



VILLAGE OF CLARENDON HILLS, ILLINOIS

PERSONNEL POLICIES AND PROCEDURES MANUAL

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SECTION 1. GENERAL PROVISIONS

Section 1.1 Purpose of Manual

This document shall be known as the Village of Clarendon Hills Personnel Manual (Manual). This Manual shall apply to employees of the Village of Clarendon Hills and is designed to assist employees in performing their duties and responsibilities. This Manual does not, and is not intended to, cover every aspect of Village operations. Rather, the intent is to enable employees to gain a better understanding of their role as a member of the Village staff and to provide general guidelines and procedures. The Village retains flexibility in using and applying these general statements. The Manual may be amended at any time at the sole discretion of the Village, with or without notice.

Should there be any questions about any of the provisions contained within this Manual, or areas that may not be covered, those questions and concerns should be directed to your supervisor and/or Department Head.

Section 1.2 Statement of Management Rights

It is the policy of the Village of Clarendon Hills to reserve, retain and maintain its inherent right to manage the business affairs of the Village. The right to manage includes but is not limited to the following statements of exclusive authority and ability:

1. The right to hire and fire.
2. The right to maintain order and efficiency.
3. The right to determine the extent and nature of all equipment, methods, means and personnel by which such operations are conducted.
4. The right to determine the general operations of the Village including the number of shifts, the maintenance of schedules and hours and methods of work, the standards of workmanship, the assignment and transfer of personnel, and to lay off for lack of work or funds.
5. The right at any time to alter, amend, modify, or eliminate the manner in which Village activities are conducted, including the composition and control of the work force carrying on those activities.
6. The right to consolidate services with other governmental bodies and agencies and to privatize or contract out for existing services or proposed services.
7. The right to take any other action or to refrain from taking any action when determined to be in the best interests of the Village.

Section 1.3 Positions Covered by the Manual

These personnel policies and procedures apply to all employees of all departments of the Village. The term “employee” includes full-time, regular part-time, temporary, and seasonal employees of the Village. If part-time, paid-on-call, temporary, and/or seasonal employees are excluded from any particular provision of this Manual, the language of that provision will state that the provision applies only to full-time employees or that part-time, paid-on-call, temporary, and/or seasonal employees are not covered.

For police and fire personnel who are subject to the provisions of the rules and regulations of the Board of Fire and Police Commissioners, the provisions of these personnel policies and procedures shall apply when not inconsistent or contrary to the provisions of the rules and regulations of the Board of Fire and Police Commissioners.

Where this manual addresses the same subject matter as any collective bargaining agreement covering Village employees, the provisions of the collective bargaining agreement shall control only to the extent inconsistent herewith.

The foregoing means that in cases of conflict, the following hierarchy of rules/ regulations applies:

1. Collective Bargaining Agreement/Board of Fire and Police Commissioners Rules
2. Specific provisions outlined by an individual offer of employment
3. Village Personnel Policy Manual
4. Departmental Rules/Regulations

In the event that any of the provisions of this manual conflict with laws of the State of Illinois or the Federal Government, the latter shall take precedence.

Section 1.4 Administration of the Manual

The Village Manager shall be responsible for administration and interpretation of these personnel policies and procedures and may, from time to time, develop and promulgate procedural rules, interpretations, and administrative and/or technical changes or modifications. The Village Manager may delegate the administration and implementation of these policies and procedures as he/she deems appropriate.

In addition, the Village Manager may recommend amendments to these policies and procedures to the Village President and Board of Trustees.

Section 1.5 Amendments to the Manual

These personnel policies and procedures are subject to amendment by the Village Board, which shall retain the right to amend this Manual at any time in its sole discretion, with or without notice. The Village Manager may at his or her discretion distribute to all employees Administrative Directive Memos for the purpose of clarifying language in this manual or to provide policy updates that are changed as a result of changes in state or federal law.

Section 1.6 Departmental Policies and Procedures

This Manual shall not be construed as limiting in any way the power and authority of any Department Head to make departmental rules and regulations governing the conduct and performance of employees. Such rules and regulations shall be submitted to and approved by the Village Manager. Departmental rules and regulations shall not conflict with the provisions of this manual except to make policies contained within more restrictive or when necessary for the unique function of the department. A copy of departmental rules and regulations should be furnished to each employee to whom they apply and to the Village Manager. Such rules and regulations shall have the force and effect of rules of that department and disciplinary action may be based upon breach of any such rules and regulations.

Section 1.7 Manual Not An Offer of Employment or Contract

Employees of the Village are “at will” employees and may be removed at any time, with or without cause and with or without notice. This manual does not create, and shall not be construed as creating, any contract or offer to contract with the Village. No property or tenure rights in employment shall be created, or deemed to be created, by this manual. All provisions of this manual are subject to change, at the sole discretion of the Village, at any time, with or without notice. No policy, benefit or procedure set forth in this manual implies or may be construed to imply that it or any portion thereof is an employment contract. Employment and compensation may be terminated by the Village with or without cause and with or without notice at any time at the option of the Village. Further, any oral statements relating to the terms and conditions of employment that conflict with this Manual are not binding upon the Village. Any oral statements promising permanent employment or other employment advantages are not binding upon the Village, unless set forth in a written document and signed by the Village Manager.

SECTION 2. EMPLOYEES' CODE OF ETHICS

Section 2.1 Statement of Code

Employees are expected to conduct themselves in a professional and business-like manner without any appearance of impropriety. As in any organization, Village employees are ambassadors for the Village and represent the values and accepted practices of the Village.

Employees should avoid any possible conflict of interest and are required to abide by the following rules:

Fiduciary Duty

Employees shall at all times in the performance of their public duties owe a fiduciary duty to the Village of Clarendon Hills. This means that the funds they are authorized to spend or the reimbursements they receive for expenditures that they incur are public moneys, and should be spent in a prudent, conservative fashion consistent with appropriate accounting and reporting, budget approval, supervisor authorizations, and other good internal controls.

Improper Influence

No employee shall make, participate in making, or in any way attempt to use his or her position to influence any governmental decision or action in which he or she knows or has reason to know that he or she has a financial interest, either directly or indirectly. An employee has a financial interest in a governmental decision or action when it is reasonably foreseeable that said decision or action will have a material effect on said employee distinguishable from its effect on the public generally. Said person shall refrain from all official activity and discussion respecting such a matter, and shall publicly state the nature and extent of his interest in the matter prior to any deliberation conducted thereon.

Conflict of Interest

No employee shall engage in any employment activity or enterprise that is incompatible or in conflict with his or her duties as a Village employee, or with the duties, functions and responsibilities of the department in which he or she is employed or that is contrary to applicable state law.

Misuse of Village Resources

No employee shall engage in any activity or enterprise that uses the Village's name, time, facilities, equipment or supplies for personal gain or advantage or any activity that may be subject at any time, directly or indirectly, to the control, inspection, review, audit or enforcement by the department in which he or she is employed.

Criminal Misconduct

An employee shall not commit the act of bribery, intimidation, official misconduct, perjury or other criminal behavior.

Use or Disclosure of Confidential and Personal Information

No current or former employee shall use or disclose, other than in the appropriate performance of his or her official duties and responsibilities, confidential or other non-public information gained in the course of employment, or by reason of his position or employment, which has been identified to such employee as a confidential matter by the Village Manager, Village Attorney, or Village Board. Information about the personal or business affairs of other employees or Village officials should be treated with the same standard of confidentiality.

Gifts, Gratuities, and Favors

No Village employee shall solicit or accept anything of value from any third party, including, but not limited to: a gift, gratuity, favor, service, fee, reward, entertainment, or promise of future employment in exchange for providing any municipal or other official services, or based upon any understanding, either explicit or implicit, that the official actions, decisions, or judgments of any official or employee would be influenced thereby. Any gift or other thing of value received in violation of this provision shall be refused and/or returned to the sender. Employees are required to follow the State Gift Ban Act (5 ILCS 430/10) as required by State of Illinois.

Employee Economic Interests Disclosures

All employees required by State Statute to file an annual economic interest report shall do so. Evidence of the proper filing of these disclosures must be filed with the Village Clerk's office.

Employment of Relatives

No employee shall advocate for employment, or participate in employee selection for any person who is an immediate family member or relative (see Section 3 for definitions) of said employee. Hiring of immediate family members or relatives of elected Village officials or the Management Team is prohibited. This policy does not preclude the hiring of relatives of other employees if the relative is determined to be the best candidate for the open position. No employee shall serve as the direct supervisor of a relative of said employee. Service in the same department as a relative requires the consent of the Village Manager. Employment in this case does not include uncompensated service to Village commissions or boards, but does include elected Village officials and appointed members of the Board of Fire and Police Commissioners with respect to sworn officers.

Honoraria and Payment for Appearances

From time to time, employees may be asked to appear before civic, charitable, political, church, or other groups in an official capacity as a representative of the Village. Employees should channel all such requests through their supervisors and receive appropriate permission for such appearances. Employees may be reimbursed for expenses only, or may accept a meal if their presentation is at a meeting in which food is served. Personal fees, tips, gifts, or other favors of any kind in return for such an appearance may not be accepted.

Endorsements

No employee shall explicitly or implicitly endorse or recommend to the general public or media a product, service, firm, developer, or other organization, which conducts, seeks, or could conduct business with the Village. No employee shall use their title or position with the Village to make endorsements of candidates for any office or issue being considered during any election.

