

VILLAGE OF

HOFFMAN ESTATES

PERSONNEL POLICY MANUAL

Effective September 5, 2004
Revised August 1, 2023

WELCOME TO THE VILLAGE'S TEAM

Congratulations on being selected as a new member of the Village of Hoffman Estates workforce. The Personnel Policy Manual is a consolidated reference guide of Village employment rules, policies, practices and benefits. Familiarity with the Personnel Policy Manual is not only a benefit to the employee, but is also each employee's responsibility. Many of the questions that regularly come up during employment are answered within this document. Your supervisor will also be a resource to answer questions, particularly about Department/Division operations. Certain Village employees are also subject to the rules and regulations of the Board of Fire and Police Commissioners and/or the terms of a Collective Bargaining Agreement. If any policy, practice or benefit is still unclear and further information is required, please contact your supervisor. If questions still exist, contact the Human Resources Management Department.

The Personnel Policy Manual will be maintained online as part of the Employee section of the Village's website. A copy of the Manual will also be maintained in the HRM office. The Manual may be updated from time to time. All employees will be notified when an update occurs. Printed pages of the updated sections will not be distributed to employees with each revision or change. The Village will make reasonable efforts to keep the copy in HRM current, but in the event of any discrepancy the online version of the Manual will be considered the official version. The Village will maintain a chronological log of all changes made since the adoption of the most recent version of the Manual on the Employee section of the Village's website.

While there are many things that make the Village of Hoffman Estates a good place to live and work, the warm, friendly and neighborly people who live here are one of its greatest assets. Always keep in mind that the citizens of the Village of Hoffman Estates are our ultimate "employer". As local public officials and employees, we are a service provider for Village residents and the public in general. **Customer Service is our highest priority.** Each public contact is an opportunity for excellent performance--whether it is handling a complaint, a request for service, or just to receive a thank you. Customer service is not limited to our citizens, local businesses and the general public, but includes the interaction between all Village employees, representatives of other government agencies, suppliers, providers of services and other outside businesses and organizations with whom we work. The primary goal is always to provide all of our customers with quality service in a prompt and courteous manner.

Again, welcome to the Village's team.

The Village President and Board of Trustees of the Village of Hoffman Estates adopted a statement to continually improve the quality of life of the residents and business community. This statement expresses both our mission in fulfilling our responsibilities and a vision of the factors essential in reaching our goals.

VILLAGE OF HOFFMAN ESTATES

MISSION STATEMENT

The mission of the Village of Hoffman Estates is to continually improve the quality of life for our residents and business community by providing responsive and efficient municipal services.

We believe…

That the municipal government exists to serve the residents and business community.

That continuous improvement in the quality and methods of service is essential to maintain a standard of excellence in municipal government.

That the Village Board provides the leadership and guidance to meet the needs of our community.

That our employees are a valuable resource to our community and through their personal and professional growth enhance the quality of services.

That encouragement of citizen participation and community involvement is essential for good government.

That the Village should continually evaluate its services in an environment of rapid social, cultural, economic and technological change.

That the Village should continue to be a leader in municipal government.

Our vision includes…

Excellence – The Village will be a model of *excellence* in providing municipal services.

Leadership – The Village will provide *leadership* to manage change and encourage creativity, productivity and innovation.

Commitment – The Village is *committed* to continually improve the quality of services to our residents and our employees.

Communication – The Village will *communicate* openly with honesty and integrity.

Environment – The Village will foster good stewardship of our natural *environment* through protection and conservation of natural resources.

Diversity – The Village will leverage its strength as a uniquely *diversified* community by developing interactive relationships with all residents in order to enhance the quality of life throughout the Village.

Resources – The Village is dedicated to assuring that *resources* are used efficiently and wisely toward the achievement of our mission.

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ROLE OF GOVERNMENT

Abraham Lincoln, 16th President of the United States, described government as follows:

> *"The legitimate object of government is to do for a community of people, whatever they need to have done, but cannot do, at all, or cannot so well do, for themselves – in their separate and individual capacities."*

The Village of Hoffman Estates, a unit of local government, in its Mission Statement identifies its responsibility for continually improving the quality of life of its residents and business community through responsive and efficient municipal services. The mission and vision statements of the Village President and Board of Trustees are found in the Introduction to the Personnel Policy Manual.

Functions of Government

Municipal services are provided to maintain the quality of life of the community. In addition to the delivery of services, the Village has an enforcement function authorized by Federal, State and local laws, statutes, codes and ordinances. To carry out these and other functions, the elected officials of the Village:

1. Determine the Village's mission, set forth the level of services to be provided to our citizens, and plan for the future needs of the community.

2. Establish operating departments designed to carry out the Village's mission and allocate the resources needed to provide for the service delivery and enforcement functions.

3. Determine, through the annual budget process, the authorized staffing levels of Village departments and authorize the Village Manager to implement a comprehensive human resources management plan, to recruit, select and maintain a qualified workforce to staff these departments.

4. Identify community needs; develop the goals and resources needed to respond to them, and ensure that these goals and objectives are conveyed throughout the organization.

5. Authorize the Village Manager to prepare, issue and convey policies, rules, and regulations for the organization and in conjunction with Department/Division Directors, authorize departmental policies, rules and regulations to meet operational needs and provide for safe, orderly and efficient operations.

6. Provide the structure to allow departments to assign and schedule the workforce, effectively deliver services, and accomplish organizational goals through a process of monitoring performance and measuring productivity to assure the effectiveness of the work product.

7. Take all necessary actions required to efficiently respond to civil emergencies and natural disasters.

VILLAGE EMPLOYMENT AUTHORITY

In 1959, residents of the area, in accordance with Illinois Compiled Statutes, authorized the formation of a local unit of government that became the Village of Hoffman Estates (Village). The original elected officials of the Village established an organizational structure for the delivery of services and the performance of enforcement responsibilities as set forth in the Municipal Code of the Village of Hoffman Estates. To effectively carry out these tasks, operating departments were established and staffing levels authorized to hire, retain and evaluate the performance of the Village's workforce.

Elected Officials

The Village President (Mayor) and 6 Trustees comprise the Village Board of Trustees (Board) who, along with the Village Clerk, constitutes the elected officials of the Village. The Board establishes the Village's mission and annual goals. The Board authorizes the services, the organizational structure and staffing levels to effectively carry out service delivery and enforcement responsibilities. They also authorize operational budgets, salary and benefit levels and applicable negotiated employment contracts.

Board of Fire and Police Commissioners

Appointed by the Village Board, the Board of Fire and Police Commissioners (BFPC) directs the recruitment and selection for sworn Fire and Police personnel. The BFPC is responsible for the selection and promotion process for designated sworn positions in the Police and Fire Departments. Also, the BFPC may be the hearing body for formal charges of misconduct brought against sworn Fire and Police personnel and the appeals by these employees of disciplinary actions. Additional information can be found in the BFPC's rules and regulations.

Village Manager

Appointed by the Board, the Village Manager serves as the organization's chief administrative officer. The Village Manager is responsible for maintaining the staffing levels of departments established to carry out the Village's mission and goals. The Village Manager is the appointing authority for all employees of the Village, except for those officials appointed by the Board and those employees appointed or promoted under the jurisdiction of the BFPC. The Village Manager issues policies, rules and regulations necessary to attract and maintain a quality workforce. These policies are administered by the Human Resources Management Department (HRM).

Department/Division Directors and Supervisors

Appointed by the Village Manager, all non-BFPC management/supervisory staff members of each operating department are responsible for ensuring the effective and efficient delivery of services to the public and enforcing ordinances and laws. Department/Division Directors and supervisors establish goals and provide leadership to employees for carrying out assigned tasks.

PERSONNEL POLICY MANUAL

This document is known as the **"Village of Hoffman Estates Personnel Policy Manual"** and will be referred to as the Manual. The Manual is comprised of the current personnel policies, procedures and practices that uniformly regulate and govern employment with the Village. Also identified in the Manual are the benefit programs and services available to employees. As a consolidated reference guide, the Manual assists supervisors in standardizing the application of the Village's personnel program for all employees. Interpretations of the Manual are to be directed to HRM to ensure a consistent implementation of policies and practices throughout the Village.

Personnel Manual Does Not Create a Contract

The Village's Personnel Policy Manual does NOT create any contractual or other legal rights. It is NOT an expressed or implied "contract" of employment, nor is it intended to create any property or tenant rights in the nature of an employment contract. Employment with the Village of Hoffman Estates is at-will, except for non-probationary appointees of the Board of Fire and Police Commissioners and non-probationary employees covered by a collective bargaining agreement. The employment of at-will employees may be terminated by the employee or by the Village at any time, without restriction or limitation. The Village may modify the terms and conditions of your employment at any time, for any reason, with or without notice, except as otherwise provided by applicable law. No other section, subsection, benefit or procedure set forth in this Personnel Policy Manual implies or may be construed to imply that it, or any portion thereof, is an employment contract or alters the employment at-will relationship.

Applicability of the Personnel Manual

The provisions of the Manual apply to all employees of the Village. The purpose of the Manual is to provide a better understanding of the role of employees as members of the workforce. It is the responsibility of all employees to abide by the policies and procedures regulating employment with the Village. The benefit and employee programs identified in the Manual are available to all full-time employees, unless modified in part by a Collective Bargaining Agreement (CBA). Part-time employees are eligible for certain benefits, which vary depending on the number of hours scheduled to work (see the section on ***Part-time Employee Benefits***). The benefits information included in this Manual is for informational purposes only. In the event of any conflict between the provisions of the Manual and any governing benefit plan document, the relevant plan documents will be controlling.

Other Employment Laws, Rules and Regulations

Other employment laws, rules and regulations govern individuals employed by the Village. Employees must abide by Department rules and operating procedures. A CBA defines the work relationship, rules and identifies certain benefit programs for those employees covered by that union contract. Sworn Fire and Police personnel are subject, as designated, to the BFPC rules for original appointment, promotion, discipline, and separation procedures. The Village's Municipal Code codifies standards and levels of service set by the Village President and Board of Trustees (e.g., Chapter 15 on Governmental Ethics). Employees are expected to abide by all laws, rules, policies, operating procedures, etc. that are applicable to their positions.

Personnel Manual's Precedence with Laws, Rules and Contracts

The employment laws, rules and regulations of other agencies may from time to time come in conflict with provisions of the Manual and an order of precedence needs to be identified.

1. In the event of a conflict between a section, sub-section or provision of the Manual with any Federal, State and local laws, acts, statutes or ordinances, the latter will govern.

2. If a section, sub-section, or provision of the Manual is in conflict with a similar provision in the BFPC's rules or of a CBA, the provisions of the BFPC's rules or CBA will take precedence. Such precedence only pertains to those employees covered by the BFPC rule or a CBA and only for the provision(s) of the Manual in conflict. If the BFPC's rules or CBA are silent on a subject, the Manual's provision will apply.

3. The Manual, except as noted in sub-section 2 above, is a comprehensive document identifying the benefits, policies, procedures and individual rights that govern employment with the Village. The Manual also supersedes all previous staff or personnel policy manuals of the Village. The Manual supersedes all previous Village general orders, administrative procedures, handbooks, past practices and customs.

4. Department rules provide for the implementation of sections or sub-sections of the Manual consistent with the operational activities of the department and outlines procedures for those activities not covered by the Manual. If a conflict should occur between a department rule and the Manual, the Manual will take precedence.

Separability of Sections of the Personnel Manual

Each chapter, article, section or sub-section of the Manual represents an independent statement. If Federal, State or local law voids any section or sub-section of the Manual, it does not invalidate any other provision. The Board authorizes the Manager to implement needed changes to the Manual required by law. Such modifications to the Manual shall be brought to the attention of the Board, as necessary.

Gender Usage in the Personnel Manual

Whenever a singular/plural pronoun is used in the Manual, it is intended to refer to all employees, regardless of gender identification.

Maintenance of the Personnel Manual

Once adopted, the Manual is not a static document. Changes in technology, new federal, state and local laws, court rulings and local policies create a constant need to update and continually modify the intent and applicability of different sections of the Manual. Updates are essential to keep the Manual current and meaningful. Benefit programs and major policies referenced in the Manual can be amended or added to at any time at the sole discretion of the Board. The Board authorizes the Manager to update other sections of the Manual in order to implement ordinances, resolutions and actions of the Board, to remain in compliance, or to correctly reflect, new federal, state and local laws or court rulings, and to incorporate, where appropriate, technological applications and editorial references. The Village Manager will endeavor to conduct a formal revision of the Manual approximately every 5 years.

RESPONSIBILITIES AS AN EMPLOYER

Diversity, Equity and Inclusion

The Village of Hoffman Estates is committed to a work environment that values diversity, equity and inclusion. The village's commitment to providing a work environment where all employees feel supported, welcomed and valued are demonstrated through village practices and policies on: recruitment and selection; compensation and benefits; professional development and training; employment actions; social and recreational programs. Continuous development of a work environment that promotes a positive culture through respectful communication, collaboration and cooperation among all employees as well as teamwork and employee participation; encouraging the representation of all groups and employee perspectives.

Employees are a valuable asset in the organization and provide essential services to the residents, visitors and businesses of Hoffman Estates. Every employee should feel comfortable and encouraged to bring their own unique capabilities, experiences and characteristics to their work in order to be productive, innovative and able to achieve their fullest potential. Employees should conduct themselves with professionalism that reflects inclusion in all aspects of their work and during village sponsored events.

Equal Employment Opportunity (EEO)

The Village is an equal opportunity employer and complies with all applicable Federal, State and local laws regarding employment. The Village strictly prohibits discrimination against any applicants or employees based upon race, color, religion, sex, national origin, ancestry, age, genetic information, order of protection status, marital status, physical or mental disability, military status, sexual orientation, unfavorable discharge from military service or any other classification protected by applicable law. The Village and its agents are legally required to adopt and put into practice, policies that are in compliance with executive orders and Federal or State equal employment opportunity laws that forbid discrimination against applicants or employees. Any employee who believes that they have been subjected to discrimination in violation of this policy should immediately report the matter as provided in the Harassment in the Workplace section.

Harassment

All Village employees are responsible to help ensure that situations of harassment do not go undetected. Harassment is actionable under the federal Title VII of the Civil Rights Act, as amended in 1991, and the State of Illinois Human Rights Act. Employees who feel that they have experienced or witnessed harassment are to notify their Director, the Director of HRM, or the Deputy Village Manager (see Harassment in the Workplace).

Drug-Free Workplace

The Village subscribes to and is in compliance with the federal Drug Free Workplace Act and corresponding laws of the State of Illinois. The unlawful manufacturing, distributing, dispensing, possessing, or using of controlled substances and other abused drugs/substances that can affect the individual's performance on the job is strictly prohibited. This prohibition applies to any Village facilities, on Village property, in any Village owned or leased vehicle or at any location that employees are working or conducting Village business. The Village considers drug abuse or the misuse of drugs as a potential health, safety and security problem. Employees shall not report to work under the influence of controlled substances. Further, employees are required by this law to notify the Village within five (5) days of any conviction, guilty plea or imposition of a sentence for a drug crime that occurred in the Village's workplace.

Compliance with the Drug Free Workplace Act is a condition of continued employment for those employees whose positions with the Village are funded, in part, or in total through a grant. Grant employees found in violation of the provisions of the Act shall be required to satisfactorily participate in drug rehabilitation and may be subject to discipline per the Work Conduct section of the Manual.

Americans with Disabilities Act (ADA)

As an employer, the Village is subject to Title I of the federal Americans with Disabilities Act and the Americans with Disabilities Amendments Act (ADAAA), hereafter both referred to as the ADA. The ADA prohibits discrimination in employment against qualified individuals with a disability who can, with or without reasonable accommodation, perform the essential functions of a job. The Act, under Title II, also prohibits discrimination against individuals with disabilities in providing local government services and use of public accommodations, transportation and communication systems. The Director of the Health and Human Services Department (HHS) is the Village's ADA Compliance Officer. Individuals with inquiries about the Act, or who desire to file a complaint regarding non-compliance, should contact the Compliance Officer. The Village's Americans with Disability Act Policy and Complaint Procedures are attached as Appendix B.

Accommodations for Pregnant and Nursing Employees

Upon request, the Village will provide accommodations for nursing mothers' in compliance with applicable state (see poster in Appendix O) and federal law. Please contact HRM for additional information.

The Village will also provide reasonable accommodations when necessary due to pregnancy, childbirth or medical or common conditions related to pregnancy or childbirth, unless doing so would create an undue hardship on the ordinary business operations of the Village. Employees may be required to provide documentation from their health care provider concerning the need for a requested accommodation or accommodations, including the medical justification for any accommodation, a description of the accommodation recommended by the health care provider and the probable period during which the accommodation will be advisable. An employee seeking an accommodation will be responsible for providing this information to the Village upon request.

Release of Employee Information

On occasion, credit bureaus, financial institutions or other agencies contact HRM or an operating department to verify employment status. In response to inquiries, the Village policy is to confirm an individual's employment, position title, and length of employment. HRM will only release other information upon the receipt of a written request from an employee for specifically identified information and to whom it is to be released. The Village will comply with any ordered release of employee information required by law.

Review of Official Personnel File

An employee's official personnel file is maintained in the HRM Office. Files include, but are not necessarily limited to, original appointment, personal data, employment history, payroll actions, attendance and leave reports, performance evaluations, certifications, commendations and disciplinary actions. Information contained in the personnel file is considered confidential. Only those Village employees with a business need for this information are permitted to access an employee's personnel file. Generally, this is limited to an employee's Director and Supervisor(s), the Village Manager or designee, and employees of HRM. The Director of a department into which an employee may be promoted, transferred or assigned may also review the file. The Village may also disclose information contained in the personnel files when necessary in the interest of the Village or when required by law, such as in connection with legal proceedings.

Employees who wish to review their personnel files may do so by submitting a request to HRM. The Village will permit employees to review and if desired, to copy documents from their personnel files to the extent provided by the Illinois Personnel Records Review Act. Employees may be required to pay a fee for copies in excess of 10 pages. The review shall be during Village Hall business hours (Monday – Friday, 8:30 a.m. – 5:00 p.m.) and during a time that is outside the employee's scheduled work hours. HRM is to be contacted for scheduling appointments and the original file may not be removed from HRM's offices. Employees will

not be entitled to review materials that are exempt from disclosure under the Personnel Records Review Act.

Employees who disagree with any information in the file may ask HRM to remove or correct this information. If the Village does not agree to the requested correction, the employee may submit a written statement identifying the disputed portion of the record and explaining the employee's position. That written statement will be included with the disputed portion of the record if the record is provided to any third party.

A supervisor may maintain notes regarding an employee's attendance and performance. These are not considered official records.

This section does not pertain to personnel files controlled by the Board of Police and Fire Commissioners (BFPC) for sworn Fire and Police personnel, which are governed by Illinois State Law.

Reference Requests

HRM will respond to all requests for employment references or verification on behalf of the Village. Any employee who receives a request for a reference or employment verification regarding another current or former Village employee must refer the request to HRM. The Village's standard response to inquiries regarding former employees is to verify that the individual was employed by the Village, the dates of that employment and the individual's final position title. By verifying only this essential information, it should not be interpreted that the response is a positive or a negative evaluation of former employees.

COMPENSATION AND CLASSIFICATION

The compensation system consists of a series of individual salary schedules for seasonal, part-time, full-time, contract and non-contract hourly employees and the salaried members of the workforce. The Board, either through the budget process or the adoption of a CBA, authorizes the rate or range of compensation for each job class. Each schedule lists the applicable salary rates or ranges within that schedule, the minimum, midpoint and maximum rates of open salary ranges and if applicable, intervening steps. All current job classifications are assigned to an appropriate salary rate or range on the applicable salary schedule that reflects both the difficulty of the essential job functions and the comparable market values for the classification.

Position Classification

Each authorized position assigned to a department has clearly assigned job functions. Candidates for these positions must meet the identified prerequisites of the job functions as to abilities, skills, education and experience. All positions are assigned to a specific job classification, which may be singular in nature covering only one position or representing multiple positions. A class of positions shares the same job class title, a commonality of knowledge, skills or abilities, and similar kinds of work activities though positions may be assigned to different departments, divisions or work units. Thus, job tasks of individual positions within the same job classification can differ in response to the different operational needs of departments.

Inventory of Positions

The position classifications of the Village represent a complete inventory of all positions within the organization and the job class to which they are allocated. Each class title has a corresponding job description that includes purpose, supervisory relationships, prerequisites, essential job functions and competencies, other duties, physical components and work environment. The job classification describes the work to be accomplished by an employee assigned to that class, not an individual's job knowledge, skills or abilities.

Position Classifications Used for Other Personnel Functions

Aside from being a formal registry of positions, the position classifications, provide a basis for several personnel functions. These include:

1. Preparing job advertisements that target specific segments of the labor market.

2. Grouping of job classes in the compensation system with similar market values.

3. Identifying areas of similar knowledge, skills and abilities in providing developmental programs.

4. Establishing standard position terminology for staffing and budgetary purposes.

Plan Modifications

The position classifications include all authorized full-time, part-time and seasonal/intermittent positions of the Village. The Village reserves the right to modify job descriptions and job class titles at any time to reflect changing job activity. If such changes occur, it does not necessarily imply a change in classification, or in the classification's placement within a salary schedule. When the Board authorizes new positions, they will either be placed into existing job classifications or, if there is not a sufficient match, a new job classification will be developed.

Maintenance of the Position Classifications

Over time, changes may occur in the job duties, work activity or job functions of positions. Department Directors are responsible to report any changes in a position's work activity to HRM. These changes will be reviewed for possible modifications to the position's job description. In addition to department notices, HRM will periodically audit position classifications.

Request for a Position Reclassification

Over a period of time the complexity of work or level of responsibility of a position or a class of positions may change so that a significant amount of the daily work no longer reflects the duties contained in the job description for an employee's current job classification. If the director feels that a change in classification has occurred, a written request for a reclassification of the position in question should be submitted as part of the budget review process. Reclassifications are made within job status (e.g., part-time to part-time and full-time to full-time) and are not for an increase in the number of hours worked. A request for a reclassification should include:

1. A comprehensive summary of the essential job functions associated with the position's former duties (description, complexity, level of responsibility and time involved) before changes occurred that lead to the request for reclassification.

2. A detailed identification of the essential job functions and work activity of the position (same factors as provided for the position's former duties) that has changed warranting a request for reclassification.

3. A clear, quantifiable description delineating the changes in the department that have altered the level of work activity so as to cause a need for the requested reclassification. The issue should include a projection of future changes over the next couple of years that may impact the department and how this will affect staffing.

4. A copy of a revised job description should be submitted as part of the budgetary process copy of the changes in work activity and revised job description should be forwarded to HRM so that a job description review can be initiated.

5. A recommendation of the new job classification into which a reclassified position or job class should be placed.

6. A further analysis should be provided of alternative options that have been considered to meet the department's changing work needs.

7. A completed *Personnel Action Notice (PAN)* needs to be processed by the department following any approved reclassifications as part of the authorized budget.

Salary Schedules

Salary schedules for all personnel are effective January 1 or March 1 of each year, unless amended by a collective bargaining agreement. During the annual budget process ranges are evaluated for possible market adjustments. Several external factors are reviewed including but not limited to, prevailing rates of pay for similar positions in comparable communities, the trend of recent salary increases and the Consumer Price Index (CPI). Besides external factors, there are a number of internal considerations, including turnover rates for positions, the ability to attract qualified applicants and the financial priorities of the Village. The provisions of the applicable CBA govern salary schedules for bargaining unit employees.
Salary schedules include:

1. Step salary range schedules for job classifications covered by the applicable Fire, Police and Public Works CBAs.

2. Open merit salary range schedules for all non-contract full-time hourly, salaried and most year-round part-time positions.

3. Step salary range for non-contract sworn Police, sworn Fire and Public Works supervisors.

4. Single rate or modified step salary range schedules for part-time positions with irregular hours, seasonal and temporary positions.

Starting Rate of Pay

Original appointments to vacant positions in the Village are usually made at the starting rate of the position's salary range. Appointment to a higher step may occur for certain CBA job classifications in recognition of prior experience with another community or a unique skill level that would benefit the Village. For full- and part-time merit positions, original appointments may occur within the designated starting range of the applicable open merit salary range. The recognition of extraordinary qualifications or experience of a potential new hire to an open merit salary range may be considered at a rate of pay higher than the starting range with the recommendation of the department director and HRM Director with final approval of the Village Manager. The agreed upon starting rate of pay then needs to be processed on a PAN and submitted to HRM by the department prior to the new hire's first day of employment.

Advancement in Step Salary Ranges

Employees within a step in a step salary range are eligible to advance to the next step of the range with the successful completion of 12 months of employment and on each subsequent annual anniversary date of employment until the salary range maximum is reached. Employees in a step salary range may also receive an increase in the rate of pay if the salary range of the job classification is adjusted annually or otherwise, according to the terms of a CBA. All individual step advancements or increases to the salary range needs to be processed on a PAN submitted by the Department to HRM prior to the effective date of the change.

Increases in Open Salary Ranges

All non-bargaining, non-sworn, full-time and year round part-time employees with a full year of service with the Village are evaluated in January of each year for performance during the immediately preceding calendar year. Supervisors and designated raters will conduct at least annually, a performance evaluation and career development review of each employee's work including activities, accomplishments, contributions and goal achievements, as well as, identify developmental objectives. The rating received by an employee from the performance evaluation process generates a corresponding adjustment based on a merit matrix. The merit matrix pool is determined annually by applying the Board's authorized budget allotment for merit increases to the individual evaluation ratings. All merit adjustments are to be processed by the Department on a PAN submitted to HRM and will be effective March 1.

First Year Advancement for Employees Receiving Merit Increases

New employees hired after March 1 of a year will have been with the Village less than a year before the next performance evaluation and career development review occurs. An employee's work will be evaluated during the evaluation process on all components of the evaluation form. The merit adjustment will be a pro-rated increase based on the time worked from the date of hire or the date of any authorized 6-month adjustment. The employee is eligible at subsequent evaluation processes for a full merit adjustment.

Authorized Compensation

On a case-by-case basis, the Village Manager may find it appropriate to authorize a one-time payment or salary adjustment above and beyond the increase provided by a performance evaluation review. Also, the Village Manager may approve, on a case-by-case basis, a market based compensation adjustment where warranted and within budget. Such increases do not alter the employee's anniversary date or eligibility for future merit increases.

Maintenance of the Compensation System

The salary range to which a job classification is assigned takes into consideration the values of the comparable labor market. However, increases will not be given beyond the maximum of the salary range unless otherwise determined by the Village Manager. HRM conducts a market analysis each year to determine current market values and identifies whether or not, and how much, each salary range needs to be adjusted to maintain an equitable market relationship. Only those employees at the starting rate for a salary range whose rate of compensation, due to a market adjustment to a salary range, falls below the new starting rate for the adjusted salary range will receive a salary adjustment.

The analysis may also identify individual job classes whose comparables are in a higher salary range. If a job class is allocated to a higher salary range, the employees assigned to that job class would not receive an increase in salary at the time of allocation, unless the employee's rate of compensation under the former salary range falls below the minimum rate of the new range.

RECRUITMENT AND SELECTION

As openings occur in the Village, the affected departments shall submit a requisition before the recruitment/selection/hiring processes for filling a vacancy can be initiated. During these processes, all employment decisions will reflect the Village's commitment as an equal employment opportunity employer. To this end, the Village bases its recruitment and ultimate employment decisions on the ability of candidates to perform the essential functions of the job.

Recruitment

HRM conducts or coordinates the recruitment for all positions except for sworn Fire and Police personnel under the jurisdiction of the BFPC. The Village encourages and supports the self-development and advancement of employees within the organization and it is the general policy that all vacancies will be posted and open to current employees. These postings may appear in the public areas of Village facilities, on the Village's website, in area newspapers, municipal publications, professional journals, cable television stations, college placement offices, and other media sources as are available. Employees will be eligible for a monetary bonus upon the successful hire and retention of a referred employee per the Employee Referral Bonus Program (see section Education, Travel and Other Programs).

Eligibility for Employment in the United States

Except for positions covered by the BFPC, United States citizenship is not required for Village employment. All new employees of the Village must meet the requirements of the federal Immigration Reform and Control Act. The Act requires proof of citizenship or of an alien's residency status and eligibility for employment while in the United States. All new employees shall complete the *Employment Eligibility Verification Form (FORM I-9)* and present appropriate supporting documentation prior to the first day of employment.

Application for Employment

All applicants for Village employment shall fully and accurately complete the Village's employment application submit a resume or follow the procedures designated by the BFPC for sworn Fire and Police personnel. Applications and resumes shall include complete information relating to experience, education, training and any other relevant qualifications for the vacant position. Applicants providing false information may be removed from the selection process, have a conditional offer of employment revoked or be terminated if already employed.

Examinations and Testing

During the selection process, examinations, skill assessments, tests, screening interviews, examples of work ability and other pre-employment evaluations and selection tools may be used to determine the qualifications of applicants. Entry-level positions for sworn Fire and Police personnel and certain other select positions will have a psychological evaluation and/or a polygraph examination and other tests and examinations as may be deemed appropriate.

Candidate Interviews

The interviews of final candidates for vacant, non-sworn positions shall be consistent for all candidates and will cover any subject matter related to determining the qualifications for the position being sought. Unless authorized by the Village Manager, the Village will not reimburse applicants for travel expenses, lost time, or any other expense related to the interview and selection processes. Internal applicants must complete any interviews or training during non-working hours. Requests for time off from work to participate in an internal selection process will be considered in the same manner as other requests for eligible benefit time.

Conditional Offer of Employment

Successful candidates emerging from a selection process are initially offered the job verbally. Upon agreement of the terms, a formal conditional offer of employment letter will be sent. Offers are conditional pending the results of the applicable background investigation, required medical examinations, drug screens and/or psychological evaluations. Conditional written offers shall specify the terms of employment and any requirements to be satisfied (e.g., acquiring a license, certification or requiring courses of study, etc.). Conditional offers of employment may be withdrawn if listed conditions are not satisfactorily met or a candidate is found to have knowingly provided false information at any stage of the selection process.

Background Investigations

Final candidates receiving a conditional offer of employment must satisfy the applicable reference and prior employment history checks. Besides references, candidates may also have criminal history, driver's license, educational degree or certification checks conducted. If positions involve the handling of public funds, information systems, confidentiality, security or public safety, final candidates may be subject to a credit check. Where credit checks are required, the Village will comply with the rights and notifications requirements outlined in the federal Fair Credit Reporting Act. Final candidates for the entry-level sworn Fire and Police positions and candidates for other select positions will undergo a comprehensive background investigation.

Drug Screening and Medical Examinations

Final candidates for all positions with the Village are required to have a drug screen. Candidates for public safety, Public Works and other select positions are also required to pass a physical examination conducted by a Village-designated medical health provider before the appointment becomes final. These examinations are designed to determine the ability of candidates to perform the essential job functions of the position and to ensure that they will not endanger the health or safety of themselves, co-workers or of the general public. As prescribed under privacy provisions of the ADA, all employee medical records are kept strictly confidential and are maintained in a file separate from the official personnel files. Individual employee medical records are only available pursuant to applicable law.

Appointing Authority

The Village President and Board of Trustees are the appointing authority for appointed officials. The Board of Fire and Police Commissioners is the appointing authority for the sworn entry-level positions of Firefighter/Paramedic and Police Officer and designated sworn positions in the Fire and Police service promoted to a higher rank. The appointment of all employees, except for the sworn Fire and Police personnel under the jurisdiction of the BFPC and those positions appointed by the Village President and Board of Trustees, are made by the Village Manager or authorized designee.

Probationary Period

All new employees covered by a CBA serve a formal probationary period as outlined in the applicable contracts. Probationary employees are evaluated quarterly as to satisfactory progress in meeting job requirements, proficiency in performing essential job functions as well as, identifying areas of improvement and development. Probationary employees may be suspended, laid off or terminated during this period at the sole discretion of the Village. A termination during a probationary period is not subject to the provisions of any CBA grievance procedure nor the grievance procedure described in the Manual.

Non-contract employees do not serve a probationary period, as they are at-will employees (See the ***Manual Does Not Create a Contract*** section, page 4*)*.

Employment of Relatives

Pursuant to the Municipal Code the Village shall not hire a relative of an elected Village official or appointee. For purposes of this section, relative shall include father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepchild, stepbrother, stepsister, half-brother, half-sister or grandchild.

The Village does not allow 2 or more relatives to work in the same department/division in circumstances where one relation occupies a position that directly supervises the other relation or has influence involving the relation's employment, promotion, supervision, salary advancement or other personnel decisions. If such situations occur, the Village will assign the more recently hired or promoted employee to a different department, division, work unit or shift, as appropriate. The definition of relative for the purpose of this section shall include those relations identified under the immediate family (as defined in the above paragraph) plus aunts, uncles, nieces, nephews, first cousins and their spouses.

New Employee Orientation

All new employees will be contacted by HRM via the Village's onboarding system to begin the orientation process which will include the completion of enrollment forms and review of applicable policies. On the first day of employment the new hire will receive an explanation of benefit programs and Village policies and procedures. Also on the first day of employment, departments to which new employees are assigned will provide an orientation as to operations, policies, procedures and safety practices.

All new employees are required to participate in mandatory training based on their position.

Re-employment Opportunities

Former employees who have separated or retired from employment with the Village may be eligible to be re-hired if they demonstrate the ability to perform the essential job functions. (NOTE: Former employees seeking to return to Village employment in positions as sworn Fire and Police personnel must comply with the rules and selection requirements of the BFPC.) Any former employee terminated for performance reasons or misconduct, shall not be eligible for re-employment.

Retired sworn Fire or Police personnel may, if they demonstrate the ability to perform the essential job functions, be employed in either a full- or part-time position with the Village without any effect on retirement benefits. Employees receiving an Illinois Municipal Retirement Fund (IMRF) pension per IMRF…currently may after 60 days and no prior arrangements be employed in a position that is scheduled for less than 1,000 hours annually.

PAYROLL PERIODS AND DEDUCTIONS

Employees will be compensated bi-weekly (26 pay periods annually) for time worked on Village business or authorized paid leave. Mandatory deductions will be made from your paycheck for federal and state income taxes, Social Security, Medicare, pension, union dues and in some cases court-order wage assignments. You may elect to have deductions made to participate in the Village's benefit plans, credit unions, deferred compensation and other optional benefit plans.

Bi-Weekly Pay Periods

Paychecks are issued for bi-weekly periods for work on alternating Fridays. The standard pay period begins on a Monday at 12:00 a.m. and ends fourteen (14) calendar days later on Sunday at 11:59 p.m. However, some Police and Public Works personnel have a pay period that begins at 12:00 a.m. Sunday and ends at 11:59 p.m. Saturday (bargaining unit members may refer to the collective bargaining agreement). The Finance Department will distribute notice of pay prior to the pay date. If the Friday is a holiday, the pay date is the last working day before the holiday.

Payroll Deductions

The following deductions are made from employees' paychecks:

1. Mandatory - Automatic payroll deductions are made from all paychecks for federal and state income taxes (per individual *W-4 Form*), pension contributions (IMRF, Fire or Police pensions) and applicable Social Security and Medicare taxes.

2. Court Directed - Court orders directing the Village to withhold designated sums from employee's wages for child support, restitution and wage garnishments. The Village shall comply with all court ordered deductions and will apply any administrative fees authorized. The Village will only change, modify or stop court ordered deductions by the terms of a subsequent court order.

3. Premiums - Payroll deductions are made for the employee's co-payment of insurance premiums for the Village's health insurance program or optional insurance programs (e.g., dental, supplemental life, premium conversion and AFLAC). Signed enrollment forms and deduction authorization cards are required before deductions are made. Premium deductions are made twice a month.

4. Savings - Several voluntary savings programs are available to employees, including deferred compensation programs and education funds. Signed enrollment forms and deduction authorization cards are required before any deductions are made.

5. Services - Other deductions made from employees' paychecks for a program or activity that is authorized by the Village. These involve payments under a CBA or a *Computer Purchase Loan (CPAL) Agreement.* Signed enrollment forms and authorization cards are required before any deductions are made.

6. If there are insufficient earnings in a bi-weekly paycheck to adequately cover employees authorized insurance premium deductions, remaining unpaid balances due will be the responsibility of the employee.

Reimbursement Accounts

The Internal Revenue Service (IRS), under Section 125 of the IRS Code, provides a means whereby employees can pay for unreimbursed medical expenses and dependent child care expenses with pre-tax dollars. Unreimbursed medical expense reimbursements should meet the criteria for inclusion on Schedule

A of the *IRS 1040 tax Form*, while dependent child care reimbursements should meet the criteria required for the *IRS 2441 tax Form*.

1. Earnings authorized to be withheld under Section 125 are not subject to federal, state and if applicable, Social Security taxes. Participation in either or both, the unreimbursed medical or childcare reimbursement accounts is for a twelve (12) month plan year (calendar year) with enrollment taking place prior to each plan year. To continue in the program participation must be renewed each plan year.

2. Enrollment in a Section 125 plan is a commitment of payroll deductions for the whole plan year. An exception may occur due to a life-changing event as defined in the plan document. Balances remaining in an account will be handled per the plan document.

In the event of any conflict between the information within this section and the governing benefit plan documents, the plan documents will control.

Direct and Auto Deposits of Pay Checks

The Village provides employees' paychecks processed through a direct deposit agreement. The direct deposit of the paycheck is posted at the designated financial institution the same day that non-deposited paychecks are issued. Employees are also provided with an auto deposit option whereby specific dollar amounts can be designated for deposit in up to three other accounts (e.g. a savings account, credit union). A *Direct Deposit Form* or *Auto Deposit Form* is provided by HRM.

Separation Date

Employees are asked to provide at least a 2 week notice in writing before the last day. Departments are to complete a PAN, including the reason for the separation and identifying the last date worked. Accruals of vacation, sick leave and floating holiday eligibility cease at 11:59 p.m. of the last day of employment, which is considered the official separation date. Separation date must be scheduled on the employee's regular duty day. Any lost or damaged items will be the responsibility of the employee to reimburse. Employees must return all Village keys, property and identification cards to the immediate supervisor.

Final Paycheck

The final paycheck of separating employees is normally issued on the next payroll date following the last day of employment. Under certain circumstances, the Village Manager may authorize the issuance of a final paycheck on the last day of employment. A payout of accrued but unused personal leave will be made in a lump sum through the normal payroll process. The payout includes each hour of accrued, but unused, vacation leave and credited floating holidays. The final paycheck will include any time worked during the last payroll period, eligible severance pay and any other eligible hours (e.g. compensatory time).
Also, any adjustments for mandated or court ordered deductions, amounts owed by the employee (e.g., CPAL, floating holidays taken but not yet credited, refunded tuition reimbursement balance, training expenses or past due premium co-payments) will be deducted from this last check.

Exit Interview

It is important for the Village to be informed of a separating employee's opinion of employment with the Village. The employee will be asked to participate in a confidential interview with HRM prior to the last day worked. The exit interview is voluntary and has no effect on the compensation or the benefits due an employee by virtue of separation.

Benefits Following Separation

Participation in the group health and the Village provided life insurance programs cease at 11:59 p.m. on the last day of employment, while dental and any other optional insurance coverage that an employee has elected, will cease at the end of the month in which the separation date occurs.

1. Separating employees are eligible for an extension of medical and dental insurance benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986 (See the ***COBRA Extended Insurance Coverage*** section).

2. Employees wishing to continue the Village paid life insurance or supplemental insurance may do so through a conversion program offered by the provider.

3. Voluntary supplemental insurance plans may also be continued through the plan provider.

4. If employees have attained a vested status under a pension program, they may be eligible for a future retirement pension along with Illinois Continuation Health Insurance. Pension eligible employees separating from the Village, must designate, in writing, a decision either continue or discontinue on the Village insurance. Employees who discontinue are unable to re-enroll in the Village insurance in the future. Those employees who have not become vested are eligible for a refund of pension contributions. HRM will provide forms for employees enrolled in an IMRF pension program. Pension questions from sworn Fire and Police personnel should be directed to the Fire Pension or Police Pension Board for the applicable respective pension program.

5. Employees participating in a deferred compensation plan should contact the plan provider for options available regarding their account.

Unemployment Benefits

Unemployment insurance is a state administered program under which former employees, in certain circumstances, may be entitled to benefits while unemployed. Questions regarding eligibility shall be directed to the local State of Illinois Unemployment Insurance Office.

POSITION CHANGES

During the course of employment with the Village, the job classifications of employees may change. This may be due to a transfer, a promotion, a reduction, a layoff or a temporary appointment, subject to review and approval by Human Resources Management. A change does not become effective until a PAN has been completed and authorized.

Inter-Department Transfers

Employee transfers are considered a change of positions within the same job classification from one department or division to another. Employees may also make lateral transfers between positions with different job titles but compensated within the same salary range on a salary schedule. Before employees can transfer to another department, the director of the receiving department must concur.

1. Employees transferring under the same job classification to another department retain the same position anniversary date for the annual performance evaluation and in-range or merit salary advancement. The employee's current supervisor must, within 2 weeks of the date of the transfer, complete a performance evaluation covering the period from the previous performance review until the date of the transfer, unless an evaluation has been completed in the past three months. Copies of this evaluation shall be given to the employee, the department and to HRM. The new supervisor will complete a second performance evaluation covering the period from the date of the transfer through the end of the performance year. Merit increases will be based on the combined results of both evaluations.

2. Those employees making lateral transfers into a different job class establish a new position anniversary date for future performance evaluations starting from the date they began in the new position. During the first year in the new position, Quarterly Summary Reviews shall be conducted to assure an orderly transition into the new job responsibilities.

Reclassifications

Positions may evolve over time resulting in job responsibilities being performed that are significantly different from those associated with the current job description. Directors may seek the reclassification of positions during the budget process. The procedures for submitting a reclassification request are detailed under the section ***Request for a Position Reclassification.*** All reclassifications establish a new position date for future performance evaluations based on the starting date in the new position.

1. Reclassified employees shall receive Quarterly Summary Reviews (See the ***Performance Appraisal Management System***, Appendix C) during the first year in the new classification.

2. Reclassified employees will, within the same job status (e.g. part-time to part-time or full-time to full-time), be adjusted to a rate in the new job classification's salary range that is 5% above the rate of pay in the former position but not exceeding the maximum rate of the new salary range.

3. If the rate of pay in the former salary range (occupied before reclassification) is more than 5% below the starting rate of pay of the job classification an employee is being reclassified into, then the rate of pay will be adjusted to the starting rate of the new job classification's salary range. Future performance reviews and salary adjustments will continue to occur as part of the annual Performance Evaluation and Development Review process in January of each year.

Promotions

Promotions occur when employees within the same job status (e.g., part-time to part-time and full-time to full-time) are moved from a lower job classification to a job classification assigned to a higher salary range. Promoted employees will receive the same salary adjustment and have Quarterly Summary Reviews as described for reclassified employees in sub-sections 1, 2 and 3 of the preceding section.

Employees unsuccessfully making the transition to the responsibilities of the new position may be returned, if a vacancy exists, to the former position; or if no vacancies exist, placed in another vacant lower position, if qualified, or be terminated.

Reduction in Class

Employees may voluntarily submit a written request for an assignment to a lower job classification. Employees may be assigned to a lower job classification due to the loss of a certification or license required to do essential job functions. Also for situations of unacceptable job performance where termination is not warranted, an employee may be assigned to a lower job classification. A reduction in class can only be made when vacancies exist, employees have the ability to perform essential job functions of new classifications and the department directors involved concur.

1. When an employee is assigned to a lower job classification, the current rate of pay in a former job classification will remain the same as long as said rate of pay falls within the salary range for the job classification to which the employee is being assigned. If said current rate of pay exceeds the maximum rate of the salary range of the new job classification, then the employee's rate of pay will be adjusted to the maximum rate of the new job classification's salary range.

2. New position anniversary dates are established for employees reduced in classification. Employees in the open portion of the salary range will continue in the annual Performance Evaluation and Development program though both the former and current departments will contribute to the first year transitional evaluation.

Layoffs

From time to time, operational and budget priorities may require the Village to reduce the number of employees in a Department/Division. When feasible, the Village may seek to reduce staff without layoffs. Reductions may occur through measures such as phasing out the positions, attrition, transfers, reduced hours or other work schedule options that minimize the impact on service delivery.
The Village will select employees for layoff based primarily upon the operational needs of the department and the particular employee's role, skills and qualifications. The Village may also consider employees' work history and performance evaluations. Seniority will be considered only if all other factors are equal. Employees under a CBA or appointed by the BFPC will follow the prescribed work reduction procedures of that contract.

Temporary Assignments

The Village Manager may temporarily assign employees to fill the duties of employees in higher job classifications who are absent (for reasons other than vacation or other short-term leave). Temporary assignments expected to exceed 5 regularly scheduled consecutive workdays will be compensated the greater of $1.00 per hour or 5% over the appointee's base rate of pay. The Village Manager may set the compensation of a temporary assignment or assignments to the minimum or other appropriate rate in the salary range of the temporarily replaced staff person. The position anniversary date of temporary appointees will remain unchanged. No employee will be entitled to additional pay under this section unless the temporary assignment and pay rate are approved in writing by the Village Manager.

PERFORMANCE APPRAISAL MANAGEMENT SYSTEM

The Performance Appraisal Management System (attached as Appendix C) encompasses the ongoing communications process between employees and supervisors. The evaluation allows for an individual's contributions to the work unit to be recognized, work goals set for the coming year and individual development objectives and career development. The process of communication between employees and supervisors is an ongoing opportunity to acknowledge employee achievements and conversely, addressing any performance or work conduct issues requiring improvement which may result in implementation of a Performance Improvement Plan (PIP). (Non-union, non-contract employees, see Appendix C. Union employees within a collective bargaining unit, refer to respective department).

