatory Time

Eligible employees may elect to accumulate compensatory time off in lieu of overtime compensation with approval of their Supervisor. The amount of

compensatory time earned shall be computed on the same basis as overtime pay; i.e., one and one-half (1.5) hours of compensatory time shall be granted for each additional hour worked in excess of forty (40) during the employee's regular seven (7) day work week (Sunday through Saturday).

When an employee earns overtime at the double time hourly rate, the conversion to compensatory time will be two (2) hours for each hour of overtime worked. The amount of compensatory time an employee may accumulate is limited to forty (40) total hours. The Village reserves the right to require employees to use accrued compensatory time or to substitute cash, in whole or in part, for compensatory time accumulated in excess of forty (40) hours.

Section 4.6 Personal Relationships with Other Employees

Village employees, officers and officials are prohibited from supervising or hiring individuals with whom they are having a personal relationship. Employees, officers and officials are further prohibited from working in positions where they have influence over the terms and conditions of the employment of individuals with whom they have a personal relationship.

For purposes of this Policy, "personal relationship" includes dating, engagement, cohabitation within the same household and living in a romantic partnership (excludes platonic roommates sharing living expenses), or having a romantic or sexual relationship. Employees, officers or officials who are conducting a personal relationship as defined in this Policy must immediately report the relationship to their Supervisor, the Human Resources Director or the Village Attorney, depending on the circumstances. Failure to comply with this Policy may lead to discipline including termination.

Section 4.7 Disclosure of Confidential Information

The disclosure of confidential information relating to other Village employees or citizens is strictly prohibited. This may include, but not be limited to, records and information exempt from inspection and copying as enumerated in the Freedom of Information Act, 5 ILCS 140/1 *et seq.* Questions regarding whether certain information is confidential should be directed to the Human Resources Director.

Section 4.8 Safe Operation of Vehicles

The following acts are prohibited while operating Village vehicles or while operating a personal or another vehicle while performing duties associated with Village business or employment:

1. Operating a vehicle under the influence of alcohol or drugs;
2. Operating a vehicle without a license;
3. Disobeying any traffic laws;
4. Operating a vehicle carelessly or negligently;
5. Operating a vehicle without the use of a seatbelt or safety restraint;
6. Operating a vehicle while using a cellular telephone or electronic device without a hands-free device;
7. Operating a vehicle while using a cellular telephone or electronic device *in any manner* in a school zone or construction zone;
8. Disabling vehicle safety devices such as airbags or seatbelts; and
9. Operating a vehicle while distracted.

Violation of this Policy may result in disciplinary action up to and including termination.

Section 4.9 Village Equipment and Supplies

Village-provided equipment and supplies shall be used solely for work purposes. Employees must use all equipment safely, for its intended use and in accordance with manufacturer specifications. Employees are asked to conserve resources and use only those supplies necessary to perform their jobs. The Village prohibits the use of equipment or supplies for personal use.

Section 4.10 Social Media Use

A. Professional Use of Social Media

Before engaging in social media as a Village representative, you must be authorized to comment in writing by the Village President or the President's designee. Once authorized to engage you must:

1. Disclose that you are an employee or elected official of the Village, and use only your own identity;
2. Disclose and comment only on information that is not considered confidential as defined in the Village's Disclosure of Confidential Information Policy (Section 4.7 of this Handbook);
3. Ensure that all content published is accurate and complies with all Village procedures and policies, including those listed in this Handbook;
4. Comment only on your area of expertise and authority;
5. Ensure that comments are respectful;
6. Refrain from posting or responding to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, infringes copyright, breaches a Court order, or is otherwise unlawful; and
7. Refrain from making comments or posting material that might otherwise damage the Village's reputation.

B. Personal Use of Social Media

As a Village employee, you are personally responsible for the content you publish in a personal capacity on any form of social media platform. Remember that all posts are public and often permanent. When in doubt, seek guidance from your Department Head on how to comply with this Policy. The Village reserves the right to review your postings to determine if they comply with this Policy.

Represent yourself accurately. Unless the Village has designated you to speak officially on its behalf, you should not state that you write or speak on behalf of the Village, or that your viewpoints are the same as the Village's, and you should make this clear to those reading or listening to your points of view.

Do not disclose confidential information about the Village, its employees or its citizens that you may obtain through your employment with the Village. Confidential information is defined in the Village's Disclosure of Confidential Information Policy (Section 4.7 of this Handbook).

Even when using social media on a personal basis, employees may be disciplined for posting material that is, or may be construed as, vulgar, obscene, threatening, intimidating, harassing, or a violation of the Village's workplace policies against discrimination, harassment on account of age, race, religion, sex, sexual orientation, ethnicity, nationality, disability, or other protected class, status or characteristic.

If you choose to identify your work affiliation on a social network, you should regard all communication on that network as you would in a professional network. Ensure that your profile, photographs and related content is consistent with how you wish to present yourself with colleagues and clients.

Employees who access social media during work hours or on Village-owned equipment are subject to the Village's computer usage policy. You should not expect privacy on Village-owned equipment.

C. Discipline

The Village may discipline employees for making a comment or posting any material that may damage the Village's reputation. When the employee's comment is made as a citizen and not as an employee and is made on a matter of public concern, the Village may discipline the employee in situations in which the interests of the Village in promoting efficient operations outweighs the interests of the employee in commenting on such matters of public concern.

Nothing in this Policy shall be interpreted in a manner that unlawfully prohibits the right of employees to engage in protected concerted activity under the Illinois Public Labor Relations Act. Likewise, nothing in this policy shall be interpreted in a manner that unlawfully restricts an employee's rights under the federal or State Constitution.

Violations of this Policy may subject an employee to discipline up to and including termination.