False Information

No employee shall make any intentionally false statement, or any statement that is intentionally misleading, or shall intentionally omit material facts in the conduct of his work, or record any false information in the books, records, accounts, or files of the Village, including but not limited to, expense accounts, vouchers, bills, invoices, time sheets, payroll and service records, permits, and computer entries.

Employees who become aware of any transaction or item of information that has been falsely or improperly recorded, or who know of any conduct or activity engaged in by any Village employee or agent which the employee knows or reasonably suspects is fraudulent or criminal in nature, or which may expose the Village to liability, shall immediately report such knowledge to their immediate supervisor, or to the Village Manager or his or her designee.

Collusion

No employee shall assist any other employee(s) in the violation of these policies. Such collusion shall be deemed to be as serious an offense as that being committed by the first employee(s).

Section 2.2 Employee Expectations

Furthermore, the Village maintains an expectation of the highest-quality work and effort from its employees. To that end, the Village expects the following from employees:

1. Be dedicated to the concept that, as employees of local government, each individual is essential to the achievement of the goals and objectives of the Village.
2. Maintain a constructive, creative, practical attitude toward his/her responsibilities as an employee and maintain respect for every individual's role as a trusted public servant.

Recognize that the primary function of the Village of Clarendon Hills and its employees is to provide services to the citizens and customers of the Village.

Deliver prompt and courteous service to citizens and customers of the Village, including responding to phone calls and voicemails within one (1) business day except in exceptional

circumstances. Employees should strive to respond to other correspondence in a similarly timely manner when feasible.

5. Strive to deliver services that are of the highest quality possible, as efficiently and effectively as possible.
6. Refrain from activities, both on and off duty, which would impair one's performance as a public servant or the public's confidence in the individual's performance.
7. Encourage and emphasize friendly and courteous service to the public and seek to improve the quality of life within the Village of Clarendon Hills and the image of public service in the Village.

Represent the Village in a professional manner at all times.

Maintain safe work practices, including refraining from carelessness, negligence or horseplay. Employees shall immediately report any injury and the circumstances under which such injury occurred to a supervisor immediately or as soon as practically possible.

Be present and productive during assigned work hours, including punctual and consistent attendance.

Section 2.3 Employee Standards of Conduct

Employees of the Village of Clarendon Hills are expected to remember that they are its representatives. Employees are expected to always conduct themselves in a manner that is a credit to the Village.

All employees should keep in mind that they are public relations officers of the Village and have an important part to play in developing and maintaining good public relations. All residents and co-workers shall be treated with fairness, courtesy, and respect. All employees are expected to maintain high standards of conduct, cooperation, efficiency, pride, productivity, and economy of public funds in their work for the Village. Employees are also expected to display proper regard for the welfare and rights of citizens and other employees.

When employees fail to meet the standards of conduct, they may be dismissed, demoted, suspended, reprimanded, or otherwise disciplined as the circumstances warrant. An employee may be subject to disciplinary action for improper or inappropriate conduct, including, but not limited to, violations of work rules and general rules and regulations, unacceptable behavior, misconduct, poor performance, or unacceptable attendance.

In addition to other guidelines outlined in this Manual, administrative procedures, relevant rules, regulations, general orders, standard operating procedures, and directives of the various departments, the Village has established certain minimum standards of

conduct. Some of the causes for discipline which employees should be familiar with are listed below. Violations of such rules will subject the employee to disciplinary action, ranging from an oral reprimand to immediate termination of employment, as deemed appropriate by the Department Head and the Village Manager. The following illustrations of offenses listed are by way of example and are not intended to be all-inclusive; rather, the illustrations provide a general guide for determining unacceptable behavior. These rules do not limit the right of the Village to discipline or terminate an employee for any reason not prohibited by law. The Village may revise or change these rules, as it deems necessary without prior notice.

1. Engaging in fighting, horseplay, or reckless conduct on Village premises or while on Village business.
2. Physically abusing, intimidating, offending, or coercing through verbal threats any resident, citizen, municipal official, fellow employee, or member of the general public. Using vile, intemperate, offensive, or abusive language, or acting in a disrespectful manner to any resident, citizen, municipal official, fellow employee, or any member of the general public.
3. Falsification or alteration of timesheets, personnel records, employment applications, attendance, or any other municipal records or documents.
4. Providing false information or information the employee should have known to be false, to any Village official or representative during an investigation of a Village or employment-related incident.
5. Refusing to cooperate with the Village during an investigation of a Village or employment-related incident.
6. Removing from Village premises, being in the unauthorized possession of, or using for personal or any other inappropriate use, any Village vehicle, equipment, supplies, tools, materials, or property, or the vehicle, equipment, supplies, tools, or property of a resident, citizen, municipal official, or fellow employee.
7. Destroying, damaging, defacing, abusing, wasting, or misusing Village property, equipment, supplies, or materials, or the property, equipment, supplies, or materials of a resident, citizen, municipal official, or fellow employee.
8. Creating or contributing to an unsafe condition on Village premises or failing to adhere to safe operating practices including the use of personal protective equipment.
9. Careless or unsafe use of Village vehicles and equipment that results in injury to a person or damage to Village or private property.
10. Failure to report any injury or accident.

11. Insubordination or refusal of a direct work order or assignment (whether written or oral). Insubordination is defined as a failure to obey an order given by a supervisor or a deliberate disregard for a supervisor's direct order.
12. Leaving the assigned place of work during work hours when not authorized to do so.
13. Selling, distributing, using, consuming, being in possession of, or being under the influence of alcohol, cannabis, unprescribed drugs, illegally prescribed drugs, or illegal drugs while on Village premises while conducting Village business, while operating Village equipment, or while in the performance of any other assigned duties.
14. Revealing confidential Village information without proper authorization.
15. Being absent for three consecutive days without proper notification to the Village. Excessive, unreported, or unexcused absences from work, including abuse of sick leave privileges.
16. The Village of Clarendon Hills prohibits, forbids and does not tolerate weapons on Village property, or during any Village-related business or activity. Weapons include visible and concealed weapons; including those for which the owner has necessary permits. Weapons may include, but are not limited to, firearms, knives with blades longer than three inches, explosive materials, or any other objects that could be used to harass, intimidate or injure another individual, employee, or volunteer. This rule does not apply to sworn police officers carrying weapons pursuant to Police Department policy.
17. Violating the Equal Employment Opportunity, Sexual Harassment, or Americans with Disabilities Act policies.
18. Sleeping, loitering, or wasting time on duty.
19. Engaging in outside employment during duty hours or during sick leave.
20. Engaging in outside employment that creates or can be perceived to create a conflict of interest.
21. Suspension or revocation of the employee's vehicle driver's license when the license is a condition of employment.
22. Incompetent, inefficient, negligent, or unsatisfactory performance of assigned work.
- 23.. Disruptive attitude or abusive language that is detrimental to the service, programs, and operations of the Village.
24. Excessive tardiness or early departures from work.
25. Allowing the political affiliation of the employee or of a resident or member of the general public to affect or in any other way influence whether a resident or member of the general public receives Village services, or allowing the political affiliation of the employee or of a resident or member of the general public to affect or in any other way

influence the type or quality of Village services available or provided to a resident or member of the general public.

26. Any act which endangers the safety, health, or well-being of any person, or which is of sufficient magnitude that the consequences cause or act to cause disruption of work or discredit the Village.

27. Soliciting, collecting, distributing, or selling materials during work time on Village property. Work time does not include lunch periods or other periods when employees are not expected to be actively working. Limited requests on behalf of other employees (sickness, retirement, resignation, birthday, or other events of personal significance) are permitted.

28. Theft from the Village or fellow workers.

29. Violation of any of the provisions of the Employee Code of Ethics as listed in the Employee Code of Ethics section of this Manual.

30. Being found guilty of misconduct or impropriety of similar seriousness to those items listed above.

Section 2.4 Employee Discipline

Employees failing to comply with the Code of Ethics or the Employee Expectations or any other policies in this manual may be disciplined in accordance with the Discipline Policy outlined in Section 23.

SECTION 3. DEFINITIONS OF TERMS

The following words and phrases shall have the meanings indicated throughout this Manual except where the context clearly indicates otherwise.

Anniversary Date

The effective date of completion of one year of service shall constitute an employee's initial anniversary date for purposes of determining length of service in calculating employee benefits relating to years of service. When an employee is promoted, their original anniversary date remains in effect for purposes of determining employee benefits. If an employee voluntarily terminates employment with the Village and then is re-hired at a future date, the completion of one year of service from the date of re-employment will serve as the anniversary date for that employee.

Appointing Authority

The Village President, Village Manager, and/or Board of Fire and Police Commissioners having the power of appointment and removal of subordinate positions in any office or department by virtue of ordinance or other legally delegated authority.

Class

One or more positions sufficiently similar in respect to assigned work duties and responsibilities that the same class title may be reasonably and fairly used to designate each position allocated to the class, that the same minimum education and work experience qualifications may be required, and the same salary range may apply with equity.

Classification

The original assignment of a position to an appropriate class on the basis of type, difficulty, and responsibility of work to be performed.

Demotion

The movement of an employee from a position in one class to a position in a lower class, with a lower maximum salary rate because of disciplinary reasons, incapacity to perform the work, inefficiency or unsatisfactory work performance.

Department

Any of the departments under the jurisdiction of the Village.

Department Head

The officially appointed head of any department including the Community Development Director, Finance Director, Fire Chief, Police Chief, and Public Works Director; and the Assistant Village Manager; and any additional Department Head positions that may be duly authorized by the Village Board in the future.

