



VILLAGE OF LINCOLNWOOD

PERSONNEL MANUAL

Updated March 19, 2025

Effective January 3, 2023

Welcome to the Village of Lincolnwood!

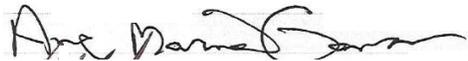
The Village strives to improve the overall quality of life for our residents by embracing a culture of Service First, and we look forward to you joining us on this journey. It does not matter if you are a frontline customer service representative, a mid-level supervisor or a member of senior management, Village employees have a strong history and culture of collaboration of supporting one another to meet our organizational goals.

The Personnel Manual outlines some of the foundational work rules and expectations that we have for our employees, but by no means is it meant to serve as a catch all for the rules that govern our organization. In addition to highlighting important work rules, the Personnel Manual covers many of the important benefits that are available to our employees.

I expect all employees to read the Personnel Manual in its entirety, and to keep your copy of the Manual to refer back to as questions arise. In addition to reading this Manual, employees should review the administrative protocols and policies on the employee intranet that cover work rules, benefits and other important topics.

I look forward to seeing the contributions that you all will make to our great organization. Welcome to the team!

Yours Truly,

A handwritten signature in black ink, appearing to read "Anne Marie Gaura". The signature is fluid and cursive, with a long horizontal stroke at the end.

Anne Marie Gaura
Village Manager

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1. INTRODUCTION

This Personnel Policy Manual (the “Manual”) supersedes all previous Personnel Policy Manuals and all management memos that may have been issued in the past on the subjects covered by the Village of Lincolnwood (the “Village”). Policies and procedures outlined within this Manual are in effect beginning January 3, 2023. The Village Manager has adopted administrative protocols and departmental procedures to supplement the policies outlined in the Manual. The Village Manager may periodically update all policies, protocols and procedures to reflect changes in work practices. Please see the administrative protocols or departmental procedures for more information. This Manual will answer many questions and provides a continuing source of reference. Please read this Manual carefully and keep it handy for future reference. One of each employee’s responsibilities is to become familiar with and comply at all times with its contents. Supervisors, Department Directors, and/or the Village Manager’s Office will be glad to answer any questions regarding this Manual.

1.1 General Statement of Purpose.

- A. This Manual is presented as a matter of general information only. **THIS MANUAL DOES NOT CONSTITUTE A CONTRACT OF EMPLOYMENT OR CONTINUED EMPLOYMENT, AND ITS CONTENTS SHALL NOT BE INTERPRETED AS A CONTRACT BETWEEN THE VILLAGE AND ANY OF ITS EMPLOYEES.** The policies of the Village shall not be interpreted as establishing tenured positions. There may be occasions where, based upon the circumstances, the Village will not follow the policies and procedures stated in this Manual, or may change or terminate policies or procedures, with or without notice.
- B. This Manual is designed to acquaint employees with the Village and provide information about working conditions, employee benefits, and some of the policies affecting employment. Employees shall read, understand, and comply with all provisions of the Manual. It describes **employee’s responsibilities**, and outlines the programs developed by the Village to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.
- C. The Manual is not all-inclusive and shall be used as a guide only. Certain policies in the Manual apply to elected and appointed officials as stated in the Personnel Policy Manual. Questions about what is expected shall be directed to the employee’s Supervisor. Unless specified otherwise by written contract, all employees have an “at-will” employment relationship with the Village unless employment is subject to the applicable rules of the Board of Fire and Police Commissioners. This means that employees have the right to terminate their employment at any time, with or without cause or advance notice, and the Village has the same right.
- D. No employee manual can anticipate every circumstance or question about policy. As the Village evolves, the need may arise and the Village reserves the right to revise, supplement, or rescind any policies or portion of the Manual from time to time as it deems appropriate,

- E. in its sole and absolute discretion. Employees will, of course, be notified of such changes to the Manual as they occur.

1.2 Adoption and Implementation of Policies

- A. The personnel policies are adopted by the Village Board, which consists of six elected Trustees and the Village President. The Policies are subject to amendment by the Village Board. It is the responsibility of the Village Manager to administer the personnel rules and regulations, render judgment, and exercise discretion in the interpretation of personnel policies.
- B. The day-to-day implementation and administration of the Village's personnel policy is the responsibility of the Village Manager and may be delegated to his/her designee.

1.3 Application of Policies

- A. The personnel policies, procedures, rules and regulations set forth in the Manual, unless stated otherwise, shall be applicable to all categories of employees as set forth in Section 2.5.4 herein. Violation of any of the rules or policies in the Manual will result in discipline, up to and including termination, depending on the circumstances. There is no requirement that employees be warned or suspended before being terminated.
- B. The policies, procedures, and rules set forth in this Manual shall take precedence to any previously adopted work rules, with the exception of any bargaining agreement, or any employment agreement. In such an event, the language in the collective bargaining agreement or employment agreement shall be considered binding. Where an existing collective bargaining agreement or an employment agreement does not address a certain area, the policies, procedures, and rules in this Manual shall be effective.
- C. Nothing in the Manual precludes the establishment of additional written departmental operational policies and procedures for the Department's work force.
- D. All sworn civil service employees are subject to the applicable Board of Fire and Police Commissioners' adopted rules and regulations, and all sworn police officers are subject to the provisions of Illinois statutes governing Police Department employees.

1.4 Offices and Positions

Although the following offices and positions are exempt from many of the policies and provisions of this Policy Manual that address the benefits and terms of employment with the Village, even the following offices and positions are expected to conform their conduct and interactions with

Village employees to the policies in this Manual. The following offices and positions shall be exempt from the provisions of this Policy Manual unless otherwise stated in the Policy Manual:

- A. Officials elected by the people
- B. Members of boards and commissions
- C. Personnel appointed to service without pay
- D. Village Manager
- E. Persons engaged under contract to supply expert, professional, technical, or any other services
- F. Those employees hired to meet the immediate requirements of an emergency condition, such as extraordinary fire, flood, or natural disaster which threatens life or property.

1.5 Severability

If any provision of this Manual is found to be in violation of any applicable state or federal law by a court of competent jurisdiction, such provision shall be stricken and shall not affect any other provision of this Manual.

1.6 Employee Acknowledgment

In order to make sure that the intent of this Manual is understood, all employees will be required to read the Manual and sign a statement acknowledging, among other things, the purpose and intent of this Manual (see Exhibit A, attached hereto). The Village desires to do everything possible to make sure employees understand the issues that are covered in this Manual; if employees need assistance in order to understand any of its provisions, please speak with a supervisor or Department Director.

THE ACKNOWLEDGMENT FORM VERIFIES THAT THE EMPLOYEE HAS RECEIVED A COPY OF THE PERSONNEL POLICIES, IS AWARE OF THE EXISTENCE OF PERSONNEL POLICIES, HAS READ THE POLICIES, AND RECOGNIZES HIS OR HER RESPONSIBILITY TO COMPLY WITH ALL POLICIES CONTAINED THEREIN.

2 EMPLOYMENT GUIDELINES

2.1 Equal Employment Opportunity:

The Village is strongly committed to creating and preserving equal opportunity for all employees and applicants. The Village makes all employment decisions – including recruitment, hiring, compensation, training, promotion, transfer, discipline, termination, and other personnel matters – without regard to race, color, ancestry, religion, sex (including gender, pregnancy, sexual orientation, and gender identity), reproductive health decisions, national origin, age, disability, veteran status, marital status, or any other basis prohibited by applicable federal, state, or local laws. The Village’s strong commitment to equal opportunity requires a commitment by each individual employee, and compliance with the letter and spirit of this policy is required of all employees. Violations of this policy shall be reported to the employee’s Supervisor.

2.2 Organizational Philosophy

The Village is committed to providing a sense of belonging to all employees of the Village and fostering a work environment of mutual trust, respect, dignity, and a collective commitment to excellence. It is the objective of the Village to conduct its operations with the following organizational philosophy:

- A. That individuals care about their jobs and take pride in themselves and their contribution
- B. Teamwork is important for the execution of our mission
- C. That the Village shall promote a safe work environment, and safe practices
- D. That the Village shall communicate its expectations of job performance to employees, and that constructive feedback be available
- E. Suggestions for the improvement of any portion of the Village’s services are encouraged and welcome, and may be submitted to employee’s Supervisor, Department Director, or the Village Manager
- F. That communication of policies and procedures be furnished
- G. That the Village provides the tools and training necessary for each member of the organization to effectively accomplish their task

2.3 Political Rights

The political rights of Village employees are acknowledged as being consistent with the State of Illinois Local Governmental Employees Political Rights Act. Political rights shall include, without limitation, the following political activities: to petition, to make public speeches, to campaign for or against political candidates, to speak out on questions of public policy, to distribute political literature, to make campaign contributions, and to seek public office. No Village employee shall use his or her official position of employment to coerce or inhibit others in the free exercise of their political rights.

2.4 Code of Ethics

Consistent with state law and Village ordinance, the following is a code of conduct and behavior for Village personnel.

A. All persons in government service shall:

1. Put loyalty to the highest moral principles and country above loyalty to persons, party, or government department
2. Uphold the Constitution, laws, and legal regulations of the United States and all governments therein and never be a party to their evasion
3. Give a full day's labor for a full day's pay, giving to the performance of their duties their earnest effort and best thought
4. Seek to find and employ more efficient and economical ways of getting tasks accomplished
5. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept, for themselves or their family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of their governmental duties
6. Make no private promises of any kind binding upon the duties of office, since a Government employee has no private word which can be binding on public duty
7. Engage in no business with the Government, either directly or indirectly, which is inconsistent with the conscientious performance of their governmental duties

8. Never use any information coming to them confidentially in the performance of governmental duties as a means for making private profit
 9. Expose corruption wherever discovered
 10. Expose violations of the policies wherever discovered
 11. Not retaliate against employees for exposing corruption or violations of these policies or laws wherever discovered
 12. Uphold these principles, ever conscious that public office is a public trust
- B. In addition, all employees are expected to fully comply with the Municipal Code of Ethics ordinance of the Village, located in Chapter 1, Article 4 of the Village Code of the Village (the "Code"), and the State Officials and Employees Ethics Act, located in Chapter 1, Article 4 of the Code.

2.5 Employment Classification and Categories

- A. It is the intent of the Village to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the Village, unless employment is subject to the applicable rules of the Board of Fire and Police Commissioners.
- B. Definition of Classification:
1. **NON-EXEMPT** employees are entitled to overtime pay at time and one half their regular rate of pay for all hours worked over forty (40) hours in a given work week (or over all hours worked over an FLSA Section 7(k) work period) under the specific provisions of federal and state wage and hour laws
 2. **EXEMPT** employees are not entitled to overtime pay for hours worked over forty (40) hours in a work week under the specific provisions of federal and state wage and hour laws
 3. **UNION** employees are represented by an exclusive bargaining agent and may be subject to a collective bargaining agreement that has been approved and authorized by the Village Board

4. **NON-UNION** employees are not represented by any exclusive bargaining agent or subject to a collective bargaining agreement
- C. Each employee is designated as either NON-EXEMPT or EXEMPT from overtime pay under federal and state wage and hour laws. An employee's EXEMPT or NON-EXEMPT classification may be changed only upon approval of and written notification by the Village Manager.
- D. Employment Categories: In addition to the above classifications, each employee will belong to one other employment category:
1. **FULL-TIME PERSONNEL** are those employees who are employed under a full-time job classification at a minimum of thirty-five (35) work hours per week basis, interrupted only by excused absences.
 2. **PART-TIME IMRF PERSONNEL** are employees who work year-round, and work more than one thousand (1,000) hours per year, but less than the applicable normal departmental workload, as determined by the Village. Part-Time IMRF personnel shall not work in excess of 29 hours per week. Part-time IMRF personnel are not entitled to benefits received by full-time personnel, unless otherwise specifically set forth herein.
 3. **PART-TIME NON-IMRF PERSONNEL** are employees who, regardless of whether they work throughout the year, work no more than one thousand (1,000) hours in a twelve (12) month period. Part-time non-IMRF Personnel are not entitled to any benefits (other than legally mandated benefits such as Social Security and workers' compensation insurance), unless otherwise specifically set forth herein.
 4. **TEMPORARY AND SEASONAL PERSONNEL** are employees who are employed by the Village for a specific length of time, usually not to exceed six (6) months, and for a specific program or project. Temporary and seasonal personnel are not entitled to any benefits (other than legally mandated benefits such as Social Security and workers' compensation insurance), unless otherwise specifically set forth herein.
 5. **VOLUNTEER PERSONNEL** are individuals who donate their time to the Village without pay and are not employees of the Village. Volunteers must follow all Village policies and procedures. Volunteers are not covered by workers' compensation insurance, and are not entitled to any benefits, unless otherwise specifically set forth herein. See Section 8 herein.

6. **INTERNS** are those individuals who are currently working toward a bachelor's or master's degree from an accredited college or university. Their purpose is to provide administrative assistance/research on specific projects and tasks relating to their field of study. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for most of the Village's other benefit programs. Interns who work over 1,000 hours for the year are eligible for some benefits sponsored by the Village, subject to the term's conditions, and limitations of each applicable benefit program.

2.6 Hiring of Relatives / Nepotism / Conflict of Interest

- A. The employment of relatives in the same division or Department of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships. The Village is committed to monitoring situations in which relatives work in the same division or Department. In case of actual or potential problems, the Village will take prompt action. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved.
- B. For purposes of this section, a "relative" is defined as any person related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage, including mother, father, brother, sister, spouse (including cohabitating couples), children, aunts, uncles, nieces, nephews, first cousins, mother-in-law, father-in-law, brother-in-law, sister-in-law, stepfather, stepmother, step brother, stepsister, stepchild, half-brother, half-sister, grandchild, grandparent and legal guardian. Relationships created by adoption are included.
- C. An individual shall not occupy a position where he or she reports to or is supervised by his or her relative. This constitutes a "Prohibited Employee Relationship."
- D. Relatives of elected or appointed Village officials shall not be employed in any full-time and/or part-time IMRF employment (as defined herein) with the Village.
- E. Relatives of the Village Manager, the Assistant Village Manager, or the Human Resources Manager shall not be employed in any capacity with the Village.
- F. Relatives of Full-Time Personnel and Part-Time IMRF Personnel shall not be hired within the same Department in which the Full-Time Personnel and / or Part-Time IMRF Personnel works in the Village.

- G. The provisions of this policy shall not apply to any full-time or part-time IMRF employee of the Village hired before March 3, 2005, the effective date of this revised policy, or to sworn personnel appointed by the Board of Fire and Police Commissioners.

2.7 New Employees

- A. Reporting New Hires to the State: All newly hired employees of the Village will be reported to the State of Illinois. The purpose of this is to comply with the New Hire Reporting Program intended to locate absent parents for child support and to reduce the abuse or fraud in unemployment insurance, food stamp and Medicaid programs. The Village must report the name, address, hire date, social security number, and any withholding orders of all new employees.
- B. Training: Job related training is undertaken at the departmental level and is the sole responsibility of the Department Director who may delegate the task to a supervisor.