Section 4.11 Travel Expense Reimbursement Policy

The Village recognizes that certain expenses are necessary and proper for the efficient conduct of public business. The purpose of this Policy is to effectively regulate

the reimbursement of all travel, meal and lodging expenses of officers and employees of the Village that are connected with travel, meal and lodging expenses incurred on behalf of the Village. Employees and officers are expected to exercise the same in incurring expenses for official business as a prudent person would in spending personal funds.

A. Definitions

For purposes of this Policy, these terms are defined as follows:

“Entertainment” includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

“Travel” means any expenditure directly incident to official travel by employees and officers of the Village or by wards or charges of the Village involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

B. Authority to Incur Travel Expenses

By ordinance, the Village has limited the expenses that shall be reimbursed for officers and employees of the Village for purposes of official business. Reimbursement opportunities include, but are not limited to, off-site or out-of-town meetings related to official business, or seminars, conferences or workshops or other educational events related to an officer’s or employee’s duties, or as deemed worthwhile for reasons including networking, marketing or facilitating the duties of the office or business of the Village.

Through its appropriations ordinance or budget, the Village shall maintain control of travel and expenses for officers and employees, which shall provide for the efficient and economical conduct of official business. Prior authorization for travel planned by an officer or employee during a fiscal year shall be obtained as part of the approved appropriations or budget process for each Department. All expenses must be authorized by the Department Head or the office of the Village Comptroller.

If an officer or employee incurs expenses, and when the expenses are within the intent of the appropriations ordinance or budget, the expenditures are authorized. If you are unsure whether an expense is reimbursable, please contact the Village Comptroller.

C. Categories of Expenses

1. Airfare: Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with personal funds. The Village will reimburse baggage fees up to one bag each way, if not already included in the airfare.
2. Personal Automobiles: Mileage reimbursement will be based on mileage from Village Hall to the off-site location of the official business, not from the traveler's residence. When attending an off-site event directly from a traveler's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. The traveler will be reimbursed at the prevailing Internal Revenue Service mileage rate then in effect. Parking fees and tolls will be reimbursed only with a receipt.
3. Automobile Rentals: Travelers will be reimbursed for the cost of renting an automobile, including gasoline expense, only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid-size cars are required for two or fewer employees or officers traveling together and a full-size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company. Parking fees and tolls will be reimbursed only with a receipt.
4. Public Transportation: In the case of travel where a traveler uses public transportation, reimbursement of the actual cost of the public transportation will be provided, regardless of the transportation method chosen.
5. Accommodations: The officer or employee will be reimbursed for a standard room at locations convenient to the business activity. Accommodations are to be reserved in advance and secured at a moderate or conference rate. Reimbursement for lodging shall be limited to the number of nights required to conduct the assigned business. If a conference, for example, opens on a Monday morning and closes on a Thursday during normal business hours, reimbursement for Sunday through Wednesday night is allowed. In the event of a change in plans or a cancellation, the traveler must cancel the reservation so as

not to incur cancellation charges. Room service or additional room expenses (movie rental, valet, minibar, etc.) will not be paid or reimbursed.

6. Meals: For the purpose of reimbursements, the allowances for meals shall be based on the schedule set forth by the Internal Revenue Service for all cities within the continental United States. Partial reimbursement may be made for departure and return days based on time. Alcoholic beverages are excluded from reimbursement. If meals are provided as a part of the registration fee for the authorized travel, no additional meal allowances will be reimbursed. Meals for guests paid for by the officer or employee as part of appropriate conduct of public business shall be deemed a legitimate expenditure, and reimbursement may properly be sought therefore. In such circumstances, the guest's meal is not subject to authorized Internal Revenue Service allowances.

7. Vacation in Conjunction with Business Travel: In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging or any other expenses must be paid from personal funds of the officer or employee.

8. Accompanied Travel: Any person may accompany an officer or employee on travel, at their sole expense, when the presence of said person will not interfere with successful completion of business objectives. Additional or incremental expenses arising from such are the personal responsibility of the officer or employee.

9. Entertainment Expenses: No officer or employee shall be reimbursed for any entertainment expense unless ancillary to the purpose of the program, event or other official business.

D. Approval of Expenses

Without securing pre-approval of the corporate authorities, unless an emergency or other extraordinary circumstance arises, the maximum allowable expense to be incurred by any officer or employee in a fiscal year shall not exceed \$6,000. No Expense Request Form shall be required to be submitted for expenses, in connection with travel, that are billed directly to the Village. Travel, meal and lodging expenses incurred by an officer or employee must be approved by roll call vote of the corporate authorities at an open meeting. Documentation of expenses must be provided in accordance with this policy, and any excess from daily per diem must be repaid.

E. Documentation of Expenses

Before any expense for travel, meals, or lodging may be approved under this Policy the following minimum documentation must first be submitted in writing on an approved expense reimbursement form, to the corporate authorities:

1. An estimate of the cost of travel, meals or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
2. The name of the individual who received or is requesting the travel, meal or lodging expense;
3. The job title or office of the individual who received or is requesting the travel, meal or lodging expense; and
4. The date or dates and nature of the official business for which the travel, meal or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act, 5 ILCS 140/1 *et seq.*

F. Expense Reimbursement Form

The Travel, Meal, and Lodging Reimbursement Form is available at the Office of the Village Comptroller. The Village Comptroller is hereby authorized to supplement or amend the form in accordance with this Policy. No form shall be required to be submitted for expenses, in connection with travel, that are billed directly to the Village.

Section 4.12 Sick Leave

A. Purpose

Sick leave with pay is provided as a benefit in recognition that employees do contract various illnesses from time to time, that their financial resources may be diminished in such instances if pay is discontinued, and that it may not be in the best interest or health of the employee or fellow employees for them to work while sick.