GRIEVANCE PROCEDURE

A difference of opinion can arise out of the employment relationship in any organization. Usually a difference is resolved quickly and informally through a discussion between the employee and the supervisor. The Village encourages employees to communicate with their immediate supervisors to resolve disagreements. If a matter is not resolved after discussion with an employee's supervisor or if the employee does not feel comfortable speaking with her supervisor, the employee may discuss the matter with his department director. However, some disagreements cannot be resolved through informal discussion. Therefore, the Village has adopted this formal grievance procedure.

Issues Covered By This Grievance Process

Employees may use this grievance process to seek resolution of any disagreement with their department concerning the meaning, interpretation or application of written work rules of the Village's Personnel Policy Manual. The grievance process may not be used for the following:

1. Requests to change the Village's established work rules or the Personnel Policy Manual

1. Issues under the jurisdiction of another entity such as the BFPC, the Courts (e.g., wage deduction orders) or the State (e.g. Workers' Compensation Act).

2. Issues with a separate appeal or complaint procedures described in a CBA or elsewhere in the Manual (e.g., Sexual Harassment complaints and performance evaluations appeals).

3. Issues involving outside benefit providers whose plans include appeal procedures.

Steps in the Grievance Process

The Village desires to resolve grievances early in the process. This is not always possible as some grievances arise out of decisions made at a level of the organization beyond the control of immediate supervisors. The time frame for each step is designed to provide for both sufficient review and advancement through the process in a timely manner. Thus, the failure of an employee to meet the specified time frames for advancing a grievance to the next step shall be viewed as having terminated the process. An employee, who has not received a response within a step's allowed time frame, may immediately advance the grievance to the next step. The deadline dates for filing or responding to a grievance may be extended by mutual agreement.

STEP 1 – Written to Supervisor:

If a discussion with the immediate supervisor does not resolve the issue, the employee may utilize the formal grievance procedure by submitting the difference in writing to the immediate supervisor. The written grievance needs to be submitted within five (5) working days of the action being grieved. The written grievance shall include:

1. The date and time of the issue or event; and

2. The specific dispute that is being grieved; and

3. The specific section of the Manual or the department rule or policy being grieved; and

4. The reason(s) the action is being grieved; and

5. Any witnesses or documentation supporting the employee's viewpoint; and

6. The remedy being sought by the employee.

The supervisor is responsible for further investigating the facts and circumstances surrounding the grievance. Supervisors shall provide the grieving employee with a written response within 5 working days from the date a grievance is received. Copies of the grievance and supervisor's response shall be forwarded to the Director and to HRM. If the grievance is not resolved at Step 1 of the process, the employee may appeal the grievance to Step 2.

STEP 2 – Written to Assistant/Division Director:

The original written grievance, the immediate supervisor's response, any comments the grieving employee may have regarding the response, and the reason they believe the grievance was improperly denied in Step 1, shall be forwarded to the Assistant Department Director or Division Director within 5 working days of the immediate supervisor's response. If a Department does not have an Assistant/Division Director, the grievance shall be advanced as a Step 3 grievance.

The Assistant/Division Director shall meet with the grieving employee and the immediate supervisor within 7 working days of the receipt of the grievance. The Assistant/Division Director shall make whatever inquiries he or she deems appropriate and provide the employee and supervisor with a written response within 7 working days of the meeting and forward copies to the Department Director and to HRM. If the grievance is not resolved at Step 2 of the process, the employee may appeal the grievance to Step 3.

STEP 3 – Written to Department Director:

The original written grievance, all responses from the previous steps, any comments the grieving employee may have regarding the Assistant/Division Director's response, and the reason that they believe the grievance was improperly denied in Step 2, shall be submitted to the Department Director. The appeal to the Department Director shall be made within 7 working days of the Assistant/Division Director's response.

The Department Director shall make whatever inquiries he or she deems appropriate. The Department Director shall provide the grieving employee with a written decision within 7 working days from the date the appeal was received. A copy of the Director's response shall be forwarded to HRM. If the grievance is not resolved at Step 3 of the process, the employee may appeal the grievance to Step 4.

STEP 4 – Written to Village Manager:

The original written grievance, all responses from the prior steps, all comments the grievant may have regarding prior responses, and the reason the employee believes that the grievance was improperly denied in Step 3, shall be submitted to the Village Manager. The appeal shall be made within 7 working days of the Director's response.

The Village Manager, or his or her designee, will consider the information provided and make whatever inquiries he or she deems appropriate. This may include a meeting with the grieving employee and other involved individuals. The Village Manager (or designee) will respond in writing within 10 working days of the date the appeal was received. The Village Manager's (or designee's) decision is final. The employee and Director will receive a copy of the decision with a copy forwarded to HRM for the official personnel file.

If the supervisor, Assistant Director or Director reviewing a grievance at steps 1 through 3 of the process believes that the grievance cannot be resolved at that level of the organization, he or she may refer the grievance to the next step in the grievance process. The responsible reviewer at the next step of the grievance process will then either consider the grievance or refer it back to the prior step in the process or refer the grievance to the next step. Whether or not a grievance is accelerated to the next step in the process is at the discretion of the Village management.

All employees who are requested to do so by the Village are expected to cooperate in the investigation and resolution of a grievance. In particular, an employee who files a grievance is expected to participate in the grievance process, including attending any scheduled meetings regarding the grievance and providing any information requested. Failure to do so may result in denial of the grievance. Employees who knowingly or willfully provide false or misleading information in connection with a grievance investigation will be subject to disciplinary action.

The Village reserves the right to disregard grievances that the Village Manager determines to be frivolous, vexatious or filed for any improper purpose.

No Retaliation for Filing a Grievance

The Village prohibits retaliation against any employee for filing a grievance under this policy or participating in good faith in the Village's efforts to investigate and respond to a grievance. All employees feeling that they have been retaliated against in violation of this policy should immediately report the matter to the HRM Director, Deputy Village Manager or Village Manager.

ETHICAL CONDUCT

Village employees are expected to conform to all applicable Federal, State and local laws and perform all assigned job duties and responsibilities with the highest degree of professionalism and integrity.

Employee Ethics

Village employees are expected to conduct themselves in a lawful, professional and business-like manner. Quality service is valued and any impropriety, or appearance of impropriety, is unacceptable conduct. Employees should avoid all situations that can create a conflict of interest with work duties. The Board has adopted a policy on "Governmental Ethics" found in Chapter 15, Article 1, of the Hoffman Estates Municipal Code (attached as Appendix D). There are other references of acceptable conduct that employees shall observe located in other sections of the Manual.

Confidentiality of Information

The daily work of an employee may involve access to information about citizens, other employees or members of the general public that is sensitive and confidential in nature. Such information may be learned from Village records, documents, files or conversations. Information originating from issues of litigation or medical documents is protected under strict federal or state disclosure laws. Any form of confidential information shall only be conveyed to other employees and authorized individuals as is necessary, on a need to know basis, or is required through the normal course of business or work activity.

Identity Protection Policy

The Village of Hoffman Estates adopts this Identity Protection Policy pursuant to the Identity Protection Act. 5 ILCS 179/1 *et seq*. The Identity Protection Act requires each local and state government agency to draft, approve, and implement an Identity Protection Policy to ensure the confidentiality and integrity of Social Security (SSNs) numbers agencies collect, maintain and utilize. It is important to safeguard Social Security numbers against unauthorized access because it has been determined that SSNs can be utilized to facilitate identity theft. One means of better protecting SSNs is to limit the widespread dissemination of those numbers. The Identity Protection Act and this policy are intended, in part, to require the Village to assess their personal information collection practices and make necessary changes to those practices to ensure confidentiality. This policy is located in Appendix P of the Village of Hoffman Estates Personnel Policy Manual.

Electronic Communications Systems

To facilitate an effective delivery of services and the efficient fulfillment of enforcement responsibilities, the Village utilizes a full range of electronic communications systems and different forms of information technology. A policy has been established to provide uniform guidelines and procedures (the Electronic Communications Policy is attached as Appendix E).

Theft and Falsification of Records

Employees are required to report any observed instances or knowledge of theft. Theft that must be reported under this policy includes any theft of Village property or of any other third party on Village premises and any theft committed by a Village employee. Theft is not limited to physical items or money but includes obtaining property or money through fraud or other improper means, including by not limited to: falsifying of time, travel, accident or other records. Employees should ordinarily report any theft to their immediate supervisor. If the immediate supervisor is involved in the theft, the matter should be reported to the employee's Director, the Director of HRM, the Deputy Village Manager, or the Village Manager.

Work Conflicts of Interest

Employees are expected to perform assigned work both legally and ethically at all times.

1. Public employees in positions designated by law, are required to annually reveal any outside business interest, employment or consultation services that may present a conflict of interest. The County mails *Statements of Economic Disclosure* each year to those employees designated by law.

2. Employees shall not promote non-Village services, products or other items during work hours especially if the purchase directly benefits the employee. Village positions should not be used for personal gain or for any advantage outside normal work hours.

3. Situations that should be avoided by employees are the acceptance of gifts, loans, or entertainment from suppliers, customers or other entities or individuals who have dealings, or potential dealings, with the Village that would constitute a violation of the State of Illinois Gift Ban Act (current copy of the Act is maintained by the Village's Ethics Officer – the Village Clerk).

4. Employees are prohibited from using for gain or advantage privileged insider information; or from disclosing confidential data to any individual or employee not included in a need-to-know capacity.

5. Employees who feel that a conflict of interest may exist or who have any questions about this Policy should immediately inform their director or the Village's Ethics Officer.

Workplace Violence

The Village is committed to the safety and security of its employees and the public by maintaining a workplace that is as free as possible from forms of harassing and threatening behaviors including violence. The intent of this policy is to establish a zero tolerance standard with respect to acts of intimidation, threats of violence or act of violence relating to the workplace. Threats, threatening behavior or acts of violence against employees, visitors, guests or other individuals by anyone on Village property will not be tolerated. Every employee is obligated to avoid behavior that may provoke violence. Employees shall report threats or situations of violence to an immediate supervisor, the department director, the Director of HRM or to the Deputy Village Manager. This policy is intended as a guide for employees, supervisors and managers and has been prepared to aid in the recognition and response to employee workplace violence. A safe and secure workplace is essential to carry out the mission of the Village of Hoffman Estates and its employees are committed to working together to create and maintain a workplace that is free of workplace violence.

Workplace violence includes, but is not limited to:

- Name-Calling/Stalking/Harassment/Intimidation
- Physically intimidating others including such acts as obscene gestures, shouting and fist shaking. Intimidation through direct or veiled verbal threats
- Throwing objects in the workplace
- Regardless of the size or type of object being thrown or whether a person is the target of the thrown object
- Physically touching another person in an intimidating malicious or harassing manner, including such acts as hitting, slapping, poking, kicking, pinching, grabbing and pushing
- Fighting /Beating
- Shooting/Stabbing/Hostage Taking
- Property Damage/Other Physical Attacks/Other Violent Acts

Employees may voluntarily seek assistance or be referred by a supervisor or department director through the Employee Assistance Program (EAP) offered through the H&HS Department to deal with situations that could possibly develop into violence.

Any employee found to be in violation of this policy shall be subject to discipline pursuant to the progressive discipline process per the Work Conduction section of this Manual, pursuant to applicable personnel policies or collective bargaining agreement and if appropriate, shall be prosecuted to the fullest extent of the law.

This policy applies to all Village employees. However, it is recognized that sworn Fire and Police employees in performing essential job duties may need to restrain or protect other people in order that they do not harm themselves or others. Such work does not violate this policy.

Workplace Bullying Policy

The Village believes in treating everyone with respect and dignity. Accordingly, the Village does not condone and will not tolerate any form of bullying in the workplace, and is committed to maintenance of a healthy and safe workplace for all employees. Furthermore, the Village prohibits bullying at every level of our operations. Specifically, no employee, supervisor, customer, guest, vendor or any other individual with whom we do business shall be permitted to bully any Village employee in the workplace.

Bullying behavior creates feelings of defenselessness in the target and undermines an individual's right to dignity at work. Thus, all employees are responsible for preventing bullying by behaving in a professional, businesslike manner and treating each other with respect.

Bullying refers to an individual's repeated actions directed toward an employee (or a group of employees) that intimidate, degrade, threaten, offend and/or humiliate the employee(s). Workplace bullying is often characterized through insulting, hurtful, hostile, vindictive, cruel or malicious behaviors that undermine, disrupt or negatively impact an employee's ability to do his or her job.

Bullying may occur verbally, physically, in writing (including e-mails, text messages and online postings) or non-verbally/non-physically (i.e., hand gestures). Bullying may also involve an abuse of power across different classifications of employees (i.e., supervisors, security personnel, etc.).

Bullying does not usually include the normal exercise of supervisory responsibilities, including performance reviews, direction, and disciplinary action where necessary in response to employee violations of our policies, procedures, or other standards of conduct.

The Village takes allegations of bullying very seriously. If you are comfortable doing so, you should first clearly and directly communicate to the bullying individual that his or her conduct is unwelcome and request that the behavior stop. However, given the intimidating nature of bullying, we understand if you are not comfortable confronting the bullying individual.

In all instances where you feel that you have been bullied or where you have witnessed bullying, it is your responsibility to immediately report your concerns to either your immediate supervisor or the Director of HRM or the Deputy Village Manager.

An appropriate investigation will occur by the HRM Department on all bullying allegations. If allegations are confirmed, appropriate corrective actions will be taken per the Work Conduct section of this Manual.

Retaliation against any person who has complained about bullying or who otherwise participated in an investigation of bullying, will not be tolerated. Any employee of the Village who retaliates against another employee in violation of this policy will be subject to discipline per the Work Conduct section of the Manual.

Harassment in the Workplace

The Village, as a service-orientated organization, is committed to a work environment in which all individuals are treated with dignity and respect. Every employee is a member of the Village team and has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. The term "harassment" in the employment setting is commonly associated with Sexual Harassment (see the Village's prohibition of this conduct in the section on ***Sexual Harassment***, in Appendix A), but the term has broader connotations. Harassment consists of actions or conduct directed at another individual on the basis of any legally protected characteristic. Protected classes of individuals under federal and state laws include race, sex, color, age, religion, ancestry, national origin, disability status, marital status, military status, sexual orientation, pregnancy, genetic background, gender identification, citizenship and other legally protected groups. The Village prohibits all harassment based on an employee's legally protected status even if it does not rise to the level of a legal violation.

The Village also will not tolerate the harassment of Village residents, local businesses, outside vendors and providers of services, representatives of other agencies and the general public by employees at work or in any other official Village capacity. Further, the Village will not tolerate harassment of Village employees by the general public or employees of outside agencies.

1. Harassment is verbal or physical conduct or actions that denigrates or shows hostility or aversion toward an individual based on a protected characteristic that:
    a. has the purpose or effect of creating an intimidating, hostile or offensive work environment or
    b. has the purpose or effect of unreasonably interfering with the individual's work performance or
    c. otherwise adversely affects the employee's employment opportunities. Such harassment is not limited to conduct and action solely directed at the individual but includes relatives, friends or associates.

2. Harassing conduct may include, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the Village's premises or circulated in the workplace.

   It shall not be considered harassment for a member of the management/supervisory staff, who in a fair, lawful and consistent manner enforces standards of conduct and job performance or attempts to correct work habits requiring improvement.

3. All employees and all elected or non-elected officials who become aware of harassment must immediately report the harassment. Reports of harassment are to be promptly directed either verbally or in writing to the employee's department director. In the event the report involves the department director, or if the employee for any reason is uncomfortable in dealing with the department director, the employee may report such conduct to the Director of HRM or the Deputy Village Manager.

   If an individual feels the need to report harassment to someone of their preferred gender, they may speak to a representative from the Human Resources Management Department to make appropriate arrangements.

   The department director and the Deputy Village Manager shall immediately notify the Director of HRM upon receiving a report of harassment.

   The employee making the report should provide the following information, if known:

Reporting employee's name, department, position title; and

Name and title of person committing harassment; and

Specific nature of the harassment, how long it has gone on, and any employment action allegedly taken as a result of the harassment (i.e. demotion, failure to promote, dismissal, refusal to hire, transfer, etc.); and

Dates, times and locations where harassment has occurred; and

Witnesses to the harassment, if any; and

Whether the harassment was previously reported, when and to whom.

4. Witnessing a situation of harassment, or being the subject of harassment, must be reported to an immediate supervisor, the department director, the Director of HRM or the Deputy Village Manager. The Village expects the prompt reporting of situations or complaints so that rapid and constructive action can be taken before relationships become irreparably strained. Employees shall not assume that because they witnessed an incident of harassment that the supervisory/management staff of a department or that the Village is aware of this unacceptable conduct. Each supervisor must immediately report to the department director, the Director of HRM or the Deputy Village Manager any complaint of conduct that may violate this policy. Failure to report, may lead to disciplinary action per the Work Conduct section in the Manual.

5. Formal complaints of alleged harassment, discrimination or retaliation should be made to the Director of HRM or the Deputy Village Manager. Complaints will be promptly investigated and addressed including interviews with the individuals involved. If necessary, the investigation may include individuals who witnessed the alleged conduct or have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation practices and the application of corrective action. If the investigation reveals there has been a violation of the policy, appropriate remedial action will be taken, up to and including termination of employment. All parties will be informed of the findings of the investigation. If a party to a complaint does not agree with the resolution they may appeal to the Village Manager within 10 days of being informed of the results.

   Any employee who is asked to do so will be expected to cooperate with any investigation under this Policy. This includes but is not limited to participating in meetings or interviews requested by the Village and providing accurate information. Employees who knowingly or willfully provide false or misleading information in a complaint of harassment or in the course of any investigation of harassment under this policy will be subject to discipline pursuant to the progressive discipline process per Work Conduct in the Manual.

6. The Village will not tolerate retaliation against any person for making a good faith report of harassment under this policy even if the Village ultimately determines that the report was mistaken or unfounded. Reports of harassment will be considered to be in good faith so long as the person making the report honestly believes that the matter being reported is a violation of this policy or applicable law and the employee's belief is not objectively unreasonable, even if mistaken. However, an employee may be subject to disciplinary action for making a report of harassment that is not in good faith, is false or malicious. Similarly, the Village will not tolerate harassment against any person providing truthful information in connection with an investigation under this policy. Making a report of harassment or cooperating with an investigation will not insulate an employee who has otherwise violated Village policy from appropriate disciplinary action. Any employee of

the Village who retaliates against another employee in violation of this policy will be subject to discipline, up to and including termination. If an employee becomes aware of retaliation against anyone for reporting harassment or providing truthful information as part of an investigation under this policy, the employee must immediately report such conduct using the reporting procedure set forth above.

Whistleblower Protection Policy

The Village is committed to high standards of ethical, moral and legal conduct. This policy aims to provide an avenue for employees to raise concerns and reassurance that they will be protected from reprisals or victimization for whistleblowing.

This policy is intended to provide protection for employees if they raise concerns such as:

- Incorrect financial reporting;
- Unlawful or unethical activity;
- Activities that are not in line with village policy or procedures, or;
- Activities which otherwise amount to serious improper conduct.

Employees are encouraged to report these serious and sensitive issues directly to the Director of Human Resources Management, Deputy Village Manager or Village Manager. Employees are encouraged to come forward with these issues and every effort will be made to keep the complainant's identity confidential. However, employees may be more comfortable filing an anonymous complaint. All complaints will be fully investigated.

Allegations or complaints filed in bad faith may result in discipline up to and including termination.

Additional whistleblower protections may be provided under section 4.1 of the Public Officer Prohibited Activities Act (see Appendix Q).

Prohibited Purchases

To avoid conflicts of interest during the disposal of Village property, the following restrictions shall apply:

1. No Village employee or Immediate Family member of an employee, shall purchase, directly or indirectly, any personal property offered for sale or obtain through any other disposition method.

2. Any individual designated or acting as an administrator, agent, or participant in the determination, valuation, recommendation, or disposition of surplus property on behalf of the Village, and their Immediate Family members, are prohibited from bidding on or purchasing such surplus property.

3. These prohibitions shall apply regardless of the method of sale, including but not limited to public auction, sealed bid, negotiated sale, donation or trade.

EMPLOYEE RESPONSIBILITIES

The values and principles of an organization define its identity. These organizational values and principles guide its activities and help formulate the attitudes and actions of its employees. As public servants, Village employees are expected to be responsible, honest and fair. The Village places a trust in its employees to work harmoniously with co-workers, outside agencies, vendors, citizens and the public. Employees are encouraged to be environmentally conscious when conducting Village business and to make an effort to follow the Village Sustainability Plan.

Political Activity

The political opinion or affiliation of any citizen shall not affect the amount or quality of service received from the Village.

1. Political affiliations or activities shall not affect the Village's selection, hiring, retention, promotion and assignment processes.

2. Employees shall not be required or compelled to take part in political campaigns or activities; to solicit votes; to contribute to or to solicit funds for the purpose of supporting or opposing the appointment or the election of any candidate for political office.

3. Employees may participate in political affairs at any level of government provided such participation does not adversely affect job performance.

4. Employees who become a candidate for any elected School District, Township, Park District or Village office that appears on an election ballot within the Village shall be considered to have a conflict of interest and must resign from the Village's service or request a leave of absence without pay.

5. Employees may not campaign on Village property or while on duty for any School District, Township, Park District or Village election. Campaign includes being pictured or quoted in campaign literature. Employees may not invite political candidates to campaign on Village property.

Alcohol and Substance Abuse Policy

The Village subscribes to a work place free of alcohol usage and abused and misused substances. Village policy prohibits employees from being under the influence of alcohol, cannabis, illegal drugs, other dangerous substances or impaired through the use of prescribed or over-the-counter medications, while performing assigned duties, representing the Village, or while on-call for duty that can affect the individual's performance of the job.

1. The unlawful use, misuse, manufacture, distribution, dispensation, possession or distribution of alcohol, cannabis, illegal drugs, or other dangerous substances is prohibited at any Village facility, on Village property, in any Village-owned or leased motor vehicle or equipment or at any location at which employees are working or conducting Village business.

2. Employees shall not report to work while under the influence of any substance that can affect job performance. Employees shall inform a supervisor that job performance may be impaired due to the proper use or misuse of alcohol, a legal or illegal substance or medications prior to scheduled work.

3. Employees with an alcohol or substance dependency problem are strongly encouraged to seek help through the Village's confidential EWP or other independent program. A violation of the Alcohol and Substance Abuse Policy (the policy is attached as Appendix F) will result in disciplinary action up to and including termination. Violations of the law will be reported to the appropriate legal authority.

4. In accordance with the Alcohol and Substance Abuse Policy, applicants for positions with the Village must successfully pass a pre-employment drug screen as a condition of employment. Once employed, all non-contract employees are subject to future alcohol and/or drug testing based on reasonable suspicion, post-accident vehicular crashes, certain return-to-work situations and follow-up testing under a *Last Chance or Substance Monitoring Agreement* (Please contact the HRM Department for copies of these agreements).

5. Testing of contract Fire, Police and Public Works employees is subject to the provisions of each groups' respective CBA. Public Works employees are also subject to alcohol and drug testing as prescribed by Federal and State law for operating a vehicle for which the driver is required to possess a Commercial Driver's License (CDL).

Village Social/Business Events

Under limited exception, employees representing the Village at a social/business event and do not plan to return to work that same day may consume alcohol in moderation and are expected to conduct themselves in accordance with appropriate business standards.

Official Misconduct

All Village personnel are expected to conduct themselves in a professional and business-like manner. The Illinois Compiled Statutes specifically prohibits public officers and employees from:

1. Failing to perform mandatory duties required by law; and

2. Performing an action known to be forbidden by law; and

3. Acting in excess of lawful authority in order to obtain a personal advantage; and

4. Soliciting or knowingly accepting a fee or reward for performing any act.

Anyone found to have engaged in any of these prohibited practices can forfeit public office or employment and may have committed a criminal felony.

Weapons Prohibited

Except for duly authorized law enforcement personnel, Village employees shall not possess or carry a gun or other weapon while at work, in Village facilities, on Village property or in a Village vehicle. A weapon is defined as:

- Any device whether loaded or unloaded, that shoots a bullet, pellet, flare or any other projectiles including those powered by CO2. This includes, but is not limited to, machine guns, rifles, shotguns, handguns or other firearm, BB/pellet gun, spring gun, paint ball gun, flare gun, stun gun, taser or dart gun and any ammunition or any such device. Any replica of the foregoing is also prohibited.
- Any explosive device, including but not limited to, firecrackers and black powder.
- Any device that is designed or traditionally used to inflict personal injury including but not limited to, bows and arrows, any knife with a blade longer than three inches, hunting knife, fixed blade knife, throwing knives and daggers.

Notwithstanding, the above, employees may possess weapons within the Village Police Department building with the written permission of the Village Chief of Police. Employees may also possess weapons in any Village employee parking lot for the limited purpose of complying with the Illinois Firearm Concealed Carry Act (430 ILCS 66). The violation of this policy will lead to disciplinary action up to and including termination and/or criminal prosecution.

Gratuities and Gifts

The Village compensates its employees for all services provided to 'customers' in the performance of assigned work responsibilities. The Village prohibits employees from seeking monetary gratuities or gifts from 'customers' for performing Village work. Employees are also prohibited from using governmental discounts and tax exemptions to purchase items for personal use. A meal, paid for where Village business is discussed is acceptable. All Village employees shall strictly comply with the State of Illinois Gift Ban Act and the Village's municipal code on Governmental Ethics (see Appendix D) in accepting any such gifts.

1. Some outside organizations and businesses customarily like to distribute seasonal gifts. Such gifts that are given, as part of that organization's normal business practice, and that is not of a substantive value (the Village's Governmental Ethics policy limits gifts to $50 may be accepted.

2. Personalized gifts and gifts of a substantive value received during or outside a seasonal period, or gifts for which a return consideration or favor is suggested, must be immediately reported to the employee's department director or to the Village Manager.

3. A work crew can accept non-alcoholic refreshments or food brought to them by a citizen while working on a job. Under no circumstances shall an employee accept a beverage of an alcoholic nature while on duty.

Outside Employment

Employees are prohibited from engaging in outside employment that interferes with their duties and responsibilities for the Village. Outside employment includes both work for another employer and self-employment as consultant, independent contractor etc. Outside employment may be deemed to interfere with an employee's work for the Village in a variety of ways, including but not limited to, causing decrease job performance, absenteeism, distraction or creating a conflict of interest. Employees may not work for an outside job on Village property, using any Village equipment or resources or while representing the Village outside of work hours. Employees shall never solicit or enhance personal opportunities by representing themselves as a Village employee.

Employees sustaining an injury arising out of non-Village employment resulting in lost time from the Village should be covered by that employer's Workers' Compensation plan, not the Village's. Employees who plan to or are working outside the Village, shall notify their immediate supervisor.

Identity Protection Act Policy

This Identity-Protection Policy is adopted pursuant to the Illinois Identity Protection Act, 5 ILCS 179/1 *et seq.,* to protect SSNs from unauthorized disclosure. The Identity Protection Act requires the Village to draft, approve, and implement this Identity-Protection Policy to ensure the confidentiality of Social Security numbers (SSNs) that the Village collects, maintains, and uses. It is important to protect SSNs because this private information can be used to facilitate identity theft and fraud. One way to better protect SSNs is to limit access to and distribution of this private information.

All Village officials, employees, and agents shall comply with the Identity Protection Act and this Policy at all times (*for more details see Village of Hoffman Estates Identity Protection Act Policy in Appendix P).*

Freedom of Information Act (FOIA) Requests

The FOIA is the process of accessing public documents and information generated by units of local government in Illinois. All FOIA requests shall be processed within the prescribed time limits by the Office of the Village Clerk or designated department official. All requests for information should be directed to the FOIA Officers, and all employees are required to cooperate with the directions of the FOIA Officers and Corporation Counsel in responding to FOIA requests. Certain personnel, land acquisitions, law enforcement issues and matters of litigation are exempt from being accessed and the Corporation Counsel will make the final determination of what can be made public. The Village is required by law to provide existing documents and reports used in the normal course of business. Federal and State laws and Village policy requires employees to protect all confidential information. Any questions as to the appropriateness of supplying information should be referred to either the Village Clerk or Corporation Counsel.

News Releases and Media Contact

In order to avoid the distribution of inappropriate information or misinformation to the media, employees may not discuss Village business with members of the media without prior approval from the employee's department director or the Village Manager. The Village Manager, or designee, approves all news releases or announcements before distribution.

Telephone Usage

Good telephone etiquette by employees is one indication to the public that the Village is interested in serving them. Employees are required to answer their office telephones promptly and courteously. Employees should identify the department/division, in which they work, and the employee's name and/or job title, as appropriate. They are expected to be friendly and helpful, give accurate information and transfer calls tactfully. If a message is left for another employee, note the time, date, name and telephone number of the caller. It is the responsibility of all employees, regardless of position to help answer telephone calls when necessary.

On occasion there may be a need for making or receiving a personal telephone call. Employee contact during working hours with family members and other personal activities must be limited to essential and emergency matters. Such use shall be of short duration, and for neither business conducted for personal gain or from outside employment. Toll calls may not be made from Village phones. Telephones, cell phones, and voice mail are part of the Village's electronic communications system (See section on ***Electronic Communications Systems*** and the ECS Policy attached as Appendix E for further information).

Personal Electronic Devices

On occasion, there may be a need for utilizing a personal electronic device. Employee usage during working hours for personal use should be limited to essential and emergency matters.

Personal Mail and Copiers

Employees shall not use Village postage machine, stamps or stationery for sending personal mail. Limited use of Village copiers to duplicate personal items is permitted, provided that any copying is done during break time or before or after an employee's shift and does not interfere with Village business. Employees will be required to pay the Village for any personal copies made at the standard/page rate.

Personal Appearance

Neatness and professionalism in dress and appropriate personal hygiene for a public setting are expected of all employees. The Village operates under a business casual dress program, Monday through Thursday and a casual day policy on Fridays. However, the type of public and business contact for the day should be taken into account in determining if business, business casual or casual dress is appropriate. Dress that is inappropriate is not acceptable. Under all circumstances clothing that is considered by a department director to be sexually expressive and/or offensive, or depicts language and/or pictures to this effect, is prohibited. Attached as Appendix G, Personal Appearance Guidelines are the guidelines for the Business Casual Dress and the Casual Day Policy.

Some departments may require certain employees to be in uniform to project an official image of the position to the public. Uniforms may be provided or at the Village's discretion a uniform allowance issued. The wearing of a uniform in an unprofessional manner or wearing a uniform that is worn out is inappropriate.

Sales Solicitation

Personal or non-Village business or commercial sales representatives are not permitted to sell, explain or distribute material to Village employees during work hours or on Village premises. Certain authorized Village service providers and organizations may make visits (e.g., authorized benefit, savings or other programs). All scheduling will be done through the Manager or HRM. Employees do not have the authority to invite the representatives of such organizations to Village premises.

Smoking/Electronic Smoking Devices and Tobacco Prohibition

Village employees are prohibited from smoking or using electronic smoking devices and using tobacco products in all Village buildings.

Employees will be asked to properly extinguish and discard smoking and tobacco items prior to entering or reentering Village buildings. Village designated smoking areas will be established outside each building, not visible or within close proximity of a public entrance. In addition, employees are prohibited from smoking or using electronic smoking devices and using tobacco products in village vehicles. All employees shall refrain from smoking or using electronic smoking devices and using tobacco products when interacting with the public in the course of their duties for the Village.

Employees violating the smoking/electronic smoking device and tobacco prohibition policy will be subject to discipline per the Work Conduct section of the Manual.

Employee Identification Cards

The Village issues a photo identification card to all employees that shows the name, job title and assigned Department/Division. The identification card shall be carried at all times by an employee during business hours or when representing the Village outside normal business hours. The employee's identification card, if not displayed, shall be shown upon request to the public to identify the holder as being a representative of the Village. Visitors needing to enter secured areas of a Village facility will either be accompanied by a Village employee or receive a visitor identification card that must be displayed at all times.

The Federal Department of Homeland Security has implemented an 'alert' system measuring the potential of terrorist acts in this country. All full- and part-time employees, unless wearing an official badge visible to the public or are in an authorized Village uniform, shall visibly display the photo identification card at all times while in Village facilities when the alert is at the "orange" or "red" level. At other times, the requirement

of displaying of the photo identification card while in Village facilities will be at the discretion of the Village Manager.

Employees shall have the identification card updated as physical features of the employee change or if the identification card becomes worn or illegible. Any lost or irreparably damaged identification card shall be immediately reported to a supervisor and the employee may be responsible for any replacement costs. All cards are the property of the Village and shall be returned, as well as any other department issued keys and equipment, to the supervisor upon termination of employment with the Village.

Notice of Employee Separation and Facility Restriction Policy

The purpose of this policy is to establish clear communications to all employees regarding employee separations. Additionally, it serves to instruct all employees as to the process of granting access to restricted areas within Village facilities for separated employees. Lastly, this policy provides a process in case a separated employee becomes a potential risk or threat to Village employees and the appropriate actions to be taken should that occur in a Village facility.

There are a variety of circumstances that lead to an employee separating from service with the Village: employee retirement, employee voluntary resignation and/or employee termination. Regardless of the circumstances of an employee's separation, a communication will be sent to all employees via email notifying that an employee (by name and department) has separated service, their last day worked and a picture of the separating employee.

Below is an example of an email communication upon an employee's separation:

> *As of 5pm today, April 18, 2023 Dan Clark in the Finance Department is no longer employed with the Village of Hoffman Estates.*
>
> *As a reminder, access to restricted areas of any Village facility is limited to current employees. Visitors, contractors and delivery personnel should be directed to the reception area for access control. Guests of employees should be accompanied at all times in restricted employee areas of Village buildings*.

Restricted Employee Areas

Employee areas are defined as those non-public areas that are secured and require a Village Employee ID card in order to gain access to those areas.

Once an employee separates service from the Village, they will no longer have a Village Employee ID card and will no longer be able to gain access to restricted employee areas within Village facilities. All employees will be prohibited from allowing separated employees access into employee restricted areas, unless approved by a supervisor. This includes both entry into exterior doors of Village facilities as well as interior doors from the general public areas into restricted employee areas.

Employees shall request that the separated employee remain in the public area or direct them to the building's public areas until access has been authorized. Access for a separated employee will be evaluated and generally be permitted for Village business only.

Potential Risk or Threat to Employee Population

In circumstances where a separated employee is determined to be a potential risk or threat to Village employees, the Police Department and Department Directors will be notified immediately. Department Directors will communicate all appropriate information to all potentially affected employees.

A communication with instructions will provide notice to employees as to the potential risk or threat and advise that if they see the separated employee on Village property or in a Village facility to notify a supervisor.

Upon communicating to the supervisors, employees will report any important information regarding the separated employee which may be important in determining the potential risk or threat, if any.

A notice of a separated employee being a potential risk or threat does not automatically mean they are an active threat. However, caution needs to be taken and therefore, notifying a supervisor is warranted to allow for an evaluation of the situation to determine if the separated employee has a legitimate business reasons for their visit.

If it is determined by either the employee or a supervisor that the separated employee's behavior is threatening and a potential danger to Village employees, the Active Threat Plan should be initiated.

Keeping Personal Data Current

Employees must report any changes in personal data to HRM within thirty days. This includes changes of name, address, telephone number, marital or family status, dependents, beneficiaries and emergency contacts. Employees are also responsible for making *W-4 Form* changes and other payroll deduction changes (e.g., deferred compensation, credit union, direct deposit, etc.) using the appropriate forms. Visit the Employee section of the Village website for these forms.

Supplies, Purchasing and Surplus Property

Office supplies should be acquired through the designated vendor or requested from Office Services in the Finance Department. Office supplies and stationery may only be used for Village business. Other items are acquired in accordance with the purchasing procedures established by the Finance Department. These procedures are available in each Department.

1. No contracts may be entered into without the approval of the Village Manager and/or the Board. Only the Village Manager, or designee, is authorized to sign and enter into contracts.

2. Surplus property is disposed of as provided in the Municipal Code.

USE OF VILLAGE EQUIPMENT

The term 'equipment' includes any Village owned, rented or leased vehicles, motor equipment, machinery, furnishings, office/electronic communication systems, shop equipment, mechanical/hand tools and supplies. Employees shall use all Village equipment in a proper and safe manner in accordance with its intended use. All accident reports are subject to administrative review, which may result in corrective procedures, retraining, and/or disciplinary action.

Work Facilities

Village facilities are for conducting business and shall be kept clean and orderly. Visits of relatives or friends during work hours shall be kept to a minimum. Relatives or friends must remain in public areas of Village facilities unless accompanied by the employee.

Furnishings are Public Property

The Village may assign employees an office, desk, locker, file/storage cabinet or related storage space at a Village facility for use during work hours. Such space, furnishings, electronic communications systems or vehicles remain the sole property of the Village. Employees shall have no expectation of privacy for use of furnishings or public property. .

The Village reserves the right to enter all Village owned offices, desks, lockers, file/storage cabinets, or vehicles at any time for any work related purposes (e.g., retrieval of information, a file, equipment, etc.), an employee related incident (e.g., missing money, missing equipment, sexually offensive items, etc.) or for prohibited items (e.g., dangerous weapons, alcohol, cannabis, controlled substances, etc.). If personal belongings are to be searched, the Village will make reasonable efforts to have the employee present.

Authorized Use of Village Equipment

Only authorized Village employees may operate Village equipment and vehicles or use furnishings, systems, tools and supplies. There shall be no unauthorized removal of vehicles, equipment, tools or supplies from Village facilities or use of vehicles, equipment, systems or supplies for non-Village business purposes. Employees may take Village equipment or supplies home to complete assigned work only with prior authorization.

On occasion, employees with prior approval may use the Village's electronic communications systems or other office equipment for personal use. Occasional approval does not constitute an ongoing authorization. Such use shall not disrupt or interfere with daily work responsibilities nor impose an additional cost for the Village. Personal equipment or supplies shall not be brought to the Village and used for Village purposes without the approval of the Director.

Village Hall Fitness Center Usage

Employees are not authorized to use the fitness center unless they complete a Hold Harmless Agreement and comply with all relevant fitness rules.

Care and Operation of Village Equipment

Employees are responsible for the proper operation and care of Village furnishings, systems, equipment, tools and supplies used to carry out assigned job tasks. Employees are to promptly report any accident, breakdown or malfunction of equipment or systems. Carelessness or negligence in the handling of such items is not acceptable behavior and following review, employees may be subject to discipline per the Work Conduct section of the Manual.

Employees found guilty of willful loss or damage of Village vehicles, systems, equipment, tools, furnishings or supplies will repair or replace items in addition to any imposed disciplinary action.

Use of Village Vehicles

Any employee whose work assignment requires driving a Village vehicles (including rented and leased vehicles) must hold a valid driver's license appropriate for the type of vehicle being operated (e.g., a CDL for a commercial motor vehicle). When operating a Village vehicle, employees are representing the Village and shall act accordingly. Employees driving Village vehicles must follow all federal, state and local laws on traffic and exhibit courtesy on the road.

1. Maintaining a valid driver's license -- All employees whose job duties include driving Village vehicles, must immediately report to the supervisor the expiration, suspension or revocation of a driver's license. Failure to do so and failure to hold a valid driver's license when operating a Village vehicle will result in discipline per the Work Conduct section of the Manual. The Village reserves the right to periodically query the Illinois Secretary of State's office or the State's Bureau of Motor Vehicles to verify that employees required to operate Village vehicles have a valid driver's license.

2. Village Business -- Whenever possible, employees shall use Village-owned vehicles for transportation when conducting Village business, unless the use of a private vehicle is authorized by the director (See the ***Use of Personal Vehicles*** section). Village vehicles are to be used only for Village business unless authorized by the Village Manager.

3. Village Vehicle Used for Commuting -- Employees must have authorization from the Village Manager to use a Village vehicle for commuting purposes. As required under the Internal Revenue Service regulations, the value of the commuting use of the vehicle will be treated as taxable compensation and included on the employee's annual *W-2 Form*.

4. Maintenance of the Village's Vehicles -- Maintenance of Village vehicles and other auto needs shall be performed by the Village, unless prior authorization is received, when out of town, or in an emergency.

5. Traffic Violations -- Employees shall report to their supervisor any citations issued for violation of traffic laws while operating a Village vehicle. The intentional misuse of a Village vehicle will result in discipline per the Work Conduct section of the Manual.

6. Seat Belts – All Village employees driving or riding as a passenger in a Village vehicle, shall wear a seat belt. Employees driving a Village vehicle shall require all passengers to wear a seat belt. Failure of the driver and/or passenger to wear a seat belt is a violation of law and will result in discipline per the Work Conduct section of the Manual.

Accident/Vehicular Collision/Injury Reporting

Employees involved in a vehicular accident while on duty or when operating a Village vehicle off-duty, must report the accident immediately to the Police Department of the municipality where the accident occurred. The employee's supervisor must be advised of the accident as soon as practicable.

Additionally, employees involved in a work related, non-vehicular accident that may or may not have resulted in property damage or injury must contact their supervisor as soon as practicable. All accidents are subject to administrative review to determine the facts surrounding the incident to prevent future occurrences. If the investigation reveals an accident was avoidable or caused by negligence, the employee(s) may be subject to discipline per the Work Conduct section of the Manual. See the ***Benefits While on a WC Absence*** section for employee responsibilities and benefits if the accident involved injuries.

SAFE WORKFORCE

The health and safety of all employees is of utmost importance to the Village. The Village has established an Employee Safety Program aimed at reducing injury to employees, damage to property, work interruptions resulting from unsafe conditions and/or work habits and promoting safety and accident prevention. The safety program contains policies, practices, objectives and expectations related to the safety of all employees. A copy of the Employee Safety Program is attached as Appendix H.

Employer Safety Responsibilities

It is a continuing goal of the Village to provide a work environment that is safe. Directors are responsible for the department's safe work practices and operations. Although the exposure of employees to hazards varies widely between departments, directors shall work with supervisors and Safety Committees to provide a clean, safe and healthy work environment for all employees.

Employee Safety Responsibilities

All employees have an individual responsibility for the prevention of accidents. They are required to develop and exercise safe work habits during work to prevent injuries to themselves, fellow employees, residents and the general public.

1. Employees are responsible for compliance with the safety policies of the Village and applicable department procedures and policies.

2. All employees shall properly use Village issued or recommended safety equipment. See ***Personnel Protective Equipment*** section below.

3. Employees shall ask a supervisor as to the safe and proper procedures should they be unsure how to perform a particular job or task.

4. All accidents are to be reported promptly to the immediate supervisor. If the accident involves injuries, the procedures found in the ***Reporting an On-the-Job Injury*** section should be followed. When the accident involves a Village vehicle, follow the procedures in the ***Accident/Vehicular Collision/Injury Reporting*** section.

Safety Activities

To convey the message of employee safety, a series of activities has been designed to identify hazards, alert employees and reinforce the objective of maintaining a safe, clean and healthy work environment.

1. Safety Committees: A Central Safety Committee, along with Departmental Safety Committees, serves as an integral part of the continued development and coordination of the overall Village safety program. These committees meet to review accidents, offer safety presentations and make recommendations to department directors and the Village Manager.

2. Safety Education/Training: Employees are to be educated in the safe methods of job performance. Educational programs include: a safety orientation for all new employees, on-the-job training on equipment, safety procedures and refresher follow-up programs.

3. Safety Inspections: Departmental Safety Committees conduct quarterly safety inspections of the department, while the Risk Manager conducts periodic independent inspections.

Personal Protective Equipment

The Village furnishes employees, at no charge, personal protective equipment meeting safety requirements for assigned job functions. Employees shall utilize all required and issued personal protective equipment. During the course of employment, the Village will replace issued safety equipment damaged or worn out due to normal use. Village safety equipment willingly or negligently lost or destroyed will be replaced at the employee's expense, and may result in discipline per the Work Conduct section of the Manual.

Employees who would like to utilize other personal protective equipment for a specific job function, not required by the Village, may do so with the prior approval of the immediate supervisor and Risk Manager. The Village is not responsible for the purchase, maintenance or replacement of any non-required, approved personal protective equipment.

Injuries Requiring Medical Attention

It is of utmost importance that employees injured while on duty receive prompt, appropriate medical care by either transporting them to the Village's occupational medical clinic for minor injuries or calling 911 when emergency medical care is needed. Employee responsibilities are listed in the ***Reporting an On-the Job Injury*** section.

The supervisor of the employee involved in a work related accident must complete the Supervisor Accident Report and submit to the Risk Manager within 48 hours. If the accident results in an injury the supervisors must complete the Illinois Industrial Commission Form 45 and turn into Risk Manager within 24 hours of incident. Visit the Employee section of the Village's website for these forms.

The director or supervisor in charge shall contact the Risk Manager immediately, at any time, 24 hours a day, in the event of a death, injury or illness requiring emergency hospital care.

WORK CONDUCT

It is the duty of all employees to maintain a high standard of ethical conduct and behavior while employed by the Village. All employees are responsible for displaying proper regard for the welfare and rights of other employees, residents of the Village and the general public. Employees are obligated to comply with all federal, state and local laws governing public employment. They must also comply with and carry out the provisions of applicable Village policies, procedures, personnel rules and regulations and department policies and procedures. Illegal activity will be reported to the Village of Hoffman Estates Police Department or other appropriate agencies. The reporting of illegal activity to the proper authority does not mean that the Village will forego its own investigation into the matter and issue discipline per the Work Conduct section of the Manual.

On occasion, the work behavior, productivity or personal conduct of employees may fail to meet acceptable standards of performance. Supervisors are responsible to bring such situations to the attention of the employee in a timely manner with the goal of correcting the unacceptable behavior. If such behavior continues or declines, disciplinary action may be issued.