Domestic Partner

Domestic Partners are defined as two people who have entered into a civil union pursuant to 750 ILCS 75/1 et seq., commonly called the Illinois Religious Freedom Protection and Civil Union Act.

Emergency

A sudden and unforeseen happening that requires the unscheduled services of an employee to protect the health, welfare, and safety of the community.

Employee - Exempt

A position that is determined under the Fair Labor Standards Act (FLSA) to be exempt from mandatory overtime provisions of the law.

Employee - Non-Exempt

A position that is determined under the Fair Labor Standards Act (FLSA) to be subject to the mandatory overtime provisions of the law.

Employee - Firefighter Paid-On-Call (POC)

A position within the Fire Department that performs firefighting, emergency medical technician duties, and assists paramedics as directed, either in response to emergency calls and/or as scheduled to work as determined by the Fire Department. As variable hour employees these employees are not to exceed an average 30 hours per week during any one year period except with when approved by the Village Manager. These employees are not eligible for employee benefits except as specifically stated in an employee benefit provision in this Manual.

Employee - Firefighter Paramedic

A part-time position within the Fire Department which performs firefighting and paramedic duties either in response to emergency calls and/or as scheduled to work as determined by the Fire Department. As variable hour employees these employees are not to exceed an average 30 hours per week during any one year period except with when approved by the Village Manager. These employees are not eligible for employee benefits except as specifically stated in an employee benefit provision in this Manual.

Employee - Full-Time

A full-time employee is reasonably expected to work an average of 30 or more hours of service per week (130 hours of service per calendar month), or actually works an average of 30 or more hours of service per week (130 hours of service per calendar month) during any one year period. Hours of service include each hour an employee is paid or entitled to be paid for, actual hours worked and paid leave (including vacation, holiday, illness, disability, layoff, jury duty, and military leave).

Employee - Regular, Part-Time

A part-time employee is reasonably expected to work, and the employee works an average of fewer than 30 hours of service per week (130 hours of service per calendar month) during any one year period. Hours of service include each hour an employee is paid or entitled to be paid for, actual hours worked and paid leave (including vacation, holiday, illness, disability, layoff, jury duty, and military leave).

Employee - Seasonal

A seasonal employee has a typical length of employment of 6 months or less where the period of employment begins at about the same time each year. These employees are not eligible for employee benefits.

Employee- Temporary

A position comprising duties that occur, terminate, and recur seasonally, intermittently, and according to the needs of the department.

Evaluation Period

A test period during which a newly appointed or promoted employee is required to demonstrate his or her fitness for the position by the actual performance of the duties and responsibilities of the position.

Grievance

Any dispute regarding the meaning, interpretation, application, or alleged violation of the terms and conditions of these policies and procedures.

Immediate Family

A legal spouse or domestic partner (as defined in this manual), child, step-child, adopted child, foster child, parent, step-parent, legal guardian, sibling, step-sibling, grandchild, grandparent or spouse or domestic partner's immediate family.

Job Description

A written statement of the characteristic duties, responsibilities, and qualification requirements that distinguish a class of positions from another class.

Layoff

The separation of an employee that has been made necessary by lack of work or funds or other reasons not related to fault, delinquency, or misconduct on the part of the employee.

Management Team

Employees involved in management of Village affairs, including Village Manager, Department Heads (defined above) and Assistant Village Manager. Management Team positions are exempt positions in which frequent attendance at night meetings or after-hours work is required. The Village Manager may recommend additional positions to be classified as members of the “Management Team.”

Pay Grade

A level of pay within the Pay Plan that has a minimum and maximum salary rate.

Position

A group of current duties and responsibilities assigned or delegated by competent authority, requiring the full time, part-time, temporary, or seasonal appointment of one person.

Promotion

The movement of an employee from one position of one class to a position of another class having a higher Pay Grade.

Reclassification

The official determination by the Appointing Authority that a position be assigned to a class different than the one to which it was previously classified.

Relative

Those individuals to whom the employee or employee’s spouse or domestic partner is related but not considered “immediate family” as defined above. This includes aunts, uncles, nieces, nephews and first cousins.

Sworn Personnel

Police Department personnel who are under the jurisdiction of the Board of Fire and Police Commissioners, take an oath of office, and meet applicable state and local requirements are considered sworn personnel.

Transfer

The movement of an employee from one department to another; or movement to another class in the same department having the same pay grade and involving the performance of similar duties, and requiring essentially the same basic qualifications.

Vacancy

A duly created position that is not occupied and for which funds have been budgeted.

SECTION 4. EQUAL EMPLOYMENT OPPORTUNITY POLICY AND PROCEDURES

Teamwork and success are built on a foundation of equality. For these and other reasons, the Village of Clarendon Hills strives to provide equal opportunity for all employees and is committed to providing a work environment free of discrimination.

Section 4.1 Statement of Policy

The Village of Clarendon Hills assures Equal Employment Opportunity (EEO) in all of its employment practices, including but not limited to those pertaining to:

Recruitment	Compensation
Hiring	Benefits
Placement	Training
Transfers	Layoff and Recall
Promotions	Discipline
Practices	Demotions
Evaluations	Terminations

These will be administered without regard to race, color, creed, religion, ancestry, national origin, age, handicap, sex, sexual orientation, marital or parental status, pregnancy, military or veteran status, mental or physical disability unrelated to the employee's ability to perform the job or any other basis prohibited by applicable federal, state, or local fair employment laws or regulations except where a bona fide occupational qualification applies. All applicants or employees shall be considered only on the basis of qualifications as required by the position being sought or held relative to experience, training, ability, skills, knowledge, and personal characteristics and integrity as a proper representative of Village government.

This policy applies to every employee who interacts with the workplace or who participates in work-sponsored activities no matter his or her authority or position. Violators of this policy are subject to investigation and discipline including but not limited to termination.

Section 4.2 Responsibility for Implementation

It is the responsibility of the Village Manager to ensure that employment, training, compensation, promotion and other conditions of employment are provided without regard to race, color, creed, religion, ancestry, national origin, age, handicap, sex, sexual orientation, marital or parental status, pregnancy, military or veteran status, mental or physical disability unrelated to the employee's ability to perform the job or any other basis prohibited by applicable federal, state, or local fair employment laws and, except where it is determined to be a bona fide occupational qualification. Furthermore, it is the responsibility of the Village Manager to ensure that the Village does not deny equality of opportunity to any qualified individual who is able, with or without reasonable

accommodation, to perform the essential functions of the employment position which he or she holds or for which he or she applies.

Furthermore, it is the responsibility of every Village official, Department Head, Supervisor and employee to give this Policy full support by leadership and personal example. In addition, it is the duty of every Village official and employee to create a job environment that is conducive to this Policy.

Section 4.3 Procedures

Any applicant or employee who believes that he or she has been treated unfairly because of his or her race, color, creed, religion, ancestry, national origin, age, handicap, sex, sexual orientation, marital or parental status, pregnancy, military or veteran status, mental or physical disability unrelated to the employee's ability to perform the job or any other basis prohibited by applicable federal, state, or local fair employment laws or regulations, should immediately report the complaint to the employee's Department Head or the Village Manager. If submitted to a Department Head, the Department Head should immediately report the situation to the Village Manager. The Village Manager or his or her designee will promptly begin an investigation into the complaint.

All complaints of discrimination or unfair treatment based on race, color, creed, religion, ancestry, national origin, age, handicap, sex, sexual orientation, marital or parental status, pregnancy, military or veteran status, mental or physical disability unrelated to the employee's ability to perform the job or any other basis prohibited by applicable federal, state, or local fair employment laws or regulations, will be promptly investigated and any appropriate corrective action deemed necessary will be taken. After investigation, any employee found to have violated the Village's policy may be subject to appropriate disciplinary action, up to and including immediate termination.

The Village will not retaliate against an individual who makes a credible report of discrimination or unfair treatment based on race, color, creed, religion, ancestry, national origin, age, handicap, sex, sexual orientation, marital or parental status, pregnancy, military or veteran status, mental or physical disability unrelated to the employee's ability to perform the job or any other basis prohibited by applicable federal, state, or local fair employment laws or regulations, nor will the Village permit any other Village official or employee to do so. Retaliation is a serious violation of this policy and should be reported immediately. Any person found to have retaliated against another individual for reporting discrimination or unfair treatment may be subject to appropriate disciplinary action, up to and including immediate termination of employment.

If an investigation results in a finding that a complainant has knowingly made a false claim of discrimination or unfair treatment, the complainant may be subject to appropriate disciplinary action, up to and including immediate termination of employment.

Section 4.4 Complaints

Employees filing complaints alleging discrimination may be informed of agencies external to the Village that have jurisdiction in equal opportunity complaint matters. These agencies are: The Illinois Department of Human Rights, the Equal Employment Opportunity Commission, and the Illinois Human Rights Commission.

SECTION 5. AMERICANS WITH DISABILITIES ACT (ADA) POLICY AND PROCEDURE

The Village strives to provide equal opportunity for its disabled employees and visitors and is committed to providing an environment free of discrimination.

Section 5.1 Statement of Policy

It is the policy of the Village of Clarendon Hills to comply with all provisions of the Americans with Disabilities Act (“ADA”) and its amendments. The Village will not discriminate against any qualified employee or job applicant with respect to any term or condition of employment based on a physical or mental disability or the perception of a physical or mental disability.