2.8 Introductory Period

- A. All appointments and promotions of full-time and part-time non bargaining unit employees shall include an initial introductory period that continues through the completion of any formal off-site basic training or for six months from first date of employment, whichever is longer and may be extended an additional 90 days by the Village. The conditional offer of employment establishes the term of the initial introductory period which in limited positions may be longer than six months. Sworn positions shall follow the guidelines established by the Fire and Police Commissioners Hiring Act (65 ILCS 5/10-1-30), the collective bargaining agreement, and the guidelines established by the police department and shall be excluded from the Introductory Period provision included within this manual.
- B. During the initial introductory period of original appointments, vacation time is not allowed; except upon written authorization of the Village Manager. Employees may use personal leave and sick time. Any form of earned and unused paid leave may be used during an extended introductory period. During the introductory period of a promotion, use of all accrued benefit time is allowed. Each employee shall be advised of this policy and the planned duration of the introductory period at the time of the job offer. Successful completion of the introductory period for any employee should be documented in writing by the Department Director and approved by the Village Manager. Following successful completion of the introductory period, employees are eligible for a merit increase.

C. The introductory period is designed for the employee and Village to independently and jointly determine if the position is a good fit. At the time of appointment, the department may set certain goals to be achieved during the introductory period.

D. During this period, employees should receive regular feedback from their immediate supervisor regarding their work so they know where they are performing well and where there are deficiencies in their employment. Failure to successfully complete the introductory period should not be a surprise.

E. The completion of the introductory period shall be established in advance by a written recommendation of the immediate supervisor, with the approval of the Department Director.

F. In the sole discretion of the Village, it may be determined that additional training and/or demonstrated continuous performance improvement is required. In these cases, the immediate supervisor may recommend and with approval from the Department Director, may extend the introductory period a maximum of 90 days with a written recommendation to allow additional time to evaluate the employee, subject to approval of the Department Director and the Village Manager.

G. During the initial or extended introductory period, an employee may be separated from employment by written recommendation of the Department Director with approval of the Village Manager at-will without cause and without appeal.

2.9 Promotions and Transfers

A. Promotions: A promotion is defined as moving to a higher class or paid position. Newly promoted employees are required to complete an introductory period after entering their new role. Failure to successfully complete the introductory period may result in separation as there is no right to reinstatement/reappointment to the employee's previous position. A newly promoted employee shall receive a minimum of a 5% increase to their regular hourly or to the annual rate, or to the minimum of the salary range as the pay plan allows.

B. Transfers: A transfer is defined as moving to a job which is equally classed to the employee's current job. Transfers of employees between departments, on either a regular or a temporary basis, may be made upon the recommendation of the Department Head of the affected department(s) and the approval of the Village Manager. Transferred employees shall conform to the working policies of the Department to which they are transferred and shall complete an introductory period in the Department to which the employee has been transferred. A transferred employee is not eligible for a merit increase

after completion of the introductory period. The Village Manager has the express authority to transfer any employee if it is in the best interest of the organization.

2.10 Communication

- A. The Village has an open-door policy. Employees are encouraged to communicate their problems, concerns, and suggestions to their immediate supervisor or Department Director. The Village Manager or his/her designee is available to meet with employees by appointment.
- B. In addition to meeting person to person with supervisors and other management personnel, employees are encouraged to bring their concerns, comments, suggestions and questions to employee meetings and employee safety meeting conducted several times each year by the Village Manager or his/her designee. The Village recognizes that employees sometimes prefer to communicate their concerns in writing and encourages employees to do so.

2.11 Layoffs

- A. With the approval of the Village Manager, employees may be laid-off for reasons that include but are not limited to shortage of work or funds, elimination of the position, material change in the job duties, or other related reasons in the Village's discretion to the continuing scope and composition of the workforce. The laid-off employee's duties may be reassigned to other employees.
- B. Disciplinary separations from employment are not considered to be a layoff.
- C. Employees whose employment was terminated due to a layoff may reapply for subsequent vacancies with the Village.

2.12 Classification and Compensation

- A. It is the desire of the Village to administer a compensation program for non-union employees that will enable it to retain and recruit highly competent employees. To meet this end, the Village establishes compensation ranges that are commensurate with the level of responsibility inherent in the position, and market. Therefore, it is the goal of the Village to provide both internal and external equity for all non-union positions. The Village administers a merit-based compensation system whereby all movements within the compensation range are determined by an employee's relative success in meeting organizational goals as measured through a regular employee performance evaluation.

2.13 Application/Interview Process

All potential new hires must complete an employment application to be considered.

2.14 Pre-Employment Screening

Before the Village hires an applicant (at any level), it will conduct reference checks using both personal references and previous employers listed on the application. A background check will be conducted for each position. A drug screen will be conducted for select positions. Some positions, as determined by the Village Manager, may also be required to participate in a psychological assessment and/or a physical as part of the pre-employment screening. The Village reserves the right to change or alter its pre-employment screening process.

2.15 Employment Reference Checks

- A. Statement of Policy: It is the policy of the Village to check the employment references of all applicants, to ensure that individuals who join the Village are well-qualified and have a strong potential to be productive and successful. The Village will consistently check applicants' references to verify all reference information and respond in writing to inquiries from others concerning current or former employees.
- B. Responding to Reference Check Inquiries: The Village Manager or their designee will respond only to those reference check inquiries on Village employees that are submitted in writing. If reference check inquiries are received via telephone, the requesting party will be advised that the Village will only respond to such requests made in writing.
- C. Responses to such inquiries will confirm dates of employment, wage rates, and position(s) held when provided by the employee or former employee.

2.16 Work Schedules

- A. Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.
- B. Village Hall Office Hours are 9:00 a.m. to 5:00 p.m. apart from the Community Development Department hours which are 8:00am to 5:00pm.

C. General Work Week for Full-time Staff:

Non-exempt Personnel:	35 hours/week
Exempt Personnel:	40 hours/week
Sworn Police Supervisory Personnel:	40 hours/week
Public Works Supervisory Personnel:	40 hours/week

2.17 Meal Period

- A. All full-time, part-time non-IMRF, part-time IMRF, and seasonal employees working a full seven or eight-hour shift (depending on their classification), excluding Public Works supervisory staff, are granted one unpaid meal period of sixty (60) minutes in length each workday. Public Works supervisory staff are granted one unpaid meal period of thirty (30) minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods. During meal periods, sworn law enforcement personnel are required to have access to emergency communication devices, and respond to emergencies.
- B. The Department Director or his/her designee shall be responsible for scheduling the meal period in the interest of departmental efficiency and full departmental or divisional coverage.
- C. Department Directors (or their designees) will ensure that the meal period is not extended or denied unless emergency conditions exist.
- D. Meal periods shall not be scheduled at the beginning or end of the workday.
- E. Employees may not leave early or extend their meal period beyond their assigned period unless authorized by the Department Director or his/her designee.
- F. A dining area is provided for employees to use during meal periods. No employee may consume food or beverages in work areas unless the employee is specifically required to remain at a workstation during the meal period or has been granted approval by the Department Director or his/her designee.

2.18 Break Periods

- A. All full-time, part-time non-IMRF, part-time IMRF, and seasonal employees working a full seven or eight-hour shift (depending on their classification) will be granted two fifteen (15)

minute breaks, one during the first half of an eight-hour shift, and one during the second half of such a shift.

- B. The Department Director or his/her designee shall be responsible for scheduling the break periods in the interest of departmental efficiency and full departmental or divisional coverage.
- C. Department Directors (or their designees) will ensure that break periods are not extended or denied unless emergency conditions exist.
- D. Employees are expected to be punctual in starting and ending their breaks and may be disciplined for tardiness.
- E. Employees who choose to continue to work during break periods are not entitled to arrive later than scheduled starting time or leave before the normal ending time and will not receive extra pay for the time worked.
- F. Break periods shall not be scheduled at the beginning or end of the workday or adjacent to lunch periods.
- G. Break periods must be taken away from the workstation such as in a cafeteria or in other designated non-work areas.

2.19 Access to Personnel Files

This policy provides for the access and review of personnel files consistent with the Illinois Personnel Records Review Act, 820 ILCS 40, *et seq.*

- A. The Village maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.
- B. Personnel files are the property of the Village, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the Village who have a legitimate reason to review information in a file are allowed to do so.
- C. With reasonable advance notice, employees may request to review their own personnel files in the Village Manager's office and in the presence of an individual appointed by the Village to maintain the files.

2.20 Personal Data Changes and Emergency Contact

Each employee will submit a Personal and Emergency Information Form of employee data to the Village Manager or his/her designee (Exhibit B, attached hereto). It is the responsibility of each employee to promptly notify their Department Director of any changes in personal data. All data shall be accurate and current at all times. It is extremely important that current emergency information for each employee is kept on file in the Village Manager's Office. Village staff must be able to contact a responsible, designated person in case of accidents or other emergencies. Up-to-date information allows for effective communication, especially in times of emergency.

- A. The Personal and Emergency Information Form of employee data will be submitted to the Village Manager or his/her designee whenever there is a change in personal or emergency information.
- B. If any personal data has changed, the employee is to promptly notify the Village Manager or his/her designee.
- C. An employee may make an appointment with the Village Manager or his/her designee to update any changes in marital status, beneficiaries, and dependents as it relates to benefits.
- D. An employee may contact the Assistant to the Village Manager or his/her designee for tax forms to make changes to tax withholdings.
- E. An employee shall present copies of certifications relating to education, training, etc., to their Supervisor and the Assistant to the Village Manager or his/her designee.
- F. It is the responsibility of the employee to keep information regarding home telephone numbers, number of dependents, address changes, emergency notification data, and educational accomplishments up to date.
- G. A copy of the Personal and Emergency Information Form will be kept in an employee's Personnel File.

2.21 Performance Evaluations

- A. Performance Evaluations are designed to establish regular and careful assessments of performance; to focus on areas where new training or continuing education may be

required; to establish any applicable merit pay increase; and to review the prevailing goals and the employee's efforts to achieve these goals. The evaluation criteria are established by the Village Manager.

- B. Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis.
- C. A formal written performance evaluation will be conducted at the end of an employee's first six (6) months as an employee of the Village.
- D. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.
- E. Performance evaluations are scheduled approximately every twelve (12) months, coinciding generally with the anniversary of the employee's original date of hire or with the employee's last date of promotion.
- F. The performance evaluation will be placed in the employee's file.

2.22 Other Employment

This policy is established to address concerns that may arise from outside employment activity; for example, the impact of physical stress and fatigue on employee performance and safety. "Other employment" consists of full-time and part-time work outside of Village employment.

- A. A full-time employee may not hold a job with another organization, unless the employee obtains prior written approval from the Village Manager or their designee (such approval not being unreasonably withheld), and as long as the employee satisfactorily performs his or her job responsibilities with the Village.
- B. All employees will continue to be evaluated under the same performance standards and expectations and will remain subject to the Village's scheduling requirements, regardless of any outside work demands.
- C. If it is determined by the Village Manager and/or their designee that an employee's Other Employment interferes with performance or the ability to meet the requirements of the Village (as they are modified from time to time), the employee may be required to terminate the Other Employment if he or she wishes to remain employed with the Village.
- D. An employee shall not perform Other Employment:

- i. Which creates a conflict of interest between the employee's Other Employment and that of the Village or;
- ii. Which is of such nature that it may be reasonably construed by the public to be the official act of the Village or Department or;
- iii. Which involves the use of Village facilities, equipment, uniforms, and supplies except as specifically permitted by the Village Manager or;
- iv. Which involves the use of official information not available to the public and;
- v. Which might encourage, on the part of members of the general public, a reasonable belief of a conflict of interest.
- vi. An employee on approved sick leave and/or FMLA leave shall not engage in any outside employment during their absence from work and at least until the employee returns to work and completes a normal workday.

2.23 Electronic Resources Policy

- A. The Village's telephone, e-mail, computer, voice mail, Internet and other communication systems are not intended for personal use. Each user must ensure that use of Village electronic resources is appropriate and professional. The Village may monitor any of these systems to prevent abuse and ensure that our communications with vendors, members, the general public, and each other are of the highest quality, consistent with Village policies, and for other business purposes. Users have no expectation of privacy in connection with the use of Village technology resources, including but not limited to the creation, entry, receipt, storage, accessing, viewing or transmission of data. By using the telephone, e-mail, voice mail, Internet or other modes of communication, employees consent to such monitoring. With regard to e-mail, computer, voice mail and Internet systems, employees are advised that passwords, varying levels of message protection, and other security measures are all accessible by the Village.
- B. Use of Village telephone, e-mail, voice mail, computer, or other communication devices in a manner that does not comply with the Village's equal employment, harassment or other policies or standards of conduct is strictly prohibited.

2.24 Electronic Devices, Software and Internet Use

- A. The Village provides certain employees with electronic devices such as personal computers (“PCs”), mobile phones (including smartphones), tablets or other electronic devices as tools to perform their job functions. These devices and their software are the property of the Village, and use of these devices is provided solely for the effective performance of the employee’s job. In some cases, this may include internet access. Internet use is for business purposes and must be limited to sites necessary to perform the employee’s duties. If an employee does not require the use of a PC in the normal performance of his or her duties, then the use of a Village PC without prior authorization is strictly prohibited. Employees using Village-issued devices have no expectation of privacy with respect to use of same.
- B. Electronic Mail or E-mail: The Village’s e-mail system may be used only for legitimate business purposes of the Village and that does not violate any Village policies.
- C. The Village recognizes that occasional personal use of the Village’s electronic resources may be consistent with this policy if it is infrequent, incidental use that is professional, in good taste, and does not interfere with Village business, the performance of the user’s duties or the availability of information systems and that does not disturb employees who are working. All use, including personal use, is subject to the provisions of the Village’s policies, including the Village’s right to monitor its electronic resources.
- D. The Village has developed both hardware and software standards for all its desktop and laptop computers to protect the network and to maintain full access to the network. Loading unauthorized individual software programs can affect a computer and has the ability to affect the entire network and, therefore, other users. Therefore, absolutely no software program, executable file, or audio/video, or image file may be loaded on any desktop and/or laptop computer under any circumstances, except by the appropriate systems professional and with advance approval from the Village Manager or his / her designee. No exceptions are permitted. This includes downloading/saving files (other than word processing documents and spreadsheets) and/or adding or changing any other software program files. When there are business requirements for software other than any of the current standard software, the new software must be evaluated and maintained by the Village Manager or his/her designee, including the loading and changing of that software on the computer. To minimize the risk of unauthorized access to or disclosure of Village information, all users are prohibited from sharing their password(s) for Village related software and/or equipment with any staff member or outside entity.

- E. All personnel must respect copyrights and other restrictions that pertain to outside materials and that prohibit downloading of software. Failure to observe copyright or license agreements may result in disciplinary action, up to and including termination.

- F. The Internet is a powerful communication tool and a valuable source of information for business use, and access to the Internet on Village equipment and/or during an employee's work hours shall be for business use only. The Village has no control over the information on the Internet and is not responsible for its content. In addition, the Village is not responsible for any unauthorized charges or fees resulting from communication via the Internet. Everyone is responsible for what they view and download, and for what they transmit or otherwise communicate by e-mail or the Internet. All Internet use is subject to this policy, and the Village's policies regarding harassment, discrimination and other policies. Any unauthorized or inappropriate use of the Internet or Village PCs may result in disciplinary action, up to and including termination.