Unacceptable Behavior

In addition to provisions listed in other sections of the Manual, the Village has certain expected standards of conduct. Below is a list of behavior and conduct that is not acceptable and for which disciplinary action may be appropriate. The list below is not intended to be an all-inclusive listing and therefore, does not limit the disciplinary authority of the Village.

1. Incompetence, inefficiency or negligence in the performance of assigned duties; refusal to comply with the lawful instructions or directions of a supervisor.

2. Conduct that causes physical harm or injury to a co-worker or a citizen; acts that endanger the safety, health or wellbeing of another employee or citizen or is of sufficient magnitude that the consequences cause a disruption of work or discredit the Village.

3. Use of profane or abusive language; threatening, intimidating, harassing or discriminatory behavior toward others.

4. Theft, the misappropriation of Village property or the willful destruction of public property or the property of another employee.

5. Personal use of Village equipment, property or material for any unauthorized reason.

6. Falsification of official information or records; alteration of time sheets, personnel records, employment applications or any other Village records.

7. Excessive or habitual tardiness, extended breaks or leaving work early; abuse of sick leave privileges; unauthorized absence without leave.

8. Failure of an employee with work related driving assignments to notify a supervisor of an expired, suspended or revoked driver's license; illegally operating a Village vehicle, personal or other vehicle on Village business.

9. Acts of insubordination or action that breach standards of discipline.

10. Violation of established safety rules, policies and procedures.

11. Illegal use or possession of a weapon on Village property or in a Village vehicle (e.g., a firearm and/or other device, which the primary use is to cause bodily harm or property damage).

12. Divulging or misusing confidential information.

Forms of Discipline

The Village administers discipline fairly, reasonably and impartially. The intent of discipline is to correct unacceptable behavior and/or performance. The Village will determine the appropriate level of disciplinary action dependent upon the circumstances of each situation. This may include but is not limited to the severity of the offense, the employee's previous work record and length of service, disciplinary action taken in other comparable situations and any mitigating or aggravating factors. Any misconduct or infraction of a Village policy may result in immediate termination as there is no requirement that an employee receive a warning or suspension before termination. Where discipline short of termination is deemed appropriate, progressive discipline may apply.

Forms of progressive discipline include:

Oral Reprimand

An oral reprimand is used as a warning to correct minor misconduct or performance problems where more severe disciplinary action is not warranted. Notice of oral reprimands will be placed in the employee's official personnel file. The consequence of not correcting the misconduct or performance problem may result in more progressive disciplinary action.

Written Reprimand

A written reprimand may be issued for continued misconduct, performance problems of a minor nature or for more serious matters that do not warrant suspension or other advanced disciplinary action. Copies of written reprimands will be placed in the employee's official personnel file. Not correcting the misconduct or performance problem may result in further disciplinary action.

Suspension

Suspensions are a temporary removal from Village duties and responsibilities with loss of pay. Suspensions are used to discipline employees for serious misconduct or performance problems or for repeated and uncorrected minor misconduct or performance problems. A copy of the suspension and appropriate PAN will be placed in the employee's official personnel file.

Termination

The termination of an employee is the permanent removal from employment with the Village. This occurs when the misconduct or performance problem is severe in nature or not corrected following lesser forms of discipline.

Other Forms of Discipline

Placed on Probation

Probation is a defined period of time, up to but not exceeding 6 months in length, that an employee's conduct or performance must show improvement to clearly defined and outlined corrective measures. Placement into a period of probation can occur simultaneously with other forms of discipline. An

employee placed on probation shall receive a written notice stating the beginning and ending dates of the probation period. The notice shall also include the standard of conduct or performance that the employee must achieve during the period, dates to review the employee's progress or the consequences of the employee's failure to reach defined measures. Failure to meet probationary measures may result in an extension of the probation period or further discipline up to and including termination.

Demotion

Demotion is a reduction to a lower job classification with a corresponding reduction in salary. It occurs when there has been a loss of a certification or license required for performing essential job functions or for unsatisfactory job performance not warranting termination. A demotion may occur in conjunction with other forms of disciplinary action. The Village Manager must give approval of a demotion before it is issued. The effect on compensation and anniversary dates are described in the ***Reduction in Class*** section

Other forms of discipline, including but not limited to, progressive discipline involving suspension, termination and other forms of discipline such as demotion and probation will be reviewed by the Director of HRM and will require prior approval by the Village Manager.

Investigatory Leave or Reassignment

If the Village Manager (or designee) determines that it is in the best interests of the Village, other Village employees or the public for an employee to be removed from his or her regular position during an investigation of suspected misconduct, the Village Manager or designee may place the employee on investigatory leave. The leave may be with or without full pay and benefits. Alternatively, an employee may be reassigned to another job position or location during an investigation. The duration of the leave or reassignment will be determined by the Village Manager.

Appeals of Discipline

Other than an oral reprimand or termination, an employee may appeal other forms of disciplinary action through the grievance procedure found in the ***Grievance Procedure*** section.

VILLAGE WORKFORCE

The Village's most valued resource is its workforce. All full-time, part-time, temporary, intern and seasonal employees are subject to the rules, policies and procedures outlined in the Manual, except to the extent modified by the rules of the BFPC or an applicable CBA. All employees are covered under the mandated benefit programs of Social Security, Workers' Compensation and Unemployment Insurance to the extent provided by applicable law. A common program of additional benefits covers full-time employees, except as modified by a CBA. Part-time employees are also subject to the provisions of the Manual, but they have benefit coverage that varies based on the total annual hours of scheduled work (See the ***Part-time Employee Benefits*** section). Interns, seasonal and temporary employees are not eligible for benefits, unless otherwise defined.

Full-time Employees

Full-time employees work a 37.5-hour or a 40-hour work week.

Part-time Employees

Part-time employees are assigned to year-round work schedules.

Seasonal Employees

The Village hires employees to perform work for limited periods of time. Employees who supplement the workforce during a season of the year are considered seasonal employees. The hiring of a seasonal employee is not a commitment to rehire that employee in the future.

Temporary Employees

Temporary employees work full- or part-time for a specified period of time or for the duration of a specific project. Temporary employees include employees working on special projects such as paid interns, technicians or specialists.

Interns

Certain department programs allow for unpaid internships which are not covered under any of the benefit programs. While not employees of the Village, unpaid interns are expected to comply with all safety and workplace conduct policies set forth in this Manual, as well as all other applicable rules, policies and procedures of the Village. Paid interns are expected to comply with all safety and workplace conduct policies set forth in this Manual, as well as all other applicable rules, policies and procedures of the Village.

SCHEDULED WORK

Department work schedules are designed to meet the operational demands required to effectively deliver Village services. Employees are expected to be available promptly at the start of their assigned periods of work, except when on authorized leave. Employees may be authorized, as described in the sections below, to work a schedule that differs from their normally assigned work schedule. The Village may change an employee's work schedule to meet temporary or permanent operational needs. Employees affected by a schedule change will be given notice as far in advance as is reasonably possible.

Hours of Work

Non-shift department operations normally follow a common business schedule with hours Monday through Friday, though a schedule including weekend work may be required for the effective delivery of services. Shift operations in the Fire and Police Departments are staffed twenty-four hours a day – seven days a week. Sworn Police and certain civilian personnel follow an average forty-hour weekly schedule, while sworn Fire shift personnel follow a schedule of twenty-four hours on duty and forty-eight hours off duty. The Village may from time to time change the starting and ending times of daily work.

Reporting to Work

All employees are expected to report each workday and be ready to begin work when scheduled to start. Employees who will arrive to work after the scheduled starting time, must notify their immediate supervisor. Notification should occur by the start of the workday but not later than 15 minutes after the assigned starting time. The concept of 'reporting on-time' is not limited to the start of the workday, but encompasses returning to work from lunch breaks, meetings or other work tasks. Employees continuing to report late may be subject to disciplinary action per the Work Conduct section of this Manual including loss of wages. The immediate supervisor must approve any schedule change to make up lost time.

Notice of Absence

Employees absent from work due to illness/injury or other types of emergency must notify a supervisor, preferably before work is scheduled to start. However, departments may establish reporting procedures to meet operational needs. Absences should be reported each day the employee is scheduled to work unless a supervisor authorizes a less frequent reporting schedule. The failure to report on the day absent can result in the loss of pay for that day, or days, along with other appropriate disciplinary action.

Alternate Work Schedules

Employees may make a request to the director to work an alternate work schedule. When establishing an alternate schedule, with recommendation of the Director of HRM and approval of the Village Manager directors will consider the department's operational needs, service to the public, seasonal activities, and other needs as well as advise HRM of schedule changes. Working an alternate work schedule is a privilege, not an entitlement, and each request will be evaluated on a case-by-case basis. A Department may withdraw a previously approved alternate work schedule at any time, without notice.

Remote Work Policy

The remote work policy option is an available management tool that can be utilized to increase productivity, to reduce employee commute trips, and to accommodate the special needs of the Village and an employee.

A remote work arrangement may be considered only in those situations where it is found to have a mutual benefit for the community, the village, and the employee. The intent is to allow full time, exempt employees and their supervisors/department director to design a remote work arrangement through a written understanding, Remote Work Policy Arrangement form, which will provide the

specific details for allowing an employee to work away from his/her principal work site with final approval from the Village Manager.

Remote work is not an entitlement; it is a special arrangement to be used at the Village's discretion where IT equipment needs are easily facilitated. Remote work may be discontinued at any time, for any reason, at the sole discretion of the Village. Employees who wish to discontinue the arrangement must provide reasonable notice. See Appendix R for the full policy.

Light Duty Assignments

Employees may become temporarily incapacitated due to a work related injury/illness or due to a non-work related injury/illness. During the period of recuperation from an injury or illness, an employee may progress medically to allow for a light duty assignment. The light duty assignment may consist of regular duties on a reduced work schedule, restricted duties on a full-time work schedule or restricted duties on a reduced work schedule pursuant to a Duty Status Report (DSR). Departments may have work that contributes to the department's mission that creates an opportunity for a light duty assignment. Light duty work will be substantive and not created specifically for a light duty assignment while allowing employees to continue to progress toward full recovery. The availability of light duty work can vary from department to department but preference will be given to employees with a work related injury. Employees recovering from a non-work related injury who are assigned to light duty will not be subsequently displaced from that assignment if still able and eligible to perform light duty work.

1. Incapacitated employees shall inform all attending physicians that the Village has a light duty work program (see Light Duty Policy attached as Appendix I). Only employees who are temporarily incapacitated and are expected to be able to resume full, regular work duties may be assigned light duty work. Employees, before commencing a light duty assignment, shall submit to the department a DSR, (please see HRM for this form) detailing all work restrictions. The report shall state that the restrictions are temporary and provide the date that the employee is expected to resume full work duties.

2. While on light duty, employees are expected to provide an updated DSR upon request from the department as needed. Based on the updated DSR, the light duty assignment may continue or cease. If the light duty ends, then the employee will be placed on paid leave time if available.

3. Employees returning to work from a serious or long-term medical condition may require a transitional phase-in period before resuming full regular work duties. The phase-in period can be a reduced work schedule or a gradual build-up to full work duties as prescribed by a health care provider. Work limitations or restrictions during transitional phase-in periods must be clearly identified on the DSR. During the phase-in period, hours not worked will be charged to paid time off if available.

4. The Risk Manager and employee's director will review the DSR to ensure that the light duty assignment is compatible with the employee's restrictions. The Village may, at its discretion, require another medical evaluation as to fitness for work by a health care provider selected by and paid for by the Village.

Total Compensation

The salary or wage provided under the Salary Plan is the total compensation for the work performed by employees for the normally assigned work schedule unless eligible for other payments as defined in sections of this Manual or under the provisions of a CBA.

Special Assignment/Certification Pay

Under certain circumstances, an additional rate of compensation may be authorized under a CBA or by the Village Manager for additional work performed for a specific period of time, a specific skill or the attainment of a required certification or license. Such compensation will be in addition to the employee's regular base salary and shall continue during the period authorized.

WORK BEYOND THE NORMAL SCHEDULE

The Village reserves the right to require employees to work at times beyond their regular schedule. This may involve extending the workday, weekend work, evening work or such time as necessary to meet the operational needs of the Village. The Village will pay eligible employees overtime pay in accordance with the applicable state and federal law.

Non-Exempt Employee Overtime

Compensation for authorized hours of overtime, worked by non-exempt, non-contract employees, is at a rate of one-and-one-half times the employee's straight time hourly rate of pay. An overtime rate is paid for all hours worked over forty hours of compensation at the employee's regular rate of pay during a seven-day work cycle (12:00 a.m. Monday through 11:59 p.m. Sunday). Some employees, however, in addition to the regular base hourly rate of pay, receive compensation for special assignments, specialty pay, certifications or other authorized pay. For these employees, the overtime rate is one-and-one-half times the regular base hourly rate of pay plus the hourly equivalent of any of these other forms of compensation for work (regardless if paid hourly or compensated in a lump sum once or twice a year).

Sworn Fire and Police shift personnel follow work cycles for overtime prescribed under Section 7k of the Fair Labor Standards Act (FLSA). The CBA proscribes overtime practices for applicable Public Works employees.

1. Non-exempt, non-contract employees assigned to a forty hour per week work schedule must exceed forty hours of compensation at a straight-time hourly rate of pay to be eligible for an overtime rate of pay. These hours may be a combination of work or authorized paid leave in the seven-day work cycle.

2. Non-contract shift employees, in addition to an overtime rate of pay for hours of work in excess of forty hours in a seven day work cycle, shall be paid the overtime-hourly rate of pay for all hours actually worked in excess of eight hours in a workday.

3. Non-shift, non-contract employees working a schedule of less than forty hours per week who work additional hours shall be compensated at the regular straight-time hourly rate of pay for all hours worked up to forty hours.

4. Employees who reach a total of forty hours of compensation that is a combination of both straight time and overtime pay, in a seven day work cycle are not guaranteed additional hours of work during that work cycle.

5. Fractional hours of overtime work will be rounded to the nearest quarter hour for payroll purposes in accordance with FLSA and department practices.

6. All overtime must be authorized by the Department Director or designee before it is worked. Employees who work overtime hours without authorization may be subject to discipline.

Compensatory Time for Overtime Work

Non-exempt, full-time employees working in excess of forty hours during a work week may request compensatory time in lieu of pay for overtime hours worked. The request for compensatory time must have the approval of the immediate supervisor and shall be reported on a Hoffman Estates Time Report (HETR). Compensatory time for hours worked is one-and-one half times each hour of overtime worked.

1. Those employees whose work schedule is less than forty hours per week may also request compensatory time, hour-for-hour for each straight-time hour worked above the normal schedule up to forty hours in a work week.

2. Employees may accumulate compensatory time up to a maximum of forty hours. Once an employee has reached the maximum limit of accumulated compensatory time, the employee will no longer be eligible to receive additional compensatory time and any additional overtime will be paid to the employee as provided in the **Non-exempt Employee Overtime** section.

3. Use of accumulated compensatory time will be at the mutual agreement of the employee and immediate supervisor.

4. Upon separation from Village employment, employees will be paid for any unused hours of compensatory time at the regular straight-time hourly rate of pay.

Exempt Employees

Exempt Employees are those employees exempt from overtime pay requirements under applicable state and federal law. Unless expressly provided by Village policy, exempt employees do not earn overtime pay or compensatory time for working additional hours. Rather, the compensation paid to exempt employees is intended to compensate them for all hours worked including overtime hours.

The Village recognizes that exempt employees should be acknowledged for providing an extraordinary amount of work hours and/or working outside the normal work schedule as well as under certain conditions (e.g. working alongside subordinate personnel receiving overtime pay or being called back to work). The Village may, in a monetary or non-monetary form, recognize those exempt employees for providing an extraordinary amount of hours working outside the normal work schedule. The provisions below are categories illustrating these forms of recognition at the Village's discretion.

Overtime or Compensatory Time by Position Category – (See Appendix L)

1. Exempt, non-contract employees working in positions that primarily consist of field work, on-call and/or administrative support position (will receive overtime or comp. time at 1.5 times the hourly equivalent of their regular rate of pay after forty hours per week, as determined and authorized by Department Director).

2. Exempt, non-contract employees working in positions determined as professional with specialized skills and/or supervisory responsibilities where work functions are generally non-field related may, with the approval of the Department Director, be permitted to work flexible hours within the same pay period to make up for extra hours worked.

3. Exempt, non-contract employees working as Senior Management and/or Department Management receive forty hours of Executive Vacation in lieu of overtime.

4. Exempt, non-contract, police sworn employees will receive overtime or comp time at 1.5 times the hourly equivalent of their regular rate of pay after forty hours per week.

5. Exempt, non-contract, 24-hour fire shift employees will receive overtime or comp time at 1.5 times the hourly rate equivalent of their regular rate of pay after fifty-six hours per week.

The aforementioned provisions are separate from premium pay arrangements related to hire backs.

Call-back Pay

Employees who were not scheduled to work overtime and are called back to work outside the normal work schedule (e.g.., hours not contiguous to the regular work schedule), shall receive the greater of a minimum of 2 hours pay at the overtime hourly rate of pay or the actual overtime hours worked.

No Pyramiding of Paid Time

Compensation shall not be paid nor compensatory time taken more than once for the same hours under any section of the Manual. There shall be no pyramiding of overtime or premium compensation rates.

VACATION

All full-time and eligible part-time employees (those whose assigned work schedule averages at least twenty hours per week) are eligible to earn and accrue annual paid vacation leave. Time earned annually is based on employees' continuous years of service with the Village. When scheduling vacation time, employees can only utilize time up to the total number of hours accrued. Directors shall have the exclusive right, unless modified by a CBA, to specify vacation periods and the maximum number of employees that can be on vacation at any time.

Increased Vacation Earnings Based on Continuous Service

Annual vacation hours are earned by employees at a rate that corresponds to the number of completed years of continuous full-time service. The vacation schedule increases with the length of employees' current period of continuous employment. For non-contract, employees the schedule is:

Length of Service	Annual Earnings
Starting at the 1st payroll to the 3rd year anniversary	a rate of 2 weeks
Beginning of the 4th year to the 10th anniversary	a rate of 3 weeks
Beginning of the 11th year to the 16th year anniversary	a rate of 4 weeks
During the 17th year	a rate of 4 weeks + 1 day
During the 18th year	a rate of 4 weeks + 3 days
Beginning of the 19th year and each year thereafter	a rate of 5 weeks

Vacation Accrued Bi-Weekly

Vacation hours begin accruing with the first payroll period and each subsequent payroll period. Vacation hours do not accrue if employees are temporarily absent in a no pay status under unpaid FMLA/non-FMLA leave; while receiving pension disability payments or for the accrued paid leave paid-out upon separation or retirement. No vacation time will accrue when an employee is in an unpaid status. Employees with different work schedules are paid vacation hours according to the following table:

FT Weekly Schedule	Vacation Hrs.
40.0 hour week	8.0 hours
37.5 hour week	7.5 hours

(Part-time employees should refer to the Part-time Employees Benefits Section)

Scheduling of Vacation

Vacation leave can be scheduled anytime there is an available accrual balance of time. In scheduling vacation, the Village will attempt to meet an employee's preference; however, the final authorization is at the discretion of the Director based on operational needs as reported on a HETR.. The director may, if operations allow, approve vacation leave to be scheduled in hourly increments. Employees cannot schedule vacation if the time to be used results in a negative balance.

Vacation Used After Sick Leave is Exhausted

Employees who are absent from work on eligible sick leave and exhaust all accrued balances of sick leave shall use accrued floating holidays. Should available floating holiday hours be exhausted, then accrued vacation leave shall be used. Under these circumstances, accrued floating holiday or vacation leave can be used in full or partial day increments during the remainder of the absence.

Maximum Vacation Balance

The maximum number of hours employees can accrue vacation leave equals one-and-one-half times the employee's annual accrual (e.g., three weeks' maximum accrual for two weeks' annual earned, four-and-one-half weeks' max accrual for three weeks annual earnings). All employees reaching the maximum vacation accrual will cease to earn additional vacation hours until the vacation balance falls below the maximum accrual limit. Employees are informed on each bi-weekly payroll check stub of current vacation balances. It is the responsibility of employees to monitor individual vacation balances and know how close they are to the maximum accrual limit as accruals are added prior to any vacation deductions within each payroll period.

Illness/Injury During Vacation

An occasion may arise whereby an employee is hospitalized or medically incapacitated on a scheduled workday prior to and extending over into a period of scheduled vacation. If using available sick leave prior to the vacation period, the scheduled vacation will be vacated and the employee will continue using available sick leave until the end of the medical absence. However, any illnesses or injuries occurring during a vacation will still be charged as vacation leave for the remaining time of the scheduled vacation, and cannot be converted to sick leave. If the employee cannot medically return to work following the scheduled vacation, they can use available sick leave until the end of the medical absence.

Maximum Benefit Time Use Upon Retirement

Employees may use a maximum of one calendar month of benefit time prior to their retirement date provided that the employee requests this leave within the formal resignation letter and is approved by the department director. Eligible benefit time includes floating holidays, time due, compensation time and personal leave.

Prior to taking benefit time and on the last physical day of work, the employee must turn in all Village property (i.e. identification card, keys, phone etc.).

Vacation Cash Payout

A cash payout of accrued vacation hours occurs only at the time employees separate from Village employment or upon request of the employee, when an employee is absent without pay for a prolonged period of time for military service or an authorized leave of absence. Payouts are based on the total accrual balance of vacation hours either as of the last day of employment, or at the year's end for an employee on a qualified absence, multiplied by the employee's most recent regular hourly rate of pay.

DESIGNATED HOLIDAYS

Certain days during a calendar year commemorate an event or recognize a person nationally or statewide. Except for24, 7a week operations or under emergency conditions, Village facilities are closed and Village employees are scheduled off from work with pay. The Village has designated 8 such days as holidays to be observed by members of the non-contractual work force.

Designated Holidays

Full-time and eligible part-time non-contract employees will be compensated for the following designated holidays that are observed by the Village, if they are regularly scheduled to work that day:

Designated Holidays	Day/Date Observed
New Year's Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	The day after Thanksgiving Day
Christmas Eve	December 24
Christmas Day	December 25

Compensation for Holidays

Employees with different work schedules are paid holiday hours according to the following table:

FT Weekly Schedule	Holiday Hrs.
40.0 hour week	8.0 hours
37.5 hour week	7.5 hours

(Part-time employees should refer to the Part-time Employees Benefits Section)

To be eligible for holiday pay, employees must work the scheduled weekday before and after a designated holiday or have had either or both of these days previously scheduled off (e.g., vacation, floating holiday or comp time). If employees call in sick either of these days, they will not receive holiday pay unless the director is satisfied of the eligibility for sick leave.

Observance of Holidays for Monday–Friday Schedules

The standard observance of a designated holiday shall be on the day on which it occurs. For New Year's Day or Independence Day, the observance will be on Friday when either holiday falls on a Saturday, and on Monday when either holiday falls on a Sunday.

The observance of the back-to-back Christmas Eve and Christmas Day designated holidays differ when these days fall on Friday/Saturday, Saturday/Sunday or Sunday/Monday. On these occasions the observation of Christmas Eve changes based on the day the Christmas Day holiday is formally observed. On these days the Christmas Eve holiday will be observed as follows:

1. When the Christmas Day holiday falls on Saturday and is observed on Friday (which is Christmas Eve), employees will receive time-off for the Christmas Eve holiday on either the preceding day, Thursday (December 23rd) or the following Monday (December 27th).

2. When the Christmas Day holiday falls on either a Sunday or a Monday (with Christmas Eve being on the weekend) employees will receive time-off for the Christmas Eve holiday on either the Friday

immediately preceding the weekend, or the Tuesday after the day observed as the Christmas holiday.

3. Under either of these two combinations of weekdays when the Christmas Eve holiday may be observed, departments shall maintain half-staff each day in order to provide full services. The Christmas Eve holiday cannot be carried over or observed on any other day than provided under this section.

Observance of Holidays by Shift Employees

For non-contract shift employees, designated holidays shall be observed on the day they actually occur. Shift employees may request to change a designated holiday to a floating holiday. If, at the department director's discretion such request is approved, the floating holiday must be used within six months of the designated holiday or by the end of the calendar year, whichever occurs first. If a converted floating holiday is not used, it will be forfeited.

Those shift employees working 1 or more full shifts on Independence Day, Labor Day, Thanksgiving Day or Christmas Day designated holidays, shall receive four additional hours of compensation for each shift worked. At the employee's discretion this compensation may be either 4hours of pay at the regular straight time hourly rate or 4hours of compensatory time.

FLOATING HOLIDAYS

There are days during the year besides the designated holidays that may have a religious, cultural or personal significance to individual employees. To respect the individual preferences associated with a diverse work force, time for personal observance of such days or for other personal matters is credited through floating holidays.

Floating Holiday Credits

Floating holidays are provided each fiscal year as indicated below unless otherwise modified in a CBA:

5 Floating Holidays - non-contract shift employees, Police Lieutenants, Public Works Supervisors, Public Works union employees.

4 Floating Holidays - All other non-contract employees

Scheduling Floating Holidays

All full-time and eligible part-time employees shall be credited floating holidays annually on January 1 unless modified in a CBA. Employees with different work schedules are credited floating holiday hours based on the following table:

FT Weekly Schedule	Holiday Hrs.
40.0 hour week	8.0 hours
37.5 hour week	7.5 hours

(Part-time employees should refer to the Part-time Employees Benefits section)

Floating holidays may be scheduled in full or partial day increments with the approval of the director. Employees who are absent from work due to a condition eligible for sick leave and during that absence exhausts all accrued balances of sick leave shall then use available floating holidays during the remainder of the absence.

No Carry-Over of Floaters

Floating holidays must be used during the fiscal year they are credited and cannot be carried over from one year to the next. Employees are informed on each bi-weekly payroll check stub of the balance of floating holidays. It is the responsibility of employees to monitor individual balances of floating holiday leave, especially as the end of the fiscal year approaches.

Floaters for Partial Year Worked

Employees starting or terminating employment with the Village during a calendar year shall be eligible for a partial credit of floating holidays for that year. The following schedule shows the number of floating holidays credited to those employees receiving 4 floating holidays each fiscal year:

First year Employment (Employment Start Date)	Floating holidays (1st year of employment)		End of employment: (Termination Date)	Floating holidays (Last year of employment)
January - March	4		January - March	1
April - June	3		April - June	2
July - September	2		July – September	3
October - December	1		October - December	4

The following schedule shows the number of floating holidays credited for those receiving 5 floating holidays each fiscal year:

First year Employment (Employment Start Date)	Floating holidays (1st year of employment)		End of employment: (Termination Date)	Floating holidays (Last year of employment)
January or February	5		January or February	0
March or April	4		March or April	1
May or June	3		May or June	2
July or August	2		July or August	3
September or October	1		September or October	4
November or December	0		November or December	5

Those employees separated during a calendar year, who have used more floating holiday hours than have been credited according to the schedule, will have a deduction made from their final paycheck for the uncredited floating holiday hours used.

SICK LEAVE

The Village provides a sick leave program for all full-time employees and eligible part-time employees (assigned work schedule averages at least 20 hours per week). The program provides employees with temporary paid leave during non-job-related illness or injury, or to attend health care appointments that cannot be scheduled during non-work hours. Sick leave may also be used for the care of an employee's Close Family Member (See the ***SL Use for Close Family Medical Needs*** section below), if it is a medical necessity to be present.

Bi-Weekly Accrual of Sick Leave

Employees accrue sick leave each payroll period equal to one day a month or up to 12 days annually. (Fire shift personnel accrue sick leave bi-weekly at a rate of one-half shift (12 hours) each month or 6 full shifts annually). There is no maximum accrual of sick leave hours. Hours of sick leave begin accruing with the first payroll period and each subsequent payroll period thereafter. Sick leave hours do not accrue bi-weekly if employees are in a no pay status or on an authorized leave without pay for less than 30 days.

Employees with different work schedules are paid holiday hours according to the following table:

FT Weekly Schedule	Sick Day Hrs.
40.0 hour week	8.0 hours
37.5 hour week	7.5 hours

(Part-time employees should refer to the Part-time Employees Benefits section)

SL Use for Personal Illness/Injury

Employees whose temporary absence is chargeable to sick leave are limited to the total number of accrued sick leave hours as shown on the HETR. Use of sick leave cannot result in a negative balance. Employees are informed on each bi-weekly payroll voucher of the balance of sick leave earned. During temporary absences chargeable to sick leave, if the balance of sick leave is exhausted, the remaining time absent from work will be charged against other accruals of leave (i.e., floating holidays, vacation, and bonus/prize days in that order). Employees whose temporary absence continues after exhausting all available accrued paid leave must apply for an unpaid ***Medical Leave of Absence***.

SL Use for Close Family Members

The sick leave benefit may also be used to care for employees' Close Family Members if the illness is a medical necessity and requires the employee's presence. Any additional time off for the care of a Close Family Member after the required presence of the employee ends is charged to non-sick personal leave accruals. A Close Family Member is defined as an employee's spouse, child (including stepchild), parent and spouse's parent. Also, per the Illinois Employee Sick Leave Act, for those Close Family Members who require personal care as defined within the Act, an employee may use up to one half of their annual accrual of sick leave.

SL Use for Covered Family Members

Per the Illinois Employee Sick Leave Act, the Village will provide sick leave for Covered Family Members up to one half of the employee's annual accrual for illness, injury, medical appointment, or personal care as defined within the Act for the following: domestic partner, sibling, grandparents and grandchild.

Eligible FMLA Entitlement

Certain employee absences chargeable to sick leave may also be eligible for entitlement under the Family Medical Leave Act (FMLA) during part or all of the absence (See the ***Eligibility for FMLA*** section*)*. Under the FMLA the Village requires employees entitled to Family or Medical Leave (FMLA leave) shall use the appropriate categories of accrued paid leave of absence (See the ***Paid or Unpaid FMLA leave*** section). Leave that is required to be used during a FMLA leave include the available accruals of sick leave, floating holidays and vacation. Balances of compensatory time is not required to be used, but at an employee's written request, may be used to remain in a paid status while on a FMLA leave after accruals of personal leave have been exhausted. Even after all paid leave has been exhausted, employees may still be entitled to continue on a FMLA leave in a non-paid status. The period of non-paid FMLA leave for a personal, serious medical condition may also be qualify for disability status and payment under an applicable pension plan (See Pension and Retirement Programs section).

Notification of SL Absence

Employees shall notify the immediate supervisor of any absence that is chargeable to sick leave as far in advance as possible of the start time on a scheduled day of work or as prescribed by departmental policy. Employees shall report each day absent from a scheduled day of work unless the supervisor authorizes an alternative schedule of reporting. Failure to report an absence may result in that absence being ineligible for sick leave as well as potential disciplinary action.

Verification of SL Absence

The Village may require, at the employee's expense, verification from the treating health care provider that the absence is due to an illness/injury eligible for sick leave. Verifications may be requested for:

1. Absences for a period of 3 or more days;
2. Repeated absences of short periods of time;
3. Sick Leave used in conjunction with a designated holiday or other scheduled day off; or
4. Other circumstances deemed appropriate by the director.

The Village retains the right to audit, monitor and/or investigate sick leave usage.

Return from Extended Medical Absence

All employees returning to work from surgery, a serious health condition that resulted in hospitalization or incapacitation for a period of 10 or more working days must have prior authorization from the Risk Manager prior to returning to work. Authorizations are based on a Duty Status Report (copy found on the Employee page of the Village's website completed by attending health care providers. Health care providers shall certify a full release to return to work and resumption of work duties. Prior to the authorization to return to work, the Village may at its discretion, require employees to have a Fitness for Duty evaluation by a health care provider selected by and paid for by the Village.

Light Duty

Employees returning to work may require a gradual short-term phase-in period (less than the normally assigned work schedule) before resuming full duties. Treating health care providers shall complete a Duty Status Report of the light duty period including specific limitations or restrictions on the duration or the type

of work performed and identifying the expected date that full duties can be resumed. HRM and the Risk Manager will review any light duty requests with the director for operational feasibility. The Village may at its discretion, require employees to have another Fitness for Duty evaluation performed by a health care provider selected by and paid for by the Village (See Light Duty Assignment section).

OTHER RELEASES FROM WORK

In addition to Personal Leave and earned time-off (bonus/prize days and compensation time), other circumstances may occur during an individual's employment that may make it appropriate to authorize an employee's absence from work. These include funeral/bereavement leave, jury duty, career development opportunities and authorized administrative leave.

Funeral/Bereavement Leave

An employee may be excused from work with pay for up to 3 days for the death of an employee's Immediate Family (Village) . The leave is for funeral arrangements and attending the funeral including travel time. A day shall be considered the employee's regular assigned workday (for a Fire shift employee 3 days equals 1 twenty-four hour shift). For the absence to be recorded as Funeral/Bereavement Leave, employees need to receive prior authorization from the Department Director.

1. Full-time employees may be excused and compensated up to 3 days to attend the funeral of an Immediate Family (Village). The Immediate Family (Village) shall include spouse, child (including stepchild or legal custody), daughter or son-in-law, grandchild, parent, stepparent, spouse's parent, grandparent, spouse's grandparent, sister, brother, step-sister or brother, sister or brother-in-law, or legal guardian.

2. Full-time employees may be excused and compensated up to a full day of work to attend the funeral of a member of the extended family, which shall include aunt, uncle, niece or nephew.

3. Part-time employees may be excused from work with pay up to 3 days for the death of close family members which shall include spouse, child, stepchild, parent, stepparent or spouse's parents.

Leave Under the Illinois Family Bereavement Leave Act – (effective January 1, 2023)

Employees may be eligible for unpaid leave per the Illinois Family Bereavement Leave Act (FBLA) – 10 total days, including the Village's benefit -, as outlined below:

Per FBLA, employees who have worked for the Village for at least 12 months and for 1250 hours within the previous 12-month period are eligible to take up to 10 workdays of unpaid leave annually to grieve the death of a covered family member (child, stepchild, spouse, domestic partner, sibling parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent). Employees are to contact the department director 48 hours in advance (if possible) to schedule this additional time off from work.

Under the FBLA the 10 workdays of unpaid leave afforded annually is also available to those employees (defined in number 4) who need to grieve losses that can be associated with fertility and starting a family. This includes: (i) miscarriages; (ii) unsuccessful rounds of intrauterine insemination or of assisted reproductive technology procedures; (iii) failed adoption matches; (iv) adoptions not finalized due to being contested by another party; (iv) failed surrogacy agreements; (v) diagnoses that negatively impact pregnancy or fertility; and (vi) stillbirths. See HRM for documentation requirements.

This benefit runs concurrent with the Village's paid funeral/bereavement leave.

Bereavement leave mentioned above must be completed within 60 days after the date of which the employee receives notice of the death of a covered family member or within 60 days on which an event of loss associated with fertility and starting a family.

Jury/Civic Obligations

Our nation's judicial system, predicated on judgment by our peers, requires citizens to serve on a jury, grand jury or to be subpoenaed as a witness for a trial or deposition.

1. Employees may be required to serve on a jury, testify as a witness at the request of the Village or testify under a summons or a subpoena in their capacity as Village employees. Employees will receive leave with the presentation of the summons and will receive full pay in addition to the payment/fees received from the court.

2. Employees absent due to personal legal matters (including any case or claim against the Village) or required to testify as witnesses in matters unrelated to their Village employment, will be required to use any available paid time off accruals excluding sick time. Employees whose presence is required for a personal legal matters must show the immediate supervisor the legal notice of the action.

Training, Seminars and Development

The Village is committed to the training, career development and education of employees. When possible, employees will be provided with training opportunities through in-house sessions provided by the Village or through attendance at seminars, training sessions or other relevant experience. Multi-day conferences/seminars/training sessions shall be requested and approved through the budget process (See the ***Seminars and Conferences*** section and the Travel Policy attached as Appendix KM).

Administrative Leave

Depending on individual circumstances, the Village Manager may decide that it is in the best interest of an employee or of the Village to temporarily relieve the employee, from daily work assignments with or without pay.

LEAVES FOR FAMILY, MEDICAL AND VICTIM NEEDS

The United States Congress passed the Family Medical Leave Act (FMLA) in 1993 and the State of Illinois passed the Victims' Economic Security and Safety Act (VESSA) in 2003. Both acts provide eligible employees with the right to unpaid leave for certain verified family, medical or victim circumstances. The Acts also provide to eligible employees job protection during the period of entitled absence.

Family and Medical Leave Act Policy

The Village is committed to compliance with the Family and Medical Leave Act of 1993 (FMLA). The FMLA allows eligible employees to take up to 12 weeks of job-protected, unpaid leave per year for certain specified reasons and up to a total of 26 workweeks of leave to care for a family member who is a Covered Servicemember recovering from injury or illness incurred during active duty military service.

The following is a description of the Village's specific policies and procedures identifying your rights and responsibilities relating to FMLA leave.

Eligibility

FMLA leave is available only to certain eligible employees. To be eligible for a family or medical leave, an employee must have:

1. been employed by the Village for at least 12 months, and
2. worked at least 1250 hours during the twelve months before the date on which leave is to begin.

Reasons For FMLA Leave

If an eligible employee meets the criteria, due to requirements of federal law, the Village will place the employee on FMLA for the following reasons:

- For a serious health condition that makes the employee unable to perform the essential functions of your job;
- For the birth of the employee's child, and to care for the employee's newborn child;
- For the placement with the employee of a child for adoption or foster care;
- The care for a member of the employee's immediate FMLA family (spouse (married domestic partner), child (biological, adopted, foster or stepchild who is under age 18, or who is age 18 or over and incapable of self-care because of a physical or mental disability) and/or parent (biological or individual who stood in the place of a parent to the employee as a child, but not parents-in-law)) who has a serious health condition;
- To address qualifying exigencies that arise because the employee's spouse, son, daughter or parent is on active duty or call to active duty status with the National Guard or Reserves in support of a contingency operation.
- To care for a spouse, son, daughter, parent or next of kin who is a covered servicemember, while the covered servicemember is undergoing medical treatment, recuperation or therapy; is in outpatient status; or is on the temporary disability retired list.

Definitions

Eligibility for FMLA leave will be determined in accordance with the definitions set forth in the FMLA and the applicable FMLA regulations in effect at the time the employee's eligibility for leave is being determined. The following definitions are summaries and are not intended to modify the definitions set forth in the FMLA

or the applicable regulations, to modify any rights that may exist under the FMLA or to create any right to leave not otherwise required by the FMLA.

Serious Health Condition

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

1) In-patient care (*i.e.*, an overnight stay) in a hospital, hospice or residential medical care facility or any period of incapacity or subsequent treatment connected with such in-patient care; or
2) Any period of incapacity (*i.e.*, inability to work, attend school or perform other regular daily activities due to the condition, treatment for the condition or recovery from treatment), which is:
    a. More than three consecutive calendar days and involves
        i. One in-person treatment by a health care provider, a nurse under direct supervision of a health care provider or by a provider of health care services (*e.g.*, a physical therapist) under orders of or on referral by a health care provider followed by a second in-person treatment visit that occurs (absent extenuating circumstances) within 30 days of the first day of incapacity; or
        ii. One in-person treatment by a health care provider, a nurse under direct supervision of a health care provider or by a provider of health care services (*e.g.*, a physical therapist) under orders of or on referral by a health care provider that results in a continuing regimen of continuing treatment under the supervision of a health care provider; or
    b. Due to pregnancy or prenatal care; or
    c. Due to a chronic condition that requires period visits (at least twice per year) for treatment by a health care provider or by a nurse under direct supervision of a health care provider that continues over an extended period of time and that may cause episodic rather than a continuing period of incapacity (for example, asthma, diabetes, epilepsy, etc.); or
    d. Permanent or long-term conditions for which treatment may not be effective but for which you or your family member are under the continuing supervision of (but need not be receiving active treatment by) a health care provider; or
3) Any period of absence to receive multiple treatments (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 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 consecutive, full calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.) or kidney disease (dialysis).

Ordinarily, the common cold, the flu, ear aches, upset stomach, minor ulcers, headaches other than migraines, routine dental or orthodontic problems, periodontal disease, *etc.*, are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave.

With regard to substance abuse (including alcohol abuse), FMLA leave may be taken only for treatment of substance abuse by or on referral from a health care provider. Absences caused by the employee's use of the substance, rather than for treatment, do not qualify for FMLA leave.

Health Care Provider

For purposes of the FMLA, "health care provider" means:

- A doctor of medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the state in which the doctor practices;

- Podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist), authorized to practice in the state and performing within the scope of their practice as defined under state law;

- Nurse practitioners, nurse midwives, clinical social workers and physician assistants who are authorized to practice under state law and who are performing within the scope of their practice under state law;

- Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts;

- Any health care provider from whom the Village or the Village's group health plan will accept certification of the existence of a serious health condition to substantiate a claim for benefits; and

- A health care provider listed above who practices in a country other than the United States, who is authorized to practice in accordance with the law of that country and who is performing within the scope of his or her practice as defined under such law.

For purposes of the FMLA, "authorized to practice in the state" means that the health care provider is authorized by state law to diagnose and treat physical or mental health conditions.

Qualifying Exigency

For purposes of FMLA leave to address a qualifying exigency that arises because an employee's spouse, son, daughter or parent is a member of the Armed Forces who is on or has been notified of an impending covered active duty deployment to a foreign country, the term "qualifying exigency" means the following:

- Issues that arise from the fact that a covered military member is notified of an impending deployment to a foreign country seven or fewer days before the date of deployment. Employees are eligible for leave for this purpose for a period of seven calendar days beginning on the day the military member is notified of the impending deployment.

- Attending military events and related activities such as ceremonies, programs and briefings sponsored by the military, military service organizations or the American Red Cross that are related to the covered active duty or deployment of a covered military member.

- Attending to childcare and school-related activities arising from a military member's active covered duty or deployment, such arranging for alternative childcare, providing childcare on an urgent, immediate need basis (but not on a routine, regular or everyday basis), enrolling in or transferring a child to a new school or day care facility, attending meetings with staff at a school or day care facility.

- Making financial and legal arrangements to address the covered military member's absence during a covered active duty deployment.

- Acting as the covered military member's representative before a government agency for purposes of obtaining, arranging or appealing military service benefits while a covered military member is on a covered active duty deployment and for a period of 90 days following the end of the active duty status.

- Attending counseling provided by someone other than a health care provider for oneself, for the covered military member or his or her child;

- To spend time with a covered military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to fifteen days of leave for each instance of rest and recuperation.

- To attend to post-deployment activities, including official ceremonies and programs sponsored by the military for a period of 90 days following the termination of a covered military member's active duty deployment and to address issues arising from the death of a covered military member while on covered active duty, such as recovering the body and making funeral arrangements.

- Parental care (allows family members to take time off to arrange for care for parents of military members who are incapable of self-care when the need for leave arises as a result of active duty or a call to active duty. This cannot be used for routine day-to-day care).

- Additional activities as agreed upon by the employer and the employee.

Exigency leave protections apply to family members of military members who are in reserve units, retired Armed Forces and who are in the regular Armed Forces so long as the military member is on or has been notified of an impending covered active duty.

For purposes of this section, "covered active duty" means:

1. For members of the Regular Armed Forces, duty during deployment of the member with the Armed Forces to a foreign country; or

2. For members of the Reserve components of the Armed Forces (members of the National Guard and Reserves), duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in support of a contingency operation.

Covered Servicemember

The following definitions apply to leave to care for a covered servicemember:

1) A "Covered Service Member" is either:

   a. A member of the Armed Forces, (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, is otherwise on the temporary disability retired list or a serious injury or illness.

   b. A veteran of the Armed Forces (including the National Guard or Reserves) discharged within the five-year period before the family member first takes military caregiver leave to care for the veteran and who is undergoing medical treatment, recuperation or therapy for a qualifying serious injury or illness. A veteran who was dishonorably discharged does not meet the FMLA definition of a covered servicemember.

2) A "serious injury or illness" means:

   a. In the case of a current member of the Armed Forces, an injury or illness incurred in the line of duty on active duty in the Armed Forces, or one that existed before the beginning of the covered servicemember's active military service but that was aggravated by service in the line of active duty in the Armed Forces, that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating; or

b. In the case of a veteran, an injury or illness that was incurred by the covered veteran in the line of duty on active duty in the Armed Forces or that existed before the veteran's active duty and was aggravated by service in the line of duty on active duty and that is either:

i. a continuation of a serious injury or illness that was incurred or aggravated when the veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank or rating; or

ii. a physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater and the need for military caregiver leave is related to that condition; or

iii. a physical or mental condition that substantially impairs the veteran's ability to work because of a disability or disabilities related to military service or would do so absent treatment; or

iv. an injury that is the basis for the veteran's enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

3) Next of kin means:

the nearest blood relative, other than spouse, parent, son or daughter, in the following order of priority: blood relatives granted legal custody over the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins. If the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA, that relative (and only that relative) will be the covered servicemember's next of kin. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members are considered the covered servicemember's next of kin.

Amount of Leave

Generally, eligible employees are entitled to take up to 12 weeks of leave in a single 12-month period for the reasons specified above.

For the purposes of this policy, the Village will use a rolling 12-month period measured backward from the date an employee uses any FMLA leave. Available leave is determined by subtracting the number of weeks of FMLA leave taken during this 12-month look back period from the 12-week total allowed.

Any leave taken for the birth or care of a child or the placement of a child for adoption or foster care must be completed within one year after the date of birth or placement.

If both employee and spouse are employed by the Village and eligible for FMLA leave, the employees will be permitted to take only a combined total of 12 weeks of leave during a 12-month period for the birth and care of a child, the placement of a child for adoption or foster care or to care for a parent (not a parent-in-law) with a serious health condition. This limitation does not apply to FMLA leave taken by either spouse for other FMLA-qualifying purposes.