A qualified individual with a disability is a person with a disability who can perform the essential functions of a job or position with or without reasonable accommodation. Disability means, with respect to an individual: a physical or mental impairment that substantially limits one or more major life activities; a record of such an impairment; or being regarded as having such an impairment. Major life activities can include caring for one’s self, walking, seeing, speaking, working, breathing, learning, concentrating, standing, lifting, and bending. Major life activities can also include major bodily functions such as function of the immune system, normal cell growth, digestive, brain, circulatory, endocrine and reproductive functions.

Section 5.2 Accommodation Procedures

If an individual is qualified to perform the essential and fundamental functions and duties associated with a job, the Village will make reasonable accommodations as necessary for applicants and employees with disabilities, provided that such accommodations do not pose a threat to safety or cause an undue hardship to the Village. Requests for accommodation shall be directed in person or in writing to your immediate supervisor, Department Head or Village Manager. If an employee feels uncomfortable making the request to his or her immediate supervisor or Department Head, he or she may make the request directly to the Village Manager or another member of the Management Team.

If a request for accommodations is received, the employee requesting the accommodation will be given the opportunity to engage in an interactive dialogue with the Village over the requested accommodation. As part of the interactive process, the Village may request the employee to 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 accommodations.

Section 5.3 Workplace Equality

The Village will administer and conduct all personnel practices and procedures including employment, compensation, benefits, evaluations, promotions, demotions, assignment, transfers, recruitment, layoffs and terminations, training, education, recreational and social events in accordance with the requirements of the ADA, except when a bona fide occupational qualification applies or when an accommodation of a disability will create an undue hardship. This policy applies to all Village officials, employees, contractors, volunteers and anyone else who participates in work-sponsored activities.

Section 5.4 Complaint Procedures

Any employee who wishes to file a complaint for non-compliance of the ADA should file a complaint to his or her supervisor or Department Head. The complaint may be made orally or in writing. The supervisor or Department Head will then notify the Assistant Village Manager. The Assistant Village Manager, or his or her designee, will promptly initiate an investigation into the complaint. The complaint should be reported as soon as possible but no later than 60 calendar days after the alleged violation took place. Delayed reporting of complaints will not, in and of itself, preclude the Village from taking remedial action.

The Assistant Village Manager or his/her designee shall request the complaint be reduced to writing either by the complainant or by the party receiving the complaint.

Investigation of the Complaint: When a complaint has been reduced to writing, the Assistant Village Manager or his/her designee will, within three (3) working days, meet with the complaining party to determine the nature of the complaint. After meeting with the complaining party, the Assistant Village Manager or his/her designee shall conduct an investigation into the complaint while maintaining confidentiality to the extent necessary to conduct a fair investigation. The Assistant Village Manager shall render a decision on two subjects after meeting with the complaining party and conducting the investigation: whether a disability exists as defined by this section or the Personnel Handbook, and whether the alleged complaint is valid and violates the ADA policy. This determination shall be made through an interactive process with the complaining party. Within seven (7) working days from the date of the meeting, the Assistant Village Manager or his/her designee will advise the complaining party in writing of the proposed resolution of the complaint. These time lines may be extended when necessary.

Keeping of Records and the Confidentiality of Such Records: Employees who submit a complaint of a violation of the ADA are encouraged to keep written notes in order to accurately record the chain of events. Every effort shall be made to keep all matters related to the investigation and various reports confidential. In the event of a lawsuit, however, the Village advises that those records maintained by the Village and any records maintained by the complainant may not be considered privileged from disclosure. Written records will be maintained by the Village for two (2) years from the date of the resolution, unless circumstances dictate that the records should be kept for a longer period of time.

Appeal Process: If an applicant or employee is dissatisfied with the outcome or resolution of an ADA complaint, that individual has the right to appeal the decision. Within seven (7) working days from receipt of the response from the Assistant Village Manager or his/her designee, the applicant or employee should submit his/her comments to the Village Manager or his/her designee for review. The Village Manager or his/her designee may then refer the matter to staff and the Village Attorney for further steps, or make a recommendation to be forwarded to the Village Board for its adoption, or take any other action as is deemed appropriate.

Applicants seeking employment in the Village who allege they were denied equal employment opportunities based on a disability may follow similar procedures outlined in in this section but may go directly to the Assistant Village Manager to resolve the matter.

SECTION 6. HARASSMENT FREE WORKPLACE

The Village of Clarendon Hills is committed to providing a work environment based on mutual respect and teamwork. That means a work environment free of harassment of all types and welcoming to all people.

Section 6.1 Statement of Policy

It is the policy of the Village of Clarendon Hills that all employees are responsible for ensuring that the workplace is free from harassment and sexual harassment. The Village does not tolerate and expressly prohibits harassment, sexual harassment or any acts that create a hostile or intolerable working environment for any employee, official, contractor, customer, or volunteer because of race, color, creed, religion, ancestry, national origin, age, handicap, sex, sexual orientation, marital or parental status, pregnancy, military or veteran status, or any other status or condition protected by applicable federal, state, or local laws.

Section 6.2 Harassment Prohibited

The Village defines harassment as behavior or comments that create a hostile work environment for another person because of race, color, creed, religion, ancestry, national origin, age, handicap, sex, sexual orientation, marital or parental status, pregnancy, military or veteran status, or any other status or condition protected by applicable federal, state, or local fair employment laws. Verbal, physical, sexual or any other form of harassment that belittles or demeans any individual on the basis of the above-listed factors is strictly prohibited.

The Village will not tolerate harassing conduct that results in tangible employment action (a significant change in employment status), that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive work environment.

The conduct forbidden by this policy specifically includes, but is not limited to:

Epithets, slurs, negative stereotyping, or intimidating acts that are based on a person's protected status;

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.

Inappropriate jokes or comments.

Even where the conduct is not sufficiently severe or pervasive to constitute actionable harassment, the Village discourages any such conduct in the workplace.

Section 6.3 Sexual Harassment Prohibited

Sexual harassment is prohibited. The Village defines sexual harassment as a behavior or comments that create a hostile work environment for another person, or a hostile environment for a non-Village employee, because of his or her gender. This includes but is not limited to, male-to-female, female-to-male, male-to-male and female-to-female harassment. This policy also forbids harassment based on gender regardless of whether the offensive conduct is sexual in nature.

Sexual advances, requests or demands for sexual favors, physical conduct of a sexual nature, sexual jokes, sexual slurs and other harassing language or conduct that is meant to intimidate or that negatively impacts an employee's work environment, or non-employee's environment, is strictly prohibited.

Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment is illegal. This policy forbids harassment based on gender regardless of whether it rises to the level of a legal violation.

Examples of acts that violate the Village's Sexual Harassment Policy include but are not limited to:

1. Physical assaults of a sexual nature including but not limited to rape, sexual battery, molestation, intentional physical contact which is sexual in nature, such as touching, pinching, patting, grabbing, etc.
2. Unwanted sexual advances, propositions, or sexual comments, including but not limited to those made verbally, physically performed or electronically communicated, including but not limited to, sexually oriented gestures, noises, remarks, jokes or comments in the presence of any employee who indicates or has indicated in any way that such conduct in his or her presence is unwelcome; also preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct.
3. Sexual or discriminatory displays or publications anywhere in the Village's work place, or electronically communicated, by Village employees including but not limited to pictures, posters, calendars, graffiti, objects, reading materials, or other materials that are sexually suggestive, demeaning, or pornographic.
4. Retaliation for sexual harassment complaints.

Section 6.4 Reporting Harassment

If appropriate, employees are encouraged to inform an individual who the employee believes is responsible for the harassing or inappropriate actions that their actions are unwelcome or otherwise inappropriate. This step is encouraged but not required if the employee is uncomfortable confronting the individual.

If an employee has confronted the individual responsible for the harassing or inappropriate behavior and it has not been remedied, or if the employee is not comfortable confronting the individual, the employee should next report the harassment to a supervisor, Department Head or Village Manager. A supervisor or Department Head who receives a report of harassment must immediately report the matter to the Village Manager or his or her designee who will initiate a review into the matter. All complaints of sexual harassment will be thoroughly investigated. Confidentiality will be maintained to the extent it is consistent with the Village's obligation to conduct a full and effective investigation.

Following the investigation, the Village Manager will evaluate the facts and reach a decision regarding the validity of the complaint. If the complaint is substantiated, appropriate corrective action will be taken. This may include, but is not limited, to discharge or other discipline of the employee found in violation of this policy. A written record of any such action taken will be placed in the personnel file of the employee found to be in violation of this policy.

It is the hopes that any and all incidents of harassment can be resolved within the internal process outlined above however, 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). A charge with IDHR must be filed within 300 calendar days of the incident of harassment. A charge with the EEOC must be filed within 300 calendar days of the incident.

Illinois Department of Human Rights
Chicago (312) 814-6200
Springfield (217) 785-5100

Equal Employment Opportunity Commission
Chicago District Office (312) 353-2713
General Number (800) 669-4000

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. At the same time, the purposes of this policy are not furthered where a complaint is found to be false and frivolous and made to accomplish some other end than stopping harassment. A complaint that is determined to be false and frivolous can result in a severe level of discipline or discharge. A false or frivolous complaint does not refer to complaints made in good faith that cannot be proven.