- G. All Village personnel performing any work for or in connection with the Village are strictly prohibited from using Village-provided PCs or Internet services for any of the following or similar purposes:
 - 1. Engaging in conduct that is illegal, fraudulent, libelous or malicious or against Village policy or contrary to the Village's best interest

 - 2. Engaging in conduct that is annoying, harassing or disruptive to others

 - 3. Sending, retrieving, accessing, downloading or storing any communications of a discriminatory, offensive or harassing nature, including messages with threatening, derogatory or inflammatory remarks about an individual's or group's race, color, sex, age, disability, religion, national origin, sexual preference, or other protected characteristics

 - 4. Transmitting unauthorized data

 - 5. Attempting to gain unauthorized access to data or into any computer

 - 6. Using profane, offensive, or abusive language

 - 7. Downloading text, images, or videos without express advance authorization from management

8. Downloading games, gambling, or playing games on the computer or over the Internet
 9. Sending e-mail or other electronic communications that conceals the identity of the sender or misrepresents the sender's identity; all messages communicated on the company's e-mail/Internet system shall contain the employee's name, and all communications sent outside the Village shall contain the individual's signature block
- H. All employees must sign the Computer User Acknowledgment Form, a copy of which is attached hereto as Exhibit C. Violation of the terms set forth therein, or any of the foregoing guidelines may result in disciplinary action, up to and including termination. Anyone using PCs or the Village's technology network for defamatory, illegal, fraudulent, or other inappropriate purposes may also be subject to civil liability or criminal prosecution, where appropriate. If an employee suspects that a co-worker is misusing the Village computer resources, the employee is responsible for immediately reporting the misuse to the Village Manager or his/her designee.

2.24 Communications Procedures

- A. **Customer Service:** The Village is in the business of serving people. The overall success of the Village depends on its ability to attract and develop individuals who genuinely enjoy fulfilling the needs of the community. The Village's policies are based on the belief that people who are treated fairly, whose accomplishments are recognized and who are provided with opportunities for advancement are essential in developing a highly successful organization. Anyone who visits or does business with the Village will judge the entire organization through contact with a few individuals. If these people are rude, indifferent, or inefficient, it will take a great deal of courtesy, professional service and efficiency to overcome the initial bad impression. Every employee serves the public, either directly or indirectly. The impression one makes is an advertisement – good or bad!
- B. **Use of Telephone, Voice Mail, and Mail Systems.**
- i. **Use of Telephones:** The good telephone habits of employees are an indication to the public that the Village is interested in serving them.
 1. Employees shall answer the office telephone promptly and courteously. The employee shall identify their Department and or division, their name and job title, if appropriate. The employee shall be friendly and helpful, give accurate information and transfer calls if appropriate. If a message is left for another employee, note the name and telephone number of the caller, the date, time,

and summary of the caller's message. It is every employee's responsibility, no matter the level of their position, to help answer and direct telephone calls when necessary.

2. On occasion, there may be a need for personal calls. Such use shall be limited, of short duration, and not for another job or outside business. Employees shall not place or continue personal calls when all other lines are busy, or when no one else is available to answer a call or when a visitor is in the office.
3. Use of Village-supplied Cellular Telephones. Cellular telephones may be provided to employees for the purpose of completing their duties in a professional and efficient manner. When using Village-supplied cellular telephones, employees are to adhere to the following guidelines:
 - I. Cellular telephones are not to be used in lieu of available landline units. Cellular telephones may be used only for Village-related business when an employee is away from their workstation. However, when necessary, the employee may use a cellular telephone "push to talk" feature to allow for immediate access to an individual who uses the same type of cellular phone, but who may be away from their workstation.
 - II. Cellular telephones are provided for Village business use. However, if the employee is required to maintain cellular telephone contact during non-business hours, an employee may utilize the cellular telephone for personal purpose, subject to the following constraints:
 1. An employee does not exceed their talk time allowance for the cellular telephone and,
 2. Personal calls are kept to a minimum
 - III. The Village does not allow non-exempt employees to engage in unauthorized "off the clock" work. Employees must record all work performed away from their assigned worksite or outside of assigned hours. The Village will compensate non-exempt employees for such work. However, employees who perform unauthorized "off the clock" work are subject to discipline. Failure to accurately record all hours of work, tampering with, altering, or falsifying time records may result in disciplinary action, up to and including termination.

- IV. Employees in possession of Village communications devices are expected to protect the equipment from loss, damage, or theft. Employees should not use such devices to communicate or store confidential or sensitive Village information, and in the event such use is unavoidable, the employee must immediately remove the confidential or sensitive information from the device. Any device used for business purposes must be password-protected. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the communications device for return or inspection. The Village reserves the right to monitor usage and reserves the right to inspect, copy, access and disclose any information contained on the device including but not limited to call logs, voicemails, text messages, internet usage, saved or deleted files, documents and emails. As such, no expectation of privacy should be presumed for any Village communications device. The Village may also confiscate cellular telephone at its discretion.
 - V. Use of a hand-held mobile, cellular, analog wireless or digital telephone while driving is prohibited by State law. Employees whose job responsibilities include regular or occasional driving within the Village and who are required to use a communications device for business use must utilize hands-free operations or pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Texting or sending e-mails or other written communications is prohibited while operating a vehicle in the performance of duties for the Village.
4. Personal Cellular Telephone Usage: When using personal cellular telephones, employees are to adhere to the following guidelines:
- I. Employees are not to utilize personal cellular telephones, including but not limited to, for messaging, games or other functions, while on Village time with the exception of an emergency or to perform Village work related duties.
 - ii. Postage and Mailing: The use of the Village-paid postage for personal correspondence is not permitted, and use of the Village Hall mailing address (6900 Lincoln Avenue or 7001 N. Lawndale) is not allowed as a personal mailing address. The only exception is that sworn police officers may elect to furnish the address of the government entity or Police Department where he or she works instead of his or her residence for vehicle registration purposes only, as permitted under the Illinois law.

2.25 Use of Information Systems

Any employee who uses a Village computer will read and sign the User Acknowledgment Form, attached hereto as Exhibit C.

2.26 Use of Village Property

- A. Village Property: Employees shall not use the Village's property for their own purposes. Employees shall not remain in, or return to, the offices or other work areas or Village buildings outside of the normal business hours without having obtained the prior authorization of their Supervisor.
- B. Equipment: When using Village-owned equipment, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.
- C. Vehicles: The Village may provide vehicles for business use, to allow employees to drive on Village business, and to reimburse employees for business use of personal vehicles.
 - i. All Village employees that are required to operate a Village vehicle in the course of their duties shall hold a valid driver's license as a condition of continued employment. No Village employee shall operate a village vehicle without the applicable valid driver's license. If an invalid or expired license is discovered, the employee may not be allowed to work until the situation has been corrected and may be subjected to disciplinary action.
 - ii. Employees operating Village-owned vehicles or privately-owned vehicles while conducting official business shall observe all traffic laws, rules and regulations, and shall use common sense, and good judgment.
 - iii. Any employee who operates a privately-owned vehicle while conducting official business for the Village must maintain automobile liability insurance in accordance with the State Financial Responsibility Law. Employees who do not maintain minimum liability coverage will not operate privately-owned vehicles in an official capacity.
 - iv. Employees approved to operate a personally owned vehicle will receive the IRS per-mile standard reimbursement. Refer to the "Training and Travel Expense" Administrative Protocol for additional information.

v. The improper, careless, negligent, destructive, or unsafe use or operation of vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

2.27 Training and Travel Expenses

The Village recognizes the importance of encouraging and supporting employees in professional development activities that are related to their employment. The costs of such training and skill improvement are paid through Department training budgets under the supervision of the Village Manager or his/her designee.

- A. Requests for Training Expenditures: Requests for training shall be made as far in advance as practicable. Requests for approval with less than five (5) working days' notice may be denied or require the employee to advance the costs of such training and request reimbursement after the fact.
- B. Use of Village-issued Purchasing Cards: Employees registering for training programs, securing air reservations, hotel reservations, and any other allowable expense may obtain permission to utilize their Department Director's Village-issued Purchasing Card for these purposes. However, the employee will not be allowed to take the Purchasing Card with during the trip.
- C. Expense Advances: An expense advance must be secured prior to the training program. The advance covers per diem for food. Such requests must be made more than five working days prior to the employee's departure for the training program. Requests received with less notice may not be honored.
- D. Expense Reports: Expense reports must be completed and submitted to the Assistant to the Village Manager within five (5) business days of the employee's return to work for the training program.

2.28 Village Credit Card Usage:

Village-owned credit cards cannot be used for personal use. Prior written approval from the Village Manager must be obtained for all travel and seminar expenses charge to Village credit cards. Credit cards shall not be used for per diem rates. Per diem allocations shall be issued to the employee prior to the conference or seminar as outlined in the Training and Travel Expenses policy, above. Supporting documents must be kept for all credit card purchases

2.29 Security Inspections

The Village wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the Village prohibits the possession, transfer, sale, or use of such materials on its premises. The Village requires the cooperation of all employees in administering this policy. Offices, desks, lockers, and other storage devices may be provided for the convenience of employees but remains the sole property of the Village. Accordingly, they, as well as any articles found within them, can be inspected at random by any duly designated agent or representative of the Village at any time, either with or without prior notice.

2.30 Employee Safety

- A. Employee safety in the workplace is the highest priority for the Village. Safety must be part of every job. Many workplace injuries and illnesses can be prevented if safe work practices are observed. No job is so important that it shall be performed in an unsafe manner or in unsafe conditions. Tools and equipment shall be used for their intended purposes and according to the tool or equipment's instructions. Employees must practice safe driving habits and follow the rules of the road while performing their job duties. Employees must use personal protective equipment as required for the task you are performing and follow all safety rules and regulations. If you notice something that you believe is unsafe, notify your supervisor immediately. Safety is the responsibility of all employees at the Village. Failure to report unsafe conditions or safety concerns may result in appropriate discipline. The employee's Supervisor or Department Director will advise the employee as to the specific safety policies and requirements.

- B. Orientation: The Village believes that expedient and proper training is an effective Loss Prevention tool. Therefore, the Village has implemented an Employee Safety Orientation session which is conducted within the first weeks of a new employee's employment at the Village. The orientation stresses the Village's commitment to safety and urges employees to be safety conscious at all times including periods of work preparation, doing the job, cleaning up, and walking to and from the job. The orientation is not intended to be a substitute for job specific training which must be conducted by each Department Director or his/her designee as soon as the employee reports to the hiring department. Rather, the orientation covers topics which deal with general safety rules, principles, and procedures applicable to most work situations within the Village.

- C. Annual Training: The Village Manager shall appoint a Safety Coordinator, who will develop and oversee safety training and orientation for all employees.

2.31 Workers' Compensation

- A. The proper care and treatment of work-related injuries are a primary concern of the employer. Through an ongoing process of injury evaluation, diagnosis, treatment and medical care the employee will be afforded the greatest opportunity to eliminate unnecessary lost workdays and continue their productivity under controlled medical procedures.

- B. The Village provides statutory benefits as provided by the State of Illinois Workers' Compensation Act for employee injuries, including cumulative trauma and occupational diseases, which arise out of the course and scope of employment, regardless of fault. All accidents, no matter how minor, should be reported immediately, or in all instances no later than two (2) hours of the injury, to the employee's Supervisor with appropriate documentation.

3. Workplace Standards and Conduct

3.1 ANTI-DISCRIMINATION/ANTI-HARASSMENT/ANTI-RETALIATION IN THE WORKPLACE

- A. Statement of Policy: The Village is committed to maintaining a professional work environment that is free from discrimination, harassment, retaliation and similar offensive or inappropriate conduct. Although some conduct may not rise to the level of unlawful harassment from a legal perspective, the Village wants to protect its employees from such conduct and prevent conduct from becoming severe or pervasive enough to alter the conditions of an employee's employment, create a hostile working environment, or result in a tangible adverse employment action. Accordingly, the Village has adopted a zero-tolerance policy against harassment. This policy forbids an employee, elected official, vendor, client, customer or other person, from engaging in such conduct. It is the right of each individual employee to work in an environment free from harassment.
- B. Prohibition: This policy prohibits harassment or other workplace discrimination based on a person's protected status under state and federal law. This includes conduct, whether verbal, physical, or visual, that denigrates or shows hostility or aversion toward an individual based upon that person's actual or perceived race, sex (including, gender, sexual orientation, and gender identity), age, color, religious affiliation, national origin, disability, ancestry, marital status, military status, genetic information, or other legally protected status. The Village will not tolerate harassing conduct that has the purpose or effect of interfering unreasonably with an individual's work performance, affecting an individual's tangible job benefits, or creating an intimidating, hostile, or offensive work environment.
- C. The harassing conduct forbidden by this policy specifically includes, but is not limited to:
1. Epithets, slurs, negative stereotyping, or intimidating acts that are based on a person's protected status.
 2. Written or graphic material circulated, available on the Village's computer system, or posted or distributed within the workplace that shows hostility toward a person or persons because of their protected status.
 3. Jokes, kidding, teasing, or practical jokes directed at a person based on his or her protected status.
 4. Any employee mocking or belittling any other employee in such a manner that has the purpose or effect of interfering with the employee's work performance or creating an intimidating, hostile, or offensive work environment.

5. Retaliation against another employee for reporting acts of harassing conduct.
 6. The Village discourages any such conduct in the workplace, and this policy prohibits harassment based on an individual's protected status, even if it does not rise to the level of a legal violation.
- D. Sexual Harassment: Sexual harassment includes any harassing conduct based on gender, regardless of whether the conduct is sexual in nature. Any unwelcome conduct based on gender is also forbidden by this policy regardless of whether the individual engaged in harassment and the individual being harassed are of the same or different genders.
1. Unwelcome sexual advances, requests for sexual favors, or other verbal, physical, or visual conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term of employment, (2) submission to or rejection of the conduct is used as a basis for an employment decision affecting an individual (tangible employment action), or (3) conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
 2. This policy forbids harassment based on gender regardless of whether it rises to the level of a legal violation.
 3. The Village considers the following conduct to represent some of the types of sexually harassing conduct that violate the Harassment Policy:
 - I. Preferential treatment and promises of a preferential treatment to an employee for submitting to sexual conduct.
 - II. Verbal harassment, such as sexual innuendoes, suggestive comments, insults, comments on sexual preference, humor and jokes about sex, anatomy, or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements of a sexual nature about other employees, even outside of their presence
 - III. Non-verbal harassment, such as suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls," "smacking" or "kissing" noises, or winking

- IV. Visual harassment, such as posters, signs, pin-up, slogans of a sexual nature, overt display of pornographic photographs, or literature in the workplace
 - V. Physical harassment, such as: inappropriate touching or feeling of another person, unwelcome hugging or kissing, patting, pinching, grabbing, brushing against another person's body, coerced sexual contact or intercourse, or sexual assault or sexual battery.
- E. Compliance with Policy: Everyone at the Village can help assure that this workplace is free from prohibited discrimination or harassment. Everyone is expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited harassment under this policy. No employee or elected/appointed official is exempt from the requirements of this policy.
- 1. The Village expects employees to inform others in the workplace whenever their conduct is unwelcome, offensive or inappropriate.
 - 2. In addition, employees may come forward with complaints about alleged problems or violations of this policy at any time through the procedure below. Employees are expected to come forward promptly and report any problems pursuant to this policy before the alleged offending behavior becomes severe or pervasive. Prompt reporting is very important so that the Village can take action to stop the conduct before it is repeated.
 - 3. Complaints need not be limited to someone who was the target of the alleged offending conduct. Anyone who has observed an alleged violation of the policy is also encouraged to report such conduct.
- F. Internal Complaint Procedure.
- 1. If an employee or other person covered by this policy experiences or witnesses any conduct that he or she believes is inconsistent with this policy, the Village expects the person to promptly notify Human Resources, the Village Manager, an employee's Supervisor, or Department Head. This may be done in writing or orally. Any supervisor or Department Head who receives a complaint or observes conduct which may violate this policy, must immediately report the complaint or observation to Human Resources (the Assistant to the Village Manager), or the Village Manager. This policy does not require reporting harassment or discrimination to any individual who is creating the harassment or discrimination.