Sick employees are expected to remain at home unless hospitalized or visiting their doctor. Unfortunately, sick leave abuse sometimes occurs. The Village realizes that sick leave abuse is a very serious offense which may result in discipline up to and including termination, no matter when discovered.

B. Allowance

Any eligible employee contracting or incurring any non-service connected sickness or disability shall receive sick leave with pay as provided in this Policy. Sick leave will be granted for purposes of childbearing on the same terms and conditions as any other illness or disability. Where applicable, time off that qualifies for sick pay will run concurrently with otherwise approved unpaid time off under the Family Medical Leave Act ("FMLA"). Employees subject to collective bargaining agreements may be subject to different requirements pertaining to sick leave and should consult the applicable agreements or the Human Resources Director for information.

C. Days Earned In Accumulation

An eligible employee shall receive 10 sick days per calendar year and shall accrue 3.08 hours per pay period in his or her sick bank. Sick leave may not be taken before it is actually earned. Employees with questions regarding the amount of sick leave to which they are entitled should consult the Human Resources Director.

D. Rate of Payment

Eligible employees shall be paid eight (8) hours at their regular, straight-time hourly rate of pay for each single day of sick leave properly utilized (or the number of hours per day the employee was regularly scheduled to work prior to the sick leave, if other than eight (8) hours).

E. Notification

Notification of absence due to sickness shall be given to the employee's Supervisor prior to the start of the business day, or in emergency cases as soon as possible, on the first day of such absence. Employees are required to provide to their Supervisors the reason(s) for the sick leave. Additionally, employees must maintain contact with their Supervisors throughout any absence extending beyond one (1) day and notify their Supervisors whether and when the employees will be returning to work.

Failure to properly report an illness shall be considered an absence without pay and may subject the employee to discipline (except if the absence is authorized pursuant to the FMLA).

F. Medical Examination

The Village may require a physician's note attesting to the employee's medical need to be away or the employee's release to return to work (either with or without a reasonable accommodation where applicable) immediately upon the employee's return from such leave. Where there is reason to suspect abuse due to a pattern of absences or extended days off, or for absences of three (3) work days or more, the Village may require an employee seeking to use sick leave to submit a physician's certification of the illness or, during such leave, to submit to an examination by a physician designated by the Village.

If so requested by the employee, any required examination by a Village-designated physician shall be at the employee's residence if the employee is too sick to travel. Examinations administered by a physician selected by the Village shall be paid for by the Village. In cases of sick leave used for ill family members, the Village may require submission of certification by the family member's physician as a condition of payment under this Policy. Failure or refusal to provide requested medical information will result in loss of benefits and privileges under this Policy.

G. Abuse of Sick Leave

Abuse of sick leave is a serious matter. If proper notification is not given, or abuse is observed, any absence may be charged as leave without pay or may constitute cause for discipline up to and including termination.

H. Use of Sick Leave

The maximum number of sick hours in an employee's bank at any time may not exceed 240 days (1,920 hours) for the limited purpose of obtaining additional Illinois Municipal Retirement Fund ("IMRF") credit upon retirement. Any sick leave not used during a given calendar year will automatically be carried forward to the next calendar year.

Unused sick leave is payable upon termination of employment at the rate of 25 percent of current pay.

Employees who have depleted their sick bank time may use vacation, personal or compensatory time to be paid for the time off. If time from all of an employee's banks is depleted, the employee will not be paid for additional absences. Any unpaid time off that qualifies under this Policy and the FMLA will run concurrently, except if prohibited by law.

I. Use of Sick Leave to Attend to a Family Member

An employee may use sick leave benefits for absences due to an illness, injury, or medical appointment of the employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepchild or stepparent, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury. The Village limits the use of personal sick leave benefits for absences due to an illness, injury or medical appointment of the employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent to an amount that would be accrued during six (6) months at the employee's current rate of entitlement.

J. Short-Term Disability

Eligible employees qualify for short-term disability payments from the Village following the use of the applicable amount of sick leave and if they are unable to work due to a non-duty related illness or injury. Employees who are subject to collective bargaining agreements should consult their applicable agreements or the Human Resources Director for more information.

Pregnancy will be treated as any other non-duty disability. No sick or vacation leave time will accrue while an employee is on short-term disability. Employees with questions about the Village's short-term disability policies should consult the Human Resources Director.

Section 4.13 Vacation Leave

A. Eligible Employees

Eligible employees accrue vacation leave every pay period based on the length of their employment with the Village. The number of vacation days available to eligible employees is as follows:

<u>Years of employment</u>	<u>Available days of vacation leave per calendar year</u>
0-5 years	10 days (3.08 hours accrued per pay period)
5-10 years	15 (4.62 hours accrued per pay period)
10+ years	20 (6.15 hours accrued per pay period)

Employees subject to collective bargaining agreements or other Village policies adopted prior to 1995 may be subject to different requirements pertaining to paid

vacation leave. Employees with questions should consult the Human Resources Department.

B. Department Heads and Supervisors

Department Heads receive 20 days of paid vacation leave per calendar year. Department Supervisors receive 15 days of paid vacation leave per calendar year for the first five (5) calendar years of service and 20 days of paid vacation per calendar year for every year of service thereafter.

C. Use of Paid Vacation Leave

Employees are eligible to begin taking vacation leave only after they have been employed by the Village for six (6) months. Employees are not required to wait to accrue enough paid vacation leave to take a vacation. With written approval of his or her Department Head, an employee may take paid vacation leave in an amount that exceeds the amount accrued, as long as the amount taken does not exceed the time to which that employee is entitled for the following calendar year. Employees who separate from the Village with a “negative” vacation balance will have corresponding amounts of pay deducted from their final checks.