Eligible employees are also entitled to up to 26 workweeks of leave in a single 12-month period to care for a spouse, son, daughter, parent, or next of kin who is a covered servicemember. The 12-month period for leave to care for a covered servicemember begins on the first day that an employee takes leave to care for a covered servicemember. During this period, the employee is entitled to a combined total of 26 workweeks of leave for any FMLA-qualifying reason, no more than 12 weeks of which may be for reasons other than to care for a covered servicemember. This leave is applied on a per-covered-servicemember, per-injury basis, meaning that an employee is entitled to only one 26-workweek allotment of leave per covered servicemember (unless the covered servicemember is later re-injured in the line of active duty). If both the employee and spouse are employed by the Village and are eligible for FMLA leave, the employees will be permitted to take only a combined total of 26 workweeks of leave during the single 12-month period for this reason.

How to Request FMLA Leave

Employees do not have to state FMLA rights nor mention the FMLA when notifying the Village of an absence that is eligible for FMLA leave. It is sufficient for employees to inform the Village of the need for leave which is covered by one or more of the FMLA qualifying reasons listed under Section II (Reasons for Leave) above.

If an employee needs to take time off for reasons that the employee believes qualify for FMLA leave, the employee must comply with the Village's usual and customary procedures for requesting time off as addressed in the applicable Village personnel policies or collective bargaining agreement. It is the employee's responsibility to provide the Village with sufficient information to make it aware that the leave is for an FMLA-qualifying reason and to inform the Village of the timing and duration of your leave. If necessary, the Village may contact the employee to request additional information or documentation regarding the absence. Failure to comply with the Village's usual and customary procedures for requesting time off or to provide documentation or information requested by the Village may result in delay or denial of requested leave and/or disciplinary action up to and including termination of employment.

If the employee is aware of the need for time off 30 or more days in advance, they must notify the department director no later than 30 days before the time off begins, absent extenuating circumstances. The request shall be transmitted to HRM on a HETR. If less than 30 days' notice of the time off is provided, the employee will be required to explain why it was not practicable to provide 30 days' notice. If the foreseeable absence is for a family reason eligible for FMLA leave (birth or placement of a child), employees shall give the same notice to the department director as required by the department for scheduling floating holidays and vacation.

If you cannot provide 30 days' notice, you must notify the Director of your need for time off as soon as practicable under the circumstances. In most cases, this will mean the same day you learn of your need for time off, or the next business day. The HETR shall be submitted, as soon as practical, following the verbal notice.

When scheduling time off, employees will be expected to consult with the Village to work out a schedule for leave that, to the extent possible, meets the employee's needs without unduly disrupting the Village's operations.

Intermittent and Reduced Schedule Leave

When taking FMLA leave for an employee's own serious health condition, to care for a family member with a serious health condition or to care for a covered servicemember, employees may take FMLA leave on an intermittent or reduced schedule basis, if the required health care provider's certification indicates that this is medically necessary. FMLA military family leave may also be taken on an intermittent or reduced schedule basis when necessary due to a qualifying exigency.

If foreseeable intermittent or reduced schedule leave is required, the employee will be expected to consult with the Village to work out a schedule for such leave that meets their needs without unduly disrupting the Village's operations, subject to approval by the health care provider.

Likewise, if an employee needs FMLA leave due to planned medical treatment for their own or a family member's serious health condition, the employee will be expected to consult with the Village to work out a treatment schedule that best suits their needs and the needs of the Village, subject to approval by the health care provider. In some circumstances, the Village may alter the employee's existing job (while maintaining existing pay and benefits), or may temporarily transfer the employee to a different position with equivalent pay and benefits, to better accommodate the employee's intermittent or reduced schedule leave.

The Village may consider requests for intermittent or reduced schedule leave due to the birth, adoption or foster placement of a child, but is not obligated to grant such requests, and will do so only at the Village's sole discretion.

Eligibility Notice

After the employee gives notice of their need for FMLA leave, the Village will provide the employee with a written notice advising the employee whether or not they are an "Eligible Employee" under the FMLA. The Village will provide this eligibility notice within five business days after the employee give notice of your need to leave, absent extenuating circumstances. If the employee later makes another request for FMLA leave within the same 12-month period, the Village may elect not to provide another eligibility notice, unless their status as an eligible employee has changed. Note that even if an employee is an "eligible employee" under the FMLA, the employee's request for leave may be denied if the Village determines that the leave is not for an FMLA-qualifying reason, or if the employee has exhausted all available leave under the FMLA.

At the same time as it provides the eligibility notice, the Village will provide the employee with a written notice advising them of any applicable rights and responsibilities relating to the employee requested FMLA leave.

Required Certification

It is the employee's responsibility to provide the Village with any information needed to determine whether the leave qualifies as FMLA leave. The FMLA requires the employee to respond to reasonable requests for information regarding the leave, and failure to do so may result in delay or denial of the requested leave. In addition, the employee may be required to provide the certifications described below.

Certification for Serious Health Condition

If an employee is requesting FMLA leave due to their own serious health condition, or to care for a family member with a serious health condition, the employee will be required to provide a health care provider's certification on a form that will be provided by the Village. It is the employee's obligation to provide a complete and sufficient certification form to the Village within 15 calendar days after the Village requests it. If it is not practicable for the employee to provide a completed, sufficient certification form within 15 days despite your diligent, good faith efforts to do so, the employee must contact Human Resources to explain the situation.

If an employee returns a certification form but it is incomplete (i.e., one or more items are left blank) or insufficient (i.e., responses are vague, illegible, ambiguous, or non-responsive), Human Resources will notify them of the deficiency. The employee will then have 7 calendar days to provide a complete, sufficient certification. If it is not practicable to provide a completed, sufficient certification form within 7 days despite the employee's diligent, good faith efforts to do so, the employee must contact Human Resources to explain the situation.

Authentication and Clarification

The Village may contact the health care provider to authenticate a completed certification form by providing the health care provider a copy of the form and requesting verification that the information contained on the form was written or authorized by the health care provider who signed the document.

Additionally, the Village may request clarification of information on the certification form, and may ask the employee to sign, or have the family member sign, a release form authorizing the health care provider to communicate with the Village for the purpose of clarifying the certification. If the certification is unclear and the employee fails to provide a signed authorization or otherwise clarify the certification, the Village may deny the request for FMLA leave

Second and Third Opinions

The Village may require the employee to obtain a second certification at the Village's expense from a health care provider designated by the Village. If the second health care provider's certification differs from the employee's health care provider's certification, the Village may require you to obtain certification from a third health care provider, again at the Village's expense. The third health care provider will be designated or approved jointly by the employee and the Village. The employee and the Village are required to act in good faith to attempt to reach agreement on a third health care provider. The third opinion will be final and binding.

Recertification

If the employee takes leave due to their own or a family member's serious health condition, the employee will generally be required to submit a complete and sufficient recertification from their health care provider every 30 days in conjunction with an absence. If the employee's health care provider's initial certification specifies that the minimum duration of the condition for which they are taking leave is longer than 30 days, the employee will be required to submit a recertification in conjunction with an absence when the minimum duration expires or every six months, whichever is less. The employee also may be required to provide a recertification if they request an extension of leave, the circumstances described in the original certification have changed significantly, or the Village receives information raising doubt as to the stated reason for the leave or the continuing validity of the previously provided certification. The Village will provide the employee with the required recertification form when a recertification is required.

Certification of a Qualifying Exigency

If the employee request FMLA leave due to a qualifying exigency arising out of the active duty or call to active duty status of a covered military member, they will be required to submit a complete and sufficient certification form provided to you by the Village, and to provide the documentation requested therein. The employee must provide this certification within 15 days after the Village requests it. If the employee submits a certification but it is incomplete or insufficient, the Village will notify you of the deficiency. The employee must correct the deficiency within 7 days after this notice. If it is not practicable to provide a complete and sufficient certification within these deadlines, the employee must contact Human Resources to explain the situation.

If the qualifying exigency for which the employee is taking leave involves a meeting or appointment with a third party, the Village may contact the third party for purposes of verifying the meeting or appointment and the nature of the meeting or appointment. The Village also may contact an appropriate unit of the Department of Defense to request verification that the covered military member is on active duty or call to active duty status.

Certification for a Covered Servicemember

If the employee request leave to care for a covered servicemember with a serious injury or illness, they will be required to obtain a certification from the servicemember's authorized health care provider on a form provided to you by the Village. Any one of the following may complete this certification: A U.S. Department of Defense ("DOD") health care provider; a U.S. Department of Veterans Affairs health care provider; a DOD TRICARE network authorized private health care provider; or a DOD non-network TRICARE authorized private health care provider or a non-military affiliated health care provider.

If certification is provided by a non-military-affiliated health care provider, the Village may request a second or third opinion of a covered servicemember's serious injury or illness. In this situation, the process above with respect to second and third opinions applies.

The Village may contact the health care provider to authenticate a completed certification form by providing the health care provider a copy of the form and requesting verification that the information contained on the form was written or authorized by the health care provider who signed the document.

Additionally, the Village may request clarification of information on the certification form, and may ask that the covered servicemember sign a release authorizing the health care provider to communicate with the Village for the purpose of clarifying the certification. If the certification is unclear and you fail to provide a signed authorization or otherwise clarify the certification, the Village may deny your request for FMLA leave.

Designation of FMLA Leave

The Village will provide the employee with a written notice advising whether the leave will be designated as FMLA leave. Absent extenuating circumstances, the Village will provide this notice within five business days after it receives sufficient information to determine whether the requested leave is for an FMLA-qualifying reason. If the Village does not provide the designation notice within the time specified above, the Village may retroactively notify the employee that time off will be designated as FMLA leave if the delay in providing this notice does not cause the employee harm or injury, or if the employee and the Village agree that the time off will be designated as FMLA leave.

While You Are On FMLA Leave

Unpaid Leave and Substitution of Paid Leave

FMLA leave is generally unpaid. However, if the employee has any available sick leave, floating holidays or vacation leave or other paid leave available pursuant to applicable Village policies or a collective bargaining agreement, the employee will be required to use this paid leave concurrently with your FMLA leave pursuant to the schedule below and the provisions in any applicable collective bargaining agreement governing use of paid leave. Pursuant to the schedule and provisions contained in Section 1 and 2, respectively, the employee will be required to exhaust any available paid leave before any unpaid portion of your FMLA leave commences. When all paid leave accruals (other than compensatory time or time due (Fire)) are exhausted, the employee may request in writing to use available compensatory time or time due (Fire). This shall be done at the employee's sole discretion and is not required by the FMLA or the Village. If the employee requests use of compensatory time or time due (Fire), compensatory time or time due (Fire) shall run concurrently with the employee's FMLA leave.

1. Schedule for Use of Paid Leave during FMLA Leave**

Reasons for FMLA Leave	**Substituted Paid Personal Leave**
Birth, adoption or foster care	Sick leave when medically necessary, floating holidays and vacation
*Health care for family member	Sick leave (when presence is medically necessary at other times floating holidays and vacation)
Employee's serious health condition	Sick leave, floating holidays, and vacation

Employee's family members on active duty or called to active duty in the Armed Forces.	Floating holidays, vacation
Care for an injured or ill family Armed Forces servicemember.	Sick leave (when presence is medically necessary at other times floating holidays & vacation)

Benefit Allocation: *Although the FMLA policy clearly indicates the type of leave benefit to be used during the eligible FMLA;* ***contract*** *employees must follow the respective contract language as it relates to sick time eligibility. If the employee is not eligible for sick time under the contract during the FMLA leave, other Paid-Time-Off (PTO) shall be used. (i.e.: vacation and floating holiday). Comp-time may be allowed, however, only after employee requests and is approved. Upon exhaustion of eligible PTO, the employee will be placed on un-paid FMLA.*

*In circumstances of a childbirth of an employee's spouse - an employee that requests up to one half of the employee's annual accrual of sick time (see the Sick Leave section for following a normal childbirth, or up to two weeks (or otherwise defined by union contract or agreement) for delivery by caesarean section, shall only be required to complete the first page of the FMLA Certification of Health Care Provider Form, indicating leave following childbirth and provide a confirmatory doctor's note.

If additional sick time is requested beyond what has been stated above, the employee must provide the entire FMLA Certification of Health Care Provider Form. The completion of this form must be comprehensive and unambiguous in order to determine the medical necessity of the employee in caring for the spouse in determining the eligibility of sick leave benefits or other paid time off per the Village's FMLA policy. The form will be submitted to the HRM Department and reviewed by the Director of HRM or his HRM Department Designee.

2. Previously Scheduled Vacation Leave That Coincides with FMLA Leave

Pursuant to the long-standing practice of the Village, employees such as Village Police Officers, Firefighters, Public Works employees and other Village employees are required to bid on and schedule vacation leave in the prior calendar year. Where these employees request and are granted FMLA leave during a period of time which coincides with previously scheduled vacation leave, the employee will be required to exhaust this scheduled vacation leave concurrently with FMLA leave. When the employee's FMLA leave does not coincide with previously scheduled vacation leave, employees will be required to exhaust any remaining paid leave pursuant to the schedule in Section 1 above.

Group Insurance Benefits

Coverage of employees under the Village's group health insurance and life insurance plans continues under the same conditions that existed when actively employed. Employees are obligated to continue to make the same co-payments of insurance premiums as made while actively employed. This includes the payment of any increases in insurance premiums that occur during a FMLA leave. The Village will provide the employee with instructions for paying health insurance premiums during any period of unpaid FMLA leave. The Village will continue to pay its share of the premiums for the group health insurance coverage while the employee is on FMLA leave, unless you notify the Village of your intent not to return to work following leave. If the employee does not timely pay your share of health insurance premiums while the employee is on FMLA leave, they may be dropped from plan coverage until they return to work. The Village will continue deducting premiums from the employee's paycheck during any period during which paid time off is substituted for unpaid FMLA leave.

If the employee does not return to work upon completion of their FMLA leave, they may be required to repay the Village for any premiums paid by the Village to maintain the employee's group health insurance coverage during their leave, unless the failure to return to work was due to the recurrence or onset of a serious health condition or injury or illness of a covered

servicemember, which would otherwise entitle the employee FMLA leave, or due to other circumstances beyond their control.

Other Benefits
Employees continue to earn service and personal leave and the Village continues to make pension and other payroll deductions from paychecks during periods of paid FMLA leave. Consistent with Village policy for all types of leave, the employee will not accrue vacation or other benefits while they are on unpaid FMLA leave. Additionally, the employee will not be paid for holidays that occur during *approved, unpaid* FMLA leave.

While in unpaid FMLA leave status, employees with a serious medical condition may be eligible for disability benefits under the applicable pension program (see the ***Disability Tenure and Benefits*** section). Receipt of disability benefits under a pension program does not extend the maximum limit of FMLA leave entitlement.

Reporting Requirements During Leave

While on FMLA leave for a period for extended periods at a time, employees will generally be required to contact Human Resources pursuant to Village personnel policies to report on your status and confirm their intention to return to work on the scheduled date, as required by Village policy.

The employee must notify the Village of any change in their expected return to work date (*i.e.,* if they will require more leave than originally anticipated, or if the employee will return to work earlier than expected) within two business days after they learn of such a change. If this is not possible due to an unforeseen change in circumstances, the employee must notify the Village of the change as soon as practicable under the circumstances.

Reinstatement at the Conclusion of Leave

If the employee timely returns from FMLA leave and used the leave for the stated purpose, the employee generally will be reinstated to the same position they held when they began the leave, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. However, the employee may not be reinstated if their employment would have terminated for reasons unrelated to your FMLA leave, or if the employee is unable to perform any essential functions of their job (with or without any required accommodations).

Before returning to work from FMLA leave lasting more than three consecutive work days (or for an absence of a shorter duration that gives rise to a reasonable safety concern regarding your ability to safely perform you job), the employee will be required to submit certification from their health care provider confirming that they are able to resume work. This certification must specifically confirm that the employee is able to perform the essential functions of their position, as set forth in the job description provided to the employee by the Village.

All documentation of an employee's personal or family member's health conditions will be held in strictest confidence and maintained in a separate medical records file. *Prohibitions*

Consistent with the Village's policy regarding all types of leave, the following conduct is strictly prohibited in relation to FMLA leave:

- Engaging in fraud, misrepresentation or providing false information to the Village or any health care provider.
- Having other employment during the leave, without prior written approval from the Village.
- Failure to comply with the employee's obligations under this policy.

- Failure to timely return from the leave.

Employees who engage in such conduct will be subject to loss of benefits, denial or termination of leave, and discipline per the Work Conduct section of the Manual.

The Village's Commitment

The Village will not interfere with, restrain, or deny the exercise of any right provided by the FMLA, nor will it discharge or discriminate against any individual for opposing any practice or involvement in any proceeding relating to the FMLA. The Village recognizes the co-existence of state and/or local laws regarding family and medical leave. Where such laws apply and provide greater family and medical leave rights than the FMLA, the Village will comply with those laws.

Notice and Certification Requirements for a VESSA Leave

An employee, seeking a VESSA leave, shall provide the Village with at least forty-eight (48) hours advance notice of the employee's intention to take VESSA leave, except in such cases where it is not practicable to provide such notice. If an unscheduled absence occurs, the Village will not take any action against the employee if the employee provides an acceptable certification of eligibility for VESSA leave within a reasonable period after the absence.

When an employee needs VESSA leave for a qualifying event they should notify the Department Director of the absence as soon as possible, which will be conveyed to HRM on a HETR . While verification is required, every effort will be taken to see that the information is kept confidential. Verifying documentation shall be sent directly to HRM. The verification shall consist of a sworn written statement of the employee, and:

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

2. A police or court record; or

3. Other corroborating evidence.

Protected Job Status While on a VESSA Leave

Employees returning to work with the submission of a Duty Status Report at the end of the original VESSA leave shall be reinstated into the former or equivalent position with equivalent pay, benefits, status, authority and other conditions of employment.

1. Reinstatement rights are lost if positions are eliminated, or employment terminated for reasons other than being on a VESSA leave.

2. If an employee is unable to return to work at the end of an original VESSA leave period due to a continuation of circumstances relating to the condition of violence, then HRM should be contacted regarding an extension of the VESSA leave. An employee requesting an extension is required to submit a new set of certification documents. Original and extended VESSA leave cannot exceed the employee's available VESSA leave entitlement (12 week maximum) - (See Victim's Economic Security and Safety Act (VESSA) Policy in Appendix M).

3. Employees failing to return to work by the end of a VESSA leave period for reasons other than circumstances related to being a victim may be terminated.

Medical Leave of Absence

Employees may suffer a non-job related injury or have an illness that incapacitates them over an extended period of time. Employees with a minimum of 1 year of continuous full-time service, who remain incapacitated after the use of all accrued personal leave, must apply for a Medical Leave of Absence in order to maintain an employment relationship with the Village unless still on an approved FMLA leave. Medical Leave needs to be requested even if an employee is receiving disability payments under a pension program. Approval of a Medical Leave is at the discretion of the Village Manager, taking into consideration operational needs, the employee's prognosis for full recovery and the estimated time needed before returning to work. The request shall include a certification from the treating health care provider verifying the incapacitation and the date the employee is expected to resume full work duties.

Personal Leave Accruals During Medical Leave

While on a Medical Leave, even if receiving a disability pension, all Village service credit and eligibility for additional leave accruals cease. Existing leave balances are held with accruals resuming upon the employee's return to work. All anniversary dates will be adjusted by an amount of time equal to the number of unpaid days on the approved leave.

Health Insurance During Medical Leave

Employees placed on a medical leave of absence will be eligible to remain on the Village's health insurance for the duration of the approved leave. Moreover, the employee will be allowed to continue to contribute the employee co-pay insurance premium based on the insurance program enrolled for up to three months. If the medical leave of absence extends beyond three months, the employee will be responsible to pay 100% of health insurance monthly premium (employee co-pay and Village premium share) for the remainder of the medical leave of absence.

Notification of Health Status

The department shall be kept informed of the employee's health status during a Medical Leave of Absence. After each visit to a health care provider, the physician shall complete the Duty Status Report providing the health status, prognosis for recovery, eligibility for light duty and date of the next appointment. A Duty Status Report (See the Employee section of the Village's website) is required prior to returning to work (also see the **Return from Extended Medical Absence** section). The Village may, at its discretion, require employees to have a Fitness for Duty evaluation by a health care provider selected by and paid for by the Village.

Long Term or Permanent Incapacitation

During an employee's incapacitation, a health care provider may determine that the condition is for a long-term period or is permanent. The employment relationship may cease pursuant to a comprehensive review under ADA. If the work relationship ceases, all remaining accrued time will be paid out as provided by the terms of each leave program. Eligible employees not yet receiving a disability pension can apply through the applicable pension program. Employees receiving a disability pension are eligible to continue participating in the group health and dental insurance programs with the full payment of monthly premiums (employer and employee co-payments).

Military Leave, Unpaid and Other Leaves of Absence

Besides the sections of this Manual that discuss paid leave, there are other circumstances under which employees may be absent from work in an unpaid status. These absences as identified below, require prior notice and approval in order to maintain the employment relationship with the Village.

Military Service

The Village recognizes that employees may serve in the Armed Services of the United States or State of Illinois in either an active or reserve capacity. When such service occurs, the Village will comply with applicable laws and the conditions of the federal, United States Employment and Reemployment Rights Act (USERRA) and the State of Illinois Local Government Employee Benefits Continuation Act and the Military Leave of Absence Act.

1. Employees who are inducted or join the Armed Services are granted an unpaid leave of absence that coincides with the period of active service. In accordance with the USERRA, upon the completion of active duty, employees must request reinstatement within ninety (90) days after discharge to resume employment with the Village. Employees requesting reinstatement shall have an honorable discharge and be able to still perform the essential job functions of the former position. Employees will be reinstated to the same or similar position without loss of seniority, benefits or the rate of pay in effect prior to induction.

2. Regular full-time employees who are members of a military reserve unit mobilized by order of the President for up to a maximum of six (6) months are granted military leave during the period of activated service.

    a. The wages and benefits received by an employee at the time of mobilization will be continued by the Village less the base military pay.

    b. Health insurance coverage will continue for the spouse and other enrolled dependents with premium co-payments being deducted from Village issued compensation. If that payment is insufficient to cover the employee's premium co-payments, in order to maintain insurance coverage, premium payments shall be made to the Village by the 25th of the month prior to the month of coverage. The employee may opt not to continue with the employee's coverage but is entitled to again participate in a Village health insurance program upon return to work.

    c. All other benefits including the accrual of personal leave will continue as if the activated reservist is still an active employee. Employees will be reinstated within 90 days following the end of service into the same position they held prior to being activated provided that they can perform the essential job functions.

    An Act of Congress may extend an activated reservist's service for a period of time longer than the 6-month call-up. The continuation of compensation, health insurance coverage and service time under the Local Government Employee Benefits Continuation Act will remain in effect during the period of a Congressional extension of active service.

3. Full-time employees who are members of any Armed Service reserve unit will be allowed paid leave to fulfill required basic, special advanced and annual military training commitments. A copy of the orders shall accompany the request for leave. For military training leaves of absence up to 60 days, the reservists shall continue to be compensated by the Village at the regular base rate of pay less the amount of the military base pay received during the period of military training. In order to properly administer, the military/pay differential the employee on military leave must provide the Village a Leave and Earnings Statement (LES) at time of deployment and each payroll while deployed. If the military base pay exceeds the Village's regular base pay, no additional compensation is due from the Village during the period of military training. The reservist's seniority and other benefits shall continue to accrue during any military training commitment.

Unpaid Leave of Absence

Employees may request an unpaid leave of absence for personal reasons other than medical, military or for other employment. Requests will be reviewed by the director and forwarded with a recommendation to the Director of HRM with final approval by the Village Manager. Requests will be considered on a case-by-case basis reviewing operational needs of the department.

Employees requesting such leave under this section must exhaust all non-sick benefit time in order to be eligible.

1. Benefits will not be accrued or be provided to employees on an approved, unpaid leave of absence of more than thirty days. Existing sick leave balances are held and carried over during the period of the unpaid leave resuming upon the employee's return to work. All anniversary dates will be adjusted by an amount of time equal to the number of days on an approved unpaid leave of absence. Employees may continue to participate in the Village's group insurance programs during an approved leave of absence provided the employee makes the payment of the full monthly premiums (employer and

employee co-payments). Employees will also be responsible for full payment of all existing payroll deductions via invoice. Non-payment may result in cancellation of those programs and benefits.

2. Employment is not guaranteed following unpaid leaves of absence in excess of thirty (30) days.

School Visitation Leave

In accordance with the Illinois School Visitation Rights Act (1993), employees with six (6) months of continuous service will be granted unpaid leave up to eight (8) hours during any school year to attend school conferences or class room activities related to the employee's child if such conferences or activities cannot be scheduled during non-work hours. No more than four (4) hours may be taken on any given day and employees must first have exhausted all accrued floating holiday, vacation and compensatory time before taking unpaid School Visitation Leave.

Election Day

Employees have the right to request, before the day of an election, up to 2 hours of unpaid leave to vote in a general, special election or at any election at which propositions are submitted to a popular vote in the State of Illinois. The Village will determine the exact time of absence based on operations.

Blood Donation Leave

Full time employees may be eligible for blood donation leave in accordance with 820 ILCS 149 – Employee Blood Donation Leave Act.

INSURANCE PROGRAMS

The descriptions of the Village's insurance benefits provided below are for convenience only. In the event of any conflict between the information below and the governing benefit plan documents, the plan documents will control.

The Village provides full-time employees with certain group insurance programs and offers the opportunity to voluntarily elect participation in other optional insurance programs. These programs include a wide range of plans including health, dental, life, supplemental programs and specialized insurance plans. Payments for the employee's share of insurance premiums of both provided coverage and elected optional programs are made through payroll deduction. Under the Premium Conversion Plan, employees may elect to have the premium co-payments made on a pre-tax basis for the various medical insurance plans.

Health Insurance Program

All full-time employees may elect to enroll in either single or family coverage under the group health plans offered. If multiple group health plans are available, the employee may also elect which plan to participate. All Village health plans except the High Deductible Health Savings Account plan, includes a prescription card program. The Village retains the right to change carriers, change the type of health insurance plans or institute other cost saving measures.

1. The group health insurance plan becomes effective on the first day of employment with the Village. Participation in the group plan ceases on the last day of employment, unless continuation rights have been exercised. (See the ***COBRA Extended Insurance Coverage***, or the ***Insurance Continuation for Retirement/Disability*** sections below).

2. Employees who do not initially enroll in a group health insurance program on their start date or who, desire to transfer from one health plan to another (e.g., HMO to PPO) may do so during the annual open enrollment period. Such transfers become effective the first day of the next plan year. Employees who elected not to participate in a Village group health insurance plan or employees' eligible dependents not previously covered by a Village health insurance plan may be able to enroll during the plan year, if they have had a qualifying life-event as defined in the Health Insurance Portability and Accountability Act (HIPAA) of 1996.

3. It is the responsibility of participating employees with family health plan coverage to keep HRM informed of all current dependent members. Adding a new spouse or a new child to the list of dependents for family coverage must be done within 30 days of the date of the marriage or birth of a child (includes the effective date of an adoption or legal guardianship). If new dependents are not added to the list of current dependent members during this 30-day period, they will not be able to enroll in the health plan until the next annual open enrollment period with coverage becoming effective on the first of the new plan year.

4. The monthly premiums for the Village's group health insurance plans are a shared responsibility. The percentage paid by the employee is dependent on the plan selected. Co-payments of monthly insurance premiums are made twice a month through payroll deductions. Employees with insufficient funds during a payroll period to cover the co-payment shall have the unpaid balances either deducted from future paychecks or paid by other agreed upon arrangements.

5. The Village, at its discretion, may elect to offer employees a monetary stipend for discontinuing/declining participation in a Village health insurance plan or reducing existing participation from family to single coverage. Certification of the non-participation must be made each year on *Health Insurance Opt-out Form.* Details and eligibility requirements of the current Health Insurance Opt-out Programs are found under Appendix J and is available in the Employee section of the Village website.

Year round part-time employees who are scheduled to work at least an average of a 20-hour workweek can be eligible to participate in the Village's group health insurance program (See the ***PT Health Insurance Option*** section).

Dental Insurance Program

Employees may voluntarily elect to participate in an offered group dental plan with the full payment of the premium. Employees who elect not to enroll in a group dental plan when hired may enroll during the next annual open enrollment period. Employees are required to add new dependents within 30 days of the date they are eligible or not until the next annual open enrollment period. (See the ***COBRA Extended Insurance Coverage***, or the ***Insurance Continuation for Retirement/Disability*** sections below).

Life Insurance Program

All full-time employees are provided with a group life insurance policy including Accidental Death and Dismemberment (AD&D) while employed by the Village. Employees are responsible for designating beneficiaries and for keeping such designation current. Coverage ceases on the last day of employment.

The Village may also offer optional life insurance programs (such as IMRF) that employees may elect for themselves and/or dependents. The employee, through payroll deduction, is responsible for the premium payments of optional life insurance.

Life insurance benefits may also be available to eligible participants under IMRF, or the Fire Pension or Police Pension Fund according to the provisions of the Illinois Compiled Statutes.

Other Insurance Programs

The Village may provide employees with the opportunity to voluntarily elect to participate in other available insurance programs at the employee's full payment of the premiums through payroll deduction.

Premium Conversion Plan

Under Section 125 of the Federal IRS Tax Code, employees making premium contributions for medical related insurance plans can elect to have those payments made on a pre-tax basis through a Premium Conversion Plan. If employees elect the Plan, it reduces individual federal, state, and social security (FICA) taxes. The employee must elect or withdraw participation each year during open enrollment.

COBRA Extended Insurance Coverage

Employees and dependents may be entitled to continue medical insurance coverage (health and dental) when eligibility to participate under Village coverage ends. Eligibility is provided under the federal COBRA laws and any applicable laws of the State of Illinois, which provide participation in the Village's group medical plans beyond a plan's eligibility limits.

1. Employees may continue medical coverage for up to 18 months following the date of separation.

2. Due to a divorce or the death of an employee, surviving spouse and dependents may continue participation in the group medical plan for up to 36 months from the date that eligibility for coverage ceased.

3. When dependent children cease to be eligible according to the terms of a plan, they may continue participation in the group medical plan for up to 36 months from the date that eligibility for coverage ceased.

4. Section 125 flexible spending accounts can be continued through the plan year.

Employees and dependents electing to continue participation in a group health or dental plan, under COBRA, are responsible for the prepayment of the monthly premium at a rate of 102% of the applicable insurance premium cost, which includes a 2% administrative fee.

HRM will send information regarding COBRA health and dental coverage rights to known employees and family coverage dependents whose participation in the Village's group insurance program ceases. Employees are responsible to notify HRM of any change in dependent eligibility within 60 days of the date of that such eligibility ceases (e.g., divorce or child's age etc.) Employees failing to notify HRM that a dependent's eligibility has ceased within the allowed 60-day notification period will result in the dependent's eligibility for continued insurance coverage being forfeited. (See appendix N).

Insurance Continuation for Retirement/Disability

The Illinois Compiled Statutes allows employees who are about to receive retirement or disability payments through a Village pension program (See the ***Village Pension Programs*** section) have the right to elect continued participation in the employee's current Village group health insurance plan. The Statutes require that the participation be continuous and uninterrupted from the time the Village's co-payment of premiums ceases. The Village also extends the option of continuous and uninterrupted participation in a Village group dental insurance plan. Continued participation includes the right to change plans and/or types of coverage during the annual open-enrollment period. If coverage is interrupted and ceases, the former employee cannot re-enroll into a Village group insurance program at a later date. Pensioners are responsible for the full pre-payment of the monthly premium (employer and employee co-payments). Also, when eligible, pensioners may continue the group insurance participation under a Medicare supplement plan.

WORKERS' COMPENSATION

This policy pertains to a work related injury, illness, or death, that arise out of, and during the course and scope of, employment with the Village. Employees of the Village are entitled to specific benefits through this policy or the State of Illinois, Workers' Compensation Act", Occupational Disease Act or Public Employees Disability Act (PEDA); whichever is applicable. All questions related to this policy should be directed to the employee's immediate supervisor or the Risk Manager. A copy of the *Handbook on Workers' Compensation and Occupational Diseases* is available from the Risk Manager or at www.iwcc.il.gov.

Reporting an On-the-Job Injury

If an employee believes they have suffered an injury or illness related to employment with the Village, they must immediately report the injury or illness to a supervisor no later than the end of the business day on which the injury occurred. All injuries, including those that do not require emergency medical care, must be reported. Upon being advised of an injury or illness, the employee's supervisor will complete an *Illinois Industrial Commission Form 45* (also known as the *Employers First Report of Injury or Illness)* and a *Supervisor's Accident Investigation Report* (see the Employee section of the Village's website of these forms). The originals of all reports along with any other related data shall be completed and forwarded to the Risk Manager within 48 hours of receiving notice of the incident. The Departmental Safety Committees shall review copies of the reports.

1. The director or supervisor of a department shall contact the Risk Manager immediately, at any time, 24 hours a day, in the event of an injury, illness or death.

2. Upon receiving verbal notice of an injury, illness requiring emergency medical care or death or after receiving the completed reports of a less serious injury or illness, the Risk Manager will report the claim to the Village's third party claims administrator.

Adjudication of a WC Claim

The Village's third party claims administrator will, in conjunction with the Risk Manager, investigate the circumstances surrounding the injury, illness or death of an employee. In accordance with applicable Illinois law, the third party claims administrator will determine if the employee's injury, illness or death is compensable. If the claim for benefits is determined to be compensable, the third party claims administrator shall distribute all appropriate benefits. If the claim is determined not to be compensable, the third party administrator will notify the employee or beneficiary if a death, in writing of the denial. If an employee disagrees with the determination made by the third party claims administrator or for any other reason, he is entitled to file a claim for adjustment with the Illinois Industrial Commission.

Benefits While On a Workers' Compensation Absence

In the event the third party claims administrator determines that the injury, illness or death is compensable, employees are entitled to, but not limited to, the following benefits:

Medical Benefits
The Village will pay all medical bills related to an employee's injury or illness that are determined to be reasonable and customary by the third party claims administrator. Employees requiring medical treatment while on duty will be directed to the Village's occupational health provider. The name and location of the occupational health provider is posted in all Village facilities. Employees needing care will be treated and if necessary, transported to an emergency care facility. Employees receiving medical treatment must forward all medical bills to the Risk Manager.

Light Duty
The Village makes every effort to return employees to work in a light duty capacity during recovery within the scope of specific work restrictions as determined by a health care provider

(See the ***Light Duty Assignments*** section). It is the responsibility of all employees to notify the treating health care providers of the Village's Light Duty Policy (See Appendix I), as well as notifying the department when released for light duty work.

Injured on Duty (IOD)
Employees are entitled to receive Injured on Duty (IOD) benefits for the first 3 days they are authorized off work by the treating health care provider due to an injury or illness. IOD benefits are paid by the Village at the employee's full rate of pay and are not deducted from accrued sick leave or any other accrued category of personal leave.

Temporary Total Disability (TTD)
Employees authorized off work for more than 3 days are entitled to Temporary Total Disability (TTD) benefits. TTD benefits are paid at 66-2/3% of employee's average weekly wage. Average weekly wages are calculated on injured employee's regular wages for the 52 weeks prior to the date of injury. Employees are entitled to TTD benefits for as long as they are authorized off work due to the injury or illness or until they have reached maximum medical improvement as determined by a health care provider.

Permanent Partial Disability (PPD)
In some cases, employees may suffer a Permanent Partial Disability (PPD) as a result of an injury or illness. Employees may be entitled to compensation for the disability. The Workers' Compensation Act determines the amount of PPD compensation.

Permanent Total Disability (PTD)
If employees reach maximum medical improvement and are still medically unable to return to work, they may be entitled to Permanent Total Disability Benefits (PTD). These benefits are paid at a rate determined under the Workers' Compensation Act".

Survivors
In the event of an employee death, spouses and dependents are entitled to survivor's benefits as determined under the Workers' Compensation Act".

Public Employees Disability Act (PEDA)
For the duration of 1 year, the Public Employees Disability Act (PEDA) entitles sworn Police and Fire personnel to compensation equal to 100% of their salary, if they are off work due to a compensable injury or illness that occurred on duty. These benefits will supplement any TTD benefits received by the employee.

Illinois Municipal Retirement Fund Employees (IMRF)
TTD payments received by an employee due an on-the-job injury or illness are not considered earnings by IMRF. Such time off of work, though authorized and receiving TTD payments, does NOT count as service time for the purpose of calculating future pension benefits. IMRF service time may be received during such periods by applying for an IMRF Disability (see Employee section on the Village's website).

Employees are only entitled to lost time benefits if a health care provider authorizes time off work due to a compensable injury or illness. Upon returning to work after an injury or illness, employees will be required to use benefit time, other than workers' compensation benefits to attend any medical appointment during scheduled hours of work. In the event that the health care provider does not have office hours after scheduled work hours, employees may be paid TTD and PEDA (if applicable) benefits for lost time during scheduled work hours or attending a medical appointment requested by the Village.

Release to Return to Work

Employees authorized off work or released to a light duty assignment must have a *Duty Status Report* completed by the treating health care provider.

PENSION AND RETIREMENT PROGRAMS

The information provided below is for reference only, and does not create or modify any rights under the applicable pension or retirement programs.

All employees of the Village participate in at least one of several retirement programs. These include the Federal FICA, which includes Medicare, and/or IMRF for non-sworn employees, the Fire Pension Fund for sworn Fire personnel and the Police Pension Fund for sworn Police personnel. Sworn Fire and Police personnel do not participate in the retirement/disability portion of Social Security, but sworn employees hired after March 31, 1986 contribute to the Medicare portion of the Social Security tax.

Federal Retirement Benefits (Social Security)

All non-sworn employees, regardless of the number of hours worked, participate in Social Security which includes Medicare – Part A (Hospital Insurance). This is a federal program providing income assistance for retired workers, disabled workers and their families and families of deceased workers. Both the employee and the Village currently contribute to the system. A total of 40 quarters of participation in Social Security is needed to be eligible for benefits. Benefit estimates and answers to questions regarding Social Security, disability eligibility or Medicare may be obtained by contacting the local Social Security Administration office.

Village Pension Programs

Illinois Municipal Retirement Fund

Employees in non-sworn positions scheduled to work 1000 hours or more in a year will participate through payroll deduction in IMRF and to Social Security. Besides retirement benefits, IMRF also provides disability and death benefits to members after one year of participation. IMRF has reciprocity provisions recognizing service in other public Illinois pension funds and for service in the public pension systems of other states.

- The employee's contribution is set pursuant to the Illinois Compiled Statutes and is a pre-tax payroll deduction. The Village also contributes to IMRF on behalf of covered employees at an annual rate actuarially determined by IMRF. NOTE: Employees off from work and receiving TTD payments due to an injury on the job do not receive IMRF service credit for the period of time on TTD. Such employees must file and be accepted for IMRF Temporary Disability in order to receive credit for the period of TTD absence.

- Vesting for a pension under IMRF is determined by placement in Tier One or Tier Two according to the IMRF definition of pension qualification.

- Information regarding IMRF and pension requirements is available in HRM or directly from IMRF at www.imrf.org .

- An employee may apply for Military Service credit in IMRF if they served in the armed services of the United States prior to employment with the Village.

Fire Pension Fund

Sworn Fire personnel participate in a pension fund for retirement, disability and death benefits. The Fire Pension Board manages the Fund in accordance with Illinois Compiled Statutes. The Village contributes to the Fund based on an annual actuarial analysis while participating Fire personnel contribute through payroll deductions.

- **Tier 1:**
  Full vesting occurs after 20 years of service with eligibility for a full pension upon reaching age 50. The maximum pension of 75% can be received after 30 years of service.

Tier 2:
For employees hired after January 1, 2011, full vesting occurs after ten years of service with eligibility for a full pension upon reaching age 55. Thirty years of service is needed for the maximum pension of 75%.

- Information regarding applying to participate in the fund, disability requirements, qualifications for pension benefits and the value of pension benefits is available from the Firefighters' Pension Board.

Police Pension Fund
Sworn Police personnel participate a pension fund for retirement, disability and death benefits. The Police Pension Board manages the fund in accordance with Illinois Compiled Statutes. The Village contributes to the Fund based on an annual actuarial analysis while participating Police personnel contribute through payroll deductions.

- **Tier 1.**

  Full vesting occurs after 20 years of service with eligibility for a full pension upon reaching age 50. 30 years of service is needed for the maximum pension of 75%. Police officers have portability rights between local Police pension funds.

  Tier 2:
  For employees hired after January 1, 2011, full vesting occurs after ten years of service with eligibility for a full pension upon reaching age 55. Thirty years of service is needed for the maximum pension of 75%. Police officers have portability rights between local Police pension funds.

- Information regarding application to participate in the fund, portability rights, disability requirements, qualifications for pension benefits and the value of pension benefits is available from the Police Pension Board.

Village Disability benefits may be available through an employee's pension plan.

Retirement

HRM will provide retiring employees a personalized retirement packet containing information as to benefit changes that need to be made, the names and phone numbers of contact persons for specific benefit/savings programs and an estimated value of accrued but unused personal leave.

1. The official date of retirement will commence the day after the last day of employment. Vacation and sick leave accruals, floating holidays, and compensatory time ceases at 11:59 p.m. the last full day the employee is on the payroll. The retiree's pension becomes effective according to the terms of the applicable pension program.

2. A payout of accrued but unused personal leave will be made in a lump sum through the normal payroll process. The payout includes each hour of accrued, but unused, vacation leave and floating holidays. The retiree's final paycheck will include any time worked during the last payroll period, eligible severance pay and any other eligible hours (bonus days and where applicable, compensatory time).

3. Retiring employees' health and provided group life insurance coverage ends on the last day of employment. Dental insurance coverage and other optional insurance programs, however, continue until the end of the month the retirement occurs. Options to continue with insurance plans vary according to the provisions of each program.

   a. Health Insurance – Retirees and employees receiving permanent disability payments may elect to continue in the group health insurance program in which they were enrolled when an active employee. The participation must be continuous and uninterrupted from the end

of the retiree's active employment and with the full pre-payment of the monthly premiums (employer and employee co-payments). Premium payments are due by the 25th of the month preceding the month of coverage (e.g., February 25 for March). Sworn Fire and Police retirees can opt to have continued health insurance premiums deducted directly from the applicable monthly pension checks (See the ***Insurance Continuation for Retirement/Disability*** section).

b. Medicare - Retirees eligible for, or becoming eligible for Medicare after retiring, may elect to continue health insurance participation under a Medicare supplement.

c. Dental Insurance - Retirees and participating dependents have the option of continuing in the current group dental plan with the full pre-payment of the monthly premiums. Participation must be continuous and uninterrupted from the last day of active employment. Payments are due the 25th of the month preceding the month of coverage. Retirees can have these premiums deducted directly from the applicable monthly pension checks of the Fire or Police pension funds (See the ***Insurance Continuation for Retirement/Disability*** section).

d. Life Insurance – To continue coverage, the group plan must be converted to an individual direct pay policy upon retirement.

4. The spouse and/or eligible dependent(s) of a deceased retiree, if covered under a Village health plan at the time of the death, may continue the group health insurance participation with the full and uninterrupted pre-payment of the monthly premiums. Eligibility for continued pension benefits will be according to the terms of the applicable pension program.

EDUCATION, TRAVEL AND OTHER PROGRAMS

The Village is committed to the training, career development and education of its employees. When budgeted, employees will be provided with training opportunities through in-house programs or seminars, classes, professional conferences, training sessions or other relevant experiences. Employees are always encouraged to seek opportunities for self-development.

Employee Training

The Village provides training for employees that will improve the quality of services delivered. Such development opportunities shall be based on available funds, required schooling, work related certifications, licensure or department operational needs.

1. Certain positions require new employees to become qualified, certified or licensed to perform the essential functions of the job. A condition of employment may be the attendance and passing of the required training or attainment of required certification or license. To maintain Village employment, all required re-certification and/or re-licensing to perform the job must be met.

2. It is expected that management, supervisory, professional and technical employees will attend and participate in professional seminars, technical meetings and briefings. All employees in these positions have the responsibility to keep up-to-date on professional developments and new technological opportunities.

3. The Village encourages employees to attend and participate in seminars, training programs and short courses for enhancing performance or as a refresher of skills.

Tuition Reimbursement Program

Full-time employees who have achieved at least a Meets Standards rating on their previous evaluation and are/or plan to be enrolled in a college course that is directly job related or a degree program that is job relevant, may request to participate in the Tuition Reimbursement Program. Once employee participation in the program has been approved by the Village Manager, the Village will consider reimbursing a portion of employee tuition costs for approved and successfully completed college courses. Only those courses that are job-related and will enhance an employee's performance will be approved. This policy will be narrowly interpreted in determining whether or not a course is job-related or fulfills a job relevant degree requirement. The Village Manager shall make the final determination and may deny any request for reimbursement.

Further, employees who receive disciplinary action or do not receive at least a Meets Standards rating on their most recent evaluation while enrolled in the Tuition Reimbursement Program may be removed from the program at any time at the discretion of the Village Manager. Employees who are accepted into the program and fail to submit documentation for one school year will be removed from the program for the following year. Courses taken at the doctoral level are not eligible for tuition reimbursement.

1. Programs eligible for reimbursement include courses offered by an accredited institution of higher learning (college, university, or technical school), courses offered as part of an adult continuing education program and courses offered by a professional educational or training company/facility.

2. Employees enrolling in college courses must take advantage of and pursue other financial sources, such as grants, scholarships, G.I. benefits and fellowships. The Village only considers the difference between the actual tuition cost and any received financial assistance award as the amount eligible for reimbursement.