2. Persons who believe they have been subjected or exposed to discrimination or harassment prohibited by this policy have the right to have any such activity terminated immediately. The Village may put reasonable interim measures in place, such as a leave of absence or a transfer, while the investigation takes place.
3. The Village Manager or his/her designee will investigate all complaints of conduct that is inconsistent with this policy, promptly and thoroughly. This investigation will include, but is not limited to, interviewing the complaining party, supervisors, and any other personnel, as required, to obtain sufficient factual information upon which to make a determination. In all cases the investigation will be conducted by a person or persons who are not involved in the alleged prohibited conduct. Before making any final determination, the person accused of violating the policy will, whenever practical, be notified and afforded an opportunity to respond to the allegations.
4. The Village wishes to create a safe environment in which individuals are not afraid to discuss concerns and complaints, or to seek general information about discrimination, harassment, and retaliation. The Village recognizes that individuals may be concerned about the confidentiality of information they share, and it will strive to preserve confidentiality to the extent possible. The Village is legally obligated to investigate and correct conduct that violates this policy once it is informed that discrimination, harassment or retaliation has occurred or may be occurring, and full confidentiality cannot be guaranteed.
5. If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then the Village will take corrective action regardless of the positions of the parties involved. While corrective action is intended to end inappropriate conduct in the workplace, discipline up to and including termination, may be appropriate under the circumstances. The Village may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law or even a violation of policy. If the person who engaged in harassment is not an employee of the Village, then the Village will take whatever corrective action is reasonable and appropriate under the circumstances.

G. External Complaint Procedures.

While the Village hopes that an incident of discrimination, harassment, and/or retaliation can be resolved through the internal complaint procedures, all employees have the right to file formal charges with the Illinois Department of Human Rights (IDHR) and/or the

United States Equal Employment Opportunity Commission (EEOC) within 300 days of the incident. In addition, an appeal process is available through the Illinois Human Rights Commission (IHRC) after the IDHR has completed its investigation of the complaint. Employees can contact these agencies at:

Illinois Department of Human Rights
Commission
555 W. Monroe St., Ste. 700
Chicago, IL 60601
(312) 814-6200

Equal Employment Opportunity
230 S. Dearborn St., Ste. 1866
Chicago, Illinois 60604
(312) 353-2713

Illinois Human Rights Commission
100 W. Randolph Street, Suite 5-100
Chicago, Illinois 60601
312.814.6269

- H. False and/or Frivolous Complaints: It is critical in establishing a workplace free of harassment that an individual who experiences or witnesses an incident perceived as being harassing has access to a mechanism for reporting such incidents. False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. A false and frivolous charge is a severe offense that can itself result in disciplinary action to the person making such false and/or frivolous charge.
- I. Retaliation: The Village has a strict anti-retaliation policy and all employees should be advised that retaliation will not be tolerated against any person who has filed a complaint in regards to harassment, discrimination or retaliation; or who assists or cooperates in an investigation of a complaint by someone else, whether internally or with an external agency; or who files a charge of discrimination or harassment or retaliation; or who otherwise provides information in a proceeding, including in a court, administrative or legislative hearing, related to violations of discrimination or harassment laws.. Examples of the types of retaliation that are prohibited include intimidation; discrimination; verbal or physical abuse; adverse actions with respect to pay, work assignments, and other terms of employment; termination of employment; or threats of any such actions. Retaliation will result in severe discipline, up to and including termination. Anyone experiencing or witnessing any conduct he or she believes to be retaliatory should immediately report such conduct using the complaint process set forth in above.

3.2 Elected Official Complaint Process

The Village promotes civility and respectful interactions at all levels of the organization, it is critical that elected and appointed officials understand their responsibility to comply with this policy. Elected and appointed officials are also expected to treat each other in a manner consistent with this policy. Any elected or appointed official who believes they have experienced prohibited conduct by another elected or appointed official that is inconsistent with this policy may notify the Village Manager or the Assistant Village Manager. After receiving the complaint, the Village will initiate an investigation through the use of an independent investigator experienced in investigating workplace harassment complaints.

3.3 Americans with Disability Act

a. Statement of Policy: It is the policy of the Village not to discriminate against any individual seeking to participate in or benefit from any Village program, service or activity because of a physical or mental disability. Further, it is the policy of the Village not to discriminate against any employee or applicant for employment because of a physical or mental disability for positions for which the employee or applicant otherwise is qualified. In the context of employment, a qualified individual is one who with or without reasonable accommodation, can perform the essential functions of the job in question; safely and effectively. The Village will make reasonable accommodation to the known physical and mental limitations of employees and applicants, consistent with the qualifications required for the work to be performed, and with the effective operation of the Village. If an employee has a disability and requires accommodation in order to perform the essential functions of his or her job, the employee should contact Human Resources to request such an accommodation. The Village will engage in an interactive process with the employee to identify the barriers, if any, that are interfering with the employee's ability to perform the essential job functions and whether any reasonable accommodations exist to help the employee perform their essential job functions. As part of the interactive process, the Village may request that the individual provide certain information from his or her health care provider related to his or her ability to perform the essential job functions, with or without reasonable accommodation. The Americans with Disabilities Act ("ADA") prohibits an employer from retaliating against any applicant or employee for asserting his/her rights under the ADA. The Act also makes it unlawful to discriminate against an applicant or employee whether disabled or not, because of the individual's family, business, social or other relationship or association with an individual with a disability. The Village maintains all medical information confidentially.

- b. **Complaints:** An employee who either observes or believes to be the object of discrimination because of a physical or mental disability shall immediately file a written complaint with their Supervisor. If the complaint is against the employee's supervisor, the complaint shall be filed with the next level of supervision. A prompt and thorough investigation of all such complaints will be conducted by the Village Manager or their designee.
- c. **Internal Complaint Procedures:** The Village will follow the same internal complaint procedures used with regard to investigation of discrimination, harassment, and/or retaliation complaints, as set forth in Section 3 herein.
- d. **Results of Investigation:** The results of the investigation will be discussed with those persons involved, and appropriate disciplinary action, if any, will be taken, up to and including termination.
- e. **Posting Notices:** The Village has posted notices concerning the provisions of the American with Disabilities Act.

3.4 Accommodation of Pregnant Employees or Nursing Mothers

Upon presentation of medical documentation supporting the need for a workplace accommodation, the Village will consider accommodation of pregnancy pursuant to this procedure to the extent such accommodation does not pose an undue hardship on the ordinary operation of the business of the Village.

- A. **Pregnancy and Lactation Accommodation:** Upon presentation of medical documentation supporting the need for a workplace accommodation, the Village may provide employees with accommodations, such as more frequent bathroom breaks, assistance with heavy work, or time off to recover from pregnancy. Accommodations shall be considered on a case-by-case basis and provided as required under law.
- B. The Village will provide reasonable break time to an employee who needs to express milk for one year following the child's birth. The break time may run concurrently with any break time already provided. The Village will provide a private location for such activity. Please contact the Assistant to the Village Manager for additional information regarding lactation accommodation.

3.5 Workplace Violence/Anti-Bullying Policy

A. Statement of Policy: Violence in the workplace can have devastating effects on the productivity of organizations and on the quality of life of employees. It is the policy of the Village to provide a safe and secure work environment, free from all threats, threatening behavior, bullying activity, and/or acts of violence against employees, visitors, guests, or other individuals by anyone on Village property. The Village has a zero-tolerance policy for this type of conduct in the workplace. Any employee who attempts to intimidate or commits an act of violence toward any other employee, visitor, guest, or other individual, or subtly or directly threatens or hints such action, will be subject to discipline, up to and including immediate termination.

B. Definitions: The Village defines violence (without limitation) as physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. Bullying is repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Bullying may be intentional or unintentional.

C. Workplace Violence: An employee who engages in any violence in the workplace or threatens violence (or supports such acts of others) in the workplace (or off duty if related to the job), will be subject to discipline, up to and including termination. No talk of violence or joking about violence will be tolerated. Threats, threatening behavior or acts of violence against employees, visitors, guests, or other individuals by anyone will not be tolerated.

D. This list of behaviors, while not all inclusive, provides examples of conduct that is prohibited:

1. Causing or threatening physical injury to another person or their property;
2. Making threatening communications (this includes both direct and indirect communications);
3. Aggressive or hostile behavior that creates a reasonable fear of injury to another person, property or subjects another individual to emotional distress;
4. Intentionally damaging employer property or property of another employee.
5. Possession of a weapon in violation of Village policy or use of Village property as a weapon while on Village property or while on Village business, except for any Village personnel whose job requires them to regularly carry a weapon while on duty.

6. Committing acts motivated by, or related to, sexual harassment or domestic violence.
7. The Village wishes to maintain a work environment that is free of the illegal or unauthorized use of firearms, explosives, other weapons. Consistent with the Village's Weapons Policy, no employee shall carry, wear or otherwise possess, control, sell, give, deliver, accept, or use any weapons at any time in or on Village Property or while performing any duties for or on behalf of the Village, unless required by their job duties. The Village complies with the Illinois Firearm Concealed Carry Act (430 ILCS 66/), which allows individuals with valid concealed carry permits to possess a gun in limited circumstances in their personal vehicle in Village parking lots. Nothing in this policy shall be construed to provide greater authority to possess weapons on Village property than that permitted by law. Employees are also prohibited from carrying a weapon while performing services off the Village's premises.

E. **WORKPLACE BULLYING:** An employee who engages in bullying behavior in the workplace, knowingly or unknowingly, will be subject to discipline, up to and including termination. The Village considers the following types of behavior examples of bullying:

1. Verbal bullying: ridiculing or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes, abusive and offensive remarks.
2. Gesture or Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace.

1. Persistent singling out of one person for no valid reasons.
2. Shouting or raising voice at an individual in public or in private, using verbal or obscene gestures.
3. Not allowing the person to speak or express him/herself during a public conversation.
4. Personal insults and use of offensive nicknames.
5. Public humiliation in any form.

6. Constant criticism on matters unrelated to the person's job performance.
7. Public reprimands which results in the individual being humiliated.
8. Spreading rumors and gossip regarding individuals.
9. Manipulating the ability of someone to do his or her work (i.e., overloading, under loading, withholding information, assigning meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
10. Unwanted physical contact.

F. Physical abuse or threats of abuse to an individual or an individual's property.

1. Reporting Procedures: All Village employees are responsible for notifying their supervisor and/or the Village Manager or his/her designee of any threats they have witnessed, received or have been told that another person has witnessed or received. The supervisor must notify the Village Manager or his/her designee. Threats may be made by an employee, citizen, customer, vendor/supplier, or even family and friends of an employee. Even without an actual threat, employees shall report any behavior they have witnessed which they believe is threatening or violent, when that behavior is job-related or might be carried out on village property. Employees are responsible for reporting this behavior regardless of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or were the focus of the threatening behavior.

B. All individuals who apply for or obtain a protective or restraining order which lists village locations as being protected areas must provide the Village Manager or his/her designee with a copy of the petition and declarations used to seek the order and a copy of any temporary or permanent protective or restraining order which is granted.

C. Once a complaint has been received, or after a violent act has occurred, the Village Manager or his/her designee, in conjunction with the Department Director and/or Village of Lincolnwood Police Department, will conduct a thorough investigation of the matter.

3.6 Discipline

Employees that engage in conduct in violation of this policy will receive disciplinary action. Because the Village has adopted a "no tolerance" policy regarding threats or violence, employees that violate this policy may be terminated. In addition, the Village may notify the appropriate legal authorities and/or take legal action against the employee found to have violated this policy.

3.7 Prevention

In order to prevent workplace violence committed by employees, the Village will practice all reasonable preventive measures, including but not limited to, the following:

- A. Employee Assistance Program (EAP): The Village provides a confidential Employee Assistance Program (see Section 5.7 herein) for its employees and family members to deal with emotional, substance abuse, marital, and financial problems.
- B. Retention: Employees must notify the Village Manager's Office of any criminal arrests, charges and/or convictions (including pleas of guilty or no contest) for anything other than a minor traffic violation within twenty-four (24) hours of an arrest and within twenty-four (24) hours of a conviction. The Village Manager or his/her designee will determine if the nature of the matter and the employee's job poses an unreasonable risk to co-workers or the public.
- C. Exit Interviews: The Village Manager or his/her designee conducts exit interviews when an employee leaves the Village. The exit interview helps the Village identify any potential violence-related problems within a department or the Village as a whole.

3.8 Aftermath

Violent incidents can be very traumatic for employees and their families. Should such an incident occur, the Village will provide on-site visits from the EAP to help employees cope and to communicate any further action the Village will take. As always, individual counseling will be available.

3.9 Review of Procedures

Management will periodically review current security measures and procedures and make applicable changes to prevent future problems. Employees are encouraged to submit suggestions for reducing risk of violence or improving negative working conditions.

3.10 Progressive Discipline

This is a guideline for what employees may expect if disciplinary action is warranted. The actual procedure employed depends upon the type and the seriousness of the offense, as well as the frequency with which it or a substantially similar offense occurred. Nothing contained herein creates any additional rights for an employee or obligations for the Village, nor is it intended in any way to change an employee's at-will employment status.

- A. Discipline will generally be progressive in nature and may include the following steps. However, the Village may issue a greater or lesser degree of discipline based on the circumstances of each individual case, as decided by the Village in its discretion.
1. First Warning – The supervisor issues a written warning, recording the date and time and the incident or incidents for which the warning was issued, and retains the record for future reference. A copy of the record will be retained in the employee’s personnel file maintained in the Manager’s Office.
 2. Second Warning – The supervisor issues a written warning, recording the date and time and the incident or incidents for which the warning was issued, and retains the record for future reference. A copy of the record will be retained in the employee’s personnel file maintained in the Manager’s Office.
 3. Suspension – The Department Director issues a suspension, recording the date and time and the incident or incidents for which the suspension was issued, and retains the record for future reference. A copy of the record will be retained in the employee’s personnel file maintained in the Manager’s Office.
 4. Termination or Demotion – The decision to terminate or demote an employee can only be authorized by the Village Manager.
- B. If an employee’s performance fails to consistently meet established expectations an employee may be placed on a Performance Improvement Plan (PIP) to address performance deficiencies. A PIP outlines specific areas for improvement, sets clear goals, and provides resources and support to facilitate progress. An employees supervisor may use regular check-in to schedule and monitor progress, and if necessary, consequences for failing to meet goals are outlined, including potential further action such as termination. The goal of a PIP is to support the employee’s development while maintaining company standards.