D. Requesting Vacation Leave

Employees who wish to take vacation leave must submit a written request to their Supervisor at least 10 days in advance of the first day of requested vacation leave. Reasonable efforts will be made to accommodate vacation leave requests. However, the Village reserves the right to deny specific vacation dates or times requested in order to ensure that the Village’s needs are met.

E. Unused Vacation Leave

Employees may carry over up to 10 days (80 hours) of vacation leave to the following calendar year. This carried-over time may be used throughout the duration of the following calendar year.

Employees with questions about paid vacation leave should consult the Human Resources Department.

Section 4.14 Personal Leave

A. Eligible Employees

Eligible employees shall earn two (2) personal business days per calendar year to accrue on January 1 of each calendar year. Employees hired after January 1 will earn personal days on a prorated basis.

B. Requesting Personal Leave

Employees who wish to take personal leave must provide at least 24 hours' notice to their Supervisor. Failure to provide proper notice may result in denial of personal-leave requests. The Village reserves the right to deny dates or times requested for personal leave in order to ensure that Village needs are met.

C. Unused Personal Leave

Personal days must be taken during the same calendar year in which they are earned. Unused personal days may not be carried over to a subsequent calendar year. Employees who separate from the Village at any time will not be paid for unused personal leave.

Employees with questions about personal leave should consult the Human Resources Department.

Section 4.15 Holidays

In each calendar year, the Village will provide paid time off to eligible employees for the following holidays:

New Year's Day
Martin Luther King Day
Presidents' Day
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day
The day after Thanksgiving
Christmas Eve
Christmas Day

If a holiday falls on a Sunday, the following Monday shall be observed as the paid holiday. If a holiday falls on a Saturday, the previous Friday shall be observed as the paid holiday.

To be eligible for holiday pay, employees:

1. Must work during the week in which the holiday falls and must work their full scheduled workdays immediately preceding and immediately following the holiday, and

2. May not use sick or personal leave the day before or the day after a scheduled paid holiday. Employees may use vacation leave or compensatory time for this purpose.

Paid holidays that fall during an employee's scheduled vacation will not be counted against the individual's vacation allotment. Employees who are suspended, on disability leave (excluding leave pursuant to the Family and Medical Leave Act), who are on pension, or any other inactive payroll status shall not be eligible for holiday pay.

Section 4.16 Voting Leave/VESSA Leave/School Visitation Leave/Military Service

The Village complies with all applicable State, federal and local laws regarding leaves of absence for voting, military service, school visitation or circumstances arising under the Victims' Economic Security and Safety Act ("VESSA"), and with all provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). Employees with questions about eligibility for one of these leaves of absence should consult the Human Resources Department.

Section 4.17 Jury and Witness Duty

Employees summoned to jury duty or subpoenaed as witnesses in matters in which they have no personal or pecuniary interest shall receive time off with pay, provided that proper notice is given to their immediate Supervisor. Employees shall notify their immediate Supervisor as soon as possible after being subpoenaed or summoned. The Village shall compensate such employees at their regular rate of pay for time lost while serving on jury duty or witness duty.

As a condition of receiving such compensation, employees must sign over to the Village all compensation received for jury duty or witness appearances as it is received, except for mileage allowances. Employees may be required to present written

verification of the witness appearance or jury duty. Employees summoned or subpoenaed for any other reason shall be granted time off without pay (or the employee may be required to substitute his or her earned leave benefits, if any).

Section 4.18 Family Medical Leave

A. Eligible Employees

If an employee has been employed by the Village for at least twelve (12) months and has worked at least 1,250 hours during the 12-month period preceding the start of the leave, and the employee works at or reports to a work site which has fifty (50) or more Village employees within a 75-mile radius of that work site, the employee is eligible for up to a total of twelve (12) workweeks of unpaid leave during any rolling twelve (12) month period for one or more of the following reasons:

1. Because of the birth of a child and in order to care for such child (within 12 months after the birth of the child);
2. Because of the placement of a child with the employee for adoption or foster care (within 12 months of the placement of the child);
3. In order to care for a spouse, child or parents if the spouse, child or parents have a "serious health condition";
4. Because of a "serious health condition" that makes the employee unable to perform the functions of his or her job; or
5. Because of any "qualifying exigency" (as defined by the Secretary of Labor) arising out of the fact that the employee's spouse, child or parent is deployed on active duty in a foreign country (or has been notified of an impending call or order to active duty in a foreign county) in the Armed Forces, including the National Guard and Reserves.

B. Serious Health Condition

For purposes of this Policy, "serious health condition" means an illness, injury, impairment or physical or mental condition that involves one of the following:

1. Hospital Care. Inpatient care in a hospital, hospice or residential medical care facility, including any period of incapacity relating to the same condition;

2. **Absence Plus Treatment.** A period of incapacity of more than three (3) full consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves either:
 - a. Treatment two (2) or more times (within 30 days and provided the first visit takes place within seven (7) days of the first day of incapacity) by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or
 - b. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider (first visit to health care provider must take place within seven (7) days of the first day of incapacity);
3. **Pregnancy.** Any period of incapacity due to pregnancy, or for prenatal care;
4. **Chronic Conditions Requiring Treatment.** A chronic condition which: requires at least two (2) periodic visits for treatment per year by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider; which condition continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity;
5. **Permanent/Long-term Conditions Requiring Supervision.** A period of incapacity that is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider; or
6. **Multiple Treatments (non-chronic conditions).** Any period of incapacity to receive multiple treatment (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) full consecutive calendar days in the absence of medical intervention or treatment.

C. Qualifying Exigency Leave

Eligible employees (as defined above) are entitled to take up to twelve (12) weeks of unpaid FMLA leave for any qualifying exigency arising out of the fact that a covered military member is on active duty or called to active duty status in a foreign country.