Section 6.5 Policy Against Retaliation

Village policy prohibits retaliation against any employee who lodges a complaint of unlawful discrimination or harassment in the workplace; has assisted or cooperated in an investigation of a complaint by someone else, whether internally or with an external agency; has filed a charge of discrimination or harassment; or otherwise has provided 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, but are not limited to, 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. Employees should use the above-referenced complaint procedure to report incidents of alleged retaliation. The same procedures will be followed in investigating and responding to such reports. The Village wants to encourage the reporting of unlawful discrimination, harassment, and retaliation and, at the same time, to protect the reputation of any employee wrongfully charged with such conduct.

SECTION 7. RECRUITMENT, SELECTION, AND APPOINTMENT

Section 7.1 Policy Statement

It is the policy of the Village of Clarendon Hills to fill each position in the Village with the best available, qualified employee or applicant.

Section 7.2 Fire and Police Commission

The Board of Fire and Police Commissioners shall determine recruitment, selection, and appointment policies and procedures for full-time police officers as they best meet the needs of Village and within appropriate state and federal laws.

Section 7.3 Job Vacancy - Posting

When a vacancy occurs or a new position is created the job will be distributed to Village employees via e-mail to all Village e-mail addresses.

Section 7.4 Job Vacancy - Advertising

The Village shall determine what, if any, advertising in various media will be conducted to fill a particular position.

Section 7.5 Job Application Forms

All applicants for all Village positions shall complete an application form determined by the Village. Prospective employees may submit resumes and supplemental information as they see fit or as the Village determines.

Section 7.6 Unsolicited Resumes and Job Inquiries

Unsolicited resumes, applications and job inquiries shall not be accepted. .

Section 7.7 Selection Processes

- A. Testing and Evaluation - The selection process may include one or more of the following, as determined by the Village Manager. All testing procedures must relate to the required knowledge, skills and abilities for the job. Testing shall be conducted in accordance with applicable law and with appropriate notification to the candidate.

Testing may include: evaluation of experience and training; oral interview; written examinations; oral examinations; performance examinations; physical strength and agility tests; physical examinations; drug testing; background checks; credit checks; and reference checks.

- B. Physical Examination -- Prospective full-time, regular part-time, seasonal, and paid-on-call firefighter employees who have received a conditional offer of employment from the Village will be required to undergo and satisfactorily pass a complete physical examination prior to employment by the Village. The purpose of this examination is to determine whether or not the prospective employee possesses the standards of health and fitness necessary to perform the duties, essential functions, and responsibilities of the position for which he or she is being considered. The physical examination shall include a drug test that the prospective employee must pass satisfactorily. The physical examination shall be at Village expense and conducted by a doctor designated by the Village.
- C. Other Testing and Examinations -- The Village may require additional testing and examination as it deems appropriate and as are permitted by law. These examinations may include, and are not limited to, fingerprint, driver's license, psychological, polygraph, background and credit. All examinations and testing shall be done at Village's expense by agents designated by the Village.
- D. Reference Checks -- When considering the applicant for employment, the Village will conduct reference checks by contacting the applicant's previous employers, pertinent institutions, and other appropriate sources. The falsification of any information contained on an employment application or other written material submitted by the applicant, or any misrepresentation during the interview process, whenever discovered, is considered dishonest and grounds for not hiring the applicant or discharging the employee at a later date.
- E. Background and Credit Checks: All positions within the Village will be required to pass a background and/or credit check if allowable under the prior to appointment. Notice will be given to the applicant prior to conducting a background or credit check. The Employee must sign a waiver to allow for the background and/or credit check. Credit and background checks will comply with all applicable state and federal law, including the Fair Credit Reporting Act (15 U.S.C. § 1681 et seq.) and the Employee Credit Privacy Act (820 ILCS 70/1 et seq.).

Section 7.8 Promotion Selection Procedures

- A. The position vacancy will be posted as set forth in Section 7.3 above.
- B. The Village will decide whether or not candidates from outside the organization will be solicited and considered when a vacancy that would be considered promotional occurs.
- C. The promotion process may include one or more of the following, as determined by the Village Manager: evaluation of experience and training; oral interview; written examinations; oral examinations; performance evaluations; physical strength and agility tests; physical examinations; drug testing; background checks; credit checks and reference checks.

All testing procedures must relate to the knowledge, skills and abilities for the job.

- D. In promotional appointments that involve a candidate already within the Village service, the Village Manager may at his or her discretion conduct an additional drug screening test, background check; credit check and reference check. . Such tests shall be conducted only if the responsibilities of the new position differ from the employee's present position as it relates to test.

Section 7.9 Appointment Authority

- A. The Village President appoints persons to fill the principal appointive offices of the Village as identified in the Village Code with the advice and consent of the Board of Trustees, with consideration of the recommendation of the Village Manager.
- B. The Village Manager shall have the authority to hire, discipline and terminate all employees, except those principal appointive officers appointed by the Village Board. The Village Manager shall have the authority to discipline those employees serving as principal appointive officers.
- C. The Board of Fire and Police Commissioners is responsible for the appointment, promotion, and removal of all sworn Police Department personnel except the Police Chief.

SECTION 8. EVALUATION PERIOD

Section 8.1 Purpose

The evaluation period shall be an integral part of the selection process and shall be utilized by the Department Head and other supervisory staff as an opportunity to observe the new employee's work performance, for securing the most effective adjustment of a newly promoted or demoted employee to their new position, and for determining whether to terminate any employee whose work performance fails to meet required work standards.

Section 8.2 Duration

All original and promotional appointments shall be tentative and are subject to an evaluation period of one year except that appointment of new police officers will be for 18 months and shall include completion of training as required by State statute.

Section 8.3 Performance Evaluation During Evaluation Period

During the evaluation period, the employee's performance will be subject to review and evaluation on a regular and close basis by his or her immediate supervisor. There will be two formal performance evaluations for employees during the evaluation period. The first will be conducted six months after beginning work or being promoted to a new position. The second will be conducted prior to completion of the first year of service in the position.

Section 8.4 Termination During Evaluation Period

At any time during the evaluation period, the Appointing Authority may terminate an employee if such employee does not satisfactorily perform the duties of the position. A new employee who is terminated within six months of his or her first date of employment will not be eligible for any benefits accumulated during the evaluation period, except for the payout of accrued but unused vacation time.

Section 8.5 Benefits During Evaluation Period

Village employees receive the same benefits as other employees during their evaluation period.

Section 8.6 Six Month Review

Newly hired and promoted employees shall be granted a six-month review which is the same in form as the annual review. A positive review shall be granted up to half the last approved annual increase. A negative review shall take the followed up with a performance improvement plan or, if necessary, termination.

SECTION 9. EMPLOYEE CLASSIFICATION AND PAY PLAN

Section 9.1 Employee Classification and Pay Plan

The Village shall maintain an Employee Classification and Pay Plan adopted by the Village Board separate from this document. The Plan shall contain the following:

Assignment of Classifications to Pay Grades, which shall indicate the minimum and maximum pay of each grade, and assignment of each position to a grade.

Job Descriptions for each regular position within the Village, including the general nature of the work, examples of essential job skills, requirements of the work and physical demands posed by the position.

Section 9.2 Statement of Purpose

A. The Employment Classification and Pay Plan shall be maintained as an inventory of all positions of employment in the Village except seasonal, contractor and temporary positions. The purposes of the Plan are as follows:

1. Recruit and retain qualified and capable employees.
2. Provide uniform and meaningful titles to all positions.
3. Establish educational and work experience qualifications, and standards for recruiting, testing, and selections purposes.
4. Provide a means of analyzing work distribution, areas of responsibility, lines of authority, and other relationships between individuals and groups of positions.
5. Provide like pay for like work.

Establish a consistent method for rewarding employees for continued satisfactory or outstanding service.

Establish and maintain pay rates that are competitive with appropriate labor markets.

Create a framework for determining personnel service costs and projections for annual budget requirements.

Facilitate adjustments to changing external economic and employment conditions requiring changes in pay levels while maintaining internal consistency.

- B. Part-time and temporary employees shall be compensated on the basis of the full-time equivalent hourly rate for the position that they are filling. This does not preclude the Village Board from adopting a part time and temporary pay schedule for such employees in lieu of applying the full time equivalent hourly rate.
- C. Fire Department Paid-On-Call and Part-Time Paramedic Pay - The Village Board shall set pay rates for these positions as a part of the Employee Classification and Pay Plan.

Section 9.3 Standards for Determination of Pay Grades and Ranges

Positions shall be classified into a Pay Grade within the Pay Plan with due consideration to ranges of pay for other classes, the relative difficulty and responsibility of work in the various classes, the prevailing rates of pay for similar positions in similar municipalities and the private sector where applicable, the recruiting experience of the Village, the availability of employees in particular occupational categories, employee turnover, and the financial policies and other economic conditions and considerations of the Village.

Section 9.4 Adoption of the Plan

- A. The Village Manager shall keep on file an official and current copy of the plan in the Manager's Office.
- B. Each time a new position is established in the Village, a job description shall be written by the Department Head or his or her designee. The Department Head should then bring that new description to the Village Manager for review and approval. The Village Manager will then recommend to the Village Board that the new job description and classification be included in the Plan.

Likewise, if a position or group of positions are abolished and are no longer being filled by employees, and it is anticipated that the positions will not be filled in the near future, then the Village Manager should bring that matter to the attention of the Village Board so that the Board can officially remove those class descriptions from the Plan.