While PIPS are a common tool used to address performance deficiencies, they are not required before taking further disciplinary action, including termination. The decision to implement a PIP is at the discretion of management, based on the nature of the performance issues, and the circumstances. Immediate corrective action may be necessary

without a PIP, particularly in cases of serious misconduct or when performance does not improve after previous feedback.

3.11 Progressive Discipline, Employee Conduct and Work Rules

The Village maintains standards of performance and reasonable rules of conduct which employees are expected to meet. When employees fail to meet the standards of performance or violate the reasonable rules of conduct, they may be dismissed, demoted, suspended, or reprimanded as the circumstances justify.

A. Some of the types of conduct which could result in discipline are identified below. It is impossible to predict all of the unique types of employee conduct that might violate the Village's expectations for professional workplace behavior. Misconduct may include, but is in no way limited to:

1. Evidencing incompetence, negligence, misconduct, or inefficiency in the performance of one's duties.
2. Having been convicted of a criminal offense or of a misdemeanor involving moral turpitude or having engaged in or engaging in criminal conduct either on or off duty.
3. Violating any lawful or official regulation, or failure to obey such regulation which has resulted in, or can reasonably be expected to result in, loss or injury to the Village or the public.
4. Consuming alcoholic beverages and/or illegal substances, and/or being intoxicated, while on duty, or while on the Village's premises. An employee shall be considered to be under the influence of alcohol if there is a concentration of .02 or more based upon the grams of alcohol per 100 millimeters of blood. Results showing an alcohol concentration of .0199 or less shall be considered negative.
5. Selling, delivering, receiving, or using any illegal substance not prescribed by a physician, or, if prescribed, the supervisor was not notified of the prescription before the use was detected.
6. Using offensive conduct or language toward the public, municipal officers, superiors, co-workers or subordinates.

7. Using, controlling, or otherwise carelessly or negligently handling the Village's equipment and/or property.
8. Inducing or attempting to induce an officer or employee of the Village to commit an unlawful act or acting in violation of any lawful and reasonable official regulation or order.
9. Accepting for the performance of one's job duties any fee reward, gift, tip or other form of remuneration which do not constitute normal wages, salaries, or benefits.
10. Engaging in conduct which brings discredit upon the Village service.
11. Proven dishonesty in the performance of duties.
12. Abusing the sick leave policy.
13. Failing to report an on-the-job injury to the employees' supervisor within two (2) working hours of the occurrence.
14. Failing to report a job-related incident or accident to the employees' supervisor within two (2) hours of its occurrence or failing to report a job related near-miss subject to your departments individual reporting requirements. A near-miss is generally defined as a potential hazard or incident in which no property was damaged, and no personal injury was sustained, but where, given a slight shift in time or position, damage or injury easily could have occurred.
15. Endangering one's own safety, or the safety of others, by failing to use reasonable safety practices, and/or violating the Village's or the Department's safety rules.
16. Using equipment, supplies, uniforms, vehicles, or other property without having obtained the supervisor's prior authorization, regardless as to whether the item is used during or outside of normal work or business hours, and whether it is Village owned, rented or leased.
17. Being absent without leave, or failing to return from leave upon expiration, without having notified the supervisor or Department Director.

18. Theft, gambling, or misappropriating or unlawfully disposing of Village funds or property.
19. Withholding information or providing incorrect or fraudulent information about either one's own job-related injury, illness, incident or accident, or that of another.
20. Violating the confidentiality of information including Village records,
21. Punching or writing time on a co-worker's timecard.
22. Falsifying Village documents, reports, logo or similar records, and/or falsely representing the quality and/or quantity of work performed or assisting another in concealing the aforementioned actions.
23. Misrepresenting or falsifying the information reported on the employment application including all documents submitted with and/or processed as part of the employment application.
24. Insubordinate, disrespectful, discourteous attitude or behavior to other employees and/or individuals, including but not limited to failing to follow a supervisor's direction.
25. Violation of any other rules contained in this Manual.
26. Any other conduct which is unbecoming of a Village employee.

B. This foregoing list is not intended to be exhaustive of the reasons that might justify disciplinary action but is provided to assist the employee in determining which types of conduct and/or performance the Village considers to be acceptable or unacceptable.

C. The Village reserves the right to terminate any employee whenever it is determined that termination is in the best interest of the Village.

3.12 Problem Resolution

The Village is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the Village supervisors and management. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism. If an

employee disagrees with established rules of conduct, policies, or practices, the employee can express their concern through the problem resolution procedure. If a situation occurs when an employee believes that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

- A. Employee presents problem to immediate supervisor after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to the Village Manager or his/her designee or any other member of management.
- B. Supervisor or responsible individual responds to problem during discussion or after consulting with appropriate management, when necessary. Supervisor or responsible individual documents discussion.
- C. If problem is unresolved, the employee presents problem to the Village Manager or his/her designee.
- D. Village Manager or his/her designee counsels and advises employee, assists in putting problem in writing, visits with employee's Supervisor(s), and directs employee to the Village Manager for review of problem if necessary.
- E. Village Manager reviews and considers problem. Village Manager informs employee of decision and forwards copy of written response to Village Manager or his/her designee for employee's file. The Village Manager has full authority to make any adjustment deemed appropriate to resolve the problem.

No employee will be penalized, formally or informally, for voicing a complaint with the Village in a reasonable, business-like manner, or for using the problem resolution procedure.

3.13 Termination of Employees

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. For employment purposes, the last day that the employee is physically working is considered the last day of work unless stated otherwise based on unique circumstances.

- A. Below are examples of some of the most common circumstances under which employment is terminated:
 - 1. RESIGNATION – voluntary employment termination initiated by an employee.

2. DISCHARGE – employment termination initiated by the organization.
3. LAYOFF – involuntary employment termination initiated by the organization for lack of work or other reasons.
4. RETIREMENT – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

3.14 Resignation of Employees

Resignation is a voluntary act initiated by the employee to terminate employment with the Village. The Village expects at least fourteen (14) days written resignation notice from all employees. During this fourteen-day period, or at any other time after an employee provides written notice of resignation or retirement, an employee cannot use any vacation days, paid-time-off, compensatory time, or personal days except those already scheduled at least 30 days before the written retirement or resignation was submitted.

- A. Good Standing: For non-Department Directors, good Standing is defined as an employee providing at least fourteen (14) days written resignation notice. For Department Directors, good standing is defined as providing at least twenty-eight (28) days written resignation notice. Employees that are discharged or that resign or retire to avoid termination proceedings shall not be considered in Good Standing. An employee who resigns or retires in Good Standing may be eligible to be considered for future reemployment.
- B. Prior to an employee's departure (due to resignation or otherwise), an exit interview will be offered to discuss the reasons for resignation and the effect of the termination on benefits, to be conducted by the Village Manager or his/her designee. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to the Village, or return of Village-owned property. Suggestions, complaints, and questions can also be voiced. Seasonal and Non-IMRF part-time Employees may participate in an exit interview at the employee's request.
- C. Upon employment termination, all accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses.

3.15 Post-Employment Benefits

- A. Employees who retire with the Village may be eligible for retiree insurance coverage in accordance with applicable State laws.
- B. Non-union employees hired prior to December 31, 2014, who have been in the employ of the Village for a minimum of thirty (30) years, shall be provided with a partial payment of their Insurance Coverage Benefits, which includes health and dental insurance, for a three-year period following their retirement from the Village's employment. The Village will pay one-half of the premium payment for the first year following retirement, one-third of the premium payment for the second year and one-fourth of the premium payment for the third year. Following the third year, this retirement benefit will cease. Upon eligibility for Medicare, this benefit will cease. This benefit shall apply to plan and tier coverage held by the employee at the time of retirement.

3.16 Return of Property:

Employees and others who have been issued equipment at the Village's expense are responsible for items issued to them by the Village or in their possession or control, including, but not limited to, the following:

- A. Equipment, Identification badges, Keys, Manuals, Protective equipment, Tools, Uniforms, Vehicles, Gasoline Cards, Cellular Phones, Laptop Computers.
- B. Employees must return to the Department Director or his/her designee, all the Village property immediately upon request, or upon termination of employment. All returned property must be in substantially the same condition as it was when it was issued, ordinary wear and tear will be accepted.
- C. Lost property is to be reported no later than two work hours after losing the property to the employee's supervisor.
- D. The employee is financially responsible for equipment lost or damaged through neglect or carelessness.

3.17 Drug Free Workplace

The Village is committed to maintaining a workplace that is free from the effects of drug and alcohol use. The public also has a right to expect Village employees will not report to work under the influence of drugs or alcohol. The Village has adopted a strict drug and alcohol-free workplace policy to provide a safe and healthy workplace for all employees, prevent accidents, and to comply

with federal and state health and safety regulations. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. Violation of this policy may result in discipline, up to and including termination.

- A. Prohibitions: In accordance with the Federal Drug-Free Workplace Act and the Illinois Drug-Free Workplace Act, Village employees shall not, at any time, manufacture, distribute, dispense, possess, use, sell or be under the influence of drugs, unauthorized prescription drugs, alcohol or controlled substances on the premises of any Village building or facility (unless authorized), in Village-owned vehicles, or during work hours. Sanctions for violation of this policy extend to and include dismissal and referral for prosecution consistent with applicable local, state and federal law.
- B. Use of Prescription Drugs: This policy does not apply to the lawful use of prescription drugs under the supervision of a licensed healthcare professional and within the limits of a valid prescription. An employee who has been prescribed drugs or who is taking over-the-counter medications that come in containers with warnings about drowsiness or interference with the ability to operate machinery or drive safely, is required, however, to consult with his/her doctor or pharmacist about the medication's effect on the employee's ability to perform his/her job safely, and to immediately disclose to his/her Supervisor any medication-related work restrictions, so that appropriate options may be considered.
- C. Drug/Alcohol Testing: It is the policy of the Village to conduct drug/alcohol testing where it has reason to believe that an employee may be under the influence of alcohol, drugs or controlled substances. In addition, any employee who is reasonably believed to have caused or contributed to an accident which resulted in personal injury requiring medical treatment away from the scene of the accident, or which disabled a piece of equipment, shall be tested for alcohol, drugs or other substances. Refusal to submit to testing will result in disciplinary action, up to and including dismissal. Infractions may also be reported to law enforcement officials where appropriate.
- D. Convictions/Violations: As a condition of initial or continued employment, employees shall abide by the terms of this policy and shall notify the Village Manager of any criminal drug statute conviction, guilty or plea of no contest for a violation no later than five (5) days after such a conviction or plea.
- E. Prohibited Drugs: The drugs prohibited under this policy include but are not limited to any controlled substance listed in the Illinois Controlled Substances Act or Cannabis Control Act, and substances listed in Schedules I through V of the Federal Controlled Substances Act. Among other substances, it includes narcotics (heroin, morphine, etc.), cannabis

(marijuana, hashish), stimulants (cocaine, crack, diet pills, etc.), depressants (tranquilizers), and hallucinogens (PCP, LSD, “designer drugs”, etc.), any drug which is not legally obtainable, and/or any drug which is legally obtainable, such as a prescription drug, but which is not legally obtained, is not being used for prescribed purposes, and/or is not being taken according to prescribed dosages, or any other intoxicating substance. An employee shall be considered to be under the influence of alcohol if there is a concentration of .02 or more based upon the grams of alcohol per 100 millimeters of blood. Results showing an alcohol concentration of .0199 or less shall be considered negative.

- F. Employees with questions on this policy or issues related to drug or alcohol in the workplace shall raise their concerns with the Village Manager without fear of reprisal.

3.18 Smoking:

In keeping with the Village’s intent to provide a safe and healthful work environment, smoking is prohibited throughout Village buildings as defined by applicable State law. This policy applies equally to all employees, residents, and visitors.

- A. Smoking is only permitted in designated smoking areas outside Village buildings.
- B. Smoking is not permitted in any Village Vehicle.

3.19 Attendance and Punctuality

The Village expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the Village. The purpose of this policy is to establish requirements for reporting absences, to provide guidelines for the handling of excessive and/or unscheduled absences, and to outline employees’ requirement to adhere to established work schedules to maintain efficient, effective operations within the Village.

A. Definitions:

1. Tardiness: Failing to report at the designated time.
2. Excessive Tardiness: Patterned tardiness occurs when one or more trends of tardiness are apparent. Examples of patterns may include, but are not limited to, a pattern of failing to report at the designated time.
3. Absenteeism: Failure to report to work as scheduled.

4. Excessive Absenteeism: Patterned absenteeism occurs when one or more trends of absenteeism are apparent. Examples of patterns may include, but are not limited to, a pattern of unscheduled absences, repeatedly leaving work early or repeatedly arriving late.
- B. Employees are expected to be at their place of work at the times established by their supervisor or designee. Employees are responsible for notifying supervisors of absences or late arrivals in accordance with their departments' call-in procedure, which requires employees to advise their supervisor when they will report to work. Excessive absences or tardiness (whether excused or unexcused) may result in disciplinary action up to and including termination of employment.
 - C. The Village also reserves the right to terminate employees who are absent for three (3) consecutive days without giving appropriate notification, or for absence without leave (AWOL). Such termination will be considered job abandonment.
 - D. An employee is considered absent if they are not present for work as scheduled, regardless of cause. Absences resulting from approved time off or Village-approved leaves are exceptions to this policy.
 - E. An employee will not be allowed to apply paid absence accruals to any unexcused absence, regardless of the circumstance. Neither meal periods nor breaks may be used to cover absences at the beginning or end of the workday.
 - F. A non-exempt employee who is fifteen (15) or more minutes late may have his/her wages reduced by the time that the employee is not at work. Even though the tardiness may be less than six (6) minutes, supervisors may consider the employee to be late for work.
 - G. Extenuating circumstances that prevent an employee from contacting the supervisor regarding the absence or tardiness may be given consideration.
 - H. A supervisor may require a physician's statement if the reason for the absence or tardiness was due to illness or injury.
 - I. A supervisor will make a note of any absence or tardiness, and the reason, on an employee's attendance record. An employee's attendance record will be considered when evaluating requests for promotions, transfers, leaves of absence, approved time off, etc.

- J. Any documented disciplinary actions for attendance-related matters that are issued at the suspension or termination stage, will be approved by the Village Manager or his/her designee.

3.20 Personal Appearance and Hygiene.

Employees represent the Village in their interactions with members of the public, and it is important to portray appropriate professionalism in both appearance and dress in accordance with the working conditions of job classifications and workplace safety requirements.