The leave described in this paragraph is available during a 12-month rolling period, and may be taken on an intermittent or reduced leave schedule basis. Employees will be required to provide a copy of the covered military member's active duty orders or other documentation issued by the military that indicates that the military member is on active duty or is called to active duty status in a foreign country and the dates of the covered military member's active duty service. Eligible employees may take all twelve (12) weeks of their FMLA leave entitlement as qualifying exigency leave, or employees may take a combination of twelve (12) weeks of leave for both qualifying exigency leave or any other qualifying reason listed above.

With respect to a Qualifying Exigency Leave:

1. A "covered military member" means an employee's spouse, son, daughter, or parent who is on active duty or called to active duty status in any foreign country in any of the Armed Forces, including a member of the National Guard or Reserves.
2. A "qualifying exigency" includes the following broad categories:
 - a. Short-notice deployment;
 - b. Military events and related activities;
 - c. Childcare and school activities;
 - d. Financial and legal arrangements;
 - e. Counseling;
 - f. Rest and recuperation;
 - g. Post-deployment activities, including reintegration activities, for a period of 90 days following the termination of active duty status; and
 - h. Additional categories that are agreed to by the employer and employee within this phrase.
3. The phrase "son or daughter" is defined as an employee's biological, adopted or foster child, stepchild, legal ward or child for whom the employee stood *in loco parentis*, of any age for qualifying exigency leave, who is on active duty or called to active duty status who is of any age. (Note: This definition is different from other sections of this FMLA policy).

4. A “parent” means a biological, adoptive, step or foster father or mother, or any other individual who stood *in loco parentis* to the employee when the employee was a son or daughter, but it does not include “parents-in-law”.

D. Military Caregiver Leave

If an employee has been employed by the Village for at least twelve (12) months and has worked at least 1,250 hours during the 12-month period preceding the start of the leave, and the employee is a spouse, child (of any age for military caregiver leave), parent or next of kin of a Covered Service member, as defined below, the employee is entitled to a total of twenty-six (26) workweeks of unpaid leave during a single 12-month period to care for the Covered Service member (including twelve (12) workweeks for any other FMLA qualifying reason). The leave described in this paragraph shall be available only during a single 12-month period beginning as of the date the leave commences and ending 12 months after that date (and any unused amounts are forfeited).

Military Caregiver Leave may be permitted more than once if necessary to care for a different Covered Service member (or the same Service member with multiple or subsequent injuries or illnesses) up to a combined total of twenty six (26) workweeks in a twelve (12) month period. However, the employee’s total available leave time in any single 12-month period generally may not exceed a combined total of twenty-six (26) workweeks (including FMLA time off taken for any other reason); except as provided under the FMLA regulations. The employee will be required to timely submit a medical certification available from the Human Resources Department or an invitational travel order or authorization from the Department of Defense as a condition of receiving approved Military Caregiver Leave. NOTE: The 12-month computation period for this type of leave differs from the other types of FMLA leave.

With respect to Military Caregiver FMLA Leave:

1. A “Covered Service member” means (1) 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 (2) 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.

2. “Outpatient status” means the status of a Covered Service Member assigned to a military medical treatment facility as an outpatient or a unit

established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

3. "Next of kin" means the nearest blood relative of that individual (regardless of age) other than an employee's spouse, son or daughter. You are required to provide confirmation of the relationship upon request. The Service member may designate the blood relative who is considered his/her next of kin; otherwise, the following order generally will apply: blood relatives granted custody by law, brother/sister, grandparents, aunts/uncles, and then first cousins.

4. "Serious injury or illness" means an injury or illness incurred by the Service member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the Service member's active duty and was aggravated by service in the line of duty) that (i) may render the Service member medically unfit to perform the duties of the member's office, grade, rank or rating, or (ii) in the case of a veteran Service member, that manifests itself before or after the member became a veteran.

E. Spouses Employed by the Village

If an employee's spouse also works for the Village, and the employees both become eligible for a leave under paragraphs (A)(1) or (A)(2) above, or for the care of a sick parent under paragraph (A)(3) above, the two employees together will be limited to a combined total of twelve (12) workweeks of leave in any rolling 12-month period. In addition, if the employees both become eligible for a leave under the Military Caregiver Family Leave provision above or under a combination of the Military Caregiver Family Leave provision, paragraphs (A)(1) and (A)(2) above, or to care for the employee's parent with a serious health condition under paragraph (A)(3) above, the employees together generally will be limited to a combined total of twenty-six (26) workweeks of leave in any single 12-month period.

F. Medical Certification

Any request for a leave under paragraphs (A)(3) or (A)(4), or under the Service member Family Leave provision above, must be supported by certification issued by the applicable health care provider or the Department of Defense. The employee is required to submit this information on the forms provided to the employee and available from the Human Resources Department or on the Invitational Travel Orders or Authorizations provided to the employee by the Department of Defense.

The employee will be required to submit a new medical certification form for each leave year for a medical condition(s) that last longer than one year. Additionally,

the employee is required to submit a recertification of an ongoing condition every six (6) months in connection with an absence where the duration of the condition is described as “lifetime” or “unknown”.

At its discretion, the Village may require a second medical opinion and periodic recertification to support the continuation of a leave or under paragraphs (A)(3) and (A)(4) (except as otherwise provided by the Department of Labor). If the first and second medical opinions differ, a third medical opinion can be obtained from a health care provider jointly approved by both the employee and the Village (unless the employee accepts the second opinion as determinative). A second medical opinion will not be requested for Military Caregiver Leave.

The Genetic Information Nondiscrimination Act of 2008 (“GINA”) prohibits employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, the Village asks that employees not provide any genetic information when responding to a request for medical certification regarding their own serious health conditions under this FMLA Policy.