Section 9.5 Maintenance of the Plan

The Employee Classification and Pay Plan shall be reviewed by the Village Manager's Office every two years or as otherwise deemed necessary by the Village Manager or Village Board. A review of the Employee Classification shall include:

Review of job descriptions to ensure the descriptions adequately reflect the duties of each position and the needs of the Village.

Analysis of the Village's Pay Plan through a market study. A market study will compare the Village's overall Pay Plan with similar communities. The Village Manager may recommend adjustments to the Pay Plan based on changes demonstrated in the market study.

Review of placement of individual positions within the Pay Plan based on changes in job difficulty and responsibility, and changes to the prevailing rates of pay for similar employment at similar municipalities.

Section 9.6 Appeal of Classification Assignment

If an employee has evidence indicating that their position is improperly described or assigned to the wrong class, the employee may request their Department Head review their position description and class assignment. Such request shall be submitted in writing to the Department Head and shall set forth the reasons the employee thinks there is an error. The Department Head shall give a written answer to the employee's request within fifteen working days.

If the employee is not satisfied with the decision of the Department Head, he or she may request that the Village Manager review the classification of their position. Such request shall be submitted in writing to the Village Manager, and shall set forth the reasons the employee thinks there is an error. The Village Manager shall give a written answer to the employee's request within fifteen working days. The determination of the Village Manager shall be final.

SECTION 10. COMPENSATION

Section 10.1 Employee Compensation and Benefits

The following provisions shall govern the pay practices of the Village except for the extent to which these practices are covered by a collective bargaining agreement or other written service agreement. The Village's employment compensation program consists of the annualized salary or wage paid, plus all benefits granted to an employee. Employee benefits are established and from time to time amended by the Village Board. Employees with questions about benefits should contact their immediate supervisor or Department Head.

Section 10.2 Application of the Employee Classification and Pay Plan

- A. Appointment to a position shall be made at the market rate, taking into account the background, experience and qualification of a prospective employee and the labor market situation. Approval of the Village Manager is necessary for any salary offer.
- B. Employees shall progress through the Pay Plan through systematic pay increases for employees based on individual performance. Employees who have not yet reached the maximum for their assigned range, shall be eligible for a merit increase on an annual basis. The maximum percentage merit increase available to employees will be determined each year by the Village Board as part of the budget process. The program of merit shall be administered on a uniform basis in accordance with the rules and procedures outlined in Chapter 11.
- C. At least thirty (30) days prior to the end of the fiscal year, all employees, with the exception of new employees in the evaluation period, will be considered for advancement in the Pay Grade based on performance during the previous year. Employee performance will be rated using the Village's Performance Evaluation System outlined in Chapter 11. Employees whose performance qualifies them for a Merit Salary Increase will receive that increase at the beginning of the new fiscal year or other date determined by the Village Board.
- D. At the completion of the evaluation period for both new and promoted employees, and based on the employee's performance during the evaluation period, an employee may be granted a merit increase at their 6 month review of up to half of the most recent salary adjustment and at their 12 month review of up to half of the most recent salary adjustment. After this, the employee shall join the regular compensation cycle, with the first increase prorated based on fiscal quarter hired i.e. an employee hired in November would only be eligible for 25% of the most recent salary adjustment.
- E. Employees shall not receive any regular compensation above the maximum pay rate established for his or her Classification. Employees eligible for a merit increase that would bring their total pay above the maximum for his or her Classification shall receive such additional pay to bring his or her salary in line with the maximum pay.

Should a modification of the Employment Classification and Pay Plan system increase an employee's maximum salary, he or she would be eligible for an increase based on merit. In no instances, however, will an increase result in an employee's compensation exceeding the maximum of his or her pay range.

- F. If authorized by the Village Board, employees who have reached their maximum salary may receive a bonus equal to 50% of the raise that would have been received. This bonus shall be a lump-sum payment within the first month of the fiscal year.

Section 10.3 Pay Rate Adjustments

The following personnel actions shall affect the pay status of an employee in the manner provided:

- A. Transfer – When an employee is transferred between Village departments or between classes with the same Pay Grade, the salary rate of the employee will remain unchanged.
- B. Modification of the Employee Classification and Pay Plan – When any modification occurs to the Employee Classification and Pay Plan that impacts an employee classification, the salary rate of the employee will remain unchanged except for circumstances where the Employee's current salary falls below the new minimum salary range for his or her Classification. Employees whose pay falls below the minimum as a result of an adoption of a new Employee Classification and Pay Plan may be moved to the minimum of the pay range if they are in good standing with the Village and with approval of the Village Manager.
- C. Promotion – When an employee is promoted to a position in a higher classification, the salary of the employee should be increased at least to the minimum salary in the new Pay Grade. The employee's pay shall not in any circumstance exceed the maximum pay of his or her new Classification.
- D. Demotion – When an employee is involuntarily demoted for discipline or for lack of performance, from one class to a position in another class having a lower maximum salary, the salary rate of the employee should be reduced to at least below the maximum of the new salary range and may be reduced further. The employee shall not be eligible for promotion or a merit salary increase for a period of one year from the time of demotion.
- E. Equity or Market Adjustments – The Village Manager, at his/her sole discretion, may approve economic or market adjustments in order to retain an employee that has received a better offer, to ensure internal equity when a new employee is recruited to the same paygrade or when an employee would be at a lower salary than a newly hired/appointed subordinate. All salaries must be within the approved paygrade ranges. When such an adjustment is made, the Village Manager shall report the changes and reasoning in a confidential memo to the Village Board.

Section 10.4 Pay Anniversary Dates

January 1st of each year is the pay anniversary date for all employees except those who are in an evaluation period as a new employee or as a promoted employee within the first year of their employment or promotion.

Section 10.5 Temporary Assignment to Higher Level Position

If an employee is temporarily assigned to a higher position class with a corresponding higher salary rate, that employee will continue to receive the salary corresponding to his or her regular position, unless the Village Manager approves a temporary increase out of recognition of a long term, temporary assignment. Such a determination is the sole discretion of the Village Manager.

Section 10.6 Overtime and Compensatory Time

- A. Eligibility - All non-exempt employees of the Village are eligible for overtime and compensatory time off. Exempt employees shall not be eligible for overtime or compensatory time off.
- B. Approval - All overtime shall be approved by a Department Head or designated supervisor. Department Heads and supervisors should attempt to minimize overtime. They should administer compensatory time off on the same basis as other leave time so as to not adversely affect Village operations.
- C. Work Period - For purposes of determining overtime under the Fair Labor Standards Act (FLSA), the work period for all employees is seven days commencing at 11:00 P.M. on Saturday and ending at 11:00 P.M. the following Saturday. The work period for Fire Department personnel (paid-on-call and parttime) is from 6:00 P.M. on Saturday and ending at 6:00 P.M. the following Saturday. The work period for sworn police department employees on a twelve (12) hour day schedule and, not otherwise covered by a collective bargaining agreement shall have a fourteen (14) day work cycle. The Village retains the right to change work periods for purposes of determining FLSA overtime requirements.
- D. Overtime Hour Threshold - Overtime is earned when the hours worked in a work period exceed 40 hours, except for those employees whose regular schedule is set by the Village at 35 hours per week, for sworn personnel on a twelve (12) hour day. For employees whose regular schedule is set at 35 hours, overtime is earned when the hours actually worked in a work period exceeding 35 hours. For sworn personnel on a twelve (12) hour day, overtime is earned on any hours over eighty (80) during the fourteen (14) day work cycle. Authorized time off for vacation, holidays, sick leave, compensatory time, or any other authorized leave is considered as time worked during a work period.

- E. Overtime Rate - Hours of work that exceed the overtime hour threshold set forth in 10.6.D above will be compensated at time and one half. Employees may request compensatory time off in lieu of overtime in accordance with the limitations outlined below. Such requests shall be made to the employee's Department Head and subject to his or her approval.
- F. Compensatory Time Off – A Department Head may allow overtime hours to be held as compensatory time off. Non-exempt employees, with the exception of sworn police personnel, can earn up to 32 hours of compensatory time off per calendar year, which is paid out as 48 hours in paid time off (32 hours X 1.5 = 48 hours). Overtime hours in excess of 32 hours earned in a calendar year must be paid at the applicable overtime rate. Scheduling compensatory time off must be approved by the Department Head. Any compensatory time hours carried from the previous year count toward the maximum earnable hours in the current year for all employees except for sworn police personnel. For example, an employee who carries over 10 hours in compensatory time off is eligible to earn only 22 additional hours. Sworn police personnel have a rolling accrual on compensatory time. Sworn police personnel may at any time have up to 32 hours of compensatory time off available (which is paid out as 48 hours). This is calculating on a rolling basis so that additional compensatory time off may be earned when an employee draws his or her compensatory time balance below 32 hours (which is paid out as 48 hours).
- G. Emergency Call Backs - Full-time employees called back to work on an emergency basis will be compensated at the overtime rate for two hours or the actual hours worked, whichever is greater.
- H. Fire Department Personnel Call Backs – Fire Department personnel called back for Fire and EMS calls shall be compensated at their regular day rate of one hour or the actual hours worked whichever is greater. Call back time begins when the employee reports for work and ends when the employee is dismissed. Pursuant to Section 10.9 of this Manual and applicable laws, employees shall not be paid for multiple calls in a one hour time period. Employees are to follow all rules and regulations in Fire Department Standard Operating Procedures (SOPs) regarding callbacks.
- I. Standby - The Village may designate a specific employee or employees to be available to respond to Village needs outside of regular business hours. The employee designated to be on standby must be available to respond to calls in a timely manner, but not to exceed 30 minutes. Employees will be compensated for 2 hours of straight time pay for each day the employee is on standby. In the event an employee designated to be on standby fails to respond in a timely manner as determined by his or her Department Head, he or she will not be eligible for the additional standby pay and may be subject to further discipline depending on the consequence of his or her failure to respond.