- A. All employees are required to maintain a clean, well-groomed appearance in conjunction with the position they hold, suitable for the work they perform. Supervisors are responsible for monitoring employees' dress, personal appearance and hygiene, and will discuss the subject of personal appearance, dress or hygiene with the employee if the employee's personal appearance, dress or hygiene does not positively reflect the Village. If necessary, supervisors may require that an employee leave work to remedy their personal appearance, dress or hygiene. Under such circumstances, employees will not be compensated for the time away from work. Individual job classifications/positions may be subject to uniform requirements, provided by the employee or in some cases the Village. When a job classification/position does not require a uniform, the employee provides their own work attire subject to the requirements provided herein.

B. Positions Requiring Uniforms

Employees whose positions require uniforms are responsible for reporting to work in a clean, well-maintained uniform, including uniform footwear, and complying with all uniform requirements and specifications.

Employees may not be photographed outside of work in their uniform for the purpose of promoting, commenting or representing a product, cause or for advocacy in any manner. Subject to department director approval, employees may be photographed while at work in their uniform for the purpose of promoting, commenting or representing a product, cause or for appropriate advocacy.

C. Positions Not Requiring Uniforms

Employees whose positions do not require uniforms are responsible for reporting to work in clean, well-maintained clothing, including footwear, which meets all dress code requirements and specifications noted herein.

Employees are entrusted with maintaining appearance and dress that is appropriate for their day. To that end, employees may choose among business, business casual, or casual attire, based on the employee's anticipated day and attire that is appropriate in that situation.

Business attire includes but is not limited to the following: collared long sleeve shirts, matching suit jacket and pants/skirts, often with a tie/scarf, dresses, and dress shoes. Employees are expected to wear business attire at public meetings and interviews.

Business casual attire includes but is not limited to the following: slacks/skirts, khakis, dresses, button-down oxford-style shirts, collared short-sleeve shirts, blouses, sweaters, blazers, oxford shoes, loafers, and dress shoes. Employees are expected to wear business casual attire when meeting with members of the public or other organizations.

Casual attire is clothing that is informal and comfortable, yet clean and professional. Casual attire is inclusive of jeans tops that may include causal button downs, polos, and sweaters. Jeans should be clean, well-fitted, not overly distressed, torn, or contain overly casual details. The Village strongly encourages employees to wear apparel that includes the Village logo. T-shirts and gym shoes shall not be worn except on Fridays.

In any of the above categories, some types of clothing are not permitted including but not limited to: shorts, short skirts, tank tops, tube tops or similarly strapless tops/dresses, midriff tops or shirts that expose the stomach area, bottoms which are commonly considered athletic style leggings, sweatpants, and clothing or garments that are unclean, stained, made of transparent material, torn, ripped, worn or tattered.

Given the variety and nature of the work performed by the Parks and Recreation Department, shorts, t-shirts, and gym shoes may be worn by Parks and Recreation staff to accommodate their job duties as assigned. Similar accommodations are made for other Village employees when working special events such as Lincolnwood Fest or Turkey Trot.

To the extent permissible by law, clothing and garments may not contain slogans, images, advertisements, statements, or logos except in the case of logos that are small symbol/name embroidery of the clothing brand; official local government logos including that of a department, the Village, universities or academic institutions, other professional organizations, or sports franchises (unless such logos are deemed to violate the Village's anti-harassment policy).

Regarding footwear, shoes are required to be worn in the workplace at all times. Shoes should be designed to protect feet from heat and cold, wet and slippery surfaces, and falling objects. Prohibited footwear includes slippers, flip flops – regardless of material, and swim shoes.

Employees whose work requires safety-toed shoes under OSHA regulations are required to

wear steel-toed or composite-toed safety footwear while performing such work. Exceptions to this requirement may only be made in writing by the Human Resources Manager or their designee with recommendation of the employee's Department Head.

Employees may be granted exceptions to the dress code by the Human Resources Manager or their designee with recommendation of the Department Head, based on job assignments or operational needs. If you believe that you need an exception to the dress code, contact your immediate supervisor.

Exceptions to this policy will be made to accommodate religious beliefs to the fullest extent of the law.

3.21 Confidentiality

Village employees have access to resident information, Village business systems, future plans, and other confidential or sensitive work-related information, about citizens and non-public information about operations and employees. All employees are strictly prohibited from accessing, using, copying, or disclosing confidential information except as necessary to perform their job duties for the Village and only to individuals who have a legitimate business need to know or as otherwise required by law. All employees are expected to strictly comply with this important policy both during and after their employment with the Village.

4. COMPENSATION, BENEFITS, AND LEAVES

Compensation

4.1 Payroll and Time Keeping Procedures

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the Village to keep an accurate record of time worked to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

- A. Employees shall accurately record the time they begin and end their work and record the beginning and ending time of any split shift or early departure from work.
- B. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.
- C. Non-exempt employees shall report to work no more than 15 minutes prior to their scheduled starting time nor stay more than 15 minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

- D. Non-exempt employees must obtain prior approval to work overtime from his/her supervisor or designee. Overtime work shall not be performed without express approval of the employee's supervisor or their designee.
- E. It is the employees' responsibility to review their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.
- F. All timecards will be retained consistent with the Village's retention schedule. The Finance Department has the responsibility for maintaining these records.

4.2 Payroll Period

There are fourteen (14) days per pay period, beginning on Monday, ending on Sunday. The pay date is Friday following the last day of the pay period. All employees are paid bi-weekly every other Friday. Each paycheck will include earnings for all reported work performed at the end of the previous Payroll Period.

4.3 Pay Deductions, Garnishments, and Judgments

- A. Illinois state law requires that the Village make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The Village also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The Village matches the amount of Social Security taxes paid by each employee.
- B. The Village offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. A Payroll Change Form shall be completed and submitted by the employee's Department to the Village Manager's Office and then to the Finance Department for processing. The Village Manager's Office maintains a procedure on how payroll changes are processed.
- C. Garnishments and Judgments are pay deductions taken by the Village, usually to help pay off a debt or obligation to others required by court order. Garnishments and Judgments can only be rescinded by court order.

4.4 Administrative Pay Adjustments

The Village takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

- A. If there is an error in the amount of pay, the employee shall promptly bring the discrepancy to the attention of his/her supervisor who in turn will notify the Finance Department so that corrections can be made as early as possible.

4.5 Overtime

- B. All overtime work must be previously approved by the supervisor or their designee. Overtime will be assigned as practicable at the direction of the Department Director. Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour laws. Overtime pay is based on actual hours worked, unless otherwise provided in an applicable collective bargaining agreement.
- C. Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.
- D. Public Works Foremen and Supervisors will be granted double time pay for hours worked and performed on Sundays and Holidays in lieu of other overtime.
- E. Excluded from this provision is the Police Department's Special Duty Pay.
- F. Eligible employees will have the option to accrue compensatory time in lieu of overtime pay. (See Compensatory Time, below).
- G. Eligible employees (except sworn law enforcement personnel) may receive one-and-one-half times their regular hourly rate for every hour worked in excess of forty (40) hours worked per week where overtime is authorized. Those employees who work a thirty-five (35) hour week will earn their base rate of pay for all hours worked up to forty (40) hours.
- H. Eligible sworn law enforcement personnel are paid one and one-half (1½) times the regular hourly rate of pay for all hours worked in excess of the employee's workday or in excess of 160 hours in the employee's normal 28-day work cycle.

4.6 Compensatory Time

Compensatory time is time off that is granted to an employee as compensation for working overtime. Earning compensatory time in lieu of overtime must be approved in advance by the Department Director and can be accrued up to a maximum of eighty (80) hours.

- A. Use of compensatory time will be subject to the needs of Village operations determined and authorized by the employee's Department Director or his/her designee.
- B. Employees covered by a collective bargaining agreement must adhere to the provisions of their collective bargaining agreement.
- C. Eligible employees (except sworn law enforcement personnel) who work over thirty-five (35) hours but not exceeding forty (40) hours in a week will earn compensatory time at the rate of one hour for each one (1) hour of additional time worked. After forty (40) hours worked in a week, non-exempt employees will earn compensatory time at the rate of one and one-half (1½) hours for each one (1) hour of additional time worked.
- D. Eligible sworn law enforcement personnel are paid one and one-half (1½) times the regular hourly rate of pay for all hours worked in excess of the employee's workday or in excess of 160 hours in the employee's normal 28-day work cycle.
- E. Compensatory time accrued by an employee in excess of eighty (80) hours shall be paid in accordance with overtime provisions.
- F. The scheduling of compensatory time off that will not adversely affect the Village will not be unreasonably denied.

Benefits

4.7 Benefit Eligible Employees

Eligible employees of the Village are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, disability plans, and unemployment compensation insurance) cover all employees in the manner prescribed by law.

- A. Eligibility: Benefit eligibility is dependent upon a variety of factors, including employee category and classification. The Village Manager or his/her designee will assist the employee in identifying the programs for which the employee may be eligible. Employees will be notified at the time of hiring of their classification and their eligibility for benefits.

4.8 Medical and Dental Insurance

Full-time employees have the opportunity to choose medical and/or dental insurance based on the then current offerings of the Village.

- A. Premium Payment: The Village will pay a percentage of the premium cost for medical and dental insurance. The percentage paid by the Village and employees may change from time to time to reflect market trends and changes made to collective bargaining units medical insurance premiums.
- B. Open Enrollment: Only during the period of open enrollment will an employee be permitted to change medical and dental insurance coverage outside of a qualifying event.
- C. Effective Date: The effective date for medical and dental insurance shall be the first day of service with the Village.

4.9 125 Flexible Spending Account Plan

Full-time personnel and part-time IMRF personnel may participate in the voluntary Flexible Spending Account plan. Under this plan, employees can have deductions made from their paychecks on a pre-tax basis to pay for qualified medical expenses. Certain restrictions govern how these funds can be utilized. Any questions regarding the terms or eligibility requirements for this Plan shall be directed to the Village Manager, or his/her designee.

4.10 Life Insurance

For non-union full-time employee, the Village shall provide Life Insurance equal to one-and-one-half (1½) times the non-union full-time employees' annual salary to a maximum of \$175,000.

4.11 Pension / Retirement Planning

The Village is covered by various pension funds and plans. State statute requires pension contributions to be deducted from all eligible employees' paychecks. If an employee obtains the required years of creditable service and otherwise satisfies the requirements of the Plan, they will be eligible for a monthly pension at a set age as specified in each plan. If an individual terminates employment prior to meeting the service and age requirement, they may request a refund of their contributions. For more information on the details of each fund and the remaining terms and eligibility requirements, contact the Village Manager's Office.

4.12 Deferred Compensation

The Village provides an option to any full-time or part-time IMRF employee to invest a portion of his/her present earnings in a deferred compensation plan. This is an arrangement where a certain dollar amount can be designated by the employee to be withheld from his/her paycheck and invested for payment at a later date, usually at retirement, when most people are in a lower income bracket. Under this arrangement, neither the deferred amount nor earnings on the investments are subject to current Federal income taxes until such time as the employee receives payment from the plan.

- A. All benefits and requirements of the plan are described in the policy booklets available in the Village Manager's Office.
- B. Enrollment can be arranged through the Village Manager's Office and is open to any full-time or part-time IMRF employee with the Village. Contributions to the program are financed solely by the employee through payroll deduction.

4.13 Roth Individual Retirement Account

The Village provides an option to any full-time or part-time IMRF employee to invest a portion of his/her present earnings in a Roth Individual Retirement Account. This is an arrangement where a certain dollar amount can be designated by the employee to be withheld from his/her paycheck and invested for payment at a later date, usually at retirement, when most people are in a lower income bracket.

4.14 Employee Assistance Program

The Village provides an Employee Assistance Program (EAP) for all eligible Village employees, their spouses, and dependent children. The purpose of the program is to provide these individuals with a method of obtaining professional assistance to help resolve difficult personal problems such as family, marital, emotional, alcoholism, drug abuse, legal, or financial difficulties.

- A. The Village provides the EAP under an agreement for services with an outside company. There are two guidelines for referral.

- B. Self-Referral: An employee or family member who desires confidential assistance for a personal concern may at any time contact the Employee Assistance Program and speak to a counselor. The counselor will provide the necessary information or assistance over the telephone or will arrange an appointment for further confidential consultation. All contacts, verbal or written communications or reports will be held in strict confidence unless the employee or family member requests, through a waiver, that the Village be notified. The employee, spouse, or child may receive counseling session for the presenting concern. The number of sessions will be determined based upon the service agreement with the provider. If the participant's presenting concern is determined not to be resolvable in the above number of sessions, the participant will be referred for alternative services after assessment. If and when the participant has need to pursue the alternative services or longer-term counseling, the participant will bear the cost of such treatment. Insurance coverage for such longer-term counseling may or may not be available under the medical insurance coverage provided to employees by the Village. The employee shall correspond directly with the insurance carrier to determine available benefits in each case.

- C. Supervisory Referral: An employee's supervisor or Department Director may require the employee to report to the Employee Assistance Program for initial counseling or evaluation of a particular work-related concern. This option would be applicable when the employee's work performance has changed dramatically, or some other work-related concern is observed. Such referral must be approved by the Village Manager. The employee may receive counseling sessions for the presenting concern. The number of sessions will be determined based upon the service agreement with the provider. If the employee's presenting concern is determined not to be resolvable in the above number of sessions, the employee will be referred for alternative services after assessment. If and when the employee has need to pursue longer term counseling, the employee will bear the cost of such treatment. Insurance coverage for such longer-term counseling may or may not be available under the medical insurance coverage provided to employees by the Village. The employee shall correspond directly with the insurance carrier in order to determine available benefits in each case.

- D. Participation in the EAP does not excuse unacceptable conduct or performance, and it does not preclude disciplinary action based on that unacceptable conduct or performance or rule violation.

- E. The Village will receive statistical information for the service provider regarding usage of the program which does not disclose the identity of any participants utilizing program services. In the case of a participant introduced to the program by Supervisory Referral, reports from the service provider on the progress of such participant shall at the Village's request, be made available to the supervisor and Village Manager or his designee as appropriate.
- F. If there is a medical need for an employee to be away from work due to a personal or family concern, and the employee may be eligible for benefits under the Village's Family Medical Leave Policy, the employee shall contact the Village Manager or their designee to receive information about his/her rights and obligations under the policy.

4.15 Unemployment Compensation

The Village is a covered employer under the Unemployment Insurance Act. The basic objective of the program is to provide a partial replacement of wages for its employees during short periods of involuntary unemployment. The program is financed completely by the Village. Determination of eligibility for unemployment benefits is made by the Illinois Department of Employment Security, not the Village.

4.16 Benefits Continuation

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Village's health plan when a "qualifying event" would normally result in the loss of eligibility.

- A. Some common qualifying events are: resignation, termination of employment, death of an employee, a reduction in an employee's hours or a leave of absence, an employee's divorce or legal separation, or a dependent child no longer meeting eligibility requirements.
- B. Under COBRA, the employee or beneficiary pays the full cost of coverage at the Village's group rates plus an administration fee.