“Genetic information” as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

There is an exemption to GINA’s limitation on the disclosure of family medical history when an employee requests a leave of absence under the FMLA due to a family member’s serious health condition. In such situations, all information necessary to make the medical certification form complete and sufficient under the FMLA should be provided.

G. Intermittent Leave

If certified as medically necessary for the serious health condition of either the employee or the employee’s spouse, child or parent (Paragraphs (A)(3) and (A)(4) above), or to care for a Covered Service member if the employee is a spouse, child, parent or next of kin to the Covered Service member (Paragraph (D)(3), above), leave may be taken on an intermittent or reduced leave schedule. Intermittent leave also may be taken if the employee qualifies for leave because of a qualifying exigency as described in Paragraph (A)(5) above, subject to the submission of a certification prescribed by the Secretary of Labor. If leave is requested on an intermittent basis, however, the Village may require that the employee transfer temporarily to an

alternative position which better accommodates recurring periods of absence or to a part-time schedule, provided that the position offers equivalent pay and benefits.

H. Light Duty Work Assignments

While voluntarily performing in a light duty capacity while on FMLA leave, that time does not count against the employee's 12-week FMLA allotment. In effect, the employee's right to restoration is held in abeyance during the period of time that the employee is performing in a light-duty capacity (or until the end of the applicable 12-month FMLA leave year if longer).

I. Notification and Reporting Requirements.

All requests for leaves of absence must be submitted to the employee's Supervisor or the Human Resources Director at least thirty (30) days in advance of the start of the leave, except when the leave is due to an emergency or is otherwise not foreseeable. If the leave is not foreseeable, the employee must provide notice as soon as "practicable"; this generally means either the same day or the next business day that the employee learns of the need for leave, in the absence of any unusual circumstances. A delay in submitting an FMLA leave request may result in a loss of FMLA protections and/or a delay of the start of the employee's leave. The employee's Supervisor will forward the request to the Human Resources Director for approval.

The employee must respond to the Village's questions relative to the employee's leave request so that the Village can determine if the leave qualifies for FMLA protection; failure to do so may result in loss or delay of FMLA protections. If the employee is seeking leave due to an FMLA-qualifying reason for which the Village has previously granted the employee FMLA-protected leave, the employee must specifically reference the qualifying reason or need for FMLA leave at the time of your request to be away from work. It is not sufficient to simply "call in sick" without providing additional information which would provide the Village with reasonable cause to believe the employee's absence/time away from work may qualify as an FMLA qualifying event. In all cases involving leave under this Policy, the employee shall provide such notice to the Village consistent with the Village's established call-in procedures as long as no unusual circumstances prevents the employee from doing so. Failure to comply with the call-in procedures may result in a delay or denial of FMLA protected leave.

The employee must make an effort to schedule a leave so as not to disrupt business operations. During the leave, the employee may be required to report periodically on his or her status and his or her intention to return to work. Any extension of time for the employee's leave of absence must be requested in writing prior to the employee's scheduled date of return to work, together with written

documentation to support the extension. The employee's failure to either return to work on the scheduled date of return or to apply in writing for an extension prior to that date will be considered to be a resignation of employment effective as of the last date of the approved leave. Employees on leaves for their own serious health conditions must provide fitness-for-duty releases from their health care provider before they will be permitted to return to work. An employee's maximum time on a leave of absence, all types combined, and including all extensions, cannot exceed a total of twelve (12) weeks in a rolling twelve-month period, unless the employee is a spouse, child, parent or next of kin on leave to care for a Covered Service member, in which case the employee's leave can last for up to twenty-six (26) workweeks in a single twelve (12) month period (unless legally required otherwise).

An employee shall not be granted a leave of absence for the purpose of seeking or taking employment elsewhere or operating a private business. Unauthorized work while on a leave of absence will result in disciplinary action up to and including termination. A leave of absence will not affect the continuity of an employee's employment. The employee's original date of employment remains the same for seniority purposes. However, the employee will not accrue any benefits during the leave period.

J. Employee Benefits During Family and Medical Leave of Absence

Employees will be permitted to maintain health and dental insurance coverage for the duration of the leave under the same conditions coverage would have been provided if they had remained actively at work. However, employees must make arrangements for the continuation of and payment of insurance premiums before they go on leave status. If an employee does not return to work after the leave or fails to pay his or her portion of the premiums, the employee will be required, under certain circumstances, to reimburse the Village for the costs and expenses associated with insuring the employee during the leave.

K. Return From a Family and Medical Leave

If an employee returns from leave on or before being absent for twelve (12) workweeks in a rolling twelve (12) month period or twenty-six (26) workweeks during a single twelve (12) month period if the employee took a leave under the Service member Family Leave provision, the employee will be restored to the same or to an equivalent position to the one the employee held when the leave started. Of course, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period. In determining whether a position is "equivalent", the Village would look at whether the position had substantially similar terms and conditions of employment

and whether the position entailed similar duties, skills, efforts, responsibilities, authority, privileges and status.

If the leave was due to an employee's own serious health condition, the employee will be required to submit a fitness-for-duty certification from his or her health care provider in accordance with the Village's normal policies and practices applicable to other leaves of absence, certifying that the employee is able to resume work and perform the essential functions of the job (either with or without a reasonable accommodation). A list of the essential job functions will be made available to the employee for compliance with this requirement prior to the Village designating the employee's leave as FMLA leave. If a reasonable job safety concern exists, the employee also may be required to provide a fitness-for-duty certification up to once every 30 days before returning from an intermittent or reduced schedule FMLA leave related to the employee's own serious health condition. Generally, a returning employee will be permitted to return to work within two (2) business days of the Village's receipt of a valid fitness-for-duty release.