This policy is separate from the Village's Emergency Call Back policy (10.6.G above), which describes events in which an employee not designated as on standby is call to respond in the event of an emergency.

- J. Court Time - Overtime work by sworn police officers related to appearances scheduled in court will be compensated at time and one half, with a 2 hour minimum for Field Court and a 2.5 hour minimum for House Court. It is presumed that other employees required to appear in court will do so during their normal hours. However, this policy will apply for other employees if court appearance on Village matters must occur outside of work hours.

Section 10.7 Total Remuneration

- A. Any salary rate established for an employee shall be the total remuneration for the employee, not including reimbursement for official travel or other authorized allowances, such as uniform allowances, compensation for authorized overtime, or holiday pay as authorized by the Village for those to which it applies.
- B. In the case in which compensation for services of any Village employee is paid directly to the employee by any outside governmental agency or from private sources for services performed as a representative of the Village while they are on scheduled Village work time, such payments shall be remitted to the Village by the employee within three working days of receipt.

Section 10.8 Dual Full-Time Employment Prohibited

No employee holding a full-time position in the Village service shall be eligible for employment in any additional full-time position in the Village. Employees seeking part time positions within the Village require authorization by the Village Manager.

Section 10.9 No Pyramiding

Wages and/or benefits shall not be paid more than once for the same hours worked.

Section 10.10 Pay Days

The Village pays employees on a bi-weekly basis. Checks are generally distributed on the following Friday, but may be done at another time as determined by the Village. Direct deposit of paychecks is required.

Section 10.11 Payroll Deductions

Employees will have certain deductions taken from their pay check as required by law. The Village will also deduct the employee's share of insurance premium costs as necessary. The Village may approve employees' requests to have other pay check deductions as long as the payroll system and Village staff time allows, and as determined at the sole discretion of the Village.

SECTION 11. PERFORMANCE EVALUATION PLAN

Section 11.1 Purpose of Plan

The main purposes of the Performance Evaluation Plan are several, and are set forth below:

- A. Promote productivity and motivate employees toward continued and improved quality service delivery to internal and external customers.
- B. Strengthen employer-employee relations.
- C. Identify employee training and development needs.
- D. Provide a basis for possible merit increases within the Pay Plan.

Section 11.2 Performance Evaluation System

The Village Board has adopted a Performance Evaluation System as a separate document. Definitions, the particular forms, the evaluation process, and the relationship of performance to pay increases, are all included in that document.

The Performance Evaluation System contains three main elements:

- Work Performance Criteria
- Goals and Objectives for the Individual and the Village Organization
- Employee Development and Training

Section 11.3 Administration of the System

- A. Timing - Each employee, except those employees in the evaluation period, will be evaluated-annually at least thirty (30) days before the end of the fiscal year.
- B. Evaluators - The immediate supervisor will evaluate the employees for whom they are directly responsible. If an employee has had more than one immediate supervisor during the previous year, each of those supervisors should evaluate the employee individually, and then meet among themselves to develop and agree upon a joint

evaluation. The evaluations conducted by the immediate supervisor(s) will be reviewed by the supervisor's Department Head where applicable.

- C. Evaluation Interview and Discussion - The current immediate supervisor will meet with the employee being evaluated. It is recommended a second supervisor or HR representative is present. A representative from HR is required when an employee review does not meet expectations. The written evaluation will be shared with the employee. At the conclusion of the evaluation interview, the employee will sign the evaluation form, indicating whether or not they are in agreement with the evaluation.
- D. Merit Pay Increases – Based only on their performance, employees will be eligible to advance in their Pay Grade. The Village Board will determine an annual Merit Increase Pool amount, which will then be distributed among eligible employees. These percentage increases for which each employee is eligible will vary depending on the Merit Salary Increase Category each employee achieves based on his or her performance evaluation. Merit pay increases will generally go into effect at the beginning of the next fiscal year, unless determined otherwise by the Village Board.

Section 11.4 Reviews Conducted Solely by the Village Manager

Employees with reviews conducted solely by the Village Manager shall have the ability to appeal reviews to an ad-hoc compensation review committee. This committee shall be formed by the Assistant Village Manager and consist of the Assistant Village Manager and two department heads chosen by the Assistant Village Manager. The Assistant Village Manager shall choose the two department heads that have the most knowledge of the requesting employees work performance.

SECTION 12. HOURS OF WORK

Section 12.1 Work Day

The regular work day hours will be determined by the Department Head with the approval of the Village Manager in order to best meet the needs of the public being served by the Village employees.

Section 12.2 Flexible Schedules

Department Heads, with the approval of the Village Manager, may allow flexible schedules, if those schedules continue to meet the needs of the public and the employees affected continue to work the appropriate number of hours during a work period as defined in Section 10.6.C.

Section 12.3 Lunch/M Meal Break

Employees working longer than 6 consecutive hours in a day are allowed time for a meal break on schedules determined by the Department Head.

Section 12.4 Rest Periods

The Village is not required to provide rest periods. However, as determined by Department Heads, employees may be allowed paid rest periods. Departmental rules may be adopted to regulate the time and place of such breaks, particularly as they apply to employees working out of the office.

The Village will follow federal guidelines for commercial motor vehicles regarding hours of service.

The Village will accommodate employees who are nursing mothers according to the provisions of the Nursing Mothers in the Workplace Act (820 ILCS 260).

Section 12.5 Attendance

Regular and punctual attendance at work is an essential function of every position and is required of all employees. Employees who fail to observe attendance requirements and procedures for recording and reporting of attendance shall be subject to disciplinary action.

SECTION 13. HOLIDAYS AND PERSONAL DAYS

Section 13.1 Employees Covered for Holidays

All full-time and regular part-time employees who work, on average per year, at least 20 hours per week are eligible for holiday pay.

Section 13.2 Holidays

A. Holidays observed by the Village are as follows:

New Year's Day	Veteran's Day
Presidents Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Eve
Labor Day	Christmas Day
Martin Luther King Day	

B. Holidays occurring on a weekend shall be observed on the weekday closest to the holiday except when consecutive holidays fall on a Friday and Saturday or on a Sunday and Monday. When consecutive holidays fall on a Friday and Saturday, the holidays shall be observed on Thursday and Friday. When the consecutive holidays fall on Sunday and Monday, the Sunday holiday shall be observed the preceding Friday and the Monday holiday will be observed on Monday.

Section 13.3 Holiday Pay

A. Full-time employees shall be entitled to eight hours of pay (seven hours for those employees on a 35 hour per week schedule) for each holiday listed above. Regular, part-time employees who work an average of at least 20 hours per week shall be entitled to holiday pay on a pro-rated basis that is equal to the proportion of regularly scheduled part-time hours worked compared to a full-time (40 hour) employee.

B. Non-exempt Public Works employees who work on a holiday will be compensated for holidays in one of two ways, depending on whether or not their regular shift schedule calls for them to work on a holiday in advance.

If their shift schedule calls for the employee to work on a holiday, and they do work on that holiday, those employees receive their regular pay for the scheduled hours worked, plus an additional time and one-half for scheduled hours worked on the holiday. For example, if an employee is scheduled to work on Christmas Day, and works eight hours on that day, he or she would receive the regular eight hours of pay for that scheduled day plus 12 hours of additional pay for working on the holiday.

Non-exempt Public Works employee unexpectedly called to duty on an actual holiday date shall be compensated two times his or her hourly rate for the hours worked, for a minimum of two and one half hours in addition to the eight hours of holiday pay. Non-exempt Public Works employees unexpectedly called to duty on an observed holiday date (for example, a Friday observed holiday for an actual holiday that falls on a Saturday) will be compensated at one and half times his or her hourly rate for the hours worked in addition to the eight hours of holiday pay.

- C. Sworn police personnel will receive eight hours of pay when their regularly scheduled day off falls on the actual day of a holiday. When an employee's regular workday falls on the actual day of a holiday and the employee works the holiday, the employee shall receive 12 hours of holiday pay in addition to his or her regular day's pay. When an employee works overtime on the actual holiday, he or she will receive regular overtime pay for the time worked, plus an additional ½ hour of Holiday Overtime Pay for every hour of overtime worked. Under no circumstances may an employee be paid more than 2 hours of Holiday Overtime Pay for a single holiday. Holiday Pay, Extra Holiday Pay, and Holiday Overtime Pay are not considered time worked for purposes of computing overtime.
- D. Fire Department Paid-On-Call and part-time Firefighters/Paramedics are will be paid a rate of 1.5 times their regular pay for hours worked on observed holidays.
- E. An employee who does not give the Department Head a satisfactory reason for not working the regular work day before a holiday, or the regular work day following a holiday, shall not be entitled to holiday pay.

Section 13.4 Personal Days

As of January 1 of each year, full-time employees will be granted two personal days per calendar year. The hourly equivalent of the personal days is 16 hours for 40 hour per week employees and 14 hours for 35 hour per week employees. Personal days not used in one calendar year cannot be carried over to the next calendar year. The following provisions will cover the use of personal days:

1. Employees should request personal days seven days in advance.
2. Scheduling of personal days is at the discretion of the Department Head, and the Department Head will give those who have been requested with seven days' notice priority consideration.
3. Selection of personal days shall be on a first come, first served basis subject to provisions one and two above.
4. Personal days should be taken in one-half day or full day increments.