The Village provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Village's health insurance plan. The notice contains important information about the employee's rights and obligations

VACATION AND LEAVE ALLOWANCES

4.17 Vacation Benefits

- A. Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Only full-time personnel are eligible to earn and use vacation time as described in this policy. Employees cannot use vacation time before it is accrued. Vacation benefits for union employees are provided for in the applicable collective bargaining agreement.
- B. The amount of paid vacation time employees may accrue each year increases with the length of their employment as shown in the following schedule:

VACATION EARNING SCHEDULE

Months of Eligible Service	Vacation Days Monthly	Vacation Days Each Year
From Date of Hire	.833 days	10 days
After 48 months (4 years)	1.250 days	15 days
After 144 months (12years)	1.667 days	20 days
After 168 months (14years)	1.75 days	21 days
After 180 months (15 years)	1.833 days	22 days
After 192 months (16 years)	1.91 days	23 days
After 204 months (17 years)	2 days	24 days
After 216 months (18 years)	2.083 days	25 days

- C. The length of eligible service is calculated on the basis of a “benefit year.” This is the 12-month period that begins at the employee’s appointment date or date of hire. An employee's benefit year may be extended for any significant leave of absence. (See individual leave of absence policies for more information.)
- D. On the day an employee begins working, they begin to earn paid vacation time according to the schedule based on days worked, however, before vacation time can be used, a waiting period of six (6) months from the date of hire must be completed, unless otherwise approved in writing by the Village Manager. After that time, employees can request use of earned vacation time including that accrued during the waiting period. If they start on or before the 15th day of the month, they get credit for the month.
- E. Paid vacation time can be used in minimum increments of one-half day. To take vacation, employees shall provide two weeks advanced notice to their supervisor for approval.

Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

F. Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

G. Maximum Vacation Carryover: As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation time is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year at the rate of one and one-half times the annual vacation amount. If the total amount of unused vacation time reaches a "cap" equal to one-and-one-half times the annual vacation amount, no further vacation accrual will be forwarded to the next benefit year. When the employee uses paid vacation time and brings the available amount below the cap, vacation accrual will begin again.

H. Maximum Accrual Rate during the Year: The maximum accrual rate during the current year shall include 1-1/2 times the individual's annual accrual plus the current year.

If the employee has an annual accrual rate of 20 days of vacation, a person could theoretically have a balance of 50 vacation days accrued during the current year. This is calculated as follows:

$1\text{-}1/2 \times 20 \text{ days} = 30 \text{ days accrued} + \text{the current year (20 days)} = 50 \text{ days maximum allowable vacation accrual for the current year.}$

In this instance, however, a person could carry only 30 days to the next benefit year.

I. Additional Earned Vacation Leave: The Village Manager may grant additional earned vacation leave beyond their accrued time off. The granted additional earned vacation leave must be made in writing and filed in the employee's personnel file.

J. Department Directors and Exempt employees hired prior to November 1, 2007, are subject to the vacation policy provision from April 1, 2002.

K. An employee who is on vacation leave shall not be eligible for sick leave until the vacation leave has concluded. An employee is considered to be on vacation at the conclusion of the last assigned day of work.

- L. Upon termination of employment, employees will be paid for accrued but unused vacation time in accordance with this policy that has been earned through the last day of work.

4.18 Holidays and Personal Days

- A. Holidays: There are a total of ten (10) recognized holidays for the Village. All eligible non-union employees will be granted holiday time off for the following holidays – New Year’s Day, Martin Luther King Jr.’s Birthday, President’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, and Christmas Day. Holidays are provided to union employees in accordance with the applicable collective bargaining agreement.
 - 1. Police Sergeants and Lieutenants will receive twelve (12) Floating Holidays in lieu of time off for the ten (10) recognized holidays.
 - 2. If a Police Sergeant or Lieutenant works a “priority holiday,” the employee shall receive time and one-half pay for any hours worked on the priority holiday. “Priority holidays” are – New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Any overtime worked under this section shall be paid as two times the regular rate of pay.
- B. Eligibility: The Village will grant paid holiday time to all eligible non-union employees upon assignment to an eligible employment classification.
 - 1. Eligible employee classifications are full-time personnel, part-time IMRF personnel, and interns.
 - 2. Pay for working on a holiday will be calculated based on the employee’s straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.
 - 3. To be eligible to be paid on a holiday, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday, unless on an approved leave with pay.
 - 4. Part-time IMRF personnel and interns are eligible for being paid on a holiday at the rate of four hours if the employee is normally scheduled to work the day that the holiday falls on.

5. A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. Any exceptions to this scheduling will be announced beforehand.
- C. If a recognized holiday falls during an eligible non-union employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the "paid time off" benefit that would otherwise have applied.
- D. If eligible non-exempt non-union employees (excluding Police Sergeants and Lieutenants) work on a recognized holiday, they will receive twice their straight-time rate for the hours worked on the holiday.
- E. Paid time off for holidays will be counted as hours worked for the purposes of determining whether overtime pay is owed.
- F. Personal Days: In addition to the listed recognized holidays, all eligible non-union full-time personnel, excluding Police Sergeants and Lieutenants, will receive two (2) personal days in each calendar year. Employees hired between January 1 and June 30 will receive two personal days. Employees hired between July 1 and November 30 will receive one personal day. Employees hired between December 1 and December 31 will not receive a personal day but will accrue personal days in line with other Village employees as of January 1 immediately following their date of hire. These days must be scheduled with the prior approval of the employee's supervisor and must be taken in half-day increments. There is no waiting period for using personal days. Unused personal days will not carry over to the next calendar year, and employees whose employment with the Village has been terminated will not receive payment for any accumulated personal days.

4.19 Sick Leave Benefits

The Village provides paid sick leave benefits to full-time personnel for periods of temporary absence due to illnesses or injuries. There is no waiting period for using sick leave benefits. Sick leave for union employees is provided in accordance with the applicable collective bargaining agreement.

- A. Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence.
- B. Eligible employees will accrue sick leave benefits at the rate of twelve (12) days per year (1 day for every full month of service).

- C. Employees on leave of absence without pay shall not accrue sick leave benefits during the period of their leave.
- D. Sick leave benefits are calculated based on a “benefit year;” *i.e.*, the 12-month period that begins when the employee starts to earn sick leave benefits. Employees can use paid sick leave in minimum increments of one (1) hour.
- E. Eligible employees may use sick leave benefits for an absence due to their own illness or injury. Employees may also use sick leave for the illness, injury, or medical appointment of the covered family members, which are employee’s child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, or who is otherwise covered under the Village’s Family Medical Leave Act policy.
- F. Employees who are unable to report to work due to illness or injury shall notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.
- G. If an employee is absent for more than two (2) consecutive days due to personal illness or injury, a physician’s statement shall be required by the employee’s supervisor verify the need for sick leave and document its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits. Employees intending to use any amount of sick leave for the illness, injury, or medical appointment of a covered family member must provide a physician’s statement verifying the need for time off. Employees must notify their supervisor more than five (5) days in advance of non-emergency the employee or a family member’s medical appointment.
- H. Sick leave benefits will be calculated based on the employee’s base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, bonuses, shift differentials and/or overtime pay.
- I. As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers’ compensation or disability insurance.
 - 1. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from workers’ compensation or the Village-provided disability insurance program.

2. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

J. Accrued Sick Leave.

1. Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 120 calendar days of sick leave benefits (180 for Police Sergeants and Lieutenants).
2. If the employee's benefits reach the maximum of 120 days, (180 for Police Sergeants and Lieutenants) further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.
3. Sick leave accumulation up to 180 days will be granted for Police Sergeants and Lieutenants based upon their normal annual accumulation rate. Sick leave accumulation increase will be prospective rather than retrospective.

K. Unused sick leave benefits will not be paid to employees while they are employed. Employees whose employment with the Village has been terminated will not receive payment for any accumulated days.

L. An employee may redeem up to one-third (a maximum of 40 days) of their accumulated days if they separate in Good Standing after a minimum of ten (10) years of service, except sworn law enforcement personnel promoted prior to January 1, 2009, who may redeem up to a maximum of 60 days.

4.20 Safety Day

If a Police Sergeant, Police Lieutenant, Community Service Officer, Foreman, or Public Works Superintendent complete a calendar year without being found responsible for a preventable accident shall be provided a "Safety Day". Determinations on responsibility and preventability of accidents shall be within the sole and exclusive purview of the Village's Safety Committee, and the Committee's decision shall be considered final and binding for purposes of this Section. The Safety Day will be award during the first paycheck in February each year. Employees may use the Safety Day from February 1 through January 31 of the following year. The Safety Day must be utilized in eight (8) hour increments and shall not be paid out when the employee leaves employment with the Village. Unused Safety Days shall not accumulate or carryover from one year to the next.

4.21 Bereavement Leave

The Village provides bereavement leave to assist eligible employees at the time of the death of a member of the immediate family by granting a leave. Employees who wish to take time off due to the death of an immediate family member shall notify their supervisor immediately.

A. Paid Bereavement Leave

1. Full-time non-union personnel are eligible to take up to three (3) days of paid bereavement leave for the death of an immediate family member. The Village defines "immediate family" as the employee's: spouse (including civil union partner), parent (or guardian), child, sibling, stepparent, the employee's spouse's parent, the employee's spouse's child, the employee's grandparent, or the employee's spouse's grandparent.
2. Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.
3. Bereavement leave will be approved in the absence of unusual operating requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

B. Unpaid Bereavement Leave

1. Certain employees may be eligible for leave under the Family Bereavement Leave Act (FBLA), 820 ILCS 154/1 *et seq.*, which may be amended from time to time. An eligible employee may use up to ten (10) workdays of unpaid leave in a 12-month period to:
 - I. attend the funeral (or its alternative) of a covered family member;
 - II. make arrangements necessitated by the death of the covered family member;
 - III. grieve the death of the covered family member; and
 - IV. be absent from work due to (i) a miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth.

2. For purposes of this section only, a “covered family member” is defined as an employee’s child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. A “child” is defined as an employee’s son or daughter (biological, adopted foster, a step, a legal ward, or a child for whom the employee stands in loco parentis). If an employee suffers the loss of more than one family member in a 12-month period, an employee may take unpaid leave up to a maximum of six (6) weeks during the 12-month period.

If employees are eligible to take leave under the Family and Medical Leave Act (FMLA), they may also be eligible to take leave under this policy. For example, an employee may be eligible for bereavement leave under this Paragraph D after completing 1,250 hours of service with the City during the prior 12-month period. Leave may not be taken in addition to unpaid leave permitted under the and may not exceed unpaid leave time allowed under the FMLA.

This leave operates coextensively with paid bereavement leave already provided by the Village.

FBLA leave must be completed within 60 days after the date on which the employee receives notice of the death of the covered family member or the date on which an event listed under subparagraph (4), above, occurs. At least 48 hours’ advance notice of the employee’s intention to take FBLA leave must be provided, unless such advance notice is not reasonable and practicable.

The eligible employee may be required to provide reasonable documentation demonstrating eligibility for leave. For leave resulting from an event listed under subparagraph (4), above, reasonable documentation includes a form to be filled out by a health care practitioner who has treated the employee or the employee's spouse or domestic partner, or surrogate, for an event listed under subparagraph (4), above, or documentation from the adoption or surrogacy organization that the employee worked with related to an event listed under subparagraph (4), above, certifying that the employee or his or her spouse or domestic partner has experienced an event listed under paragraph (4), above.

4.22 Jury Duty

The Village strongly encourages all employees to fulfill their civic obligation to serve on jury duty. The Village will provide regular pay to full-time personnel for work hours missed due to jury duty. An employee called for jury duty must present his or her supervisor with a copy of the jury summons in advance of the jury duty dates. Employees are required to remit to the Village any payment received from the court.

4.23 Leaves of Absences without Pay

A “leave of absence without pay” is defined as an excused absence without pay. An absence involving paid time off from work (*e.g.*, sick leave, jury duty, military leave, etc.) is not considered a leave of absence.

- A. “Medical” and “personal” leaves of absence without pay may be granted by the Village Manager to full-time employees who have worked for the Village at least six months and may be revoked by the Village Manager at any time after reasonable notice has been sent to the last known address of the individual.

- B. Medical Leave Without Pay: The Village Manager may grant a medical leave of absence without pay after an eligible employee has used all Family and Medical Leave benefits and/or all accrued sick leave, holidays, personal days, vacation and compensatory time absent undue hardship. A written request for a medical leave of absence without pay must be sent to the Department Director for a recommendation and subsequent transmittal to the Village Manager. The leave request must be supported by a physician’s statement, and a doctor’s release will be required before the employee may return to work.
 - 1. During a medical leave of absence without pay, employees are responsible for paying the premium cost of their group health/dental insurance if they desire continued coverage.

 - 2. Continuous service shall not be interrupted; however, loss of service will occur for the duration of the medical leave, and no benefits will accrue (*e.g.*, sick leave, holidays, personal days, and vacation, etc.). In the event the leave of absence is more than six months, the employee’s anniversary date shall change to reflect the date of return to work.

- C. Personal Leave without Pay: The Village Manager may grant a personal leave of absence without pay to an eligible employee to take care of pressing personal obligations, provided that the employee’s absence will not cause hardship to others carrying out Village operations.
 - 1. All accumulated vacation, holidays, personal days, and compensatory time must be utilized prior to requesting a personal leave. A written leave request must be sent

to an employee's Department director for recommendation and transmittal to the Village Manager.

2. Continuous service shall not be interrupted; however, loss of service credit will occur for the duration of the personal leave, and no benefits will accrue (*e.g.*, vacation, sick leave, holidays, personal days, etc.).
 3. During a personal leave of absence without pay, employees are responsible for paying the premium cost of their group health/dental insurance if they desire continued coverage. In the event the leave of absence is more than six months, the employee's anniversary date shall change to reflect the date of return to work.
- D. Failure to return to active work following the term of any authorized leave of absence shall constitute resignation of the employee as of the date of the last day of authorized leave (*i.e.*, upon termination of an authorized leave of absence), if the employee fails to return to work or does not submit a request for an extended leave of absence, including the necessary physician's statement supporting the extended time away from work, if applicable, such employee shall be deemed to have resigned from employment with the Village.
- E. It is important that employees contact Village Manager's Office to determine how a leave of absence without pay would affect their pension contributions, disability benefits, etc.
- F. Unauthorized leaves of absence will constitute grounds for discharge of the employee.

4.24 Family and Medical Leave:

The Family and Medical Leave Act of 1993 ("FMLA") was enacted to allow employees to balance their work and family life by being able to take reasonable unpaid leave for certain reasons. Pursuant to the FMLA, the Village offers up to twelve (12) weeks of unpaid FMLA leave to all eligible employees. The Village's FMLA policy and procedures are available for review in the Village Manager's Office.

4.25 Victims' Economic Security and Safety

All eligible employees may take unpaid leave under the Victims' Economic Security and Safety Act ("VESSA") to seek assistance in response to an act or threat of domestic violence, sexual assault, or stalking. The Village's VESSA policy and procedures are available for review in the Village Manager's Office.

4.26 Military Leave

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 law and the conditions of the federal "United States Employment and Reemployment Rights Act" (USERRA) and the State of Illinois "Local Government Benefits Continuation Act," "Service Member Employment and Reemployment Rights Act," and "Family Military Leave Act."