If an employee fails to return to work at the expiration of the employee's approved Family and Medical Leave, it will be considered to be a resignation of the employee's employment with the Village. Likewise, an employee on FMLA leave who provides notice of his or her intent not to return to work upon expiration of a leave will lose his or her entitlement to FMLA leave and related benefits.

L. Return From a Family and Medical Leave

An employee must substitute any accrued paid vacation days, personal time and sick days (if the employee otherwise qualifies) for unpaid leave under this Policy, and any such paid time off must be taken concurrently with the employee's Family and Medical Leave. If the employee otherwise qualifies for disability pay, the employee will collect it at the same time the employee is on unpaid Family and Medical Leave.

Further, if the employee otherwise qualifies for any other type of leave of absence, the employee must take that leave at the same time as the employee is taking his or her Family and Medical Leave. All time missed from work that qualifies for both Family and Medical Leave, and for workers' compensation (or any other type of lawfully allowed leave), will be counted toward the employee's Family and Medical Leave. To receive any type of paid time off benefit while on FMLA leave, the employee is required to meet the Village's conditions for taking the paid leave (although the Village may in its discretion waive any procedural requirement for the paid leave in appropriate circumstances).

M. Anti-Retaliation Provisions

Be assured that no retaliation will be taken or tolerated against any employee who exercises his or her rights under the Village's FMLA policy. If an employee feels that he or she has been the victim of any discrimination or retaliation under this Policy, the employee is encouraged to contact the Human Resources Director so that the matter can be promptly investigated and remedied as appropriate.

N. Compliance With Other Laws

In administering this FMLA Policy, the Village complies with the Americans with Disabilities Act ("ADA") and any other relevant law. The Village may approve a reasonable request for an extension of a leave of absence beyond the amount of leave provided by the FMLA, approve a leave of absence for an employee who does not qualify for FMLA leave, or otherwise modify this Policy, as a reasonable accommodation for a disability under the ADA.

Section 4.19 Workers' Compensation

The safety and health of the Village's employees is very important to the Village. Despite the Village's best efforts at prevention, accidents in the workplace may sometimes occur. When an employee is injured in his or her scope of employment, the employee may be eligible for workers' compensation benefits.

A. Reporting Injuries

An employee is required to report to his or her Supervisor any and all injuries that occur or may have occurred while the employee was performing his or her job duties. The employee must report the injury as soon as he or she becomes aware of the injury.

B. Retaliation Prohibited

The Village prohibits retaliation against any employee for reporting a workplace injury or filing a workers' compensation claim. Any employee who retaliates against another employee for making a good-faith request for workers' compensation is subject to discipline up to and including termination.

Employees with questions about worker's compensation benefits should consult the Human Resources Director.

Section 4.20 Bereavement Leave

Eligible employees may take three (3) days of paid bereavement leave for the death of an immediate family member. For purposes of this Policy, “immediate family member” is defined as an employee’s current spouse; parent, including stepparent; child, including a stepchild or adopted child; brother, sister, grandparent, mother-in-law, father-in-law, brother-in-law or sister-in-law.

Eligible employees (as that term is defined in Section 101(2) of the Family and Medical Leave Act, 29 U.S.C. 2601/101(2)) are also entitled to take a maximum of 2 weeks (10 working days) of unpaid bereavement leave to: (a) attend the funeral or alternative to a funeral of a child; (b) make arrangements necessitated by the death of a child; or (c) grieve the death of a child. 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. Bereavement leave under this Policy must be completed within 60 days after the date on which the employee receives notice of the death of the child. An employee is required to provide the Village 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, including 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.

An employee who is entitled to take paid or unpaid leave may elect to substitute any period of paid leave for an equivalent period of unpaid bereavement leave. The Village prohibits retaliation against any employee who exercises his or her rights under this Policy, opposes any practice that the employee believes to be in violation of this Policy, or supports the exercise of rights of another under this Policy.

Section 4.21 Provisions for Nursing Mothers

The Village will provide reasonable unpaid break time each work day to an employee who needs to express breast milk for her infant child. Break time must, if possible, run concurrently with any break time already provided to the employee. A private room (other than a restroom) will be made available to the employee to use for this purpose.

Section 4.22 Work Hours

Your Supervisor will advise you of your work schedule upon hiring. The Village Hall is open Monday, Tuesday, Thursday and Friday 8:00 a.m. – 4:30 p.m.; Wednesday

8:00 a.m. – 6:00 p.m.; and Saturday 9:00 a.m. – 12:00 noon. Work schedules are subject to change based on the Village’s needs.

Requests to alter your work schedule must be made in writing to your Supervisor. The Village retains sole discretion to determine work hours and schedules.

Section 4.23 Attendance

Regular and consistent attendance by all employees is critical to the operation of the Village. Attendance during scheduled work hours is an essential aspect of every position at the Village. Employees are expected to be present and ready to begin work at their work station at the scheduled start of their shift and are expected to diligently perform their work duties through the end of their shift, except during scheduled breaks or meal periods. An employee who exhibits unsatisfactory attendance or repeated tardiness may be subject to discipline up to and including termination.

Employees are expected to call their Supervisors at least one (1) hour prior to the start of their shift (or as soon as possible in case of emergency) if they will be absent or late for work, advising the Supervisor of the reason for the absence or late arrival, and (in the case of a late arrival) advising when the employee expects to arrive at work. Failure to properly report an absence or late arrival in accordance with this Policy may result in disciplinary action up to and including termination.

Section 4.24 Appropriate Work Attire

Employees are expected to present themselves professionally. Good hygiene and grooming are expected. Appropriate work attire will be determined by your Supervisor consistent with your job duties. Generally, at Village Hall, the dress attire is business casual. No jeans, T-shirts or flip flops are allowed.