3. Employees may receive reimbursement for approved educational courses provided that funding is available in the Village's budget and the employee:

    a. Provides certifications of the completion of classes with a letter grade of "C" or better or a "pass" grade in a pass/fail system; and

b. Submits a *Statement of Educational Expenses* form along with all pertinent tuition receipts and a *Tuition Reimbursement Refund Agreement* within thirty calendar days of completion of the course.

All requests for reimbursement will be evaluated based on budget money availability on a year to year basis. Any employee who is eligible for reimbursement, but funds are not available, will be placed on a tuition reimbursement list which is based on a first come ranking system as determined by the Village Manager. Eligible employees will be reimbursed upon fund availability on an annual basis.

4. Tuition reimbursement will be made only for tuition, and not for mileage, fees, lodging, books, special materials or incidental expenses. The reimbursement is a percentage of the current per hourly tuition rate:

Course Grade	**Percent of Hourly Tuition Rate***
Grade "A"	100% of allowed tuition
Grade "B"	90% of allowed tuition
Grade "C"	75% of allowed tuition
Grade “Pass”	75% of allowed tuition

*The hourly tuition rate is based on the average prevailing tuition rate charged by colleges and universities on the approved list of schools as issued each summer by HRM. Course work completed at a community college will be reimbursed at that college's tuition rate.

Provided funding is available, employees may receive up to the following maximum each year depending on Degree/Course level.

Graduate Course work	$4,000
Bachelor Course work	$3,000
Associate Course work	$1,500

Employees are required to continue to work for the Village for four years (48 months) in order to receive the maximum reimbursement benefit of the plan. The year starts with the completion of the last course reimbursed under this program. Employees receiving tuition reimbursements who separate employment before a Tuition Reimbursement Refund Agreement has expired must re-pay the Village 100% for all tuition reimbursements paid in the 12-month period immediately prior to the separation, 75% of reimbursements paid 12 to 24 months prior to the separation, 50% for reimbursements paid 24 to 36 months prior to the separation, and 25% for reimbursement paid 36 to 48 months prior to the separation.

Employee Referral Bonus Program

The purpose of this program is to supplement the Village’s recruitment process. The Employee Referral Bonus Program provides an incentive bonus to a current employee who refers applicants that are subsequently selected and successfully employed.

Employees may participate in the program by submitting a potential candidate to the HRM Department. If the candidate is successfully hired and employed with the Village, the employee will receive a referral bonus. For a full-time position, the bonus shall be $100 after the referred applicant begins employment and an additional $150 when the referred applicant successfully completes 6 months of employment. For part-time positions, not including seasonal or temporary, the bonus shall be $50 after the referred applicant begins employment and an additional $75 when the referred applicant successfully completes 6 months of employment. There will be one bonus per candidate hired on a first come, first served basis.

Whenever a full- or part-time job opening occurs that qualifies for the Referral Bonus Program (excludes sworn Police and Fire positions, seasonal or temporary workers), the HRM Department will notify employees of the vacancy via broadcast email.

Notices will include the job title; scheduled work days/hours; skills, experience and education desired or needed; pay rate/range; deadline date for applications; and timeframe of eligibility for the Referral Program.

Employees may refer to the HRM Department any applicant for employment who, in their opinion, meets the requirements set forth in the job posting notice and will perform the job successfully. Internal applicants are not an eligible referral. Employees participating on a hiring team may not request a referral bonus for the same recruitment.

Employees may submit an Employee Referral Form after the eligible position is posted. Forms can be submitted until 5:00 p.m. of the business day that is 14 days after the date of posting (first business day thereafter if the 14th day is not a business day) for job postings that are "open until filled." For postings with a definite deadline date, the referral period will remain open until the deadline date and time listed on the posting. The Employee Referral Form can be obtained online, with the posting email or in the HRM Department. Employees who qualify for the bonus under the terms of this program will be notified by HRM.

Seminars and Conferences

The Village recognizes that attendance at and participation in seminars or conferences is a valuable method of enhancing job knowledge, skills and abilities. Requests to attend seminars and conferences should be submitted on Part I of the *Travel Expense Report* for authorization. Part II of the *Travel Expense Report* shall be submitted to the Finance Department within 5 days after returning from the session(s). The full Travel Policy can be found in Appendix K.

1. Registration Fee – Paid in full with effort made to qualify for early registration discounts.

2. Transportation – Air flight travel includes the most direct coach airfare, baggage handling and airport/hotel transportation. Village vehicles may be available for nearby locations and should be used if there are multiple attendees. Prior authorization for the use of a private vehicle must be approved by the supervisor. (See the next section, ***Use of Personal Vehicle*** for the Village policies on private vehicles).

3. Lodging – The cost, including tax, of single room accommodations that is not a deluxe or double room accommodation, unless the conference room rate is the same as a single room accommodation.

4. Per Diem Allowance – Allowed meals and other incidental travel expenses incurred for a seminar/conference involving an overnight stay. The per diem allowance is based on the current schedules for the Chicago area, in state travel and out-of-state travel, as established by the Finance Department. Any meals provided as part of the program should be deducted from the daily per diem expenses on the *Travel Expense Report.*

5. Incidental Expenses – Includes such items as telephone calls, faxes, baggage handling, newspapers, tolls, parking fees, session materials, etc.

Expenses such as first class travel, alcoholic beverages, tobacco, entertainment, valet service, magazines and other personal items are not eligible for reimbursement.

Business Meetings

In the course of professional meetings for the purpose of Village business (i.e. developers, potential new business) the Village may expense the cost with the prior approval of the Village Manager.

Use of Personal Vehicles

Employees on Village business shall use Village vehicles unless none are available or if it is impractical to use such a vehicle. Under such circumstances, the Department Director may authorize the employee to use a personal vehicle for Village business under the following conditions:

1. Driver's License -- The driver authorized to use a personal vehicle for Village business shall hold a valid driver's license.

2. Insurance Coverage – The driver must have auto liability coverage with minimum statutory insurance limits for personal vehicles and provide the Director with a copy of a valid Illinois Insurance Card prior to being authorized to use a personal vehicle for Village business. When an employee uses a personal vehicle for Village business, the employee's auto insurance will be the primary insurer and the Village will be the secondary insurer.

3. Vehicular Crash -- The Village may not be responsible for damage to personal vehicles involved in a crash while the employee is conducting Village business. Employees may be entitled to workers' compensation benefits provided by the Village if injured in the crash.

4. Mileage Reimbursement – When personal vehicles are authorized for use in field operations or attendance at conferences, training sessions or meetings, a mileage reimbursement is allowed. Reimbursement will be at the mileage rate established by the Finance Department.

5. Eligibility for mileage reimbursement is possible for those employees receiving a car allowance and are required to travel more than a 50-mile radius.

Employee Reimbursement

From time to time, the Village may authorize an employee to incur additional necessary expenses within the employee's scope of employment and job duties, other than travel-related, uniform-related, meal reimbursements, tuition reimbursements or other expenses addressed under specific Village policies and collective bargaining agreements. Prior to incurring a business-related expense, the employee must obtain approval from the Village at least 48 hours in advance of incurring the expense. In order to receive reimbursement, the employee must submit documentation to the Village within 30 days of incurring the expense. The documentation must identify the purchase, the date of the expense, the purpose of the expense, and the information identifying when and by whom the expense was approved. The reimbursement form is available on the Employee section of the Village's website.

Membership Dues

The Village supports management and professional employees who belong to and participate in chapters of professional organizations. Professional annual membership fees paid for by the Village are those authorized and specifically identified in the budget.

Employee Wellness Program (EWP)

The Employee Wellness Program (EWP) works with employees to improve overall health. The Health and Human Services (HHS) department provides a wide range of wellness benefits such as screenings and educational programming. A part of the program, the Employee Assistant Program (EAP), is available to assist employees through counseling services who are facing issues such as mental health challenges, financial dilemmas and family conflicts.

An employee may seek these services voluntarily or may receive a Supervisory referral to the EWP when a noticeable change in work performance is observed that needs to be addressed. The content of any discussion with EWP staff from a Supervisory Referral is held in confidence, however the referring supervisor will be notified that the employee is in attendance.

Second Language Fluency Stipend

Employees that have been identified by their respective department director as being fluent in a second language and are called upon by the department to translate on a regular basis, will be eligible to receive a language fluency stipend of $400/year divided into 26 pay periods. The department director shall submit a written request to Human Resources Management for Village Manager approval.

Employee Service Awards Program

Employees will be recognized in an appropriate manner for continuous service to the Village for 5, 10, 15, 20, 25, 30, 35, 40 and 45 years of continuous employment.

PART-TIME EMPLOYEE BENEFITS

Employees who work a year-round schedule of less than 37 ½ hours per week are considered part-time employees. Part-time employees are covered under the mandated benefit programs of Social Security and Worker's Compensation. Those part-time employees are eligible for certain other benefits based on the scheduled average hours of work.

PT Pension Eligibility

Those employees who are scheduled to work in excess of 1000 hours annually must participate in IMRF. Such participation is in addition to the Federal Social Security system. Participating employees have the same vesting requirements and eligibility for disability and death benefits as are provided full-time members of the workforce. More information on IMRF can be found under the ***Village Pension Programs*** section.

PT Health Insurance Option

New employees, scheduled to work at least 20 hours per week, are eligible to elect to participate in a Village base health insurance plan with the pre-payment of the full monthly insurance premium. Subsequently, participation can only be accomplished through open enrollment. Employees may enroll in either single or family coverage of the health insurance plan. If an employee is continuously employed with the Village for 4 or more years in a capacity eligible for insurance participation, the Village will make the employer co-payment toward the single coverage health premium of the base plan. The amount of the employer's contribution will be the same percentage as provided full-time employees. If the part-time employee is enrolled in or participates in a family health insurance plan, the employee is responsible for the difference in the premium costs from the employer's single coverage co-payment. A part-time employee's participation in a health insurance plan is also subject to all other provisions of insurance coverage as described under the ***Health Insurance Program*** section.

Per Patient Protection and Affordable Care Act (PPACA), all employees working on average thirty or more hours per week over a calendar year will be afforded the full-time health insurance benefit (see *Insurance Programs* section).

PT Dental Insurance Election

Employees may elect to participate in offered group dental plans at the start of employment with the employee's payment of the full monthly insurance premium. All participating employees are subject to the provisions of coverage described under the ***Dental Insurance Program*** section.

Accrued PT Personal Leave

Eligibility to participate in the Village's paid personal leave programs differs based on the annual schedule of work. Time shall be earned bi-weekly based on annual scheduled hours (more than an average 15-hour work week).

1. Vacation -- Annual vacation is earned bi-weekly by employees scheduled to work at least 20 hours per week from the first payroll period. The rate of earnings reflects both the hours scheduled to work and the years of continuous service. Eligible employees earn vacation annually at a rate equal to 10 days for the first 4 years of employment and a maximum of 15 days after the fourth year anniversary date of continuous employment. Employees are subject to other vacation provisions described under the ***Vacation*** section.

2. Holidays – Year-round part-time employees are entitled from the first day of employment to holiday pay for 8 designated days observed by the Village should they be scheduled to work that day. Provisions of the Village's holiday policy can be found in the ***Designated Holidays*** section.

3. Floating Holidays – Year-round part-time employees are eligible for floating holidays. On January 1 of each year the employee will receive 4 floating holiday credits to be used during that calendar year. Floating holidays are pro-rated for the first year of eligibility and the year terminating employment according to the schedule in the ***Floating Holidays*** section along with other provisions.

4. Sick Leave – Year-round part-time employees who work a minimum of a 20-hour average workweek will start to earn sick leave bi-weekly from the first day of employment. However, sick leave may not be used until the eligible part-time employee has completed 1 year of service. Employees can accrue sick leave up to a maximum of 60 days at a rate equal to one day a month for 12 days annually. Part-time employees eligible for sick leave are subject to the sick leave provisions described under the ***Sick Leave*** section.

PT Eligibility for Funeral/Bereavement Leave and Jury Duty

Part-time employees assigned to a year-round work schedule of 15 or more hours can be excused from work with pay for a funeral of a close family member or jury duty.

1. For a funeral of a close family member (spouse, child, step-child, parent, step-parent or spouse's parent), employees may be excused from work with pay for up to 3 days. Any additional time off will depend on the operational needs of the department and shall be charged against available personal leave.

2. Eligibility for paid time off for Jury/Civic duty shall be prorated for an average workday and shall comply with the provisions of the ***Jury/Civic Obligations*** section.

PT Participation in Optional Programs

The Village provides part-time employees the opportunity to participate in optional insurance and savings programs as governed by the eligibility requirements of each individual program. They are also eligible to voluntarily participate in the EWP offered through the H&HS Department.

Credit for Part-time Service

The benefit accruals and service time of year-round part-time employees promoted to a full-time position in the Village's work force will be carried forward. All existing benefit leave accruals earned while in a part-time capacity remains on the books and new leave earnings based on being a full-time employee starts with the first payroll period in the new position. For benefits that are based on service with the Village, employees will be credited with a full-time equivalency for continuous part-time employment immediately preceding the promotion. The part-time hours of continuous employment will be totaled and divided by the new annual schedule of full-time hours to establish the number of years, and/or partial years, of credited benefit service time (e.g., 3120 hours of continuous part-time work over 3 years divided by the annual equivalent of a 40-hour work week 2080 hours) provides a credit of 1 ½ service years).

DEATH OF AN EMPLOYEE

There are certain benefit rights for the survivor(s) or estate of employees who die during active employment with the Village. (See the section on ***Workers' Compensation*** if the death occurs on-the-job.)

Survivor Pension Benefits

Each Village pension program provides surviving spouse, family and/or estate benefits as prescribed by the Illinois Compiled Statutes. A copy of the employee's death certificate shall be forwarded to IMRF or the appropriate Fire Pension or Police Pension Fund.

Life Insurance Death Benefits

HRM will process a claim with the Village's group life insurance carrier and any optional life insurance programs for which deductions were made from the employee's paycheck upon receipt of a death certificate from the beneficiary. If the death was accidental, the Village's group life insurance plan provides an additional Accidental Death & Dismemberment benefit.

Payment of Accrued Leave Upon Death

The employee's family or estate will receive the compensation due the employee during the pay period during which the employee died. In addition, a payout for all accruals of unused vacation, credited floating holidays, bonus days and compensatory time will be made in the final payout.

Health Insurance for Survivors

The spouse and eligible dependents of a deceased employee, who are either non-probationary sworn employees or IMRF employees participating in the fund for more than 1 year, may be eligible for continuation in the Village's group health and dental insurance programs. Participation must have existed prior to and be continuous and uninterrupted from the date of death of the employee/retiree. The survivors must pay the full pre-payment of the monthly premiums (employer and employee co-payments) of the applicable insurance plan(s). Survivors of deceased probationary sworn personnel and IMRF employees with less than 1 year of service may elect to continue in the health and/or group insurance plans under COBRA (See the ***COBRA Extended Insurance Coverage*** section).

Workers' Compensation

In the event of an employee death, spouses and dependents are entitled to survivor's benefits as determined under the Workers' Compensation Act.

GLOSSARY OF TERMS

Accrued Leave: Forms of personal leave that full-time and eligible part-time employees earn, carry forward and use according to the terms of each leave program.

Base Plan: Health insurance plan that is offered to our, PSEBA recipients and Part-time employees.

BFPC: The Hoffman Estates Board of Fire and Police Commissioners (BFPC) is the appointing authority and disciplinary hearing board for sworn Fire and Police personnel.

Board: The Village of Hoffman Estates President and 6 Trustees (Board) elected for 4 year terms.

Bonus Day: One regular work day, as awarded by the Village Manager as a result of employee event participation/recognition (i.e. Safety Lunch, Wellness Fair).

CBA: A Collective Bargaining Agreement (CBA) between the Village and a recognized employee bargaining unit, pursuant to recognition provisions of the Illinois "Public Labor Relations Act".

Class/Classification: Positions that are similar with respect to the nature and complexity of the job duties and responsibilities performed, regardless of their location throughout the Village, that they are placed under a common job title and compensated similarly.

Classified Service: All full- and part-time employees of the Village whose positions comprise the Position Classification Plan (PCP) appointed either by the Village Manager or Board of Fire and Police Commissioners.

Close Family Members: Spouse, child (including stepchild), parent and spouse's parent.

Covered Family Members: Domestic partner, step-parents, sibling, grandparents, grandchildren.

Director: The chief executive official of an operating department of the Village of Hoffman Estates. Departments include: Development Services, Finance, Fire, Health and Human Services, Human Resources Management, Information Systems, Police and Public Works.

Duty Status Report: A medical statement from the employee's medical care provider indicating an employee's returning to duty status or current health status/prognosis and if applicable, return to duty status.

Employee Assistance Program: As part of the Employee Wellness Program, the Employee Assistance Program (EAP) is available to assist employees through counseling services who are facing issues such as mental health challenges, financial dilemmas and family conflicts.

Employee Wellness Program: The Employee Wellness Program (EWP) works with employees to improve overall health. The Health and Human Services Department (HHS) provides a wide range of wellness benefits such as screenings and educational programming.

Exempt Employees: Salaried Management, Professional and Supervisory positions not subject to the overtime requirements under the "Fair Labor Standards Act" (FLSA) for hours worked over 40 hours in a 7 day period (1 week).

Extended Family: Aunt, uncle, niece or nephew.

Hoffman Estates Time Report (HETR): Time entry process to request and/or document time off using the HETR Form, Time Entry application or department system (e.g. In Time, ICE).

HRM: The Human Resources Management Department (HRM) of the Village of Hoffman Estates responsible for recruitment/selection, compensation analysis, benefit administration, employee development/training, labor relations and risk management.

Immediate Family (FMLA): The "Family Medical Leave Act (FMLA)" provides leave for the care of a member of the employee's "FMLA immediate family" who has a serious medical condition. The FMLA immediate family includes spouse (married domestic partner), child (biological, adopted, foster or stepchild under 18 years of age or who is age 18 or over and incapable of self-care because of a physical or mental disability) and parent (biological or individual raising the employee as a child—not parent-in-law).

Immediate Family (Village): The immediate family includes spouse, child, daughter or son-in-law, grandchild, parent, stepparent, spouse's parent, grandparent, spouse's grandparent, sister, brother, stepsister or brother, sister or brother-in-law, or legal guardian.

Manager: The Village Manager is the Chief Administrative Officer of the Village of Hoffman Estates, appointed by the Village President and Board of Trustees.

Manual: The Personnel Policy Manual of the Village of Hoffman Estates comprises a consolidated reference of personnel rules, policies and practices.

Non-Contract Employee: All hourly and salaried full-time and part-time employees who are not covered by a collective bargaining agreement.

Non-Exempt Employees Hourly members of the workforce who work over a prescribed set of hours is to be compensated at an overtime rate of pay as applicable under state and federal law.

Paid Time Off – Personal leave (see definition below) in addition to prize days and compensation days

Personal Leave: Paid time off benefits including sick, vacation and floating holidays.

Plan Year: The 12-month year of a provided benefit program usually corresponding to the 12-month Federal tax year, which starts on January 1 each year. This same period also coincides with the Village's fiscal year.

Position: A set of duties, tasks and responsibilities of a sufficient duration of time to require the services of 1 employee. A position may have a job title singular in nature or share similar job duties with other positions, which are collectively placed under a common job title for a class of positions.

Protected Class: Designated groups of the general population given protection under various federal and state laws. Federally protected classes are those individuals whose employment or employment opportunities will be treated without regard to race, sex, color, age, religion, ancestry, national origin, sexual orientation, genetic information qualified disability, marital status, military status or citizenship.

Relatives: Immediate family (Village), aunts, uncles, nieces and nephews, first cousins, and their spouses.

Salary Range: The spread of compensation for a job classification with a minimum and maximum rate of pay. The range may either be divided into steps through which an employee progressively advances or is an open range through which advancement is based on meritorious performance.

Sustainability Plan: The purpose of the Sustainability Plan is to create efficiencies, save money and to identify ways that the Village can *reduce environmental impacts*. Employees are encouraged to use *time and* resources effectively and decrease *the Village's* carbon footprint *through being environmentally conscious*.

Sworn Personnel: These employees occupy positions in the Fire and Police service appointed by the BFPC.

Village: A community of citizens in the geographic area known as Hoffman Estates, organized into a unit of local government, established under the provisions of the Illinois Compiled Statutes and governed by elected representatives.

PERSONAL POLICY MANUAL

APPENDIX POLICIES, FORMS AND NOTICES

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APPENDIX A - SEXUAL HARASSMENT POLICY

The Village of Hoffman Estates (hereafter referred to as "Village") is committed to maintaining a work environment that fosters appropriate conduct among colleagues and respect for individual values and sensitivities. It is the intent of this policy to promote a professional, business-like environment free from sexual harassment. For the purposes of this Policy, "work environment" is not limited to a physical location a Village employee is assigned to perform his or her duties and does not require an employment relationship. The Village will not tolerate harassment of any kind, including sexual harassment, and will take immediate steps to stop it when it occurs. Verified offenses are treated as misconduct and offenders are subject to disciplinary action up to and including termination.

DEFINITIONS

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

Submission to such conduct explicitly becomes a condition of employment; or

Submission to or rejection of such conduct is used as a basis for employment decisions affecting the employee; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive environment. To meet this threshold, conduct must be sufficiently severe or pervasive to alter the conditions of the victim's employment by having created a workplace permeated with discriminatory intimidation, ridicule and insult.

All employees are advised that submission to such conduct shall be neither an explicit nor an implicit term or condition of employment, and that submission to or rejection of such conduct shall not be used as a basis for making employment decisions. Sexual harassment shall not be permitted to interfere with an individual's work performance or environment. The Village prohibits harassment based on sex even if it does not rise to the level of a legal violation.

PROHIBITED CONDUCT

All employees of the Village are expected to avoid any behavior or conduct toward any other employee that is or could be interpreted as sexual harassment.

Examples of sexual harassment may include, but are not limited to, sexually orientated verbal "kidding," teasing or jokes, comments, written or visual depictions of nudity or sexual conduct, subtle or direct pressure for sexual favors, and physical conduct such as patting, pinching, or brushing up against someone's body. Hostile work environment sexual harassment can be the product of a supervisor harassing a subordinate, a subordinate harassing a supervisor, harassment between two employees, or non-employees harassing an employee.

Conduct need not be directed at a specific employee in order to constitute harassment. For example, an employee may be negatively affected by sexual jokes or pornographic images in the workplace even if the jokes or images do not relate directly to the employee. Additionally, preferential treatment of an employee, or the promise of preferential treatment to an employee, in exchange for dates or sexual conduct; denial or threat of denial of employment, benefits or advancement for refusal to consent to sexual advances is considered sexual harassment and is prohibited conduct. Sexual harassment can occur between men and women, or between members of the same gender.

It is not, however, considered sexual harassment for a member of the management/supervisory staff, as part of their job responsibilities, to enforce standards of conduct and job performance provided that they do so in a non-discriminatory manner.

REPORT PROCEDURE

All employees and all elected or non-elected officials who become aware of sexual harassment must immediately report the harassment. Reports of sexual harassment are to be promptly directed either verbally or in writing to the employee's Department Director. In the event the report involves the Department Director, or if the employee for any reason is uncomfortable in dealing with the Department Director, the employee may report such conduct to the HRM Director, Deputy Village Manager (the designated Title VII compliance officers as delegated by the Village Manager) or the Ethics Officer.

If an individual feels the need to report sexual harassment to someone of their preferred gender, they may speak to a representative from the Human Resources Management Department to make appropriate arrangements.

Employees may also report sexual harassment by contacting the Illinois Department of Human Rights, 312-814-6200.

If an employee chooses to discuss sexual harassment in a confidential setting, they may contact a member of the Health and Human Services (HHS) Department, which serves as the Village's Employee Assistance Program. If sexual harassment is discussed with a member of the HHS Department, it will not be reported and the matter cannot be investigated unless the employee authorizes, in writing, HHS to report it as a claim. Upon authorization, the HHS Director will facilitate the reporting of a claim of sexual harassment. Any counseling contact will remain confidential. Employees are encouraged to utilize the services of the HHS Department without fear of a breach of confidentiality.

The Department Director, Deputy Village Manager, Ethics Officer or HHS Representative (where authorized) shall immediately notify the HRM Director upon receiving a report of sexual harassment.

The employee making the report should provide the following information, if known:

Reporting employee's name, department, position title; and

Name and title of person committing harassment; and

Specific nature of the harassment, how long it has gone on, and any employment action allegedly taken as a result of the harassment (i.e. demotion, failure to promote, dismissal, refusal to hire, transfer, etc.); and

Dates, times and locations where harassment has occurred; and

Witnesses to the harassment, if any; and

Whether the harassment was previously reported, when and to whom.

In addition to the methods of reporting included above, an elected official or appointed official may request an independent review of a complaint of sexual harassment by another elected official or appointed official. The request shall be made to the Human Resources Director or Deputy Village Manager. The official receiving the request shall take immediate action in keeping with the procurement process of the Village to retain a qualified individual or entity for the independent review of the allegations of sexual harassment in violation of this policy. The outcome of the independent review shall be reported to the corporate authorities.

CONFIDENTIALITY

The Village respects the confidentiality and privacy of all its employees. Accordingly, the Village will take appropriate steps to protect the confidentiality of employees involved in a claim of sexual harassment to the extent that the investigation process permits. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation practices and the application of corrective action. The Village may need to disclose certain information when necessary to protect the interests of the Village, its employees and the public.

INVESTIGATORY PROCEDURE

The HRM Director will initiate an investigation promptly after receipt of a report of sexual harassment. The HRM Director may designate another supervisory/ management employee of the opposite sex to assist him/her in the investigation. If the HRM Director is the subject of the investigation, then the Deputy Village Manager will conduct the investigation. If the HRM Director and Deputy Village Manager are both subjects of the investigation, another management official will be designated to conduct the investigation.

The scope of the investigation will depend upon the specific circumstances, but will generally include an interview with the person making the report of harassment and the person who reportedly engaged in the harassing conduct. The investigation may also include interviews of other witnesses and review of documents that the investigator determines may be relevant to the report. Written statements may be required of all employees interviewed in relation to the alleged harassment.

Malicious, false or misleading statements or accusations made by an employee relative to the investigation or report of sexual harassment will be treated as misconduct and will result in disciplinary action up to and including termination.

The Village will investigate all reports expeditiously, confidentially and professionally. At the conclusion of the investigation, a determination will be made by the investigating party as whether this Policy has been violated and, if so, what appropriate actions will be taken to correct the situation. A written report will be prepared by the investigating party and provided to the Village Manager. Appropriate parties to the sexual harassment report will be notified of the final determination of the investigation. If allegations are confirmed, appropriate corrective actions will be taken, including but not limited to disciplinary action up to and including termination.

APPEALS PROCEDURE

If any party directly involved in the sexual harassment investigation is dissatisfied with the outcome or resolution, that individual may appeal the decision. The dissatisfied party must submit his/her written comments to the Village Manager for review within 10 days after being notified of the results of the initial investigation. Employees may also elect to file a charge with the Equal Employment Opportunity Commission (EEOC), Illinois Department of Human Rights or other appropriate agency at any time (subject to any filing deadlines or limitations periods provided by applicable law).

RETALIATION

Federal and state law prohibit retaliation against any employee who makes a good faith claim of sexual harassment. Any employee of the Village who retaliates against another employee in violation of this policy will be subject to discipline, up to and including termination. If an employee becomes aware of retaliation against anyone for reporting harassment or providing truthful information as part of an investigation under this policy, the employee must immediately report such conduct using the reporting procedure set forth above. Whistleblower protections are provided under laws including but not limited to the State Officials and Employees Ethics Act, the Illinois Human Rights Act, and the Whistleblower Act.

TRAINING

The Risk Manager will provide each employee with training as to the law and the provisions of the Village's policy on sexual harassment. Supervisors will be provided with additional training related to observed

conduct. Each employee is required to read and understand the policy and will be required to sign a statement indicating they have received training. To ensure that sexual harassment is not taking place in the workplace, the Village will survey each employee as part of the annual performance process to inquire whether the employee has been the subject of sexual harassment during the evaluation period. Employees who believe that they have experienced sexual harassment will have an opportunity to report this on the evaluation form. Employees who have not experienced sexual harassment will likewise be asked to indicate as such. All questions related to this policy should be directed to the Risk Manager or HRM Director.

APPENDIX B - AMERICANS WITH DISABILITIES ACT (ADA) POLICY

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA), hereafter referred to as the ADA, are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of the Village of Hoffman Estates to comply with all federal and state laws concerning the employment of persons with disabilities. Furthermore, it is the Village's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

INFORMATION ON THE ADA

Information concerning the provisions of the ADA, the rights provided there under, accessibility requirements and consultation on the ADA is available from the ADA Coordinator, Village of Hoffman Estates, Health and Human Services Department, 1900 Hassell Road, Hoffman Estates, Illinois 60169. Telephone (847) 781-4850 (v/tdd).

REVIEW OF A REQUEST FOR AN ACCOMODATION

If an employee or applicant makes a request for an accommodation, the Village will evaluate the request. In conjunction with HRM, the ADA Coordinator will facilitate a good faith review process of any requested accommodation.

The process initially involves a discussion between the Village and the individual to discuss:

The nature of the work-related limitations resulting from the disability; and

Any reasonable accommodation ideas suggested by the individual that could assist the individual in performing the essential functions of his or her job or in participating in the application process.

To aid in this process, the Village may require the individual to provide medical documentation from their health care provider regarding the nature of the disability, any restrictions on the individual's ability to work or participate in the application process and the necessity for any accommodations requested. The Village may also require an employee or applicant to submit to a medical evaluation from an appropriate health care provider. The Village also welcomes individuals seeking accommodation to supply any other information that they believe the Village should consider in evaluating their request.

Once the Village has received any needed information, it will review the request to determine whether the requested accommodation should be granted. This review may include but is not necessarily limited to consideration of the following factors, as appropriate under the circumstances:

- Whether, the determination if the individual is otherwise qualified for the position, with or without a reasonable accommodation. An employee or applicant will not be deemed "qualified" if he or she cannot safely perform the essential functions of the job, with or without reasonable accommodation.

- Whether the individual has a "disability" under applicable law.

- Whether the proposed accommodation is reasonable and necessary to aid the employee or applicant in performing the essential functions of the job or participating in the application process.

- Whether the proposed accommodation would result in undue hardship for the Village.

- If a proposed accommodation is not reasonable or would result in undue hardship for the Village, whether alternative accommodations are available that would enable the employee to perform the essential functions of the job (or another job for which the individual is otherwise qualified) or participate in the application process.

- The process of reviewing requests for reasonable accommodation is intended to be flexible and interactive. Where appropriate, the Village may schedule follow-up meetings or telephone conversations to discuss an accommodation request. Individuals seeking an accommodation are expected to actively participate in this process. The results of an accommodation review request will be communicated in writing to all involved parties.

ADA GRIEVANCE PROCEDURE

The Village of Hoffman Estates (herein after referred to as Village) has adopted the following ADA Grievance Procedure for the prompt and equitable resolution of grievances alleging any action prohibited by the U. S. Department of Justice regulations implementing Title II provisions of the Americans with Disabilities Act (ADA). Grievances involve the alleged discrimination regarding Village facilities, services, activities, and programs or against applicants or employees as to benefits, functions, and employment. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from participation in, be denied benefits of, or be subjected to discrimination in employment."

PURPOSE

To ensure that the Village has a mechanism for resolving grievances at a local level without requiring the complainant to resort to the grievances procedures established under the ADA.

POLICY

ADA grievances regarding alleged discrimination by the Village with regards to its programs, services, activities or employment practices shall be resolved using the procedure specified below.

PROCEDURE

The ADA Coordinator for the Village serves as the individual responsible for consultation, receiving grievances and responding to a grievant regarding the ADA. Grievances may involve general accessibility or accessibility to programs, services and activities, as well as non-compliance with the employment requirements of the ADA.

This procedure shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards, and to assure that the Village complies with the ADA.

Questions related to the Village programs, services and activities and compliance with the ADA, as well as any grievance, should be submitted in writing to:

ADA Coordinator Village of Hoffman Estates
Health and Human Services Department
1900 Hassell Road Hoffman Estates, IL 60169-2302
(847) 882-9100 (v/tdd)

A grievance should contain the name and address of the grievant and a brief description of the alleged violation. Grievant should also provide any information or documents that they believe supports their grievance. Forms are available from the Village's Health and Human Services Department at Village Hall. In situations where the grievant's disability requires assistance to submit the complaint in writing, the Department will reasonably accommodate the complainant.

A grievance under this procedure must be filed within 60 days following the occurrence of the alleged discriminatory practice.

STEP 1: GRIEVANCE FILING AND REVIEW BY THE ADA COORDINATOR

Within 10 business days after receipt of the grievance, the ADA Coordinator will meet with the grievant to discuss the grievance and possible resolutions. If the ADA Coordinator determines that further investigation is necessary, the ADA Coordinator will conduct any investigation that he or she deems appropriate under the circumstances.

After meeting with the grievant and completing any appropriate investigation, the ADA Coordinator will issue a written response to the grievance explaining the Village's position and offering any options for substantive resolution of the grievance. The ADA Coordinator's response will be forwarded to the grievant within 15 business days after the initial meeting with the grievant, unless the ADA Coordinator determines that additional time is necessary to effectively respond to the grievance. The ADA Coordinator will notify the grievant if additional time is required.

STEP 2: RECONSIDERATION OF THE DETERMINATION

If the grievant is dissatisfied with the response provided by the ADA Coordinator, the grievant can request a reconsideration. The request for reconsideration must be made in writing to the Deputy Village Manager within 5 business days after the ADA Coordinator issues the initial response to the grievance.

The Deputy Village Manager shall, within 10 business days of receiving a request for reconsideration, notify the grievant whether the matter will be referred directly to the Village Manager, or if the ADA Advisory Committee will be convened to review and comment on the grievance. If the grievance is referred to the Village Manager, go to Step 4; otherwise, proceed to Step 3.

STEP 3 REVIEW AND COMMENT BY THE ADA ADVISORY COMMITTEE

The ADA Advisory Committee will meet within 15 business days of the date of the Deputy Village Manager's notice to the grievant. The Committee will be composed of the ADA Coordinator, the Deputy Village Manager, the Director of Human Resources Management, the Risk Manager and at least one other Department Director appointed by the Village Manager. If any of those individuals are unavailable or unable to serve on the ADA Advisory Committee, the Committee may meet and act without that individual, or the Village Manager may designate another management employee of the Village to serve on the Committee in that individual's place. The Deputy Village Manager shall forward copies of all documentation regarding the grievance to the Committee members.

The ADA Advisory Committee will consider the ADA Coordinator's response to the grievance, any submissions by the grievant, and any supporting materials that it deems relevant to the matter. The ADA Advisory Committee may also refer the matter back to the ADA Coordinator or other appropriate Village officials for further investigation.

Upon completion of the Committee's review, the Deputy Village Manager will notify the grievant of the decision of the Advisory Committee within 10 business days of the Committee's final meeting on the matter.

STEP 4 APPEAL TO THE VILLAGE MANAGER

If the grievant is not satisfied with the outcome of the review and comment by the ADA Advisory Committee, the grievant may appeal the matter to the Village Manager by indicating in writing to the Deputy Village Manger. The request must be received within 20 business days of notification of the action of the ADA Advisory Committee.

The Deputy Village Manager shall forward copies of either a request for reconsideration that is being sent directly to the Village Manager or an appeal of a decision of the ADA Advisory Committee, with all relevant documentation, to both the Village Manager and the Corporation Counsel. The Village Manager shall convene a meeting with the grievant within 20 business days of receiving the request from the Deputy Village Manager. The Village Manager may request Village or other staff to be present as resource persons when reviewing the grievance with the grievant; however, the Village Manager will make the decision on the appeal.

The Village Manager may render a final decision, or upon advice of the Corporation Counsel, refer the grievance to the Village Board for consideration. The Village Manager shall notify the grievant of the Village Manager's decision within 10 business days of the final meeting or of the grievance referral to the Village Board. If the decision is referred to the Village Board, go to Step 5.

STEP 5 GRIEVANCE REVIEW BY THE VILLAGE BOARD

The Village Board may consider a referred ADA grievance in Executive Session or conduct a public hearing on the grievance after giving public notice. The grievant and all interested persons and their representatives, if any, shall be given the opportunity to submit evidence relevant to the grievance. The Village Board shall render its decision within 20 business days of the Executive Session or hearing.

DOCUMENTATION OF GRIEVANCES FILED

The ADA Coordinator maintains files and records relating to ADA grievances and action taken thereon**.** Such records will be maintained for a minimum of 3 years or longer if required by applicable law.

PURSUIT OF OTHER REMEDIES

The ADA Grievance Procedure exists to provide a prompt and equitable resolution to a grievance. This procedure is not a prerequisite to pursuing other remedies provided under the ADA, including filing a grievance with the Federal Department of Justice or another appropriate federal agency, or pursuing any other action through state or federal courts.

Attachment "A" - AMERICANS WITH DISABILITIES ACT (ADA) ***EMPLOYEE ADA GRIEVANCE FORM***

Name of Grievant _____

Address _____

Phone (v/tdd) _____ Date _____

Submit this complaint to:

ADA Coordinator
Village of Hoffman Estates
1900 Hassell Road
Hoffman Estates, IL 60169-2302
(847) 882-9100 (v/tdd)

Your grievance will be handled in accordance with the Village of Hoffman Estates ADA Grievance Procedure. On request, this Grievance Form is available in alternative formats.

NATURE OF THE EMPLOYEE ADA GRIEVANCE:

Please provide a detailed description of the alleged discriminatory practice. Be as specific as possible, including dates and the names and job titles of individuals involved or who witnessed the practice. If you contend that you were denied a reasonable accommodation, please describe the accommodation requested and any response you have received to date.

_____

_____

_____

_____

_____

(Continue on additional pages if needed)

PLEASE DO NOT WRITE BELOW THIS LINE

Date received _____ by whom _____

Nature of the Complaint Grievance

_____
_____
_____

Action Taken

_____
_____
_____

Date Decision Communicated to Grievant:

_____
_____
_____

APPENDIX C - PERFORMANCE APPRAISAL MANAGEMENT SYSTEM

A performance appraisal system should be integrated with supervisory and management responsibilities. The supervisor's role is involved in several components that comprise a Performance Appraisal Management System. The components consist of planning, monitoring, goal setting, coaching, feedback, evaluation and other activities. The overall purpose of a performance management system is to promote continuous and on-going communications between employees and supervisors. The dialogue provides an opportunity to improve the performance of the employee and the work unit, and allows the supervisor to better understand the employee. There are 3 main features of a comprehensive performance appraisal management system:

It focuses on continuous communications between the employee and supervisor. This provides the opportunity to reinforce organizational values and expectations. As needed, encouragement and coaching can be given to effect constructive changes in work where expectations are not being met or where there is a need for improvement. Significant accomplishments and contributions should be recognized as they occur.

It focuses on individual goals, and opportunity for self and career development. Supervisors need to monitor an employee's progress in goal attainment, aiding them in resolving obstacles and counsel them on possible resources. Supervisors need to provide information on opportunities for self and professional development. In the short-term, employee performance is improved as well as the effectiveness of the work unit or work team. Over the long-term, personal growth occurs, strengthening the organization.

It focuses on a fair and equitable mechanism of setting competitive levels of compensation. Performance is documented in order to substantiate personnel actions and recognize those individuals who put forth the extra effort to exceed the expectations of the organization.

BENEFITS OF A PERFORMANCE APPRAISAL MANAGEMENT SYSTEM

A universally applied performance appraisal management system provides a setting for the process to be fair, accurate and objective. If done correctly, it has benefits for the employee, supervisor and organization.

For the employee - Essentially, the performance appraisal process offers employees the opportunity to learn more about how the job is being done – both how well it is being done and how it can be improved. Employees can use the evaluation review meeting to discuss career goals and skills they would like to learn and improve. They can solicit help and support in improving performance. The process enables employees to share ideas about how workflow, procedures, relationships and communication mechanisms might be improved or be assigned as work goals. The employee is able to learn about the organization's values and plans and how the work they perform contributes to this vision. Key to an employee's effective role within the organization is constructive feedback on operations and the job.

For the supervisor – The performance appraisal process provides supervisors with the opportunity to ensure that employees understand what is expected of them and how to change behaviors to meet specific work standards. It also allows supervisors to recognize and reward excellence and correct performance that needs improvement. Understanding individual strengths and interests helps the supervisor plan and delegate work and organize work teams. It is an effective tool for boosting morale, motivation and productivity. It is an opportunity to encourage a creative approach to work and foster an environment of innovation.

For the organization – The Village, as any other employer, needs to appraise its performance to make sure it is operating at peak efficiency. Since personnel costs is the major operating expense of the Village,

retaining, developing and accounting for the work done by its employees is a key responsibility of supervisors and managers. A good performance appraisal management system encourages good performers to do better, helps poorer performers to improve and ensures that personnel decisions are made fairly and consistently throughout the organization.

AN EFFECTIVE PERFORMANCE APPRAISAL MANAGEMENT SYSTEM

Performance management encompasses a wide range of activities of a supervisor or manager designed to guide, motivate and recognize employees. The following criteria are characteristic of an effective system:

- The system should reinforce the values, mission and goals of the organization.
- Employees should be familiar with the expectations of the organization, standards of work performance, goals to be met and the criteria upon which job performance will be evaluated.
- Work expectations and work goals should be discussed when an employee is hired, reassigned, transferred, promoted, given a new assignment, and on a regular basis thereafter.
- Employees should be involved in setting goals and monitoring the progress of achievement.
- Documentation should be an ongoing process that provides a detailed and accurate picture of the employee's performance over time.
- Feedback about the employee's performance and coaching should be ongoing.
- A formal evaluation, with a face-to-face review meeting, shall take place at least annually.
- The formal evaluation should be a summary of the ongoing performance dialogue held with the employee throughout the year – it should hold NO SURPRISES.
- The formal evaluation and any personnel actions should be documented in writing.
- Adequate training of supervisors and managers should be provided.
- Administrative controls should be in place to ensure the consistent application of the system and that adaptations can be made to the system as needed.

THE VILLAGE'S COMMITMENT TO GOAL ACHIEVEMENT

The Village of Hoffman Estates is a goal-orientated organization with a commitment to an improved quality of life in our community. The level of the quality of life directly correlates to the performance of the Village's workforce, which is improved through the attainment of personal and organizational goals. To integrate employee performance with a commitment to goals, managers and supervisors must provide employees with a clear understanding of the answer to the question:

> "What goals does the Village expect me to ***accomplish***?"

This is quite different from the question:

> "What tasks does the Village expect me to ***perform?***"

Understanding the difference between these two (2) questions is important. "Tasks" are those work activities that address the question "What does my manager/supervisor want me to do or to know?" To effectively

perform in a goal-orientated organization, however, another step needs to be taken. In order to identify achievable "goals" the following questions need to be asked: "What do I do in the performance of my job that is important to my internal and external customers that can be done better?" and "What else can I do that is not now being done to make my work unit more effective?"

FORMAL EVALUATION PROCESS

The annual written performance evaluation is a formalized step in the ongoing communications process between employees and supervisors. Non-sworn, non-contract full- and part-time employees are merit employees. The evaluation process is designed to accentuate the positive by recognizing merit employee's individual work performance and contribution to the work unit. The evaluation process involves the individual employee in goal setting for the coming year. Also, it provides an opportunity to identify individual development objectives for the employee's personal development and possible future improved evaluation ratings. The Supervisor is responsible to convey to the employees they supervise the mission and goals of the Village, the Department and/or the work unit. The supervisor also communicates department rules and procedures and identifies the level of work performance that is expected to effectively perform assigned work. The formal evaluation process is not a substitute for the ongoing and continuous communication between employees and supervisors.

Features of the Formal Evaluation Process

Merit employees will be evaluated on a 3-point system. These performance measures and the effect on the 2 forms used for the evaluation of merit employees (those in the hourly open salary ranges and those in the salaried open salary ranges) are examined.

Performance Measures

Merit employees are appraised at least annually under the Performance Evaluation and Development process, being rated as "Exceeds Expectations", "Meets Expectations" or "Requires Improvement". Definitions have been developed for these ratings on an overall performance level and for each work criteria. The process involves applying the level of performance that best describes the employee's work output during the prior 12-month period being measured during the evaluation period. The overall performance levels are defined as follows:

Exceeds Expectations*:** Employee's performance ***consistently exceeds criteria for all aspects of this category. Employee performs even the difficult and complex parts of this category competently and thoroughly, including extra or unique tasks associated with said category. In measurable accomplishments, employee regularly surpasses the requirements of his/her essential job functions. Decisions and recommendations are sound involving independent thinking and an appropriate assessment of risk and the potential consequences. In terms of what is inherently possible in meeting the requirements of this category, employee is innovative and initiates, plans for, accurately prioritizes and accomplishes the goal, and often takes action on his/her own to implement solutions without requiring prior direction.

Meets Expectations: Employee's performance ***fully meets*** criteria for all aspects of this category. In measurable accomplishments, employee generally meets and may occasionally surpass the requirements of his/her essential job functions.

The employee's performance is steady, reliable and competent. Decisions and recommendations are sound and appropriate to the situation and/or circumstances. While employee may exercise initiative and innovation in meeting the requirements of this category, guidance and direction may be warranted to assist employee in prioritizing duties and maintaining schedules.

Requires Improvement: Employee's performance ***requires improvement*** to meet criteria of this category. Performance objectives are not achieved or are met at only a minimum level of acceptability. In

measurable accomplishments, employee is consistently below the requirements of the essential job functions. Employee is reluctant to take action unless specifically directed even when the authority has been delegated. Employee is reluctant to make decisions or recommendations, or when made, they are often not sound. Corrective action is necessary to improve the rating within the next reporting period.