4.27 School Visitation Rights

The Village complies with the Illinois School Visitation Rights Act by allowing an employee to take up to eight (8) hours of unpaid leave during a school year, with no more than four (4) hours taken in one day to attend school conferences, behavioral meetings, or academic meetings related to the employee's child and that cannot be otherwise scheduled during non-work hours. An employee requesting leave under this Act must provide a written request for the leave at least seven (7) days in advance, except in the case of emergencies. This leave is intended to be used as a last resort by employees who have no other paid leave (except sick leave and disability leave) available and who have made every attempt to schedule the visit during non-working hours. The employee must provide his/her supervisor with documentation of the visit as provided by the school administrator within 2 working days of the school visitation. If notice is not provided within the required time frame, the employee is subject to the City's standard disciplinary procedures for unexcused absences. This is unpaid leave, however, the Village will make every effort to accommodate an employee who wishes to make up the time, provided it is not disruptive to normal Village operations.

4.28 Employee Blood Donation Leave

The Village complies with the Employee Blood Donation Leave Act. Full time-employees who have been employed by the Village for a period of 6 months or more may be eligible for leave with pay of up to one (1) hour to donate blood every 56 days in accordance with appropriate medical standards. An eligible employee must request such leave at least seven (7) days in advance from their supervisor and receive written approval for the same from their Department Director.

4.29 Necessary Time Off to Vote

The Village will provide employees with two hours of paid leave to vote if the polls are not open for at least two consecutive hours before or after the employee's work shift. The time that an employee will be permitted to leave the workstation shall be determined by the Department Head based on operational needs. Employees must submit requests to use this benefit before the day of the election. The time the employee is away from the workstation for purposes of voting shall only be used to vote in the election.

4.30 Election Judge Leave

Employees who are appointed to serve as an election judge under the Illinois Election Code will be granted an unpaid leave for that purpose, provided the employee gives the Village at least 20 days' written notice of the need for such leave. The employee may, at his or her option, elect to use paid vacation leave, personal, or compensatory leave instead of taking unpaid leave. No more than 10% of the Village's employees may be absent for this purpose on the same election day.

4.31 Remote Work Policy

This policy outlines the guidelines for employees to work remotely during incidental short-term circumstances, ensuring continuity of operations while maintaining productivity and communication. This policy applies to all employees whose roles are suitable for remote work and who experience temporary, unplanned situations that prevent them from working on-site. Remote work is not an entitlement, nor is it a Village-wide benefit, and it in no way changes the terms and conditions of employment with the Village. Incidental and occasional remote work arrangements may be approved as outlined in section A.

- A. Short-term remote work arrangements may be allowed in situations such as:
 - 1. Mild illness or recovery that does not prevent effective work performance.
 - 2. Temporary personal matters (e.g., home repairs, family needs).
 - 3. Inclement weather that makes traveling unsafe.
 - 4. Other unforeseen events, subject to management approval.
- B. Remote work must be authorized by the Village Manager, in their sole and absolute discretion. All remote work arrangements will be made on a case-by-case basis, focusing first on the business and organizational needs of the Village.
- C. Employee performance may be a determining factor regarding the approval or denial of a request to work remotely.
- D. Employees who work remotely are expected to answer their office phone and may only access Village computer files and networks using a Village-issued device and Village-issued solution for a secured network connection.
- E. The Village accepts no responsibility or liability for damage or repairs to any employee-owned equipment used in remote work, and will not be responsible or liable for costs associated with initial setup or maintenance of the employee's home office (including but not limited to any optional computer accessories purchased by the employee, furniture, internet service, etc.). Consistent with the Village's expectations of information security for

employees working at the office, employees working remotely will be expected to ensure the protection of proprietary Village information accessible from their home office, strictly adhering to the Village's IT-related policies.

- F. The employee may be called into the office if needed during an emergency or if the employee's presence is otherwise required in the office while working remotely. Employees working remotely will still be required to record all hours worked on their timesheet. Failure to comply with any of these requirements can result in disciplinary action up to and including termination.

4.32 Flexible Schedule

The Village recognizes that the nature of how work is performed, including when and where work is performed, continues to change for many positions in the organization. The Village also recognizes offering non-traditional or flexible work arrangements to certain positions in the organization may better enable the Village to meet its operational needs while providing flexibility for employees to support work-life integration.

- A. Flexible work arrangements are not an entitlement, nor are they a Village-wide benefit, and they in no way change the terms and conditions of employment with the Village. Flexible working arrangement requests will be considered based on the department's operational needs and individual employee performance.
- B. Full-time employees in non-sworn, non-bargaining unit positions may apply for flexible work arrangements. To qualify, employees must have been employed with the Village for at least six months and must have exhibited above-average performance. However, exceptions to the minimum period of employment may be granted by the department head based on operational needs and employee performance.
- C. To request flexible work arrangements, the employee must submit their request in writing to their department head. The employee and the department head will review the request to determine whether the employee's requested working arrangement meets the Village's operational needs. Department heads requesting a flexible work arrangement shall submit their request to the Village Manager. Because the Village's foremost priority must be providing service to the community, the Village's operational needs will be used to determine whether the employee's requested working arrangement can be provided. Strong communication between employees, their supervisors and coworkers is important to the success of flexible working arrangements to ensure that work is appropriately coordinated among team members.
- D. If an employee is approved for flexible working arrangements, the employee may be

required to adjust their schedule to work during normal Village Hall business hours if needed to meet the Village's operational needs. The focus of the flexible working arrangement must remain on job performance and meeting business and organizational needs. The flexible working arrangement may be terminated in the department head's sole discretion, including but not limited to if an employee's work performance declines or assignments are not completed in a timely manner. The availability of flexible working arrangements may be discontinued at any time at the discretion of the Village.

4.33 Flex Time for Special Events

Village employees may be asked to work special events on weekends and outside of normal working hours. Non-exempt (hourly) employees will be paid for each hour they work in compliance with the Village's Personnel Policy Manual or appropriate collective bargaining agreements. Employees who are exempt from FLSA (salaried) and not entitled to overtime will be provided flex time commiserate with their work for the event. Use of flex time must be approved by the department head in advance, and it may be modified or withdrawn at any time. To the extent possible, flex time should be used within the same pay cycle or the closest cycle to the excess hours worked. Flex time cannot be "banked" for use later. In determining whether to grant a request for flex time, the department head shall consider the needs of the Village, the impact on other employees, the nature of the work and scheduling limitations of the Village and its departments. Flex time scheduling cannot result in overtime being paid to any employee.

5. Policy Acknowledgements

WHISTLEBLOWER PROTECTIONS POLICY

The Village of Lincolnwood is committed to maintaining a work environment that is free of retaliation against those who report, testify about, or participate in investigations regarding alleged improper governmental activities required by the Public Officer Prohibited Activities Act (50 ILCS 105/4.1, *et seq.*).

The Village will not tolerate retaliation against employees based on the employee' reporting of alleged improper governmental activities against Village employees or independent contractors by anyone, including the Village, any agent or representative of the Village, or another employee or contractor. Any report of retaliation will promptly be reported to the Village's appointed Auditing Official for review. All employees are responsible for reporting improper government activities as well as reporting any retaliatory conduct resulting therefrom.

A. Appointed Auditing Official

The Village has appointed the Village Manager as the auditing official whose duties are to receive, register, and investigate complaints and information concerning misconduct, inefficiency, and governmental waste within the Village. If the Auditing Official is also the subject of the complaint, the complainant may file the complaint with the States Attorney.

B. Definitions

Covered Person:

Anyone employed by the Village of Lincolnwood, whether in a permanent or temporary position, including full-time, part-time, and intermittent workers. This includes members of appointed boards or commissions, contractors, or anyone working in an unpaid capacity. Further, this policy covers persons who have been terminated because of any report or complaint submitted under this policy.

Improper Government Action:

An improper governmental action is defined as follows.

"Improper governmental action" includes any 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 federal, State, or unit of local government law or rule; is an abuse of authority; violates the public's trust or expectation of their conduct; is of substantial and specific danger to the public's health or safety; or is a gross waste of public funds.

"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 the actions amount to retaliation.

Retaliation

"Retaliation," "retaliate," or "retaliating" means any adverse change in an employee's employment status or the terms and conditions of employment that results from an employee's protected activity.

"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.

C. Filing a Complaint

If a covered person believes that they have knowledge of an improper governmental action or has experienced retaliation, they should immediately report the act of retaliation to the Auditing Official. To secure the protections of this Policy and Section 4.1 of the Public Officer Prohibited Activities Act, 50 ILCS 105/4.1, et seq., a covered individual must file a complaint with the Auditing Official as follows:

1. If a covered person believes that they have knowledge of an improper governmental action, the employee must submit a written report of the improper governmental action to the Auditing Official.
2. If covered person believes that they have been retaliated against for reporting improper governmental action, or cooperating in the investigation, or procedure involving an improper governmental action, the covered person must report such alleged retaliation to the Auditing Official within 60 days of the retaliatory action taking place.

If the Auditing Official is also the subject of the complaint, the covered individual may file the written report with any States Attorney.

D. Investigation of Complaint

1. Identity of the Complainant is Confidential

- The Auditing Official will keep the identity of the Complainant confidential to the extent allowed by law.
- The Complainant may waive confidentiality in writing on a form presented to the Auditing Official.

2. Investigation

The Auditing Official shall investigate the complaint promptly and thoroughly and conclude whether or not the evidence gathered through such investigation warrants merit of a finding that either an improper governmental action, or retaliation for filing such a complaint or complying with such investigation occurred or did not occur. The Auditing Official may choose to delegate their responsibilities, hire third-party consultants to assist in an investigation, and transfer the complaint to another auditing official, including the States Attorney, if they determine that it is appropriate.

The investigation by the Auditing Official may include:

- I. Interviews of the Complainant and witnesses;
- II. Interviews of governmental officials who may have knowledge about the complaint or may be the subject of the complaint;
- III. Inspection of documentation (in written, printed, or electronic format) relevant to the complaint;
- IV. Take any other appropriate measures to ensure that the complaint has been thoroughly investigated.
- V. Make a determination whether the complaint has merit or whether the complaint does not have merit.

E. Determination and Remedial Action if Necessary

Upon the conclusion of the investigation, the Auditing Official shall decide whether the complaint has merit or whether the complaint does not have merit.

If the Auditing Official determines that the complaint has no merit, the Auditing Official may dismiss the complaint.

If the Auditing Official determines that improper governmental action or retaliation has taken place, the Auditing Official may take remedial action on behalf of the complainant, including reinstatement, reimbursement for lost wages or expenses, promotion, or other remedial action that the Auditing Official deems appropriate. The Auditing Official may also make their investigation findings available to the Complainant's attorney if the Auditing Official finds that restitution is not sufficient. Further, the Auditing Official is also responsible for taking appropriate remedial measure if a complaint is determined to be false, fraudulent, or submitted for purposes other than reporting improper governmental activities.

Any person who engages in prohibited retaliation under Section 4.1 of Public Act 101-652 may also be subject to fines, appropriate employment action, civil or criminal prosecution, or any combination of these actions.

If the Auditing Official determines that improper governmental action has taken place or the Auditing Official determines Village employees or officials hindered the investigation, the Auditing official must notify the Mayor or any other individual or entity the Auditing Official deems necessary under the circumstances.

F. Employee Responsibility and Acceptance of Policy

All Village employees have a responsibility to conduct themselves in compliance with this policy and to report any observations of conduct inconsistent with this policy.

The Village of Lincolnwood shall provide a copy of this policy on an annual basis to each employee to ensure employees understand their rights and the process in which they can report retaliation based on this policy.

Whistleblower Protections Policy

ACKNOWLEDGEMENT OF RECEIPT

I, _____ (Employee Name) hereby acknowledge receipt of the Whistleblower Protections Policy and agree to read all the Policy's provisions.

Employee Signature: _____ Date: _____

EXHIBIT A – Employee Acknowledgment Form

- The employee personnel policies describe important information about the Village, and I understand that I shall consult the Village Manager, or his/her designee regarding any questions not answered in the Manual. I acknowledge that I have received, read and fully understand the policies contained in the Manual.

- Since the information, policies, and benefits described here are guidelines and necessarily subject to change, I acknowledge that revisions to the personnel policies may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Trustees of the Village have the ability to adopt any revisions to the personnel policies.

- Furthermore, I acknowledge that these policies do not establish a contract of employment. I have received the personnel policies, and I understand that it is my responsibility to read and comply with the policies and any revisions made to it.

- I understand and acknowledge the Village’s policy of at-will employment, meaning that either I or the Village can terminate the employment relationship at any time with or without cause. I also understand that if my employment is governed by a collective bargaining agreement, the terms of such agreement govern in the event of any conflict between the policies in this handbook and the collective bargaining agreement.

EMPLOYEE'S SIGNATURE

DATE: _____

EMPLOYEE'S NAME (TYPED OR PRINTED)
Village of Lincolnwood

**EXHIBIT B – Personal and Emergency Information Form
VILLAGE OF LINCOLNWOOD**

Personal Information

Employee's Full Name:

Last	First	MI
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Home Address:

Address	City	Zip Code
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Telephone Number: _____	Alternative Telephone Number: _____
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Email:

Emergency contacts

Contact Person:

Last Name	First	MI
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Home Address:

Address	City	Zip Code
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Work Address:

Address	City	Zip Code
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Home Telephone Number: _____	Work Telephone Number: _____
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Cell Phone Number: _____	Other Contact Number: _____
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Other emergency contacts

Name: _____

Relation: _____

Address: _____

Phone Numbers:

Home: _____ Work: _____ Other: _____

Name: _____

Relation: _____

Address: _____

Phone Numbers:

Home: _____ Work: _____ Other: _____

Name: _____

Relation: _____

Address: _____

Phone Numbers:

Home: _____ Work: _____ Other: _____

**EXHIBIT C – Computer User Acknowledgment
VILLAGE OF LINCOLNWOOD**

I have received and read the Village of Lincolnwood’s policies with respect to use of computers, information, data, software, hardware, Internet and e-mail. I understand their content and meaning, and agree to abide by them.

I understand that the Village of Lincolnwood’s technology resources and all data entered, created, gathered, received, stored or transmitted by those resources are Village property. I have no expectation of privacy in connection with the use of Village information systems or with the entry, creation, transmission, receipt, or storage of data via such resources. I also understand that the Village’s technology resources are to be used for job-related purposes and not for personal purposes. Occasional personal use is permitted if it does not interfere with my job responsibilities, Village business, and the availability of information systems, and the transmitted data is legal, ethical, and in good taste.

I agree not to use my password, access any file, or retrieve any stored communication unless authorized to do so. I acknowledge and consent to Village monitoring, inspecting and disclosing, without prior notice and at its discretion, my use of Village information systems including all data that I enter, create, receive, store or transmit via those resources. Such monitoring may include, but is not limited to, printing out and reading e-mail entering, leaving or stored via Village information systems, and tracking my Internet and Intranet use. I also understand that if I do not comply with all provisions of the Policies, my access to Village information systems may be revoked and I will be subject to disciplinary action including discharge.

Department & Division

Signature

Printed Name

Title

Date