Section 4.25 Records Retention Policy

The Illinois Local Records Act prohibits a public entity from destroying public records without first receiving approval from the Local Records Commission. The Local Records Act defines a public record as “any book, paper, map, photograph, born digital electronic material, digitized electronic material, electronic material with a combination of digitized and born-digital material, or other official documentary material, regardless of physical form or characteristics, made, produced, executed or received by any agency or officer pursuant to law or in connection with the transaction of public business and preserved or appropriate for preservation by such agency or

officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein." 50 ILCS 205/2.

A public record may take the form of an electronic record, including but not limited to, emails (and/or attachments thereto), text messages or other electronic data. In order to ensure compliance with the Local Records Act, employees are prohibited from altering, destroying or deleting public records unless and until appropriate approval has been received from the Local Records Commission. Any questions with respect to this policy should be directed to the Village Clerk.

Section 4.26 Motor Vehicle Record Checks

The purpose of this policy is to ensure the safety of those individuals who drive Village vehicles or personal vehicles on Village business and to ensure the safety of their passengers to and the public.

A. Introduction

All drivers must be authorized to drive for work purposes. Village vehicles are not to be used for personal or non-work related purposes. The Village reserves the right to review both the driver's license and Motor Vehicle Record ("MVR") of all authorized drivers at any time.

MVR review will typically be run for authorized drivers a minimum of every six (6) months. For positions requiring driving as an essential function, applicants will receive a conditional offer of employment contingent upon the results of the MVR review.

B. Requirements to Become an Authorized Driver

To become an authorized driver, individuals must:

1. Be a current employee or contracted individual;
2. Complete the Employee Authorization for MVR Review;
3. Present and maintain a favorable MVR; and
4. Provide a current copy of a valid driver's license for the type of vehicle to be driven.

C. Driver Responsibilities

It is the driver's responsibility to operate the vehicle in a safe manner to prevent injuries and property damage. Drivers must have a valid driver's license for the type of vehicle to be operated and must keep the license(s) with them at all times while driving. All Commercial Driver's License ("CDL") drivers must comply with all applicable Illinois Department of Transportation ("IDOT") regulations, including successful completion of medical, drug and alcohol evaluations.

All drivers and passengers must wear seat belts. Employees must report all accidents, regardless of severity, to the police and to the Village. Failure to stop after an accident or report an accident may result in disciplinary action up to and including termination.

Authorized drivers are prohibited from reading or typing text messages, emails or posts of any type while driving. Cellular telephone use is also prohibited, unless a hands-free device is used. All cellular telephone use is prohibited in school zones and construction zones regardless of whether a hands-free device is used. Authorized drivers are prohibited from surfing the Internet, reviewing websites or posting on social media or other websites while driving. Authorized drivers are prohibited from taking or posting photos while driving. Distracted driving of any type is prohibited.

All authorized drivers are responsible for immediately reporting to the Village the loss, bond issuance, suspension or revocation of their driver's license. All traffic violations (including parking tickets), citations and fines incurred when driving for work purposes are the sole responsibility of the authorized driver.

Driving for work purposes while under the influence of intoxicants or other illicit drugs is forbidden and is sufficient cause for discipline up to and including termination. Authorized drivers who perform safety sensitive functions must inform the Village if they are taking any medications that may affect their ability to safely operate an automobile.

Drivers are responsible for the security of vehicles being used by them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.

The following is a non-exhaustive list of conduct resulting in traffic convictions that may result in the Village rescinding an offer of employment, terminating driving privileges or other disciplinary action up to and including termination:

1. Reckless or negligent driving;

2. Driving while impaired by or under the influence of alcohol or drugs;
3. Homicide, negligent homicide, or involuntary manslaughter by vehicle;
4. Fleeing or attempting to elude police officers;
5. Driving without a license or while license is suspended or revoked;
6. Hit and run or failure to stop after an accident;
7. Using a motor vehicle for the commission of a felony;
8. Operating a motor vehicle without the owner's authority (theft);
9. Speeding;
10. "At fault" accident; or
11. Any moving violation.

4.27 Performance Evaluations

Employees will usually be evaluated after ninety (90) days of employment, and annually thereafter. Evaluations are an opportunity for both the Village and the employee to reflect on all areas of the employee's performance, to consider whether improvement is needed in any areas and to recognize areas where an employee has met or exceeded performance expectations. Evaluations are also a time to update performance expectations and to set future goals.

Performance evaluations are generally conducted by an employee's direct Supervisor, with documentation placed in the employee's personnel file.

APPENDIX A

**ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING
OF VILLAGE'S EMPLOYEE HANDBOOK**

I have read, reviewed, and understand the regulations and policies stated in the Village of Franklin Park's Employee Handbook. I will comply with the personnel policies contained in this Handbook. I understand that neither this Handbook nor any of the individual policies contained in it represent a contract for employment, and that I am an at-will employee, which means that my employment may be terminated by either the Village or me at any time without cause or notice.

Printed Name: _____

Signature: _____

Date: _____

I certify that the above person has received the Village of Franklin Park's Policy against Discrimination, Harassment and Sexual Misconduct.

Printed Name: _____

Signature: _____

Date: _____

EMPLOYEE AUTHORIZATION FOR VILLAGE MVR REVIEW

I acknowledge that the information contained in the Village’s Motor Vehicle Record (“MVR”) Policy has been reviewed with me, and a copy of the Policy has been furnished to me. As a driver of a Village vehicle or a private vehicle on Village business I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

I also understand that my employer will periodically review my MVR to determine continued eligibility. In accordance with the law, I have been informed that a MVR will be periodically obtained on me for continued qualification and employment purposes.

I acknowledge the receipt of the above disclosure and authorize my employer or its designated agent to obtain a MVR report. This authorization is valid as long as I am an employee or employee candidate and may only be rescinded in writing.

Printed Name: _____

Signature: _____

Date: _____