Hourly Merit Employee Evaluation Forms

Merit employees in the hourly merit open salary ranges will be evaluated using one 3 Performance Evaluation and Development Forms (Customer Service, Field Staff and Staff Support). Each of these forms use the same work categories and work criteria: Customer Service, Communications (Written, Oral and Listening Skills), Knowledge (Position, Technical and Policies and Procedures), Job Responsibilities (Quality of Work, Productivity and Teamwork) and Goals. Though the work categories are the same the definitions of the work criteria have been customized to better reflect the nature of the employee's work assignment. Also the weights given to the various categories are customized as follows:

Work Categories	Customer Service	Field	Staff Support
Customer Service	**31.5%**	**22.5%**	**18.0%**
Communications	**18.0%**	**18.0%**	**22.5%**
Knowledge	**18.0%**	**22.5%**	**22.5%**
Job Responsibilities	**22.5%**	**27.0%**	**27.0%**
Goals	**10.0%**	**10.0%**	**10.0%**

Salaried Merit Employee Evaluation Forms

Salaried employees in salaried merit open salary ranges will be evaluated using either the Professional/Administrative or the Supervisory/Management Evaluation and Development Form (the same except for the supervisory component). All Professional, Administrative, Supervisory and Management employees are evaluated on the first 7 work categories, while Supervisory and Management employees are also evaluated using 3 additional work categories, or a total of 10 categories. There are no weights between the different work categories except that the Goals factor will represent 10% of the evaluation. There is a difference in the weight given to the 3 Supervisory/Management work categories. The difference in weights is based on the scope of supervisory responsibilities, which is measured by the number of employees supervised. The weights vary as follows:

Responsibility	Work Categories	Goals	Supervision
Non-Supervisory	**85.0%**	**15.0%**	**--**
Supervises 1-5	**75.0%**	**15.0%**	**10.0%**
Supervises 6-10	**70.0%**	**15.0%**	**15.0%**
Supervises 11+	**65.0%**	**15.0%**	**20.0%**

OPEN RANGE MERIT EVALUATIONS

Merit employees who are in an open merit salary range or are in the open portion of the step/merit salary range will have formal performance evaluations completed annually each January to coincide with the preceding 12-month fiscal and program year (January through December). The performance evaluations and development forms shall be completed and submitted to HRM by February 1 or as instructed. The budgeted merit allocation of monies will be distributed based on the evaluation ratings to be effective March 1 of each year. Those employees who during the prior year completed a 6-month anniversary will be transitioned to the annual January open range evaluation process. New employees will receive a pro-rated increase based on the number of months worked. Each year thereafter, they will fall into the same 12-month cycle as other employees in the open merit salary range.

Directors may elect to have a formal performance evaluation(s) conducted more frequently than the annual review due to job performance that requires improvement. The timeframe for the next performance review and the job performance expectations shall be noted on the annual performance evaluation form and discussed with employees during the annual review meeting.

NEW EMPLOYEE MERIT EVALUATIONS

All new non-contract full and part-time employees, reclassified employees, and promoted employees compensated on a step/merit salary range will be evaluated using the appropriate Customer Service, Field Staff or Staff Support evaluation form at the six-month anniversary of employment. Upon completing six months of employment with satisfactory performance, the employee will receive the fixed salary increase bringing them up to “range minimum” in addition to any applicable annual range adjustments. Following the 6-month salary adjustment, employees move into an open salary range and will convert to the open merit range evaluation schedule.

Formal evaluation forms will be completed at six months of employment and again at year end. In addition to the formal evaluation periods, all new employees as part of acclimation to Village employment, will meet quarterly with the supervisor. These sessions will be held on the quarterly anniversary dates during the first year of employment when a formal evaluation is not scheduled 1st and 3rd quarters the first year. The supervisors will provide the “Appraisal Data Questionnaire” to the employee prior to meeting for completion. Quarterly reviews reinforce the on-going communications process between the new employee and the supervisor. It provides the supervisor the opportunity to review the employee’s progress and suggest any additional development objectives. HRM provides departments with advanced notice that either a quarterly or formal evaluation is due. Copies of the Quarterly Summary Review Form will be forwarded to HRM after each meeting.

Pro-ration System for New Employees/Employees Moved from Step/Merit Program

New employees, who are within the Open Range and “meets expectations”, will be eligible for a pro-rated merit increase on the first annual evaluation in addition to the annual market adjustment. Employees will be brought to range minimum if applicable. The merit increase will be determined by the performance evaluation score pro-rated by the number of months they have worked.

New employees who are hired within the Open Range and with satisfactory performance and reviewed by the HRM Director, will receive a pro-rated increase based on the number of months worked. In order for a month to be counted as credited for the merit pay formula, the employee must work in a position for a minimum of fifteen (15) calendar days.

SUPERVISOR/EMPLOYEE EVALUATION PROCESS

In preparation for the annual performance evaluation process, Departments will evaluate at year-end, the success of the year's programs and the accomplishment of work unit, Department goals. During this review the role of unit employees should be noted. Shortly after the first of the year a time and date should be scheduled for the unit employee and supervisor to exchange ideas for goals for the upcoming rating period. Also during this time, the supervisor will provide the employee the Career Development Form (CDF) for the employee to complete regarding short and long term career goals and aspirations.

Employees have the option of completing a self-evaluation for the same evaluation period. The completed form and any other documentation felt to be relevant shall be provided to the rating supervisor no later than the 15th of January.

Rating supervisors are to consider the entire year's work performance, adherence to work standards, goal completion, and personal observation as to the defined work criteria level. A self-evaluation submitted by an employee should be taken into consideration before finalizing the evaluation form. The rating supervisor and other members of the department's management team who review the evaluation shall sign the evaluation form prior to the evaluation meeting. A copy of the applicable completed "Performance Evaluation and Development Form" shall be provided to the employee at least 2 working days prior to the performance evaluation meeting.

The evaluation meeting should be scheduled after final approval of both the evaluation and tabulation sheet from HRM. The meeting provides an opportunity to discuss the employee's work performance during the prior year. Suggested Development Objectives for the employee's self-improvement can be discussed, as well as, solidify individual work goals or assignments that the employee and supervisor have agreed is to accomplish during the coming year. Time should be allowed for goal setting and discussion regarding the completed CDF as the conversation fosters employee and supervisor engagement, in addition to the discussion of performance, development objectives and goals, the employee will be provided with a copy of the "Evaluation Tabulation Sheet" that summarizes the individual work criteria ratings and provides an overall evaluation rating for the year. At the conclusion of the meeting, the employee will be asked to sign the form and the supervisor will summarize career development discussion on CDF

All merit employee Performance Evaluation and Development Forms shall be forwarded to HRM by February 1st or as instructed. HRM will develop an overall compensation profile for which Department Directors will recommend an employee merit increase upon approval by the Village Manager. The Department will share such wage increase with the evaluated employees upon final review of the Village Manager. All eligible evaluated employees shall receive the annual merit increase effective March 1st.

RECLASSIFICATION/PROMOTION

Employees who are in or have advanced to the open merit salary range, and receive a position reclassification or a promotion will be eligible to receive a pro-rated merit increase effective the following March 1st. The pro-rated increase will be based upon the number of months completed in the former position of the preceding 12-month performance evaluation year. In order for a month to be counted as credited for the merit pay formula, the employee must work in a position for a minimum of 15 calendar days. This merit increase is in addition to the increase given to the employee when promoted or reclassified.

Employees who are promoted and are in the new position for six (6) months or more will receive a pro-rated merit increase based on the previous supervisor's evaluation in the prior position and a pro-rated merit increase based on the new supervisor's evaluation in the new position. The pro-rated merit amount from the time worked in the previous position and the pro-rated merit amount from the time worked in the new position will be added together and applied to the employee's new wage on March 1st.

Employees who are promoted and are in the new position for less than six (6) months in the evaluation year, will be given a pro-rated increase based on the previous supervisor's evaluation in the former position

and a pro-rated merit increase. Quarterly Summary Review meetings will be conducted during the first six months and forwarded to HRM after each meeting.

COMPLETING THE EVALUATION FORM

The evaluation forms are divided into separate work categories (e.g., Customer Service, Communications and Job Responsibilities). Several of the work categories are divided into more specific work criteria (e.g., Written Communication Skills, Oral and Listening Skills criteria and Job Responsibilities into Quality of Work, Productivity and Teamwork). Each work category or work criteria will in turn have listed on the form several measurable work factors. Next to each factor will be 4 boxes from which the raters will have the option of selecting one. These boxes indicate if the work performance Exceeds Expectations, Meets Expectations, Requires Improvement or is Not Applicable to an employee's day-to-day job. A box should be completed for each factor listed on the Evaluation form. Other sections to be completed in narrative form include: Comments, Development Objectives and Goals.

Selecting a Rating Box: How can you decide if an employee "Exceeds Expectations", "Meets Expectations" or "Requires Improvement"? The best approach is to review the definitions for that work category/criteria. Portions of each definition will reflect the more specifically listed work factor. Ask yourself, "Which level of definition (Exceeds, Meets or Requires) best describes the employee's work performance since the last review?" If this does not lead to a decision, a review of the overall rating category definitions may help.

Two other questions may help distinguish between levels of performance. First, "Are there work habits, attitudes or approaches to work that I can suggest for this employee to become even more effective?" If yes, then the employee may not be at the "Exceeds" level or possibly at the "Meets" level. Second, "Is this employee meeting my expectations in the performance of this job?" A no response suggests the lower of 2 ratings. If a rater is still undecided about the level of performance, discuss the matter with a fellow supervisor, or the person you report to, who is familiar with this employee's work. Frequently discussing a matter with someone clarifies the issue.

Completing the Summary Comments Section: This section provides an opportunity to recognize outstanding performance, an appreciation for a job well done on a project or acknowledging good, steady and consistent performance of daily work. For any work factor that Requires Improvement, appropriate commentary as to expected job performance and action steps to improve job performance must be written; citing both work category and work criteria.

Providing Summary Development Objectives: Development Objectives are suggestions for an employee to improve daily work performance eventually enabling them to be rated at the next higher level. Identifying opportunities for individual employee development leads to personal growth and in turn the growth of the organization, which in the long term improves service delivery and response to our customers. For the employee earning a Meets Expectations rating, possible development objectives are those work habits, attitudes or approaches to work that held you back from giving them an Exceeds Expectations rating. Employees are not to be rated on implementing suggested objectives. An employee who totally "Meets Expectations" is a valued employee. Development Objectives are offered as suggestions for personal development with the employee having the option of pursing them.

Setting Work Goals: Goals are specific work assignments or accomplishments that are realistic, attainable and measurable. They should indicate how an intended outcome is to be accomplished. A goal must be specific, have a target date for completion and it should be easy to determine if the goal has been met. At the same time goals should challenge the employee to stretch abilities or attempt something new. Goals should not be set and forgotten about by the supervisor until the next evaluation review period. During the continuing dialogue,

recognition of performance, feedback, coaching and goals should be discussed. Obstacles should be resolved or timeframes adjusted as needed.

Both the employee and supervisor should be involved in the goal setting process. A good initial approach is to ask the employee if they have any ideas or suggestions for possible improvements to the workflow or efficiency of the work unit. From these suggestions, a goal statement may be prepared that already has the employee's buy-in or commitment to accomplish. The Supervisor may assign other goals. If the work unit has a major role in achieving a department and/or Village goal, specific assignments may have to be made for its accomplishment. Likewise, if the work processes of a work unit need to be updated the supervisor may assign different components to different employees. Lastly, the supervisor may designate work performance that continues to "Require Improvement" be altered by a specific date.

Evaluation Tabulation Sheet: The evaluation forms do not provide a numeric rating. The individual factor ratings are tabulated on a separate sheet *(Evaluation Tabulation Sheet)*. Each performance rating has a separate value:

Exceeds Expectations	**3**
Meets Expectations	**2**
Requires Improvements	**1**

These values are totaled for each work category, disregarding those factors marked as Not Applicable. To attain a category score, the total of the values of each factor rated is divided by the number of factors used. This result is multiplied by the weight given that work category for a category score. An example for the Customer Service work category would be as follows:

	Factors	**Exceeds**	**Meets**	**Requires**	**NA**
Customer Service (values)	**6**	**2 or 6**	**2 or 4**	**1 or 1**	**1**

= 11/5 = 2.2 x 0.35 = 0.77

The same process is used for each work category on the *Evaluation Tabulation Sheet* and the overall evaluation rating is the total of work categories sub-scores. The overall evaluation rating will fall between 0 and 3. The *Evaluation Tabulation Sheet* will be provided to the employee at the conclusion of the evaluation meeting.

THE EVALUATION REVIEW MEETING

Whether a performance evaluation is constructive depends on the quality of time spent on the appraisal process during the year and specifically in preparation before the review meeting. Both the supervisor and the employee should take time to review the past year's work performance (aided by the employee's completion and submission of an *Appraisal Data Questionnaire*) and considering possible goals for the coming evaluation period. In sharing this responsibility, both parties become active participants in the evaluation process.

EMPLOYEES NOT MEETING EXPECTATIONS

If an employee does not attain a score of at least 2.00 for any appraisal period, the employee will not receive a market adjustment or merit pay increase and will be placed on a performance improvement plan. If sufficient improvement is not attained by the employee after a maximum of six months (180 days), the Department Director must provide a recommendation to either retain or terminate the employee. (See HRM for PIP documents including: Instructions for Establishing a Performance Improvement Plan, the Performance Improvement Plan and the Notification to Employee on Performance Improvement Plan.)

EMPLOYEE RESPONSE TO THE EVALUATION RATING

An effective performance appraisal system should lead to "no surprises" when the actual performance evaluation is completed and the evaluation meeting held. Employees should receive acknowledgement of a "job-well-done" at the time that the work is being done. Likewise, if work performance requires improvement or a problem arises on the job the supervisor should address the situation in a timely manner. Despite the ongoing communications process a difference of opinion may occur on a particular rating. Hopefully this can be discussed and worked out during the evaluation meeting. If not, several steps are available to the employee to express these views. Performance Evaluation ratings are not a subject that is grievable under the "Grievance Process" in the Personnel Policy Manual.

Written Comments on an Appraisal

Any employee who does not totally agree with the rating received for certain work criteria may file a written statement within 3 working days of the performance evaluation meeting. The written statement should identify the evaluation criteria they believe to be incorrect and provide documentation that supports this view. The statement is forwarded to HRM (a copy to the supervisor) to be attached to the employee's original evaluation form in the official personnel file.

Review of Appraisal with Director

Merit employees, who feel that the ratings received for one or more evaluation criteria are in error, may request in writing to meet with the Director, (the Manager, if the "rating supervisor" is a Director). The request shall be submitted within 3 working days of the performance evaluation meeting specifying the work criteria at issue with any documentation supporting the employee's view. The Director will review the submission and meet with both the employee and rating supervisor. The Director may revise or concur with the original evaluation. Both the employee and supervisor will receive a copy of the Director's decision within 5 calendar days of the final meeting. A copy of the decision will be forwarded to HRM to be attached to the original evaluation in the employee's official personnel file.

Petition for an Appeal of an Appraisal

Merit employees who believe the Director's review of the rating does not reflect the facts and documentation presented, may petition the Village Manager for an appeal of the evaluation within 3 calendar days of the Director's decision. If the Village Manager held a meeting with the employee, that decision is final with no further appeal. The petition shall contain:

- A complete statement as to why the appeal should be heard
- Identification of the work criteria or rating factor being questioned
- Documentation and/or identity of witnesses supporting the petitioner's viewpoint
- Identification of the rating that is thought to be appropriate

If the petition, in the Village Manager's opinion, is found to contain insufficient evidence to merit further review, both the employee and Director will be notified of that fact and the original evaluation and resulting rating shall be considered final. If the petition is accepted, the Village Manager will review all the facts and documentation submitted, request additional information if needed, and meet with the parties involved. The Village Manager's decision is final. All parties will receive a copy of the final decision and a copy will be forwarded to HRM to be placed in the employee's official personnel file.

APPENDIX D - GOVERNMENTAL ETHICS

ARTICLE 1 - POLICY AND PURPOSE

- **Sec. 15-1-1. - Policy and purpose.**

A.

It is essential to the proper operation of democratic government that public officials be independent and impartial; that governmental decisions and policy be made through proper channels; that public office not be used for private gain; and that there be public confidence in the integrity of government. Public officials, appointees and employees must serve their government in a fiduciary capacity and must not bestow special consideration upon any person merely because of that person's relationship to an official or employee. The attainment of these ends is impaired whenever there exists conflict between the private interests of a public official or employee and his duties as such. The public interest therefore requires that the law protect against such conflicts of interest and establish appropriate ethical standards with respect to the conduct of elected officials, appointees and government employees in situations where conflict exist, as well as in situations where conflict might develop.

B.

It is also essential to the proper operation of government that those best qualified be encouraged to serve the government. Accordingly, legal safeguards against conflicts of interest must be so designed as not unnecessarily or unreasonably to impede the recruitment and retention by the government of those men and women who are best qualified to serve it. The right of each official, appointee and employee to privacy in their financial affairs must not, therefore, be limited beyond that disclosure necessary to ensure the integrity of government. Moreover, because an essential principle underlying the staffing of our government is that its officials and employees should not be denied the opportunity, available to all other citizens, to acquire and retain private economic and other interests, such opportunity should not be limited unless conflicts with the responsibility of such officials, appointees and employees to the public cannot be avoided.

C.

It is the policy and purpose of this Chapter to implement these objectives of protecting the integrity of the Village of Hoffman Estates and of facilitating the recruitment and retention of qualified personnel by prescribing essential restrictions against conflicts of interest in municipal government without creating unnecessary barriers to public service and by establishing a Code of Ethics for officials, appointees and employees of the Village of Hoffman Estates.

(Ord. No. 3855-2006, § 1, 9-5-06)

- **Sec. 15-1-2. - Definitions.**

[The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:]

A.

"Official" shall mean any person elected or appointed to an elective office in the Village of Hoffman Estates.

B.

"Appointee" shall mean any person not otherwise an "official" or "employee" who is appointed to a Board of Commission under authority of Chapter 4 of the Hoffman Estates Municipal Code.

C.

"Employee" shall mean any person employed by the Village of Hoffman Estates whether part-time or full-time.

D.

"Financial Interest" shall mean any economic interest or relationship, whether by ownership, trust, purchase, sale, lease, contract, option, investment, employment, gift, fee, or otherwise; whether present, promised, or reasonably expected; whether direct or indirect; whether or not legally enforceable; whether in the person itself or in a parent or subsidiary corporation, or in another subsidiary of the same parent. An indirect financial interest shall include, but is expressly not limited to, any economic interest, as set forth above, of a spouse or minor child, as well as any economic interest held by an agent on behalf of an official, appointee or employee, his spouse or minor child, by a business entity managed or controlled by, or by a trust in which an official, appointee or employee has a substantial interest. A business entity is controlled by an official, appointee or employee when he, his spouse or his minor child, singly or in the aggregate, possess a majority ownership interest in the entity. An official, appointee or employee has a substantial interest in a trust when he, his spouse or his minor child, singly or in the aggregate, have a present or future interest worth more than $1,000.00. "Financial Interest" shall not include ownership through purchase at fair market value of less than one percent of the share of a parent, subsidiary or other affiliated corporation whose shares are registered on a national securities exchange pursuant to the Securities Exchange Act of 1934. "Financial Interest" shall also not include authorized compensation or salary paid to an official, appointee or employee for services rendered to the Village of Hoffman Estates, or any economic benefit provided equally to all residents of the Village of Hoffman Estates.

E.

"Compensation" shall mean any money, thing of value or other pecuniary benefit received or to be received in return for, or as reimbursement for, services rendered or to be rendered.

F.

"Person" shall mean any individual, entity, corporation, proprietorship, partnership, firm, association, trade union, trust, estate or group, as well as any parent or subsidiary of any of the foregoing entities, whether or not operated for profit.

G.

The term *"contribution"* as used herein shall be defined as provided in 10 ILCS 5/9-1-4.

(Ord. No. 3855-2006, § 1, 9-5-06)

- **Sec. 15-1-3. - Code of conduct.**

A.

Fiduciary Duty. Officials, appointees and employees shall at all times in the performance of their public duties owe a fiduciary duty to the Village of Hoffman Estates.

B.

Improper Influence. No official, appointee or employee shall make, participate in making or in any way attempt to use his position to influence any governmental decision or action in which he knows

or has reason to know that he has a financial interest. An official, appointee or employee has a financial interest in a governmental decision or action when it is reasonably foreseeable that said decision or action will have a material effect on said official, appointee or employee distinguishable from its effect on the public generally.

C.

Criminal Misconduct. An official, appointee or employee shall not commit the act of bribery, intimidation, official misconduct or perjury. Proof of such offenses shall be evidenced by a certified record of conviction in any court of jurisdiction. The additional penalty herein shall be limited to Section 15-1-6-A-3.

D.

Use or Disclosure of Confidential Information. No current or former public official, appointee or employee shall use or disclose, other than in the performance of his official duties and responsibilities, confidential or other non-public information gained in the course of or by reason of his position or employment and identified to such official, appointee or employee in writing by the Corporation Counsel, Village Manager or Village Board as a confidential matter.

E.

Regulations of Business While Official, Appointee or Employee is Associated. Whenever the Village Board or a committee or other subdivision thereof, or any Village department, agency, board, commission or any other body, undertakes consideration of any matter in which one of its members or employees has a financial interest, said member or employee shall refrain from all official activity respecting such matter and shall publicly state the nature and extent of his interest in the matter during any deliberation thereon. However, such an interested member or employee shall be considered present for purposes of establishing a quorum.

(Ord. No. 3855-2006, § 1, 9-5-06)

- **Sec. 15-1-4. - Conflict of interest.**

A.

Interest in Village Business.

1.

No official, appointee or employee shall have a financial interest in his own name or in the name of any other person in any contract, work or business of the Village of Hoffman Estates, or in the sale of any article, whenever the expense, price or consideration of the contract, work, business or sale is paid either from the Village treasury or by an assessment levied by any ordinance.

Money paid by the Village to an official, appointee or employee as compensation for property taken pursuant to the Village's eminent domain power shall not constitute a financial interest within the meaning of this Article. Unless sold pursuant to a process of competitive bidding following public notice, no official, appointee or employee shall have a financial interest in the purchase of any property that:

(1)

Belongs to the Village, or

(2)

Is sold for taxes or assessments, or

(3)

Is sold by virtue of legal process at the suit of the Village.

2.

The foregoing notwithstanding, this provision shall not prohibit an official, appointee or employee from having a financial interest in any contract, work or business of the Village of Hoffman Estates, but only if:

a.

The contract, work or business of the Village is awarded pursuant to a process of competitive bidding following public notice; and

b.

The contract, work or business is with a person in which such interested official, appointee or employee has less than a five percent share in the ownership and from which he derived income of less than $25,000.00 during the preceding calendar year; and

c.

Such interested official, appointee or employee publicly discloses the nature and extent of his interest prior to the commencement of any deliberations, or the taking of any official action, concerning the contract, work or business; and

d.

Such interested official, appointee or employee abstains from deliberating or voting on, or taking any official action with respect to the contract, work or business; and

e.

The award of the contract, work or business would not cause the aggregate amount of all such contracts, work or business so awarded to the same person in the same fiscal year to exceed $25,000.00.

B.

Employment of Relatives—Restrictions.

1.

For purposes of this Article, the following terms shall have the following meanings:

a. *"Agency"* shall mean the Village Board, any committee, or other subdivision thereof, as well as any Village department, agency, commission, board or other body.

b.

"Relative" shall mean any person who is related to an official or employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepbrother, stepsister, half-brother or half-sister.

c.

"Employ" shall mean hire, appoint, promote, advance, transfer or in any other manner establish or alter the employment status of any person.

2.

No official or appointee shall employ or advocate for employment, in any agency over which said official or appointee either serves or exercises jurisdiction or control, any person (i) who is a relative of said official or appointee or (ii) in exchange for or in consideration of the employment of any of said official's appointee's relatives by any other official, appointee or employee.

3.

Any person employed after the enactment of this Article and in violation of this Code and in violation of this Article is not entitled to compensation, and money may not be paid from the Village treasury as compensation to an individual so employed.

C.

Solicitation of Contributions. No person shall compel, coerce or intimidate any official, appointee or employee of the Village of Hoffman Estates into making, or refraining from making, any political contribution or into engaging in any form of political activity. Nothing herein shall be construed to prevent any such official, appointee or employee from making such a contribution or from engaging in political activity voluntarily.

(Ord. No. 3855-2006, § 1, 9-5-06)

- **Sec. 15-1-5. - Financial disclosure.**

A.

For purpose of this Article, each elected official of the Village, and certain appointees and employees are required by 5 ILCS 420/4A-101 to file a statement of economic interest.

B.

By May 1 of each year, each such elected official, appointee and employee shall file a photocopy of the Statement of Economic Interest as required by 5 ILCS 420/4A-101 that is required to be filed with the County Clerk. Such statement shall be filed with the Village Clerk. If a person required to file such statement fails to file by May 1 of any year, the Village Clerk shall notify such person with seven days after May 1 of his or her failure to file and such person shall not be considered in violation of this Article until May 15 of any year for failure to file such statement.

(Ord. No. 3855-2006, § 1, 9-5-06)

- **Sec. 15-1-6. - Penalties for violation.**

A.

Penalties.

1.

Any person found guilty of knowingly violating, disobeying, omitting, neglecting, or refusing to comply with any of the provisions of this Chapter, except when otherwise specifically provided, upon conviction thereof shall be punished by a fine of not less than $10.00 nor more than $500.00. Any such offenses may also be punishable as a misdemeanor by incarceration for a term not to exceed six months under the procedures set forth in Section 1-2-1.1 of the Illinois Municipal Code, as amended, and under the provisions of the Illinois Code of Criminal Procedures, as amended, in a separate proceeding. All actions seeking the imposition of fines only shall be filed as quasi-criminal action subject to the provisions of the Illinois Code of Civil Procedures, as amended.

2.

Prosecutions for violation of the provisions of the Chapter shall be initiated and prosecuted by the Corporation Counsel of the Village of Hoffman Estates.

3.

The penalties provided in this Chapter do not limit either the power of the Village Board to discipline its members or the powers of any other Village department, agency, or commission to otherwise discipline officials, appointees or employees of the Village of Hoffman Estates.

4.

Nothing in this Chapter is intended to or is to be construed as repealing in any way the provisions of any other law of the State of Illinois or ordinance of the Village of Hoffman Estates.

B.

Void Contract; Invalid Licenses, Permits, Actions. Any contract negotiated, entered into, or performed in violation of any of the provisions of this Chapter shall be void as to the Village of Hoffman Estates. Any permit, license, ruling, determination, or other official action of the Village Board, a committee or other subdivision thereof, or of any Village department, agency, board, commission, or other body, applied for or in any other manner sought, obtained or undertaken in violation of any of the provisions of this Chapter shall be invalid and without any force or effect whatsoever.

C.

Disgorging Corporation Opportunity. Any current or formal official, appointee or employee shall, upon demand of the Corporation Counsel, account for all benefits accruing to such official, appointee or employee as a result of any violation of the provisions of this Chapter. Any current or formal official, appointee or employee receiving any such benefits in violation of any of the provisions of this Chapter shall disgorge such benefits and, in addition to any other penalty provided herein, shall be subject to a penalty equal to two times the amount of such benefits. In the event that any such official, appointee or employee refuses to account for benefits received in violation of any of the provisions of this Article, the Corporation Counsel may seek an accounting in a court of law.

D.

Severability. If any provision of this Chapter or application thereof to any person or circumstance is held unconstitutional or otherwise invalid, such invalidity does not affect other provisions or applications of this Chapter which can be given effect without the invalid application or provisions, and to this end each such invalid provision or invalid application of this Chapter is severable, unless otherwise provided by this Chapter. It is hereby declared to be the legislative intent of the Village of Hoffman Estates that this Chapter would have been adopted had any such unconstitutional or otherwise invalid provision or application not been included.

(Ord. No. 3855-2006, § 1, 9-5-06)

- **ARTICLE 2. - STATE GIFT BAN ACT**

- **Sec. 15-2-1. - Adoption of Act.**

A.

The regulations of Sections 5-15 (5 ILCS 430/5-15) and Article 10 (5 ILCS 430/10-10 through 10-40) of the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et. seq. (hereinafter referred to as the "Act" in this section) are hereby adopted by reference and made applicable to the officers and employees of the Village to the extent required by 5 ILCS 430/70-5.

B.

The solicitation or acceptance of gifts prohibited to be solicited or accepted under the Act, by any officer or any employee of the Village, is hereby prohibited.

C.

The offering or making of gifts prohibited to be offered or made to an officer or employee of the Village under the Act, is hereby prohibited.

D.

The participation in political activities prohibited under the Act, by an officer or employee of the Village, is hereby prohibited.

E.

For purposes of this section, the terms "officer" and "employee" shall be defined as set forth in 5 ILCS 430/70-5(c).

F.

The penalties for violations of this Section shall be the same as those penalties set forth in 5 ILCS 430/50-5 for similar violations of the Act.

G.

This section does not repeal or otherwise amend or modify any existing ordinances or policies which regulate the conduct of Village officers and employees. To the extent that any such existing ordinances or policies are less restrictive than this Section, however, the provisions of this section shall prevail in accordance with the provisions of 5 ILCS 430/70-5(a).

H.

Any amendment to the Act that becomes effective after the effective date of this section shall be incorporated into this section by reference and shall be applicable to the solicitation, acceptance, offering and making of gifts and to prohibited political activities. However, any amendment that makes its provisions optional for adoption by municipalities shall not be incorporated into this section by reference without formal action by the corporate authorities of the Village.

I.

If the Illinois Supreme Court declares the Act unconstitutional in its entirety, then this section shall be repealed as of the date that the Illinois Supreme Court's decision becomes final and not subject to any further appeals or rehearing. This section shall be deemed repealed without further action by the Corporate Authorities of the Village if the Act is found unconstitutional by the Illinois Supreme Court.

J.

If the Illinois Supreme Court declares part of the Act unconstitutional but upholds the constitutionality of the remainder of the Act, or does not address the remainder of the Act, then the remainder of the Act as adopted by this section shall remain in full force and effect; however, that part of this section relating to the part of the Act found unconstitutional shall be deemed repealed without further action by the Corporate Authorities of the Village.

(Ord. No. 3855-2006, § 1, 9-5-06)

The aforementioned Governmental Ethics Policy is intended to follow the Village Code. Therefore, the current Village Code controls in the event of any difference between it and the policies re-printed here.

APPENDIX E - ELECTRONIC COMMUNICATIONS POLICY

To facilitate an effective delivery of services and the efficient fulfillment of enforcement responsibilities, the Village of Hoffman Estates (hereafter referred to as "Village") utilizes a full range of electronic communications systems and different forms of information technology. Systems utilized, but shall not be deemed as being limited to, include: telephones, cell-phones, pagers, voice mail, copiers, facsimiles (FAX), networks, computers, PDA"s, peripheral devices, software, email and the Internet. The primary use of these systems is to conduct the Village's business. This policy is established to provide uniform guidelines and procedures throughout the Village that departments can follow for the use of these systems in day-to-day work activities. The policy outlines the organizational role of the Information Systems (IS) Department and operating departments. It also identifies the rights and responsibilities of each employee (may also be referred to as "User") who is assigned the use of any of these systems.

ACCEPTABLE USE OF SYSTEMS

Access to the electronic communications systems, owned and operated by the Village imposes certain responsibilities upon users, in accordance with Federal, State and local law and this policy. Users accept the responsibility for utilizing any of these systems in ways that are ethical, that demonstrate integrity, and that respects the rights and privacy of others who share this resource. This policy is established in an effort to help users understand what is expected of them. It provides guidelines regarding the issues of privacy and respect for property, ownership of data, system security, and misuse of the system.

The Village's information technology systems, equipment, and communications capabilities are the property of the Village provided at its expense. All information and messages that are created, sent, received, accessed or stored through these systems constitute official Village records and are subject to disclosure pursuant to the Freedom of Information Act (FOIA) and by subpoena.

Because the Village's electronic communications systems are provided for its day-to-day business needs the IS staff may access user's files for the maintenance of networks, computers and storage systems. In all cases, an individual's rights to privacy will be respected to the greatest degree possible. IS staff may also routinely monitor and log usage data, such as network connection times, CPU and disk utilization for each user, security audit trails, and network loading. Data collected may be reviewed and further investigated should evidence arise of a violation of the law or of this policy. If necessary, IS staff may monitor the activities and files of a specific user's computer and network. If a Department Director believes such monitoring is necessary, the problem and strategy for investigation will be discussed with the appropriate IS staff member.

There are many Village employees who utilize this shared resource, thus the respect for the rights and needs of others is central to this policy. To ensure access and service for all users, users must refrain from any action that interferes with any of the systems, such as:

Using electronic communications systems for commercial purposes.

Sending excessive e-mail or messages locally or over the network such as chain letters, advertisements or solicitations.

Knowingly installing or running an unauthorized program that may damage or place an undue burden on the system.

Knowingly acting in a manner that will disrupt normal operations of computers or the network.

Technological capabilities should not be used in a manner that infringes upon an individual's right to privacy. Employees during the course of work will have access to information about a citizen, a co-worker, or member of the general public. All such information is confidential and only discussed, exchanged or communicated on a “need to know” basis as part of an employee’s assigned duty. The following restrictions are imposed to protect your privacy, as well as the privacy of others. Unless authorized to do so, users are prohibited from:

Using electronic communications systems in a way that violates copyrights, patent protections or license agreements.

Gaining, or attempting to gain unauthorized access to information that is private or protected.

Running programs that attempt to identify passwords or codes.

Interrupting, or attempting to interrupt programs that protect data or secure systems.

Monitoring or tampering with another user’s e-mail.

Reading, copying, changing or deleting another user’s work.

Using another user’s password, or allowing others to use yours.

Attempting to gain network privileges to which you are not entitled.

Electronic communications systems allow for a free exchange of ideas and information. This exchange serves to enhance learning, teaching, critical thinking and research. While the constitutional right of free speech applies to communication in all forms, we encourage civil and respectful discourse. Village policy and local, Federal and State law do prohibit some forms of communication that include:

Obscenity.

Defamation.

Advocacy directed to incite or produce lawless action.

Threats of violence.

Disruption of the business environment.

Harassment based on sex, race, disability or other protected status.

Anonymous or repeated messages designed to annoy, abuse or torment.

Each individual who obtains a computer/e-mail account, or uses the computers and network resources made available by the Village, is accountable for the policies set forth in this document. In addition, users assume responsibility for:

Protection of the assigned user password.

Reporting any breech of system security.

Reporting unauthorized use of the user's account.

Changing the user password as requested.

STANDARDIZATION

To ensure long range, cost effective communications systems for the Village, general hardware standards will be established to ensure hardware configurations are compatible for all Village departments. Also, software standards have been established to increase the benefits of sending and receiving interdepartmental data between Village users. Maximizing the compatibility of data exchanges through software standardization will assist employees in maintaining a high level of service to customers. Through standardization it is the goal of the Village to reduce training costs, equipment costs and maintenance costs through the use of similar and compatible equipment and software.

The IS Department is responsible for approving all departmental computer-programming requests, unless the programming is done through an existing agreement with a vendor (e.g. PIMS); provided, however, that any modifications to existing agreements shall be done only with the concurrence of the IS Director.

The Village and its employees will not infringe upon the copyrights of companies or individuals. Software must be properly licensed and registered and agreed upon fees paid for each license delivered. Employees are not to make copies other than those specified by the manufacturer. Outside software will not be installed on a Village computer without the recommendation of the Department Director and the written approval of the IS Director. Employees are not allowed to make copies of software for the purpose of home use unless the Village owns the software and the Department Director and the IS Department have given written approval.

SECURITY AND VIRUS PREVENTION

The IS Department is responsible to insure that all computer systems within the Village that contain important or irreplaceable data are secure from damage due to tampering, vandalism or alterations. All departments utilizing the Village Network share common disk drives and therefore any user of the Network may alter common data and programs. Security software is required on all systems that are inter-networked.

The IS Department also has the responsibility to oversee computer virus prevention activities and to establish a reporting mechanism to ensure that all appropriate personnel are notified in the event of a computer virus incident. IS staff will install and update anti-virus software or other mechanisms all PC workstations and LAN servers. IS will promote employee awareness of the threat posed by computer viruses through the establishment of a computer virus awareness program.

Because of the potential danger of 'viruses' with copied software, the only software that is allowed on the Village's network or on individual Village personal computers is software that has been authorized by the IS Department. All users must update security and anti-virus programs as requested by the IS Department.

Observation of anti-virus prevention procedures is a condition of employment for all users with the Village. Violations of anti-virus procedures may subject an employee to appropriate disciplinary action up to and including termination and possible legal action.

Email AND COMMUNICATIONS

The Village provides employees with email and communications processing systems for business purposes. All emails and documents are the property of the Village and therefore shall not be considered private. The Village may provide access to its electronic communications systems to external users as deemed appropriate to conduct Village business. External users will only be provided access to the Village's electronic communications systems if they abide to the standards of conduct and rules of this policy. The contents of external users' communications will not be accessed or disclosed other than for security purposes or as required by law.

It is a violation of the Village's policy for any employee to use the email or communications systems to obtain access to the files or communications of others. Anyone found to have engaged in such practices will be subjected to disciplinary action that could result in termination of system access, termination of employment and/or criminal prosecution, as appropriate.

The Village may monitor email messages and the Village reserves the right to access messages whenever there is a legitimate purpose to do so, including by not limited to the following circumstances:

Upon leaving the employ of the Village for any reason, a user's email may be accessed for the purpose of saving those email messages that pertain to Village business. These files may be subject for transfer to another user if necessary to conduct Village business.

If required by law to do so.

In the course of an investigation triggered by indications of impropriety or as necessary to locate substantive information.

When necessary to investigate a possible violation of a Village policy or a breach of the security of the email system.

In any investigations of suspected criminal conduct.

INTERNET ACCESS

Employee access to the Internet shall be conducted in a professional manner and in compliance with all applicable Federal, State and local laws, and Village policies. Internet access and uses are a privilege. The Internet shall not be used for any illegal, improper, unprofessional or illicit purposes. Intentional misuse may subject the user to the termination of Internet access rights and/or disciplinary action. Village Departments may develop additional Internet use policies to address particular department needs, however such supplemental policies shall not be in conflict with this policy.

The Village prohibits the use of its electronic communications systems for accessing, viewing, creating, possessing, copying, downloading, transmitting, or distributing sexually explicit materials. The systems shall not be used to communicate defamatory, derogatory, threatening, harassing, obscene, disruptive, profane, or otherwise objectionable materials or comments. Actions or communications construed as harassing or disparaging on the basis of race, gender, national origin, age, sexual orientation, religion, political beliefs, or disability are not allowed via the Village's communications systems. The Village has no control over material that exists on the Internet (other than the Village's own website) and therefore is not responsible for the content found.

Employees are prohibited from using the Village's electronic communications systems to express their own personal views and represent them as those of the Village.

VOICE MAIL USAGE

Voice mail is a telephone tool to be used when the recipient of a call is away from the workstation to facilitate the flow of customer calls. It is **not** to be used as a substitute for an employee to not answer the phone. All calls from our "customers" are to be answered first by an employee, and then, and only if the caller so desires, be placed into the recipient's voice mailbox. Every attempt should be made to answer all phone calls to a department, division, work unit or office by an employee. The voice mail system is an option for the customer as a courtesy and as a backup for employee messages. The failure of employees to answer individual or department phones is not acceptable customer service, and repeated abuse could result in disciplinary action.

The Village reserves the right, with the Village Manager's approval, to access and disclose the contents of any employee's voice mailbox. Such access may occur, but is not limited to, the Village's need to investigate a possible violation of policy or a breach of the computer or voice mail system security. Any contents properly obtained under these guidelines, may be disclosed within the Village without the consent of the employee, but only to those employees who have some reasonable need for access to the information.

Incidental and occasional personal messages will be permitted within the Village, but these messages will be treated the same as all other messages sent via the voice mail system and employees should have no expectation of privacy with respect to any personal messages.

Authorized users will be provided a voice mailbox that allows for storage of that individual's telephone voice mail. The user will access his/her voice mailbox through the use of a voice mailbox password/code. The confidentiality of this password will be the sole responsibility of each user. Communications via the voice mail system are attributed to the originating user.

No employee shall use the voice mail system for mass distribution of personal or non-business information. These messages include, but are not limited to, those messages containing personal advertisements, personal opinions or personal requests.

RIGHTS TO DISCOVERY

All discoveries, inventions, improvements, formulas, ideas, devices, writings, or other intellectual property shall be the sole and exclusive property of the Village. This shall be without further compensation, unless provided otherwise by law when the invention relates to the business of the Village, or to the Village's actual or demonstrably anticipated research or development, or the invention results from any work performed by the employee for the Village solely or jointly with others.

MEMORANDUM OF UNDERSTANDING

Employee access to the Village's electronic communications systems and Internet capability shall not be granted until they have read and signed the attached "Memorandum of Understanding". A sample of a signed memorandum can be found at the end of this policy as Attachment "A". The signed Memorandum is maintained in the employee's official personnel file.

APPENDIX F - ALCOHOL AND SUBSTANCE ABUSE POLICY

Possessing and/or using any illegal drug, engaging in prohibited alcohol-related activities, or misusing prescription drugs or other substances, is contrary to the principles of a drug free workforce and work place. The Village of Hoffman Estates (hereafter referred to as "Village") subscribes to these principles, which applies equally to both members of the Village's work force, and final candidates for positions with the Village. When illegal drugs are used, alcohol abused, or prescription drugs or other substances misused, the potential for employee accidents, absenteeism, sub-standard performance, turnover, misconduct, and damage to property increases. Such use, abuse, or misuse can also place at risk co-workers, citizens and the general public. If such problem exists and is not corrected, the Village's image and the public's trust in its ability to effectively deliver services to its citizens can deteriorate. This policy identifies prohibited conduct, and formalizes a response to such conduct that is contrary to fostering these principles.

PROHIBITIONS

It is the Village's policy that all employees and candidates for appointment to the Village's work force adhere to the principles of an alcohol and drug free workforce and work place. Employees are prohibited from using or being under the influence of alcohol, cannabis and/or illegal drugs while performing their assigned duties, while representing the Village or while on-call for duty. They shall not sell, distribute, dispense or transfer alcohol, cannabis illegal drugs, prescription drugs or medications to any other employee or person while on duty. Employees shall not produce, possess, store or transport alcohol, cannabis or illegal drugs while at any Village facilities or on Village property, in any Village-owned or leased motor vehicle or equipment, or at any other location that the employee is performing work. This policy, applies to all Village employees except where modified in part, by a specific term of a collective bargaining agreement. Employees holding a Commercial Driver's License (CDL) and performing safety sensitive functions are regulated by and subject to the terms of the Drug and Alcohol Policy for CDL employees, which is mandated by federal and state laws. All employees in violation of this policy are subject to disciplinary action per the Work Conduct section.

VOLUNTARY TREATMENT, COUNSELING AND ACCOMMODATION

The Employee Wellness Program (EWP) administered through the Village's Health and Human Services (H&HS) Department is available to employees who desire help for an illegal drug, alcohol, or substance abuse/misuse problem. An employee on their own can obtain help through the EWP, which is confidential in nature, by direct contact with the H&HS, or have the services made available to them through a supervisory referral.

Employees are encouraged to voluntarily initiate a self-referral to the EWP for help with an alcohol or drug abuse problem. It is hoped that employees engaged in prohibited alcohol related activity, the use of illegal drugs, abuse of alcohol, or the misuse of prescription drugs or other substance seeks assistance before they are found to be in violation of this policy.

An employee will not be subject to disciplinary action for voluntarily participating in the EWP as voluntary requests for help are kept confidential. However, an employee will not evade possible disciplinary action by requesting EWP participation after being required to undergo alcohol and/or drug testing, has had a positive alcohol/drug test result, has violated a signed "Last Chance Agreement" or has violated other Village policies and rules of conduct.

The Village recognizes that an employee diagnosed with a substance dependency may be covered under the Americans with Disabilities Act. The Village will consider a reasonable accommodation for the employee if it does not constitute a threat to the safety of the employee or of others. However, eligibility for an accommodation will not exonerate an employee from performance deficiencies or misconduct related to job responsibilities.

ALCOHOL AND/OR DRUG TESTING

The intent of alcohol and/or drug testing is to detect the presence or lack of a presence of an illegal drug or to determine if a prohibited level of alcohol, or dangerous substances, is in an employee's system. The detected presence of an illegal substance, or a prohibited level of alcohol could impair an individual's ability to perform the assigned duties and responsibilities of their job. Substances that can be identified through drug testing include, but are not limited to, illegal drugs (e.g., amphetamines, cocaine, marijuana, opiates, and PCP), misused prescriptions, over-the-counter medication, and other dangerous substances. The procedures followed for drug testing are listed in **Attachment A.**

CANDIDATE PRE-EMPLOYMENT SCREENING

A conditional appointment to a position with the Village requires the candidate to undergo a pre-employment drug test with a negative result as part of their qualifying for the position. If the candidate refuses to undergo a drug test, it will be considered a positive test result and the candidate will no longer be considered for employment.

If an initial test result is positive and is verified by a confirmation drug analysis, the candidate has forty-eight (48) hours from the time they are notified of the results by the Village's Medical Review Officer (MRO), to provide the MRO with a bona fide medical explanation. If the candidate cannot provide a satisfactory explanation to the MRO, the Village will be notified of the results and the candidate will no longer be considered for a position with the Village.

TESTING OF CURRENT EMPLOYEES

Upon employment with the Village employees may still be required under certain circumstances to submit to alcohol and/or drug screening. The nature and/or frequency of such testing may be further defined by the terms of a Collective Bargaining Agreement (CBA). Testing includes:

Reasonable Suspicion: A supervisor's observation of an employee's behavior may cause a reasonable suspicion that the employee's appearance, actions or conduct is indicative of being under the influence of or impaired by alcohol, an illegal drug or other substance. The supervisor who believes an employee is under the influence or whose conduct is impaired by alcohol, illegal drugs or other substance shall have the observation confirmed by a second supervisor. The initial observation and the independent confirmation must be based on currently observed specific behavior that can be clearly described regarding the appearance, conduct, mannerisms, speech or body odor of the employee. With a confirmed observation, the supervisor shall have the right to require the employee to submit to alcohol and/or drug testing.

A Village representative will transport the employee to the health care provider and await the completion of the tests. The employee will be transported back to Village premises where a spouse, family member or other individual will be contacted to transport the employee home.

If the employee refuses to comply with someone else transporting them home and attempts to operate a motor vehicle, the supervisor will take appropriate steps to verbally discourage this action. If the employee leaves Village property operating a motor vehicle, the supervisor will contact the Hoffman Estates Police Department.

A refusal by an employee to submit to alcohol and/or drug testing, or a refusal to consent to the release of test information to the Village, will be treated as having a positive result and the employee will be placed on administrative leave and may be subject to other disciplinary action up to and including termination. The employee will then be required to undergo evaluation by a Substance Abuse Professional (SAP). The refusal of an employee to attend the SAP evaluation will be considered a voluntary resignation from Village employment.

Post-Accident: An employee involved in an accident while operating a Village vehicle shall follow certain procedures. They shall remain at the scene, contact or have someone contact the local police to come to the scene and contact the immediate supervisor as soon as practical. The employee must remain available for testing and may not consume any alcohol for at least eight (8) hours following the accident. Village policy requires alcohol and/or drug testing for one (1) or more of the below listed events:

- Receipt of a Moving Traffic Offense Citation, which occurred while operating a Village vehicle that is involved in an accident, if the accident involves:
  - Bodily injury to any person who as a result of the injury immediately receives medical treatment away from the scene of the accident; or
  - One or more motor vehicles incur disabling damage as a result of the accident requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- Any accident involving a Village vehicle that results in the loss of a human life.

An employee involved in any of these events is required to go to the Village's heath care provider for an alcohol and/or drug test. The employee shall not transport them self to the health care provider. Moreover, if the police officials on the scene of the accident requests the employee operating the Village vehicle to undergo a breathalyzer, urine and/or blood test, the employee shall comply with such request. The employee operator of the Village vehicle may be seriously injured and cannot provide an alcohol and/or drug specimen following the accident. Under such circumstances, they shall provide the Village with the authorization to obtain hospital reports and other documents that could indicate if they were under the influence of any alcohol or controlled substances.

An employee refusing to submit to post accident alcohol and/or drug testing, or a refusal to consent to the release of test information to the Village, will be treated as having a positive result and the employee will be placed on administrative leave and may be subject to other disciplinary action up to and including termination. The employee will then be required to undergo evaluation by a SAP. The refusal of an employee to attend the SAP evaluation will be considered a voluntary resignation from the Village.

Random Testing: Random testing is required of employees holding a Commercial Driver's License (CDL). Guidelines for such testing are found in the *"Drug and Alcohol Policy for Commercial Driver's License Holders".*

Return-to-Work Testing: Before an employee returns to work after having tested positive for alcohol and/or drugs or having acknowledged and received treatment for an alcohol, drug or substance problem, they must pass alcohol and/or drug testing.

Follow-up Testing: Employees who under the terms of this policy voluntarily enter into a "Last Chance Agreement" or a "Substance Monitoring Agreement" shall submit to unannounced additional alcohol and/or drug testing as prescribed under the terms of each agreement.

PROHIBITED ALCOHOL OR DRUG USE BY CURRENT EMPLOYEES

The Village encourages its employees to seek qualified assistance for illegal drug, alcohol or the misuse of other substance problems. However, instances can occur where an employee fails to follow the Village's

Alcohol and Substance Abuse Policy. Any of the following consequences can result from any violation of the policy:

- disciplinary action up to and including termination;
- Evaluation by a SAP and compliance with and completion of any SAP recommended rehabilitation; or
- a "Last Chance Agreement" as a condition of continued employment;
- Temporarily reassign or transfer an employee who is enrolled in a rehabilitation/treatment program, or has had their driver's license temporarily suspended to another position in the work force, if available, or place the employee on a leave of absence.

1. **On-The-Job Use, Possession, Transfer of Illegal Drugs:** The use, possession, sale, distribution, dispensation, transportation or manufacture of illegal drugs by an employee while at any Village facility or on Village property, in any Village-owned or leased motor vehicle or equipment, or at any other location at which the employee is to perform work will result in the employee's termination. Discovered violations of this section will be reported to the Hoffman Estates Police Department or other appropriate authorities. By Federal law an employee in a position requiring a CDL may not use or possess a controlled substance while on or off duty.

2. **Illegal Drug Use and Fitness for Duty:** All Village employees must be fit to report for duty and perform their assigned duties throughout the assigned period of work without impaired judgment. Duties should be performed so as not to jeopardize the health and safety of the employee, other employees, or the public. Employees are subject to testing when a supervisor or director has reasonable suspicion to believe that their behavior and/or ability to work are impaired from possibly being under the influence of an illegal drug, alcohol, or other dangerous substances. Employees may be tested after any accident in any vehicle while on duty or in an official capacity, where there has been a fatality, the issuance of a citation for a moving traffic violation resulting from the accident, an injury requiring treatment at a medical facility, or the vehicle is disabled or removed from service.

   Employees who have a positive drug test resulting from either an ordered reasonable suspicion test or a post-accident test shall have forty-eight (48) hours from the time they were notified of the positive result by the MRO to provide the MRO with a legitimate medical explanation. Employees failing to provide a satisfactory explanation to the MRO will be subject to one of the following disciplinary actions:

   Collective bargaining unit employees during their probationary period and non-contract employees with less than 1 year of service will be terminated.

   Non-contract employees with more than 1 year of service, who have a first positive drug test result, will be suspended without pay from 10 to 30 working days depending on the severity of the violation. The employee shall be required to be evaluated by a SAP, authorize the disclosure of treatment program, and authorize a periodic reporting of their continued participation and the successful completion of the SAP's recommended substance abuse treatment program. The employee shall also be required to and sign and comply with the terms of a "Last Chance Agreement". The failure to meet these requirements, refusal to sign the agreement, or the failure to comply with its terms will result in the employee's termination.

   Non-contract employees who have a second positive drug test result without a valid medical explanation from the MRO will be terminated.

3. **Use and Misuse of Prescriptions, Over-The-Counter Medications, or Other Substances:** The fitness for duty of an employee can be influenced by the proper use of a legally prescribed controlled substance. Regular prescriptions and over-the-counter drugs and medications can also affect an employee's fitness for duty. It is every employee's responsibility to inquire of the treating physician what the side effects are of any prescribed substance, drug or medication and how it will affect the performance of job duties. If there is a potential side effect that will interfere with their duties the employee shall inform their supervisor of the side effect, the substance, drug or medication being used and the prescribed duration of such use. The Village will consult with the MRO, as appropriate, regarding an employee's fitness for duty. An employee may be temporarily assigned to a non-safety sensitive position, or placed on unpaid leave-of-absence, if unable to perform the full essential duties of the job, employees may elect to use available personal paid leave (e.g., vacation and floating holidays). Employees who fail to report the use of a legally prescribed controlled substance, or drug(s) or medication(s) that interferes with the performance of their assigned duties and/or be subject to a disciplinary review.

   Prescriptions, over-the-counter drugs and medications, and other dangerous substances can also be misused. Any employee abusing a legal drug, medication or other substance will be subject to a disciplinary review and will be required to undergo an evaluation by the SAP. Based on a case-by-case evaluation, the employee may have to execute and comply with a "Substance Monitoring Agreement" as a condition of continued employment. Employees found to be abusing legal drugs, medications and/or other substances a second time in a period of five (5) years from the date of the last incident will be subject to disciplinary action up to and including termination.

4. **Alcohol On-The-Job, or Being Under its Influence:** Alcohol, though not an illegal substance, is widely used, misused and abused. While on-duty, employees are prohibited from the possession, use, sale, distribution, dispensation or transportation of alcohol.

   Further, an off-duty Village employee may not distribute or dispense alcoholic beverages to an on-duty Village employee. Though the off-duty use of alcohol by an employee cannot be regulated, an employee is not permitted under this policy to report to work or return to work from a break under the influence of alcohol. Employees holding a CDL license by Federal law cannot use alcohol within 4 hours of the time they are scheduled to report to work.

   Where there is reasonable suspicion to believe an employee may be under the influence of alcohol, the employee shall be directed to a location identified by the Village to take a breath alcohol test to measure blood alcohol concentration (BAC). A certified Breathalyzer Operator using a certified and calibrated breath alcohol-testing instrument will conduct the breath alcohol test. A Blood Alcohol Concentration of 0.04 or more shall be considered a positive test result and will result in disciplinary action. It is mandated that a CDL employee be removed from duty for a minimum of 24 hours with a BAC test result of 0.04 or more. If the CDL employee's BAC test result is 0.04 or more, the employee will remain off-duty until evaluated by the SAP.

   Probationary collective bargaining unit employees and non-contract employees with less than 1 year of service found to have violated a prohibited alcohol related activity or who test positive for alcohol will be terminated.

   Non-contract employees with 1 or more years of service who, for the first time, are in violation of a prohibited alcohol-related activity or who test positive for alcohol with a 0.04 BAC or above, will be suspended without pay for 5 to 10 working days depending on the severity of the violation. A SAP shall evaluate the employee, who will comply with and complete any SAP recommended rehabilitation. Depending on the need for treatment, the employee will be required to enter into either a "Monitoring" or "Last Chance Agreement".

Non-contract employees who test positive for alcohol, or otherwise violate any of the prohibited alcohol-related activities of this policy more than once in a period of 5 years from date of the last incident, will be terminated.

When more than 5 years have elapsed between 2 alcohol related violations of this policy or between positive alcohol tests, the employee's status would be evaluated on a case-by-case basis by HRM.

Alcoholic beverages are not to be consumed during breaks or meal periods of the workday when the employee is scheduled to and actually returns to work. Further, employees may not possess alcoholic beverages on Village premises or while on duty, nor transport alcoholic beverages in any Village vehicles on or off duty. It should be noted that the Illinois Compiled Statutes provides certain limited occasions under which, following a resolution by the Board of Trustees, alcoholic beverages may be served on Village premises and may be transported to the site in a Village vehicle.

ALCOHOL AND/OR DRUG RELATED CONVICTION

Employees who are arrested and/or convicted for an off-the-job alcohol and/or drug incident may also violate this policy. The employee must report all arrests or convictions to their supervisor within five (5) working days of the arrest or notice of conviction. If the Village decides to take any disciplinary action it will consider the nature of the charges, the sentence, the employee's job assignment, the employee's record with the Village, the adverse impact that the employee's arrest or conviction may have on the Village's ability to maintain public trust, and other relevant factors.

POLICY IDENTIFICATION

This policy is subject to revision, as necessary, in order to remain consistent with applicable law. Reasonable written notice will be given of revisions. If Federal, State or local law pre-empts any provision of this policy all other provisions and sections will remain in full force and effect.

ATTACHMENT A DRUG TESTING PROCEDURES

The Village will observe the following procedures for drug testing under this policy:

- Select an independent laboratory certified by the U.S. Department of Health and Human Services (DHHS) to perform the drug testing.

- Follow applicable National Institute of Drug Abuse positive threshold levels.

- Require the employee being tested to complete an acknowledgment and consent-to-testing form with an authorization allowing the test provider to release the test results to the Village.

- Allow the employee to list all medications/drugs taken within a specified time before testing either at the time of specimen collection or during the medical review process.

- Establish and follow a chain of custody that is designed to ensure that the identity and integrity of samples are preserved throughout the process of collection, transport, testing and storage.

- Adopt consistent procedures of collection that ensure sample validity, and respect individual privacy.

- Conduct an initial screening test (an immunoassay for drugs and a breathalyzer test for blood alcohol concentration (BAC)).

- Provide a second test for confirmation of a positive drug test (usually a GSMS - gas chromatograph/mass spectrometry.

- Require that confirmed positive urine specimens be frozen and maintained for one year.

- Provide an employee the option, within seventy-two (72) hours of the notice of a confirmed positive test result, to have a "split sample" of the original specimen tested at the employee's own expense, at another certified DHHS testing facility that is acceptable to the Village.

- Provide an opportunity for an employee testing positive on a drug test to provide the Village's Medical Review Officer (MRO) with a medical explanation for the positive test result.
- Ensure internal need-to-know confidentiality of test results (results are maintained in a separate Medical History apart from the employee's personnel file unless such results are part of a disciplinary action).

APPENDIX G - PERSONAL APPEARANCE POLICIES

Neatness and professionalism in dress and appropriate personal hygiene for a public setting are expected of all employees. The Village operates under a “business casual” dress policy, Monday through Thursday with a “casual day” policy for Fridays. The type of public and business contact and interaction should be taken into account in determining the appropriate level of dress for the day. Some departments may require a class of employees to be in uniforms as provided by the Village to project a professional, competent and official image of the position to the public. Under all circumstances clothing that is vulgar, obscene, sexually expressive and/or offensive, or depicts language and/or pictures to this effect, is prohibited.

BUSINESS CASUAL DRESS POLICY

Employees should use good judgment in choosing business casual clothing that communicates professionalism.

Take the workday into account when dressing. When in doubt, leave it out. The clothing an employee selects should make co-workers feel comfortable. Customary business attire may be appropriate for meetings with Board members, developers, or residents.

Clothing should be clean; pressed; and wrinkle-free; not excessively worn or faded; and without holes or frayed areas. Attire that may be worn at the gym, to the beach or to work around the house should be left at home.

Business casual for each department or division may differ based on the work functions of the employees. Certain functions or events may be scheduled that make it necessary for employees in a certain department or location to wear business attire. Department directors have the discretion to determine the appropriate level of professional dress to accommodate a particular work setting. The Village Manager may suspend business casual dress on any day due to special circumstances or activities.

Employees who report to work in unacceptable attire will be sent home to change. Repeated violations of the policy will result in progressive discipline up to and including termination.

Field personnel have their clothing choices dictated by weather conditions and job assignments. For those employees whose assignments are outdoors, shorts are acceptable provided they do not compromise the safety of the employee. In such situations, the employee’s immediate supervisor shall determine “safe” attire.

Following are examples of “appropriate" and “inappropriate" business casual dress. The list is not all encompassing and employees should use good judgment based on these examples for other items.

Appropriate Dress	Inappropriate Dress
Tops	**Tops**
Long/short-sleeved dress shirts	t-shirts
Long/short-sleeved polo shirts (no team logos)	sweatshirts
Long/short sleeved blouses	Sleeveless T-shirt
Button down shirts	Halter tops
sweaters	Tank tops
	Midriff tops
Bottoms	**Bottoms**
Slacks	Jeans, all colors
Skirts	Mini skirts
Khakis	Sweat pants
Capri pants	Spandex
	leggings
Shoes	**Shoes**
Loafers/dress shoes	Beach sandals/flip flops
Career/dress sandals	Gym shoes
Flats, professional heels/pumps	Walking and hiking shoes
	Tennis/canvas shoes
Miscellaneous	**Miscellaneous**
Dresses	Tight shorts or low cut clothing
Jackets (suits, sport coats, blazers)	Conspicuous logo merchandise
Vests	Overalls
Scarves	Ripped or patched clothing
	hats

Village Logo Apparel

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

CASUAL FRIDAY DRESS POLICY

The Casual Friday policy is in effect throughout the year. The use of good judgment in selecting work attire, its cleanliness and sent home to change inappropriate attire also applies.

In addition to any business casual attire acceptable clothing shall include nice sportswear, comfortable slacks, jeans without tears, dress leggings[1], gym and canvas shoes.

Inappropriate office wear includes halter tops, cropped tops, tank tops, strap tees, sweat suits, athletic sweatshirts, team jerseys, bare shoulder tops, tee-shirts with commercial advertising or offensive material, coveralls, shorts, biker shorts, spandex pants and beach slip-on shoes.

[1] Dress leggings shall be of high quality, thick material and shall be worn with shirt/blouse/top that covers hips to top of thighs.

APPENDIX H - EMPLOYEE SAFETY PROGRAM

POLICY STATEMENT

The health and safety of all employees is of utmost importance and concern to the Village of Hoffman Estates. As such, the Village has established a safety program for all Village employees.

The objectives of the Village of Hoffman Estates Employee Safety Program include: the prevention of injury to employees, the prevention of damage to property, and the prevention of lost time accidents. Adherence to this program by all Village employees will result in improved employee morale, increased productivity and safe guarding Village assets.

This program establishes guidelines and sets forth responsibilities intended to increase the safety of Village employees in the workplace.

VILLAGE DUTIES AND EMPLOYEE RESPONSIBILITIES

Department Directors (and second in charge management staff) -- Directors are responsible for the safe operation of their respective departments. Although personnel exposure to safety hazards varies widely among departments, the directors work with their supervisors and the Departmental Safety Committee to provide a clean, safe and healthy work environment for all employees. Other responsibilities include:

- Know and understand the Village's Safety Program, policies and coordinate efforts with their supervisors to ensure effective application within the department.

- Review all serious accidents to personally ensure that accident causes are being investigated and proper corrective action taken.

- When new operations, tools, equipment or materials are introduced into the department, the Director shall ensure that all appropriate safety precautions are clearly identified and followed by the affected employees.

- Cooperate with the Village's Central Safety Committee on all programs sponsored or facilitated by this committee.

- Work with the Village's Risk Manager to identify loss trends and determine ways to reduce the causes of loss.

Division Heads and Supervisors

- Know and understand the Village's Safety Program and responsibilities related to its application within their work unit.

- Advise all employees under their control of the hazards of the jobs they will be performing, and the necessary safety precautions that must be taken to minimize or eliminate those hazards.

- See that injured employees receive proper medical care. For minor injuries transport the employee to the Village's occupational health care provider or in case of a serious injury call 911 for emergency medical care. Promptly investigate and report all accidents and injuries.

- Ensure that tools and equipment are properly maintained and that protective devices are utilized.

- Conduct frequent safety inspections of work areas and operations. Advise and implement ways to improve housekeeping, eliminate unsafe conditions, and encourage safe work practices.

- Continually observe and evaluate work conditions and job duties to correct unsafe conditions and practices.

- Work in cooperation with the Village's Central Safety Committee and Departmental Safety Committee.

Employee Responsibilities - Each employee has individual responsibility for the prevention of accidents, and is required to develop and exercise safe work habits during the day to prevent any injuries. Each employee is responsible for compliance with the safety procedures outlined in this program and all other applicable department directives concerning safety. Additional responsibilities include but are not limited to:

- Reporting all accidents and injuries immediately or as soon as practicable, to your supervisor, regardless of severity. If injured, get medical treatment.

- Keeping work areas clean and orderly at all times.

- Wearing required personal protective equipment as provided by the Village.

- Operating only the equipment that you have been trained and authorized to operate.

- Promptly reporting any unsafe practice or condition observed to your supervisor.

- Following instructions and all safety policies. If any doubt exists concerning your ability to safely perform a job, STOP and get proper instructions from your supervisor before continuing work.

- Cooperating with and taking an active part in the activities of the Departmental Safety Committee.

- Properly operating, caring for and conserving Village vehicles, furnishings, systems, equipment, tools, and supplies used to carry out assigned job tasks.

SAFETY COMMITTEES

The Central Safety Committee serves as an integral part of the continued development and coordination of the overall safety program. The Committee is composed of the Risk Manager and a member representing each department. The Committee meets periodically to review accidents, offer safety presentations, and present recommendations to the appropriate director and Village Manager.

In addition to the Central Safety Committee, each department will establish a safety committee, consisting of the Central Safety Committee member from that department, along with other department employees as designated by the director. The membership of the Department Safety Committee will be rotated on an annual basis. The functions of the two (2) committees include but are not limited to:

Central Safety Committee

- Formulating recommendations for safety meeting materials and programs, new policies and policy changes, equipment needs, etc. that can enhance the overall safety program.
- Reviewing department accident statistics and actions taken by the Departmental Safety Committee, and keeping the Director advised of any accident trends.
- Staying informed as to new safety developments and suggestions, and possible application to the Village and specific departments.
- Periodically making safety inspections of various departments and operations.
- Reviewing and, if appropriate, implementing safety suggestions brought to the Committee.
- Increasing the safety awareness of all Village employees.
- Implementing and maintaining a Village-wide safety awareness program.

Departmental Safety Committee

- Reviewing any work related accidents or injuries in the department, and providing a finding to the Director regarding whether the accident was avoidable or unavoidable.
- Suggesting ways of reducing accidents and injuries within the department to the Director. Implementing approved suggestions.
- Facilitating an Employee Safety Suggestions Program within the department.
- Identifying unsafe working conditions and practices and recommending corrections.
- Periodically making safety inspections of the department, and forwarding recommendations for the abatement of hazards and unsafe practices to the Director and Central Safety Committee.
- Increasing employee safety awareness within the department.

SAFETY EDUCATION/TRAINING

In order for the Employee Safety Program to be effective, it is necessary for employees to be educated in the proper methods of performing their job safely. It is essential that safety education be conducted in such a manner that the employee retains sufficient knowledge to enable them to consistently perform their job functions in compliance with all Village and department safety policies and procedures. Safety training will be provided to employees as follows:

Safety Orientation of New Employees -- New employees will be introduced to the Employee Safety Program at a reasonable time after enrollment and orientation. New employees will be acquainted with the Program, the importance of safety, and will be informed that they are expected to perform their job in a safe manner.

On the Job Training -- All employees will receive continual instruction from the immediate supervisors in the proper operational procedures of department safety rules and regulations.

Program Follow-up – Safety follow-up occurs at committee meetings, supervisor/employee daily interaction and occasional attendance at off-site safety related programs. Where safety performance deficiencies are observed, training will be tailored to correct the deficiency.

SAFETY INSPECTIONS

The inspection process is intended to identify unsafe conditions or work practices that may cause a potential accident or injury.

Each Departmental Safety Committee will conduct an inspection of the department on a quarterly basis. The Risk Manager will also conduct periodic inspections of Village facilities and employee work practices. In addition, informal inspections will be made on a continual basis by supervisors, directors, and any other Village employee responsible for safety.

In all cases, written documentation of the results of the inspection will be prepared and distributed to the director, Departmental Safety Committee and Risk Manager for review. Suggestions for the abatement of the observed unsafe act or condition must accompany the written report.

PERSONAL PROTECTIVE EQUIPMENT

The Village will furnish protective equipment to employees, based upon the requirements of a particular job function. All employees are required to utilize protective equipment on the job.

Protective equipment that is lost or destroyed willfully or through the neglect of an employee, will be replaced at the employee's expense and the employee may be subject to discipline per the Work Conduct section of the Manual. The Village will replace equipment that is damaged or worn out due to normal use during the course of employment.

If an employee chooses to utilize personal protective equipment not required for a specific job function, prior approval from the Risk Manager must be granted. The Village does not supply, pay for or replace such personal equipment.

Each department will establish a policy for the proper use, maintenance and storage of required personal protective equipment.

INJURIES/MEDICAL ATTENTION

If an employee is injured while on duty, it is of utmost importance that prompt, appropriate medical care be received. Refer to the Section on *Injured on Duty/Workers' Compensation* in the Personnel Policy Manual, for the Village's policy regarding employee responsibilities and benefits related to injuries on duty. In the event that an employee is injured on the job the following actions for a minor injury not requiring emergency medical attention should be taken:

- Administer first aid, and
- Notify a supervisor immediately, and

Determine if the employee needs transportation to the Village's occupational medical clinic for medical attention. If so, transport the employee to the occupational medical clinic.

In the event that an employee is injured on the job the following actions for an injury requiring emergency medical care should be taken:

- Call 911 and inform them of the situation and your location and
- Administer First Aid and
- Notify a supervisor immediately

If an injury requiring non-emergency medical treatment occurs after the Village's occupational medical facility hours, transport the employee to the nearest emergency room for treatment.

The director, or designee, shall contact the Risk Manager immediately, at any time, twenty-four (24) hours a day, in the event of an employee illness or injury requiring emergency hospitalization or of an employee's death.

CRASH REPORTING -- VEHICULAR

An employee involved in any type of vehicular crash while on duty, or when operating a Village vehicle off-duty, must report the crash immediately to the Police Department of the municipality where the crash occurred. Additionally, the employee's supervisor must be advised of the crash as soon as practicable.

The immediate supervisor of the employee involved in a vehicular crash is responsible for completing the *Supervisor's Accident Investigation Report (see Village Common/Risk Management drive)*. The employee will be required to complete an *Employer's First Report of Injury or Illness – Form 45 (see Village Common drive/Risk Management).* Copies of the completed reports are to be retained by the department and reviewed by the Departmental Safety Committee. The original reports are to be forwarded to the Risk Manager within forty-eight (48) hours of receiving notice of the crash.

APPENDIX I LIGHT DUTY POLICY

The purpose of this policy is to clarify the conditions under which the Village will place an employee on light duty, and to provide guidance to the departments for administering the policy consistently. The employee is responsible for informing all health care providers of the Village's light duty policy.

SCOPE OF THE POLICY

This policy will apply to all full-time and part-time employees who have a temporary disability, which prohibits them from performing full job duties, or meeting the essential job functions of the position. Collective bargaining agreements will supersede this policy in those instances where there is a conflict between them. The policy applies to both on-the-job and non-work related injuries and illnesses. However, in assigning light duty work, those employees who have suffered a work related injury would receive first consideration for any light duty work assignments.

RESPONSIBILITY FOR THE POLICY

The Risk Manager and Department/Division Directors are responsible for monitoring the administration of the policy. All requests for light duty assignments must include the physical or medical restrictions, which will be reviewed by the Risk Manager who will in turn consult with the applicable Director as to the availability of light duty work.

The Director, or designee, will work with the Risk Manager to determine the availability of assignments and monitor the employee's progress in returning to full duty status.

DEFINITION OF LIGHT DUTY

Light duty is defined as temporary work, which can be accomplished by an injured or ill employee within the stipulated medical or physical limitations, and without exposing others to the risk of being harmed.

Light duty is further defined as temporary work, which when accomplished will contribute to the fulfillment of the mission of the department as distinguished from "make work" assignments created solely to accommodate ill or injured employees.

CONSIDERATION FOR LIGHT DUTY

Purpose for Light Duty: It is the policy of the Village to provide light duty work for reasons including but not limited to the following:

To assist employees in recuperating from a temporary illness or injury by reintroducing them gradually to the demands of full duty work.

To avoid placing temporarily disabled employees in positions that may aggravate the existing injury or illness or risk harm to themselves, co-workers or to other persons or property, by assigning them work they can perform within the restrictions of the treating health care provider.

To conserve resources by having recuperating employees accomplish meaningful work that is otherwise performed by the regular work force.

To assist in determining an employee's fitness for duty.

Employees assigned to light duty are placed in full pay status and expected to perform a fair day's work in a function that substantially contributes to the mission of the department and the Village.

Availability of Light Duty Work: Light duty work will be substantive and not created specifically for a light duty assignment while allowing the employee to continue to progress toward full recovery. Therefore, there is no right to light duty work and no employee will be removed from a Village job to make light duty work available for a recuperating employee. The employee will not receive out-of-classification pay while performing light duty work. Moreover, some employees may be unable to perform certain light duty jobs because of lack of skills, training or similar reasons. The availability of light duty assignments may limit the number of individuals who can perform such work at any given time. In no instance will an injured employee with a light duty assignment be displaced in order to place another injured employee on light duty even if the injury is work related. Finally, there may be instances where light duty is not available.

Duration: Light duty work is temporary in nature and will **not** be made permanent. Light duty may be denied if injured employees do not have a reasonable expectation of returning to full duty.

Case-by-Case Consideration of Assignments: Each case of eligibility for a light duty assignment is considered independently of any other past or present assignments. Thus, the circumstances of each case, the needs of the Village, the availability of assignments in a department, and the nature of the work shall determine an assignment being made.

PROCEDURE

Duty Status Report: Employees recuperating from an injury or illness, and unable to perform essential job functions, shall have the treating health care provider complete a *Duty Status Report* (see Employee section of the Village's website under Risk Management). The employee's treating health care provider may substitute another report form if it contains the same information as requested in the Village's *Duty Status Report*. The report must identify if the incident was work related or not work related, the employee's limitation(s) and the date on which the employee will next be examined or released for full duty. It is the responsibility of the employee to inform all health care providers of the Village's light duty policy.

Identification of Light Duty Work: The employee shall submit the *Duty Status Report* to the immediate supervisor who will forward the report to the Risk Manager. The Risk Manager will work with the Department Director in identifying light duty work that is compatible with the employee's restriction(s), and the duration of the light duty assignment, as determined by the health care provider.

Expiration of Assignment: When the light duty assignment expires as stated on the *Duty Status Report,* the employee **cannot** continue to work without furnishing the Risk Manager with a new *Duty Status Report* that will either:

Recommend the continuation of light duty for a specified period of time and state the date on which the employee will next be examined or

Restrict the employee from performing any work for a specified period and state the date on which the employee will next be examined or

Release the employee for full duty on a specified date or

Any continuation of a light duty assignment will be reviewed and processed like the original assignment.

Forfeiture of Workers' Compensation Benefits:
An employee who is released for light duty, but fails to notify the department director or the Risk Manager and report for work, may forfeit workers' compensation pay for those days.

APPENDIX J - HEALTH INSURANCE OPT-OUT PROGRAM

PURPOSE

The Village of Hoffman Estates, as with many employers, must deal with the continuing increase in the cost of health insurance. The Village is aware that some employees may not need the Health insurance benefits received through the Village because alternative coverage is available through another insurance plan. Therefore, a health insurance Opt-out program is being offered to employees who have alternative coverage.

PROGRAM

A full-time employee or new hire who has an alternative source of health insurance coverage is eligible for the opt-out program under the following;

1) The discontinuation of participation in a Village single health insurance plan
2) The discontinuation of participation in a Village family health insurance plan
3) The reduction of Village health insurance coverage from a family plan to a single plan. This option is NOT available to employees who naturally or under plan terms lose family status (e.g., divorce, death, age of dependent child, etc.)
4) Decline a Village health insurance plan upon hire

An employee whose spouse is also a Village employee will be eligible to participate in the program if both employees have Village health insurance.

In return, the employee is eligible for a 12-month monetary waiver payment No employee or new hire will be allowed to waive/reduce existing coverage unless they can provide proof of coverage under an alternative health insurance plan.

Employees desiring to participate in the Opt-out program must complete a waiver form and submit it to the Human Resources Management Department during the Village's annual open enrollment period. Following the submission of the waiver application and verification of alternative insurance coverage, the current Village health insurance coverage will terminate on December 31, the end of a plan year. An employee may qualify as a participant in the opt-out program during a plan year if within 30 days of a qualifying, life-changing event (i.e., marriage) that provides them with alternative coverage they contact HRM and apply for the program. The employee must satisfy the same terms mentioned above (submission of the waiver and proof of alternative health insurance coverage).

The opt-out payment occurs over 24 pay periods during the plan year. All payments are considered income and are subject to normal withholdings. Offering this program does not obligate the Village to continue the program from year–to-year if it is not economically feasible or if in conflict with Federal or State law. (Contact HRM for the current opt-out waiver rates).

PART-TIME EMPLOYEES

Part-time employees who work an average 20 hour per week schedule are eligible to participate in the Village's base plan by paying 100% of the premiums. After 4 years of continuous Village employment in a capacity eligible for health insurance participation, the Village will contribute the employer's co-payment of the Village's base single plan premium cost. Those part-time employees enrolled in a Village base health insurance plan and are eligible for the employer's co-payment of premium costs may participate in the opt-out program. For the discontinuation of the base single plan health insurance coverage, a waiver payment will be made based on a single base plan rate.

NEW EMPLOYEES

New employees starting with the Village after the beginning of a plan year may be eligible to participate in the opt-out program by declining health insurance coverage during the initial sign-in period. Such employees will only be able to decline coverage equal to the type of coverage they had upon employment with the Village. The opt-out payment received will be prorated for the balance of the plan year (January 1 - December 31) based on the number of payment pay periods remaining in the plan year.

If the new employee was enrolled in coverage from their previous employer and elects single coverage with the Village, that employee is eligible for the opt-out payment pursuant to number 3 above.

PROGRAM CONTINUATIONA waiver of health insurance is in effect for only 1 plan year (January 1 – December 31). If economically viable and not in conflict with Federal or State law, the Village may authorize the program for the next plan year (January 1 – December 31). Employees who prefer to continue in the opt-out program for the next plan year must complete a new waiver form (with proof of alternative insurance coverage) during the open enrollment period for that plan year. Employees desiring not to continue in the Opt-out program MUST complete all required forms for Village health insurance coverage during the open enrollment period. Coverage is effective January 1 of the next plan year.

SEPARATION

If an employee participating in the opt-out program separates employment with the Village during a plan year, opt-out payments will only continue through the last payroll period employed. **NOTE: An employee participating in the program who separates employment during the plan year does NOT have health insurance rights to participate in a Village health insurance plan after retirement.**

RE-ENROLLMENT

Re-enrollment to a Village health insurance plan can only occur during the annual open enrollment period or within thirty (30) days of a life-changing event (e.g., spouse losing insurance coverage). Under a qualifying re-enrollment during the plan year, the opt-out payment will cease in the payroll period that Village health insurance coverage becomes effective. Employees who leave the opt-out program may not reenter the opt-out program for 3 plan years.

APPENDIX K - TRAVEL POLICY

Village of Hoffman Estates Travel Policy

Adopted by the Village Board July 17, 1995

Village of Hoffman Estates
Travel Policy

Travel Policy Introduction

The purpose of the Village of Hoffman Estates Travel Policy is to set forth the regulations governing travel arrangements and reimbursement for travel expenses. This document explains the travel policy and procedures a traveler on official Village business is expected to follow.

The regulations contained within this document are applicable for all travel expenses incurred on behalf of the Village by employees and Village officials. For definition purposes, the Village President, Village Clerk, Board of Trustees and all Commission Members are considered officials. Employees, by definition, include all full-time and part-time paid personnel.

The Village of Hoffman Estates, so as to advance the training and professionalization of its officials and employees, authorizes travel to certain seminars, conferences and conventions. Officials and employees also travel, on occasion, during the normal course of business or to promote the Village of Hoffman Estates. It is not the intention of the Village to expect an individual conducting official Village business to incur personal out-of-pocket expenses without compensation or reimbursement.

Decisions regarding departmental travel expenses are made through the budget process. All travel expenses incurred on behalf of Village employees and officials should be appropriated in the Village budget. If extraordinary circumstances arise creating the need for unbudgeted or over budgeted travel expenses, advance approval by the Finance Director is required prior to making travel arrangements.

In situations where an employee expects to incur extraordinary travel expenses, where this regulation does not cover the situation or causes significant hardship if strictly applied, the Finance Director may authorize exceptions. If any Village official expects to incur similar extraordinary expenses, the Village Board authorizes exceptions.

Pre-Approval Requirement

Pre-approval for all travel is required. Travel and training expenses incurred while attending conferences and seminars located within the State of Illinois shall be pre-approved by each Department Director. Any travel outside of the State of Illinois by Village employees shall be pre-approved by the Department Director and Finance Director. Village officials traveling outside of Illinois shall receive pre-approval from the Village Board.

All travel approvals shall be obtained by completing the general information section (Part I) of the Village of Hoffman Estates travel expense report. Once the top section has been completed including the summary of estimated costs for attendance, the document should be forwarded to the Department Director. All travel expense reports will be forwarded to the Finance Department for review by the Finance Director and final processing.

If the pre-approval for travel or training is to attend a conference or training program, a descriptive brochure or announcement describing the seminar or training session should accompany the travel expense report.

Travel Advance

The Village will pay vendors directly for as many travel expenses as possible, including registration fees, lodging and airline or other commercial carrier expenses. Travel advances will be permitted to the individual employee or official through completion of the Estimated Expense section of the travel expense report.

As a general rule, travel advances will be limited to the per diem expenditure determined by the location and duration of the travel. However, if circumstances warrant, the Director of Finance or Village Board (in the case of officials), may approve additional travel advances up to the budgeted and pre-approved cost for the trip.

As mentioned previously in the Pre-approval section of this Policy, a copy of the conference's descriptive brochure or announcement is to accompany the travel advance check request and travel expense report. The properly approved advance request should be presented no later than two weeks prior to departure in order that the Village Board may approve on the Bills List. Once the travel advance check is processed and approved on the Bill List, it will be held in the Finance Department. Travel advances will not be issued any sooner than three business days prior to the day of departure.

Travel Expense Report

The Village of Hoffman Estates travel expense report is located in the Common drive.

Part I of the travel expense report is to be completed and submitted by the employee or official to request authorization for travel and to estimate expenses for the business trip beforehand. The form must be approved by both the department director and Finance Director before the trip is undertaken.

If any advance monies are needed to cover registration (if not already paid to the vendor), travel, and/or per diem fees, a check request is to be submitted along with the travel expense report. The check request should make reference to the date and destination of the travel form (i.e., travel expense report for trip to Washington, D.C. on June 30 through July 2).

After approving the travel form, the Finance Director or his/her representative will return the form back to the employee prior to the trip. Upon returning from the trip, the employee or official will detail all actual expenses incurred on Part II of the Travel Expense Report.
The form should be submitted to the Department Director and once reviewed, forwarded to the Finance Director for review and approval.

If it is determined that additional funds are due to the employee or official by the Village, the Amount Due box should indicate such amount. A check request for the additional reimbursement should be completed and submitted with the travel expense report. The additional reimbursement will be paid as soon as the expense report has been audited by the Finance Department, approved by the Finance Director and scheduled on the Bill List. Special checks for reimbursement will only be authorized by the Finance Director when circumstances make it necessary to deviate from the normal reimbursement policy.

Any unused portion of the travel advance, must be forwarded with the travel expense report to the Finance Department within five days after returning from the trip. Expense reports not filed in a timely manner may result in advances being deducted from an employee's paycheck.

Per Diem Allowance

	Total Daily Rate	Breakfast	Lunch	Dinner
In State	$54	$13	$15	$26
Out of State	$59	$14	$16	$29
Major Cities	$74	$18	$20	$36

* The cities covered under the Major Cities per diem allowance are as follows:

Chicago	Baltimore	Dallas	Vancouver
Atlanta	New York	Denver	Philadelphia
Los Angeles	Washington, D.C.	San Antonio	Las Vegas
San Francisco	Orlando	Phoenix	San Diego
Newark	Boston	Miami	Montreal
Houston	Toronto	Portland	Seattle

** The rates for the Chicago Metropolitan Area apply only when overnight lodging is not involved. Receipts to document these expenses are required.

The per diem allowance is for travel requiring overnight lodging and is intended to cover meals and other incidental travel expenses incurred in a day. Employees and Village officials will not be reimbursed for any expenses, which exceed the per diem allowance. The per diem allowance is appropriate for education and conference type travel. **Receipts are not required for expenses covered by the per diem**. The types of costs covered by the per diem allowance includes meals and other personal expenses including phone calls, baggage charges, tips, etc.

Where conference registration fees include one or more daily meals, the per diem allowance will be reduced by the appropriate meal allowance as stated above.

The per diem allowance for the days of departure and return will be reduced by the appropriate meal allowance(s) not required for that day. Breakfast allowances will only be given when the employee or official was forced to obtain overnight accommodations the night before. Dinner allowances will be given only if the employee or official will not be returning home prior to 8:00 p.m. or if the employee will be staying overnight on Village business.

Chicago Metropolitan Area Meeting Expenses

1. Lodging
   Lodging expense for travel within the Chicago Metropolitan Area will only be approved in the most unusual circumstances and must be authorized in advance by the Village Manager for employees and by the Village Board for public officials.

2. Transportation
   If a private vehicle is used, mileage reimbursement will be paid at the current reimbursement rate allowed by the Internal Revenue Service. If public transportation is used, a receipt must be provided.

3. Parking and Tolls
   Parking lot receipts and toll receipts are required for reimbursement.

4. Meal Expenses
   Total meal expenses, including tips, are not to exceed:

Breakfast -	$ 13
Lunch -	$ 15
Dinner -	$26

   Receipts to document the above are required for reimbursement. Professional luncheon meetings will be reimbursed at actual cost if one price is charged to all participants.

5. Use of Petty Cash
   When travel allowances or reimbursements amount to less than $25.00, petty cash may be used. A petty cash slip must be completed and approved by the department director prior to receiving cash. Following the conference, receipts must be presented and if money is due the employee or official, the petty cash representative will calculate the amount due and will reimburse the employee or official. If money is due the Village, it must be submitted at the time receipts are presented which may be no later than two business days following the conference. Receipts will not be required for professional luncheons in which one price is charged all participants. However, the name of the association and description of the meeting must appear on the petty cash slip. Receipts will be required for transportation, parking and tolls in these cases; mileage should be recorded if a private vehicle was utilized.

6. Promotional Activities: Meals and Personal Expenses
   For activities that contribute to the financial progress or growth of the Village of Hoffman Estates, the daily per diem allowance does not apply. Receipts for all meals and other related promotional expenses must be obtained. The receipts should indicate the purpose of the expense and the subject discussed. Only the Village Board and Village Manager are authorized to incur or approve promotional travel expenses.

Transportation

Air Travel

Air travel reimbursement is limited to “coach” or “economy” fares. Travel to and from airports may be by bus, limousine, taxi, or private vehicle (for which mileage will be paid), whichever mode of transportation is less costly. Receipts for such transportation costs, including airport or station parking, must be obtained and submitted after returning from the trip.

In order to secure reduced rate tickets, air travel arrangements should be made as far in advance as possible. Employees and officials are encouraged to cost compare expenses incurred such as lodging, meals etc., when determining the most favorable airfare (i.e. where an additional night's stay would be more economical overall than the cost of the airfare).

Occasionally, reduced rate travel arrangements are offered in conjunction with a conference. Employees and public officials should notify the Finance Department of such conference arrangements and if the price is lower than that offered by the designated travel agency, the employee or official would be informed to use the conference arrangements.

Reduced rate tickets are often non-refundable and only exchangeable by paying a penalty fee. Therefore, travelers must be careful to specify the dates and times correctly before tickets are purchased. In case of emergency, the Village will bear the cost of the refunding or exchanging of tickets, but approval must be obtained by the Finance Director. The cost savings obtained by using non-refundable tickets are great enough to warrant the occasional extra charge for an emergency or otherwise unforeseen event. If it is likely that a ticket will need to be exchanged, a refundable ticket should be justified and requested. The Finance Department must be notified and the designated travel agent will be contacted.

Village Vehicles

Village of Hoffman Estates vehicles are to be used to travel when available. Since the inventory of pool cars for use by employees and public officials is limited, it will not always be possible for a Village vehicle to be obtained. If a vehicle is unavailable, the employee should notify the department director. A private vehicle may be used in these cases. In addition, employees may use a private vehicle to attend meetings when leaving directly from their home if traveling from home is more practical.

Village vehicles may be used to travel to destinations within 250 miles from Hoffman Estates on official Village business. Special approval must be obtained for longer trips by the Department Director and the Finance Director if there will be more than one passenger making the trip or for other justification.

If any expenses are incurred which are related to using a Village vehicle, receipts are required in order to receive reimbursement. Gasoline, tolls, repairs and other expenses attributable to the Village vehicle are reimbursable.

Private Vehicles

Private vehicles may be used for travel on Village business when a Village vehicle is not available or when traveling greater than 250 miles from Hoffman Estates. In either instance, approval must be granted by the department director. Reimbursement shall be limited to the lower of:

The amount due based upon the current mileage rate approved by the Internal Revenue Service plus tolls, parking and garage charges (receipts required) or the cost of air travel.

The mileage reimbursement rate, as determined by the Internal Revenue Service, is intended to cover the following expenses: gasoline, normal wear and tear on the vehicle, insurance and any vehicle damage. In the case of vehicle accidents, the employee's insurance policy will be considered to be the primary insurance coverage.

Rental Vehicles

Under certain circumstances, the use of rental cars may be more economical. When this is the case, the department director should be notified and the use of the rental car will be approved by the Finance Director. Two circumstances may warrant the use of a rental vehicle: 1.) when a Village vehicle is not available and when public transportation is so inconvenient and time consuming that a rental car is more practical and 2.) when transportation is required at the destination and other means would be too costly.

Village employees and officials using rental vehicles upon prior approval should deny the optional insurance coverage offered by rental car companies as the Village's automobile insurance policy covers the use of rental cars.

Lodging

Hotel Reservations: General Information

Reimbursement for lodging will be limited to the minimum number of nights required to conduct the assigned Village business including adequate travel time to and from the conference or business location. For example, if a conference opens on Monday morning at 8:00 a.m. in Springfield and closes on Thursday noon, reimbursement would be paid for Sunday through Wednesday night (assuming travel on Sunday with return on Thursday). Receipts for lodging are required.

Additional nights lodging will be reimbursed if discount airfares are available and can be used by the employee so that the total cost of the discounted airfare and the additional lodging and other travel expenses produce a net savings for the Village. If an employee or official chooses to arrive earlier or stay later at his/her own discretion, the additional lodging and other expense incurred from the individual's decision will be considered personal expenses and will not be reimbursed.

Various hotels/motels offer special discounts to government employees. The employee or official should check on such discounts when the reservation is placed. If a conference registration form indicates discounted lodging rates for conference attendees, the employee or official should obtain a room at the hotel/motel suggested given the rate is moderate. If the suggested hotel/motel is different from the conference site, and the conference does not provide transportation (such as a shuttle) between the sites, reasonable travel fees will be reimbursed with proper receipts. A copy of the registration form with the lodging rates should accompany the expense report.

Hotel Deposits

Hotel or motel deposits required to reserve accommodations should be paid by the employee or official unless this causes undue financial hardship. In most cases, the traveler can use a personal credit card to pay such a deposit. If the traveler wishes the Village to cover the deposit due to undue financial hardship, approval must be sought from the Department Director and the Finance Director.

Traveling With Spouse and/or Other Family Members

If a spouse and/or other family members travel on an official trip, reimbursement will be limited to the single rate for the room occupied. In the absence of proper accounting on the travel expense report, the Finance Director will determine the single room rate and will deduct the difference between the rates on the bill for lodging submitted as a receipt.

Meetings Within Chicago Metropolitan Area

No lodging expense shall be reimbursed for meetings or conferences held in the Chicago Metropolitan Area unless special circumstances warrant lodging. Prior approval must be obtained from the Village Manager.

Appendix L – Exempt Employees by Category

Department	>40 hrs/wk OT/Comp @1.5:1	Flex-time	Executive Vacation	Fire Sworn OT @1.5:1	Police Sworn >40 hrs/wk OT/Comp @1.5:1
Development Services	Civil Engineer I & II Sr. Project Manager	Environmental Health Specialist* Assistant Planner Associate Planner Community Planner I Transportation & Long Range Planner Chief Inspector Sr. Traffic Engineer** Building Official Rental Program/Property Maint. Supervisor	Senior Planner Dir. Engineering Dir. Economic Dev. Dir. Dev. Services Dir. Building & Code Dir. Planning & Transportation		
Finance	Customer Service Supervisor	Fiscal Operations Mgr. * Water Billing Supervisor* Revenue Collections Mgr.	Dir. Finance Asst. Dir. Finance		
Fire		Chief Fire Inspector	Deputy Fire Chief Fire Chief Battalion Chief	Battalion Chief (Shift & Training/ Safety)	
General Government		Dir. Tourism Dir. Operations – Mayor and Board GIS Specialist	Asst. Village Mgr. Deputy Village Mgr. Village Mgr. Multimedia Production Manager		

Appendix L – Exempt Employees by Category

Department	>40 hrs/wk OT/Comp @1.5:1	Flex-time	Executive Vacation	Fire Sworn OT @1.5:1	Police Sworn >40 hrs/wk OT/Comp @1.5:1
			Communications Manager		
Health and Human Services		Nursing Supervisor	Asst. Dir HHS Dir HHS		
Human Resources Management		Asst. to the HRM Dir	Risk Mgr. Dir of HRM		
Information Technology		IT Manager	Dir IT		
Police		Staff Services Supervisor Office Mgr.	Asst. Chief of Police Chief of Police		Police Lieutenant
Public Works	PW Supervisor	Office Mgr. Asst. to the PW Director*	Supt. Facilities & Arena Sewer & Water Supt. Asst. Dir PW Dir PW		

* Employees eligible for OT/Comp time for working special events that exceed 5 hours/day of the event.(i.e. 4th of July)
** Employee eligible only for OT/Comp for working in Street Program.
*** Employees eligible for OT/Comp time for working on call duty.

APPENDIX M – VICTIMS ECONOMIC SECURITY AND SAFETY ACT (VESSA) POLICY

Any full- or part-time employee of the Village is eligible for leave under VESSA. Employees are entitled to a maximum of 12 weeks of leave during any 12 month period. VESSA, however, does not create a right for an employee to take unpaid leave that exceeds the leave time allowed, or is in addition to the leave permitted by FMLA. VESSA leave is unpaid leave but the employee may elect to substitute any eligible paid leaves for any period of the VESSA leave. VESSA leave may be taken intermittently or on a reduced work schedule.

An employee who is a victim of domestic or sexual violence may take VESSA leave during work hours to address the violence by:

1. Seeking medical attention for, or recovery from, physical or psychological injuries;

2. Obtaining services from victim service organizations;

3. Obtaining psychological or other counseling;

4. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase safety from future domestic or sexual violence; or

5. Seeking legal assistance or remedies to ensure health and safety including participating in any civil or criminal legal proceedings related to the violence.

Employees may also be eligible for VESSA leave to help a family or household member who is a victim of domestic or sexual violence. Family or household member means a spouse, parent (biological parent of an employee or an individual who stood in 'loco parentis' to an employee when they were a child), son or daughter (biological, adopted, or foster child, a stepchild, a legal ward or a child of an employee standing in 'loco parentis' who is under 18 years of age, older if incapable of self-care because of a mental or physical disability) and persons jointly residing in the same household.

Notice and Certification Requirements for a VESSA Leave

An employee, seeking a VESSA leave, shall provide the Village with at least 48 hours advance notice of the employee's intention to take VESSA leave, except in such cases where it is not practicable to provide such notice. If an unscheduled absence occurs, the Village will not take any action against the employee if the employee provides an acceptable certification of eligibility for VESSA leave within a reasonable period after the absence.

When an employee needs VESSA leave for a qualifying event they should notify the Department Director of the absence as soon as possible, which will be conveyed to HRM on a HETR . While verification is required, every effort will be taken to see that the information is kept confidential. Verifying documentation shall be sent directly to HRM. The verification shall consist of a sworn written statement of the employee, and:

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

5. A police or court record; or

6. Other corroborating evidence.

Protected Job Status While on VESSA Leave

Employees returning to work with the submission of a *Duty Status Report* at the end of the VESSA leave shall be reinstated into the former or equivalent position with equivalent pay, benefits, status, authority and other conditions of employment.

4. Reinstatement rights are lost if positions are eliminated, or employment terminated for reasons other than being on a VESSA leave.

5. If an employee is unable to return to work at the end of an original VESSA leave period due to a continuation of circumstances relating to the condition of violence, then HRM should be contacted regarding an extension of the VESSA leave. An employee requesting an extension is required to submit a new set of certification documents.. Original and extended VESSA leave cannot exceed the employee's available VESSA leave entitlement (12 week maximum).

6. Employees failing to return to work by the end of VESSA leave period for reasons other than a circumstance related to being a victim may be terminated.

APPENDIX N - NOTICE IMPORTANT INFORMATION - ABOUT YOUR COBRA CONTINUATION COVERAGE RIGHTS

What is continuation coverage?

Federal law requires that most group health plans (including this Plan) give employees and their families the opportunity to continue their health care coverage when there is a "qualifying event" that would result in a loss of coverage under an employer's plan. Depending on the type of qualifying event, "qualified beneficiaries" can include the employee (or retired employee) covered under the group health plan, the covered employee's spouse, and the dependent children of the covered employee.

Continuation coverage is the same coverage that the Plan gives to other participants or beneficiaries under the Plan who are not receiving continuation coverage. Each qualified beneficiary who elects continuation coverage will have the same rights under the Plan as other participants or beneficiaries covered under the Plan, including open enrollment and special enrollment rights.

How long will continuation coverage last?

In the case of a loss of coverage due to end of employment or reduction of hours of employment, coverage generally may be continued only for up to a total of 18 months. In the case of losses of coverage due to an employee's death, divorce or legal separation, the employee's becoming entitled to Medicare benefits or a dependent child ceasing to be a dependent under the terms of the plan, coverage may be continued for up to a total of 36 months. When the qualifying event is the end of employment or reduction of the employee's hours of employment, and the employee became entitled to Medicare benefits less than 18 months before the qualifying event, COBRA continuation coverage for qualified beneficiaries other than the employee lasts until 36 months after the date of Medicare entitlement. This notice shows the maximum period of continuation coverage available to the qualified beneficiaries.

Continuation coverage will be terminated before the end of the maximum period if:

Any required premium is not paid in full on time,
A qualified beneficiary becomes covered, after electing continuation coverage, under another group health plan that does not impose any pre-existing condition exclusion for a preexisting condition of the qualified beneficiary,
A covered employee becomes entitled to Medicare benefits (under Part A, Part B, or both) after electing continuation coverage, or
The employer ceases to provide any group health plan for its employees.

Continuation coverage may also be terminated for any reason the Plan would terminate coverage of a participant or beneficiary not receiving continuation coverage (such as fraud).

[*If the maximum period shown on page 1 of this notice is less than 36 months, add the following three paragraphs:*]

In considering whether to elect continuation coverage, you should take into account that a failure to continue your group health coverage will affect your future rights under federal law. First, you can lose the right to avoid having pre-existing condition exclusions applied to you by other group health plans if you have more than a 63-day gap in health coverage, and election of continuation coverage may help you not have such a gap. Second, you will lose the guaranteed right to purchase individual health insurance policies that do not impose such pre-existing condition exclusions if you do not get continuation coverage for the maximum time

available to you. Finally, you should take into account that you have special enrollment rights under federal law. You have the right to request special enrollment in another group health plan for which you are otherwise eligible (such as a plan sponsored by your spouse's employer) within 30 days after your group health coverage ends because of the qualifying event listed above. You will also have the same special enrollment right at the end of continuation coverage if you get continuation coverage for the maximum time available to you.

How much does COBRA continuation coverage cost?

Generally, each qualified beneficiary may be required to pay the entire cost of continuation coverage. The amount a qualified beneficiary may be required to pay may not exceed 102 percent (or, in the case of an extension of continuation coverage due to a disability, 150 percent) of the cost to the group health plan (including both employer and employee contributions) for coverage of a similarly situated plan participant or beneficiary who is not receiving continuation coverage. The required payment for each continuation coverage period for each option is described in this notice.

When and how must payment for COBRA continuation coverage be made?

First payment for continuation coverage

If you elect continuation coverage, you do not have to send any payment with the Election Form. However, you must make your first payment for continuation coverage not later than 45 days after the date of your election. (This is the date the Election Notice is post-marked, if mailed.) If you do not make your first payment for continuation coverage in full not later than 45 days after the date of your election, you will lose all continuation coverage rights under the Plan. You are responsible for making sure that the amount of your first payment is correct. You may contact the Assistant to the Human Resources Management Director at 847-882-9100, to confirm the correct amount of your first payment.

Periodic payments for continuation coverage

After you make your first payment for continuation coverage, you will be required to make periodic payments for each subsequent coverage period. The amount due for each coverage period for each qualified beneficiary is show in this notice. The periodic payments can be made on a monthly basis. Under the Plan, each of these periodic payments for continuation coverage is due on the first day of the month for that coverage period. If you make a periodic payment on or before the first day of the coverage period to which it applies, your coverage under the Plan will continue for that coverage period without any break. The Plan will send periodic notices of payments due for these coverage periods.

Grace periods for periodic payments

Although periodic payments are due on the dates shown above, you will be given a grace period of 30 days after the first day of the coverage period to make each periodic payment. Your continuation coverage will be provided for each coverage period as long as payment for that coverage period is made before the end of the grace period for that payment. However, if you pay a periodic payment later than the first day of the coverage period to which it applies, but before the end of the grace period for the coverage period, and then retroactively reinstated (going back to the first day of the coverage period) when the periodic payment is received. This means that any claim you submit for benefits while your coverage is suspended may be denied and may have to be resubmitted once your coverage is reinstated.

If you fail to make a periodic payment before the end of the grace period for that coverage period, you will lose all rights to continuation coverage under the Plan.

Your first payment and all periodic payments for continuation coverage should be sent to:

Finance Dept.
Village of Hoffman Estates
1900 Hassell Rd.
Hoffman Estates, IL 60169

For more information:

This notice does not fully describe continuation coverage of other rights under the Plan. More information about continuation coverage and your rights under the Plan is available in your summary plan description or from the Plan Administrator.

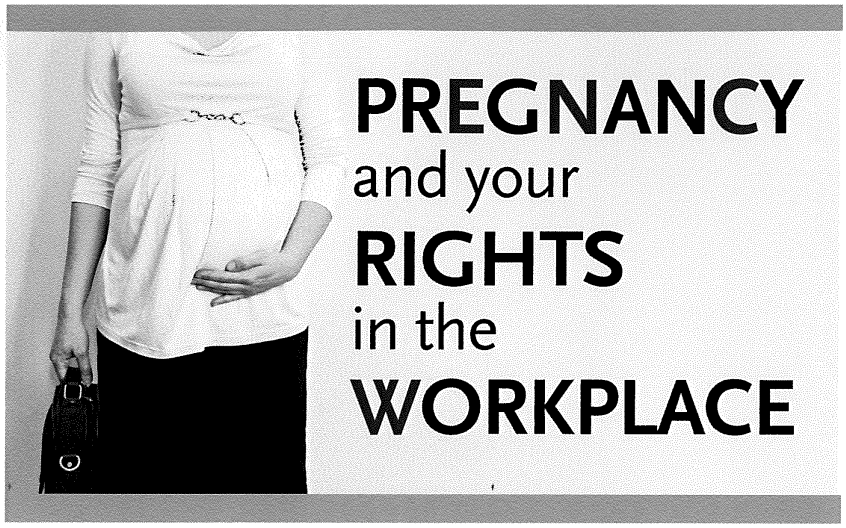
If you have any questions concerning the information in this notice, your rights to coverage, or if you want a copy of your summary plan description, you should contact the Assistant to the Human Resources Management Director, 847-882-9100, 1900 Hassell Road, Hoffman Estates, IL 60169.

For more information about your rights under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans, contact the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit the EBSA website at www.dol.gov/ebsa. (Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website.)

Keep Your Plan Informed of Address Changes

In order to protect your and your family's rights, you should keep the Plan Administrator informed of any changes in your address and the addresses of family members by submitting a new Employee Information Form. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

APPENDIX O – PREGNANCY AND YOUR RIGHTS IN THE WORKPLACE POSTER



PREGNANCY and your RIGHTS in the WORKPLACE

Are you pregnant, recovering from childbirth, or do you have a medical or common condition related to pregnancy?

If so, you have the right to:

- Ask your employer for a reasonable accommodation for your pregnancy, such as more frequent bathroom breaks, assistance with heavy work, a private space for expressing milk, or time off to recover from your pregnancy.
- Reject an accommodation offered by your employer for your pregnancy that you do not desire.
- Continue working during your pregnancy if a reasonable accommodation is available which would allow you to continue performing your job.

Your employer cannot:

- Discriminate against you because of your pregnancy.
- Retaliate against you because you requested a reasonable accommodation.

It is illegal for your employer to fire you, refuse to hire you or to refuse to provide you with a reasonable accommodation because of your pregnancy. For more information regarding your rights, download the Illinois Department of Human Rights fact sheet from our website at www.illinois.gov/dhr

Es ilegal que su empleador la despida, se niegue a contratarla o a proporcionarle una adaptación razonable a causa de su embarazo. Para obtener información sobre el embarazo y sus derechos en el lugar de trabajo en español, visite: www.illinois.gov/dhr

For immediate help or if you have questions regarding your rights,
call (312) 814-6200 or (217) 785-5100 or (866) 740-3953 (TTY)

CHICAGO OFFICE
100 W. Randolph Street, 10th Floor
Intake Unit
Chicago, IL 60601
(312) 814-6200

SPRINGFIELD OFFICE
222 South College, Room 101-A
Intake Unit
Springfield, IL 62704
(217) 785-5100

MARION OFFICE
2309 West Main Street, Suite 112
Intake Unit
Marion, IL 62959
(618) 993-7463

The charge process may be initiated by completing the form at:
http://www.illinois.gov/dhr

State of Illinois
Department of Human Rights

ILLINOIS DEPARTMENT OF Human Rights

By Authority of the State of Illinois 12014-ENG-PREG

APPENDIX P - ILLINOIS IDENTITY PROTECTION ACT POLICY

Introduction

This policy is adopted pursuant to the Illinois Identity Protection Act to protect social Security numbers from unauthorized disclosures.

Prohibited Acts

All employees are prohibited from doing any of the following:

1. Publicly post or publicly display or otherwise intentionally communicate or otherwise intentionally make available to the general public in any manner an individual's social security number.

2. Print an individual's social security number on any card required for the individual to access products or services provided by the Village.

3. Require an individual to transmit his or her social security number over the Internet, unless the connection is secure or the social security number is encrypted.

4. Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, email, or any similar method of delivery, unless state or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this section to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Illinois Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

5. Collect, use, or disclose a social security number from an individual, unless:

    a. required to do so under state or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of the employee’s duties and responsibilities;

    b. the need and purpose for the social security number is documented before collection of the social security number; and

    c. The social security number collected is relevant to the documented need and purpose.

6. Require an individual to use his or her social security number to access an internet website.

7. Use the social security number for any purpose other than the purpose for which it was collected.

8. Encode or embed a social security number in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the social security number as required by this policy.

Exclusions From Prohibitions

The prohibited acts listed above do not apply in the following circumstances:

1. The disclosure of social security numbers to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under the Identity Protection Act on a governmental entity to protect an individual's social security number will be achieved.

2. The disclosure of social security numbers pursuant to a court order, warrant, or subpoena.

3. The collection, use, or disclosure of social security numbers in order to ensure the safety of: state and local government employees; persons committed to correctional facilities, local jails, and other law enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a state or local government agency facility.

4. The collection, use, or disclosure of social security numbers for internal verification or administrative purposes.

5. The disclosure of social security numbers by a state agency to any entity for the collection of delinquent child support or of any state debt or to a governmental agency to assist with an investigation or the prevention of fraud.

6. The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

Freedom of Information Act Requests

Consistent with the Illinois Freedom of Information Act, Village employees must redact social security numbers from information or documents being supplied to the public pursuant to a Freedom of Information Act request before allowing the public inspection or copying of the information or documents.

Applicability

This policy does not apply to the collection, use, or disclosure of a social security number as required by state or federal law, rule, or regulation. This policy does not apply to documents that are recorded with a county recorder or required to be open to the public under any state or federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois. If a federal law takes effect requiring any federal agency to establish a national unique patient health identifier program, any Village employee that complies with the federal law shall be deemed to be in compliance with this policy.

Identity Protection Procedures

All Village employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. The training shall include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.

Only Village employees who are required to use or handle information or documents that contain social security numbers have access to such information or documents. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request. When collecting a social security number, or upon request by the individual, a statement of the purpose or purposes for which the Village is collecting and using the social security number shall be provided to the individual.

Unauthorized access by an employee to personal information retained by the Village, including SSNs, will subject the employee to disciplinary action, up to and including termination.

ATTACHMENT "A" - Village of Hoffman Estates Identity Protection Policy - Statement of Purpose for the Collection of Social Security Numbers

The Identity Protection Act, 5 ILCS 179/1 *et seq*., requires each local and State government agency to draft, approve, and implement an Identity Protection Policy that includes a statement of the purpose or purposes for which the agency is collecting and using an individual's Social Security Number (SSN). This statement of purpose is being provided to you because you have been asked by the Village of Hoffman Estates to provide your SSN or because you requested a copy of this statement.

Why do we collect your Social Security Number?

You are being asked for your SSN for one or more of the following reasons:

- Complaint mediation or investigation;
- Crime victim compensation;
- Vendor services, such as executing contracts and/or billing;
- Law enforcement investigation;
- Child support collection;
- Internal verification;
- Administrative services; and/or
- Other:_____

What do we do with your Social Security Number?

- We will only use your SSN for the purpose for which it was collected.
- We will not: o Sell, lease, loan, trade, or rent your SSN to a third party for any purpose; o Publicly post or publicly display your SSN; o Print your SSN on any card required for you to access our services; o Require you to transmit your SSN over the internet, unless the connection is secure or your SSN is encrypted; or

    o Print your SSN on any materials that are mailed to you, unless State of Federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy of your SSN.

Questions or Complaints about this Statement of Purpose? Write to:
The Village of Hoffman Estates Human Resources Management Department
1900 Hassell Road
Hoffman Estates, IL 60169

Appendix Q. Reporting Improper Governmental Activity, Protection From Retaliation

This policy is intended to comply with Section 4.1 of the Public Officer Prohibited Activities Act (the "Act"). The definitions of terms included in this policy are provided for ease of reference. To the extent that this information differs from the requirements of the Act or any subsequent amendments, the definitions in the Act (as amended from time to time) will control.

Retaliation Is Prohibited

The Village strictly prohibits retaliation against any employee or contractor who:

(i) Reports an improper governmental action;
(ii) Cooperates with an investigation by an auditing official related to a report of improper governmental action;
(iii) Testifies in a proceeding or prosecution arising out of an improper governmental action.

This prohibition applies to retaliation by the Village or any employee, agent, or representative of the Village.

The Act defines "improper governmental action" as:

> "[A]ny action by a unit of local government employee, an appointed member of a board, commission, or committee, or an elected official of the unit of local government that is undertaken in violation of a federal, State, or unit of local government law or rule; is an abuse of authority; violates the public's trust or expectation of his or her conduct; is of substantial and specific danger to the public's health or safety; or is a gross waste of public funds. The action need not be within the scope of the employee's, elected officials, board member's, commission member's, or committee member's official duties to be subject to a claim of "improper governmental action". "Improper governmental action" does not include a unit of local government personnel actions, including, but not limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, reprimands, or violations of collective bargaining agreements, except to the extent that the action amounts to retaliation."

Under the Act, "retaliate," "retaliation," or "retaliatory action" mean:

> "[A]ny adverse change in an employee's employment status or the terms and conditions of employment that results from an employee's protected activity under this Section. "Retaliatory action" includes, but is not limited to, denial of adequate staff to perform duties; frequent staff changes; frequent and undesirable office changes; refusal to assign meaningful work; unsubstantiated letters of reprimand or unsatisfactory performance evaluations; demotion; reduction in pay; denial of promotion; transfer or reassignment; suspension or dismissal; or other disciplinary action made because of an employee's protected activity under this Section."

Under the Act and this policy, "Employee" includes anyone employed by the Village, whether in a permanent or temporary position, including full-time, part-time, and intermittent workers. "Employee" for purposes of the Act and this policy also includes members of appointed boards and commissions, paid or unpaid. "Employee" also includes persons terminated because of any report or complaint submitted under the Act or this policy.

Reporting Improper Governmental Activity or Retaliation

To invoke the protections of the Act and this policy, an employee shall make a written report of improper governmental action to the Village's Auditing Official. An employee who believes that he or she has been retaliated against in violation of this policy or the Act must submit a written report to the Auditing Official within 60 days of gaining knowledge of the retaliatory action. If the Auditing Official is the individual who engaged in the improper governmental action, then a report under this provision may be submitted to any State's Attorney.

The Auditing Official designated to receive reports under this policy shall be Eric Palm, Village Manager or his designee.

Processes and Procedures for Investigation

The following processes and procedures will apply to investigation of any written report submitted under this policy:

Upon receipt of a written report under this Policy, the Auditing Official will review the report and determine whether it raises an issue of an alleged improper governmental action or retaliation covered by this policy, assuming all factual assertions in the complaint to be true. If the report does not raise matters covered by this Policy, the Auditing Official will close the investigation and will notify the complainant in writing of this determination.

If the Auditing Official determines that the report raises an allegation of improper governmental action or retaliation as defined in the Act and this Policy, the Auditing Official will promptly investigate the allegations to determine whether an improper governmental action or retaliation occurred.

The Auditing Official may designate others to assist with or provide advice with respect to the conduct of the investigation, as the Auditing Official deems appropriate.

The Auditing Official (or designee) will determine what steps are necessary to properly investigate the allegations included in the written report. Depending upon the circumstances, these may include, but are not limited to:

- Interviewing the reporting party.
- Interviewing any individuals who allegedly engaged in retaliation or improper governmental activity.
- Interviewing other witnesses.
- Obtaining and reviewing documents and electronically stored information relevant to the matters alleged in the report.

At the conclusion of the investigation, the Auditing Official (or designee) will prepare a written investigation report, which will include, at a minimum:

- A summary of the evidence obtained through the investigation.
- Findings as to any facts the Auditing Official determines are relevant to the investigation.
- A determination as to whether there is sufficient evidence to conclude that an improper governmental action or retaliation, as defined in this policy, occurred.

Transfer to Another Auditing Official

The Auditing Official may transfer a report of improper governmental action to another Auditing Official for investigation if the Auditing Official deems it appropriate, including, but not limited to, the appropriate State's Attorney. In that event, the matter will be investigated according to the processes and procedures established by the Auditing Official to whom the matter is transferred.

Confidentiality

To the extent allowed by law, the identity of an employee reporting information about an improper governmental action shall be kept confidential unless the employee waives confidentiality in writing. Auditing Officials may take reasonable measures to protect employees who reasonably believe they may be subject to bodily harm for reporting improper government action.

Reporting Results of the Investigation

If the Auditing Official concludes that an improper governmental action has taken place or concludes that the relevant unit of local government, department, agency, or supervisory officials have hindered the Auditing Official's investigation into the report, the Auditing Official shall notify in writing the Mayor and Village Manager, and any other individual or entity the auditing official deems necessary in the circumstances.

Additionally, if the Auditing Official concludes that an employee was subjected to adverse actions for reporting improper government action:

(1) The Auditing Official may reinstate, reimburse for lost wages or expenses incurred, promote, or provide some other form of restitution;

(2) In instances where an Auditing Official determines that restitution will not suffice, the auditing official may make his or her investigation findings available for the purposes of aiding in that employee or the employee's attorney's effort to make the employee whole.

Consequences for Violation of the Act and This Policy

Under the Act, a person perpetrating retaliatory action may be subject to a fine of no less than $500 and no more than $5,000, suspension without pay, demotion, discharge, civil or criminal prosecution or any combination of these penalties, as appropriate.

Providing false or misleading information in connection with an investigation under this policy may result in disciplinary action up to and including termination of employment.

Determinations regarding discipline or other employment consequences for violations of this policy or the Act will be made in accordance with the Village's established disciplinary policies and procedures.

Appendix R - Remote Work Policy

The remote work policy can be utilized to accommodate the needs of the Village and employee. The Village of Hoffman Estates recognizes that remote work may provide some employees with certain conveniences and flexibility depending on the position worked by the employee.

A remote work arrangement may be considered only in those situations where it is found to have a mutual benefit for the community, the Village, and the employee. The intent is to allow full-time, exempt employees and their supervisors/department director to design a remote work arrangement through a written understanding, Remote Work Policy Arrangement form, which will provide the specific details for allowing an employee to work away from his/her principle worksite with final approval from the Village Manager.

Remote work is not an entitlement; it is a special arrangement option to be used at the Village's discretion and where Information Technology (IT) equipment needs can be easily facilitated and an employee's work duties permit. It may be discontinued at any time, for any reason, at the sole discretion of the Village. Employees who wish to discontinue the arrangement must provide notice to their supervisor to accommodate their return to the office.

Remote Work Terms

A. A remote work arrangement is an arrangement where supervisors/managers permit employees to perform their usual job duties away from their principal worksite, in accordance with their same performance expectations and other agreed-upon terms.

B. A remote employee is an employee, who works away from his/her principal worksite all or part of the workweek, either at home or at another designated, approved alternate worksite.

C. A principle work location/site is an employee's work headquarters or official duty station where he would normally report to work if not working remotely.

D. An alternate work location/site is an approved worksite, usually the employee's residence, where official business is able to and is performed.

Remote Work Criteria

Criteria have been established to ensure that remote work is approved on an equitable basis and that the suitability of tasks and employee performance is appropriate for this type of arrangement. To ensure appropriate onboarding, new employees must report to the principle worksite at a Village facility for the first 30 days of employment to be eligible for the remote work arrangement. The number of hours an employee works will not change as a result of the remote work arrangement.

Work hours must be scheduled and pre-approved by the employee's supervisor, including any modifications to the agreed upon schedule. Remote work employees will maintain accessibility to their supervisor, co-workers and customers as if they were working in the office.

A. Employees in training, on probation or on a performance improvement plan are not eligible for a remote work arrangement.

B. Full-time, exempt employees are eligible, provided they are not in a position that requires them to meet and work with the community and coworkers on a regular basis.

C. A full-time, non-exempt employee may be eligible to participate provided they are not in a position that requires them to meet and work with the community and coworkers on a regular

basis and it is determined to be in the best interest of the Village.

D. Arrangements of less than one workweek do not require the completion of a Remote Work Policy Arrangement form.

E. The maximum remote work arrangement term is 6 months, subject to re-authorization. The first 30 days of the arrangement will be considered a trial period. At the end of the trial period, the immediate supervisor shall review the arrangement with the employee and decide whether to continue for the remaining period authorized in the Arrangement form. Any continuation of the remote work arrangement does not require an additional 30-day trial period.

F. A remote work arrangement may consist of a hybrid weekly schedule, as determined and agreed upon by the supervisor which includes both remote work and work at the principle worksite.

Remote Worksite Requirements

1. Village property and inventory. Village equipment will be provided. Sufficient internet connection must be available at the alternate worksite.

    a. Department supervisors will determine equipment needs in consultation with IT for each employee on a case-by-case basis.

    b. IT is not obligated to assist in the installation or troubleshooting of personal (not Village-owned) equipment including but not limited to wi-fi routers, wireless peripherals, printers and monitors. If an IT representative has attempted to resolve an issue and is unsuccessful, an alternate method of completing the work may be required such as working on-site at a Village facility until the employee can correct the problem.

    c. Consistent with the Village's expectations of information and document security for employees working at the office, remote work employees will be expected to ensure the protection of Village, customer or resident information accessible while working remotely.

    d. All current and future Village policies and procedures, local, state, and federal laws that govern the handling of data must be adhered to.

    e. Any equipment, personal or Village-owned, that an employee uses to conduct Village business is subject to the Freedom of Information Act (FOIA).

    f. Equipment supplied by the Village is to be used for business purposes only and employees should not store personal information or data on Village equipment. Village equipment will not be used by anyone other than the employee.

    g. The employee will not make any changes to security or administrative settings on Village equipment.

    h. The Village may require components to be installed on any remote device or equipment (Village-owned or personal) including but not limited to: Virtual Private Networks (VPNs), Anti-virus, Mobile Device Management (MDM), Multi-factor Authentication tokens/software, or other software applications or "Apps" in order to be authorized to gain access to Village resources.

i. The Village may monitor any communication and device which accesses Village resources to ensure compliance with various rules, policies and laws to protect against data loss from theft or malware. In the event of any concern that may risk the Village's data, or usefulness of the whole computing environment, such as viruses, malware, hacking, abuse, etc. discovered on remote work equipment, IT may remove access and/or de-authorize a device or account. In the event this occurs, the employee may temporarily be required to work at a Village location.

j. The Village is not responsible for any defects that occur to home networks either real or perceived that result from connecting Village-owned equipment or adjusting personal equipment to be compatible with remote work. Any changes that are needed to successfully connect to Village resources are the employee's responsibility to review, understand and perform.

k. The employee agrees to protect Village equipment and property from theft or damage and to report theft or damage to their supervisor and/or IT immediately.

2. The employee is responsible for paying telephone or data services that are necessary for the employee to carry out assigned duties as part of the remote work arrangement.

3. Supplies necessary to complete assigned work at the alternate worksite will be provided by the Village. The employee should obtain these through their supervisor. With supervisory approval, specialty supply purchases, including personal printer ink/toner, may be reimbursed as the departmental budget allows.

4. An employee is to provide his own safe and adequate work space at the alternate worksite. Individual tax implications, auto/homeowners insurance, and incidental residential utility costs are the sole responsibility of the employee.

G. The remote work schedule must allow adequate regular office time for meetings and access to facilities and supplies.

H. The remote work schedule must allow sufficient communication with supervisors, coworkers and with customers. This would include an employee's obligation to attend pre-scheduled meetings at the principal work site or other locations.

I. Performance evaluation requirements will not change, although the supervisor's method of monitoring and evaluating performance may focus more on results than direct observation.

J. Employees must comply with all Village policies of the Employee Personnel Policy Manual (PPM) as well as department rules and regulations. Failure to do so may result in removal from the remote work arrangement and/or discipline per the Work Conduct section of the Manual.

K. An employee's salary, benefits, responsibilities, professional standards and promotion opportunities will not change as a result of the remote work arrangement.

L. Requests for leave must be reported and/or approved by the supervisor, in a manner consistent with current practice.

M. If an office closure or emergency excuses other employees from working at the principle worksite and work can proceed at the remote worksite, no remote work employee will be excused from

working.

N. Employees shall provide personal contact information to their supervisor.

O. While working remotely, an employee may have personal responsibilities (e. g. dependent care, medical appointments, etc.). The intent is to treat this arrangement as if the employee was in the office. Remote work is not a substitute for using accrued and eligible paid time off when needed.

P. Workers' compensation

1. This arrangement will not change, diminish or expand the rights or responsibilities of the Village or the employee under the Workers' Compensation Act.

2. The Village does not assume responsibility for injury to any persons, other than the employee, at the employee's alternate worksite.

3. All injuries must be reported to the employee's supervisor as soon as possible and no later than the end of the normal business hours on the date of the injury in accordance with the guidelines set forth in the PPM. Failure to report may result in discipline per the Work Conduct section of the PPM.

Remote Work Policy Arrangement Form

The employee and supervisor will be required to sign a Remote Work Arrangement form for those arrangements of one workweek or greater. It must meet the needs of the Village and the employee's department and describe the mutually agreed upon arrangement. The form will provide specific information about the arrangement and the employee's responsibilities.

Appendix S – Social Media Policy

Purpose

In support of the Village Board's strategic goals, the Village of Hoffman Estates has placed a high priority on communicating news, events and information about its programs and services to the public and it uses a number of tools to successfully achieve that goal. Because technology is constantly changing, it is important the Village remain informed and utilize communication methods that will best reach the intended audience.

Social media is a driving force in communications today with various platforms available to not only engage and inform but also serve as a particularly effective way to communicate things quickly to a vast audience at no cost. The Village of Hoffman Estates recognizes the value of social media in today's communication landscape as a way to deliver information to the public, reinforce the positive brand of the Village and engage the general public.

Procedure

The Village of Hoffman Estates aims to publicly represent itself appropriately, consistently, positively and transparently. The purpose of this procedure is to maintain the integrity of the Village's online presence, and to ensure that it is used in accordance with guidelines that have been established by the Village.

This procedure establishes protocols for the Village to create and maintain an online presence; the terms of use for members of the public who engage the Village through its online outlets; and guidelines for Village employees when they communicate on social media sites as employees or private citizens acting on behalf of the Village.

Definitions

A. **Village Social Media Sites:** Pages, sections or posting locations on social media established for the benefit of the Village of Hoffman Estates and used to communicate with the public on Village business. Such sites are maintained by a Village employee authorized to do so as part of the employee's job.

B. **Social Media:** A category of Internet-based technology communication tools that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites such as Facebook and LinkedIn; microblogging sites such as Twitter and Nixle; photo- and video- sharing sites such as Instagram, TikTok and YouTube; as well as forums, weblogs (blogs, vlogs, and microblogs), online chat sites or any other such similar output or format.

C. **Speech:** Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbols, photographs, videotape or related forms of communication.

D. **Terms of Use:** Rules posted on social media sites and websites that govern its usage. The terms of use are posted by either the social media company or by an entity that creates an account using a social media/website platform.

E. **Work Time/Non-Work Time:** Work time is the period of time during any day of the week when a Village employee performs his/her official duties and is being paid to do so. Non-work time is the time during the week when a Village employee is not performing his/her official duties and is not being paid.

Village Social Media Sites

The Village website (www.hoffmanestates.org) is the primary Internet communication tool for the Village. Social media networks may assist in furthering the goals and mission of the Village and are often used as a supplemental form of communication in which to engage and inform the community as compared to traditional forms of communication (e.g. use of Village website, press releases distributed to the media, newsletters, etc.).

The Village Manager or designee is responsible for the selection and approval of social media tools and department/division use of social media for communication with the public about Village activities, program and services. Before approval, each Village social media account must have a strategy that defines the goal, audience, ownership and content development plan for each account that must be shared with the Communications Manager. Of those social media sites selected for use, the Village will use a single account that is branded with the Village logo. Exceptions will be considered by the Village Manager or designee on a case-by-case basis.

A. Appropriate Use and Responsibility

1. The Communications Manager is responsible for acting as the Village's central public information center and will monitor the content on each of the Village's social media platforms to ensure:

    a) A consistent Village-wide message is being conveyed; and

    b) Adherence to the Social Media Procedure is maintained. The Communications Manager, under the authorization of the Village Manager, also reserves the right to direct any department/division to modify social media content based on best practices and industry norms.

2. Department-specific content providers may be identified by the department director or their designee to produce and post content to social media sites, working within the established social media accounts to assist the Communications Manager. Content providers must have Department Director approval before being considered by the Communications Manager to assist with this responsibility. Any Village social media content providers must remain in compliance with this established Social Media Procedure.

3. All social media accounts must link back to www.hoffmanestates.org for forms, documents and other Village information. The Village of Hoffman Estates website, www.hoffmanestates.org, shall remain the primary source of Village information.

4. All profiles and Village social media pages should be clearly identified as official Village of Hoffman Estates assets, displaying the Village's logo as an identifying image. When possible, social media pages shall have the Village of Hoffman Estates contact information prominently displayed, which includes physical address, phone numbers, Village website, etc.

5. Posts shall be accurate and written using proper spelling, grammar and tone appropriate for the social media platform.

6. Examples of appropriate social media posts include news releases; community safety alerts; promotion of Village programs, services, events and achievements; Village job opportunities, ordinances/ policies and public meeting notices; as well as other information that supports the goals and mission of the Village.

7. Inappropriate social media posts include, but are not limited to, posts violating the Village's or site's Terms of Use, use for personal gain, personal opinions, political campaign information, political statements, internal grievances or similar matters of personnel interest, business endorsements, information to promote individuals or organizations not affiliated directly or indirectly with the Village, the disclosure of confidential Village business and information that may tarnish the Village's positive reputation.

8. Comments on social media sites are to be treated as public comment and should be checked daily. Content providers are encouraged to follow up with any user to help answer questions or resolve issues directly. Responses to such posts should be made in a timely manner, either directly or by other means to address the inquiry or issue.

9. Negative posts from the public on social media sites should only be removed if they violate the Village's Terms of Use.

10. Conduct by Village content providers on electronic media should follow the highest possible ethical standards.

Social Media Strategy

When establishing content management strategies for social media platforms, it is recommended that administrators create posts using the below content balance strategy to keep followers engaged:

- Master the "4 Cs"
    - Concise: People aren't going to spend a lot of time on the content. Get to the point. Occasionally, certain posts on appropriate platforms may benefit from long-form narrative, but this should be the exception, not the rule.
    - Conversational: People learn more effectively when spoken to, not at.
    - Compelling: Give site visitors a reason to spend time with this piece of content.
    - Creative: Come up with unique ways to capture the attention of site visitors.
- Device friendly
    - Most social media consumption is done on mobile devices (smartphones, tablets, iPads, etc.) Content and links must work on a mobile device platform.

Use built-in platform analytics to determine when followers are online so posts can be timed accordingly.

Terms of Use

The purpose of the Village's social media sites is to present matters of public interest to residents, businesses and visitors. Civil comments and questions from the public are welcomed on the Village's various social media pages. Posts from the public on Village of Hoffman Estates media sites become public record.

The below Terms of Use have been established and maintained by the Village of Hoffman Estates. The terms of use shall be posted to www.hoffmanestates.org for easy access:

Please keep all comments appropriate. Inappropriate comments are subject to deletion by the administrator of this account. This forum is not monitored at all times. Do not use this forum to report emergency situations or time-sensitive issues.

“Inappropriate” content includes, but is not limited to:

- Personal attacks against individuals or groups to including (but not be limited to) name-calling, defamation, hate speech, or remarks of a discriminatory nature disparaging people on the basis of race, gender, sexual orientation, disability, national origin, or other protected classes;
- Profanity, obscenity, or vulgarity
- Comments that infringe on copyrights
- Solicitation and spam comments, such as the same comment posted repeatedly
- Suggestions or encouragement of illegal activity
- Comments of a political nature
- Other comments as deemed inappropriate by the Village of Hoffman Estates

Please keep the following guidelines in mind when posting:

- The Village does not allow graphic, obscene or explicit comments or submissions nor do we allow comments that at the Village’s sole discretion are abusive, threatening, hateful, inflammatory or intended to defame anyone or any organization or comments that suggest or encourage illegal activity.

- Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, national origin, physical or mental disability, gender identity or sexual orientation will not be tolerated.

- Content posted by persons whose profile picture or avatar, username or email address contains any of the aforementioned prohibited conduct will not be tolerated.

- The Village does not allow solicitations or advertisements. This includes promotion or endorsement of any commercial, political, financial, nongovernmental, non-profit or religious agency/organization, whether such solicitation is to support or commit to causes, groups, or interests, to sign petitions, to solicit members, or to seek the purchase of goods or services. The Village reserves the right to, from time to time or on an ongoing basis, allow commercial messages or advertisements at its sole discretion.

- The Village will not allow attempts to defame or defraud any person or financial, commercial or governmental agency.

- The Village does not allow information intended to compromise the safety or security of the public or public systems.

- Participation in social media is done at the user’s own risk, which means users take personal responsibility for their comments, their username and any information provided.

- All comments are subject to public records law.

- The appearance of external links on social media sites does not constitute official endorsement on behalf of the Village of Hoffman Estates.

The Village of Hoffman Estates archives its social media platforms in compliance with the Freedom of Information Act. As such, the public should be aware that comments and other interaction made with Village accounts are retained in the Village's archives regardless of if a user hides or deletes comments after they have been made. All activity on Village platforms is subject to public records requests.

Employee Use of Social Media

Employees may be requested by the Communications Manager to use social media in the course of their duties (during work time or on their own decide to use social media for personal matters on non-work time.

All employees, whether designated as social media content providers or acting as private citizens, are prohibited from disclosing information on the Village's social media sites that is confidential or proprietary to the Village or that would violate state, federal or local law or the Village's policies.

Employees should assume they are at all times representing the Village of Hoffman Estates when making comments on the Village's social media sites. All employees are responsible for maintaining the Village's reputation and under no circumstances should employees present the Village to the public in a manner that diminishes its standing within the community. Although social media sites are regarded as more casual than most communication tools, employees should use proper grammar and avoid jargon. When making comments on the Village's social media sites, all employees, whether designated as social media content providers or acting as private citizens, must observe the following guidelines:

- Do not post malicious or mean-spirited remarks about any person.
- Do not use social media to harass, threaten, libel or slander or malign co- workers, supervisors, Village elected officials, any organization associated or doing business with the Village, or any members of the public, including Web site visitors who post comments. The Village's Ethical Conduct and Work Conduct sections within the Employee Personnel Policy Manual including but not limited to harassment and EEO policies apply to the use of social media.
- Note that most posts, comments and information are subject to release under the Freedom of Information Act (FOIA). Keep in mind how a post or comment might be viewed by the Hoffman Estates community or general public before posting.
- These systems are not designed to replace communication between supervisors and employees. Communication between supervisors and employees shall continue in the same manner.
- Do not use vulgar, abusive or threatening language about or toward any person.
- Employees who fail to conduct themselves in a professional manner, and/or who are found in noncompliance with any personnel policy manual policies, administrative protocols and department rules and regulations will be subject to the corrective action procedures found in the Village's personnel policy manual.

Employees choosing to post information during non-work time on any form of personal social media, whether anonymously or under a pseudonym are expected to maintain a positive online image that is consistent with the goals and objectives of the Village. Employees may exercise their first amendment right of freedom of speech or otherwise to engage in protected, concerted activity, but may be subject to disciplinary action for posts that are unreasonably disruptive to the work place, that violate the Village's policies or have a detrimental effect on the image or operations of the Village.

Employees making comments on external social media sites must not represent or portray themselves as a Village employee authorized to speak on behalf of the Village. This does not in any way prohibit employees from exercising their first amendment right to free speech.

Employees should avoid any posting that might be interpreted as an official statement made on behalf of the Village, on behalf of one's department or that might compromise perceptions of an employee's ability to do his/her job in an unbiased and professional manner.

Employees of the Village of Hoffman Estates may not use the Village's logo or trademarks or the name, logo, or trademarks of any business partner, supplier, vendor, affiliate, or subsidiary on any personal blogs or other online sites unless their use is sponsored or otherwise sanctioned, approved or maintained by the Village.

Employees are encouraged to review their privacy and security settings on their personal social media accounts to ensure their information is limited for viewing and sharing by others. Village personnel should use discretion and common sense when establishing social media connections with co-workers, department heads and Village elected officials, as well as using social media sites in general. Remember that what is written is public, may be public indefinitely, and may spread to larger audiences. Refrain from posting information one would be embarrassed to see in the newspaper or on television.

It shall be the responsibility of each department director to ensure that subordinate employees are familiar with this policy. Personnel whose online actions violate this procedure may face disciplinary action, up to and including termination.

Non-exempt employees are reminded to abide by all policies as indicated in the Village's Employee Personnel Policy Manual or applicable Collective Bargaining Agreement regarding overtime and compensation. Any work performed outside of an employee's normal work hours must be approved by the department director and any unauthorized overtime can be grounds for disciplinary action, up to and including termination. Department directors retain the authority to schedule employees for overtime as the workload of the department requires.

Employee Monitoring

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

Employees should have no expectation of privacy while using Village equipment and facilities for any purpose, including the use of social media. Further, all use and interaction on personal social media using Village equipment may be subject to public records requests through the Freedom of Information Act. The Village reserves the right to monitor, review and block content that violates the Village's rules and guidelines.

Violations

The Village will investigate and respond to all reports of violations of the Village's rules and guidelines or related Village policies. Employees are urged to report any violations of this procedure to their department supervisor or the HRM Department. A violation of this procedure may result in discipline up to and including termination of employment.