5. Sworn Police Officers including Sergeants and Patrol, but excluding the Chief, shall receive and may use up to 24 hours annually of personal time.

Section 13.5 Part Time Personal Time

Effective January 1, 2024 in accordance with the Paid Leave for All Workers Act ([820 ILCS 192/1 et seq.](#)), all part time employees not eligible for compensated leave time shall earn on an accrual basis 1 hour paid time off per 40 hours worked. Employees may carry over or roll over unused, accrued leave from year to year. Upon separation of employment employees are not eligible for accrual balance payments.

Paid personal time can be used in minimum increments of two hours. To take personal time, employees should request advance approval from their supervisors. If the need for personal time is not foreseeable, employees must request approval as soon as it is practical after the employee is aware of the necessity of the leave. Requests will be reviewed and may be denied based on a number of factors, including business operation needs and staffing requirements.

SECTION 14. VACATION

Section 14.1 Employees Covered

All full-time and regular part-time employees who work, on average per year, at least 20 hours per week are covered by this vacation policy. Fire Department Paid-on-Call and part-time Paramedic/Firefighters are not eligible for paid vacation time.

Section 14.2 Vacation Schedule

Employees will earn vacation on an accrual basis so that the annual amount accrued totals the number of Vacations Days for which the employees is eligible. Employees earn an annual vacation amount based years of service in accordance with the following schedule:

<u>Time Period</u>	<u>Number of Vacation Days</u>
From first date of employment through 5 th year of service (after 0 months through 60 months of employment)	10 working days
Year 5 through 11 th year of service (after 60 months of employment)	15 working days
Year 12 through year 19 of service (after 144 months of employment)	20 working days
Year 20 on (after 240 months of employment)	25 working days

Section 14.3 Vacation Accrual

- A. Vacation is accrued bi-weekly based on the eligible number of vacation days per year and the number of hours worked per week. Every two weeks, an employee will earn hours of paid vacation in accordance with the following schedule:

<u>Number of Vacation Days</u>	<u>35 hour week</u>	<u>40 hour week</u>
10 working days	2.70 hours	3.08 hours
15 working days	4.04 hours	4.61 hours
20 working days	5.39 hours	6.16 hours
25 working days	6.74 hours	7.70 hours

- B. In addition to the above schedule, the Management Team will accrue an additional 1.54 hours per pay period beginning at their first day of employment or date of promotion for existing employees.
- C. Regular part-time employees who work on average 20 or more hours per week shall accrue vacation time on a prorated basis that is equal to the proportion of regularly scheduled part-time hours worked compared to a full-time employee.

Section 14.4 Vacation Usage and Accrual Limits

- A. Vacation is provided so that employees have time away from work for recreation and relaxation. Employees are required to utilize their vacation. Sworn and Non-Sworn employees who are not assigned to rotating shifts may accrue and keep a vacation balance up to their annual vacation accrual amount. Sworn employees who are assigned to a rotating shift may carry a balance of up to 40 hours over their annual vacation accrual amount, as limited by Section B below. These limits are referred to as “Vacation Thresholds” and will vary by employee.
- B. Sworn employees assigned to a rotating shift may accrue up to forty (40) hours of vacation above his or her annual allotment. This amount shall constitute that employee’s Vacation Threshold. Once an employee reaches this threshold he or she will no longer accrue vacation. On or immediately prior to December 31 of each year, the Village will pay out to each employee at his or her regular straight-time rate of pay, any balance above the employee’s annual allotment.
- C. Once the employee has reached the vacation threshold, he or she will accrue no more vacation until vacation is used or the employee reaches a milestone anniversary (an anniversary that grants them more vacation), unless he or she is granted a special circumstances exception by the Village Manager. A 60-day special circumstances exception may be granted by the Village Manager if all of the following circumstances are present:

The employee had a scheduled vacation that he or she was asked or ordered to cancel by his or her supervisor due to work priorities.

The cancellation of the vacation corresponded with the accumulation of additional vacation time that would bring the employee’s vacation balance over his or her threshold.

The employee requests a “special circumstances exception” in writing within one week following of the cancellation.

The employee is able and approved to use an equivalent amount of vacation time as the cancelled amount within 60 days of the request.

The presence of these criteria alone does not require the Village Manager to approve an exception.

- D. Once an employee hits a milestone anniversary or if an employee is appointed to a position that grants him or her additional vacation, the employee's accrual rate and their vacation threshold will increase as appropriate.

Section 14.5 Vacation Scheduling and Approval

Vacation selection procedures may be established for each department as determined by the Department Head. Approval of vacation requests is the responsibility of the Department Head, taking into consideration the departmental work load and service requirements of the Village.

Section 14.6 Village Holidays During Vacation

When a holiday observed by the Village falls during an employee's scheduled vacation period, the absence for that day is recorded as a holiday and not a vacation day. This provision does not apply to sworn police personnel assigned to a shift.

Section 14.7 Advanced Vacation

An employee may take up to one (1) week of unearned vacation (35 or 40)hours, depending on the employee's regular work week length) with the Department Head's approval. Should an employee who has taken advance vacation leave employment with the Village before the amount of vacation time given in advanced is earned by the employee, the amount will be deducted from the employee's final paycheck from the Village.

Section 14.8 – Intentionally Blank

Section 14.9 Separation

- A. At the time of separation and following the return of all Village-issued equipment, employees shall receive pay for any unused accrued vacation (with the exception of circumstances described in Section 14.7).
- B. In case of death, payment for unused, accrued vacation shall go to the designated beneficiary stated in the employee's retirement program or the employee's estate.

SECTION 15. SICK LEAVE

Section 15.1 Purpose of Sick Leave

The purpose of granting sick leave by the Village is to protect employees when they are not able to work due to medical related circumstances set forth below. Sick leave is a privilege granted to employees. It is not a right to take additional days off for purposes that are not medically related.

Section 15.2 Employees Covered

All full-time and regular part-time employees who work, on average per year, at least 20 hours per week are covered by this sick leave policy. Fire Department Paid-on-Call and part-time Paramedic/Firefighters are not eligible for sick leave.

Section 15.3 Sick Leave Accumulation

- A. Accumulation of sick leave credit shall begin with the completion of the first pay period after employment. Each employee whose full-time schedule is set by the Village at 40 hours per week accumulates 3.7 hours of sick leave per pay period. Each full-time employee whose regular schedule set by the Village is 35-hour week accumulates 3.24 hours of sick leave per pay period. This equates to 12 days per year. The maximum accumulation of sick leave for a full-time employee on a 40-hour week schedule is 1,200 hours (150 days). The maximum accumulation of sick leave for a full-time employee on a 35-hour week schedule is 1,050 hours (150 days).
- B. Regular part-time employees who work on average 20 or more hours per week shall accrue sick leave time on a prorated basis that is equal to the proportion of regularly scheduled part-time hours worked compared to a full-time (40 hour) employee.

Section 15.4 Reasons to Use Sick Leave

Sick leave may be taken for the following reasons:

- 1. Any illness of an employee that prevents him or her from fulfilling his or her duties or alternate duties as assigned by the employee's immediate supervisor.
- 2. Any exposure to a contagious disease as a result of which the health of others may be endangered by his or her attendance at work.
- 3. Serious illness in the employee's immediate family (defined in this manual). In such cases, sick leave shall be granted up to a maximum of half the total annual accumulation annually. In extreme circumstances, where an employee is undergoing a substantial hardship due to a serious illness or injury of a member of an employee's immediate family, sick leave may be used for a period of time longer

than one week, with the approval of the Village Manager and in consideration of state and federal family and medical leave requirements as set forth in Section 16 of this Manual. Documentation shall be required for any use of sick leave related to the illness or injury for immediate family members if requested by employee's Department Head.

4. Medical and dental appointments for the employee or the employee's immediate family that cannot be scheduled outside of regular work hours. Every effort should be made by the employee to schedule appointments outside of Village work hours.
5. The Village will allow an employee to take up to four weeks calendar days for the birth of a child by their partner for bonding by using accumulated sick time to cover scheduled days.

Section 15.5 Notification to Village to Use Sick Leave

In order to receive compensation while absent on sick leave, the employee or his or her designee shall notify the Department Head or immediate supervisor in accordance with department policies and no later than the beginning of the employee's scheduled shift. If said notification is not made, the employee shall be considered absent without leave by the Department Head or supervisor and use of sick leave will not be allowed except in exceptional circumstances in which notification was not possible or practical prior to beginning daily duties. In such circumstances, notification shall be made as soon as possible. The Department Head shall make determination as to whether appropriate notification was given.

Section 15.6 Verification of Sick Leave Usage

- A. A written medical certificate, as evidence of the illness or injury to an employee or family member which prevents (or prevented) attendance at work may be required by the Department Head, at his or her sole discretion.
- B. The Village may require a medical examination at any time an employee is on sick leave for the purpose of establishing the employee's ability to work. The Village reserves the right to designate the doctor to do the examining and will pay for such exam.
- C. The Village may require a medical examination of an employee who has been on sick leave before that employee returns to work. The purpose of this examination is to determine if the employee is able to perform the duties and responsibilities of their position.
- D. The Department Head or Village Manager may contact employees who are on sick leave to verify that they are properly using sick leave for the reasons set forth in Section 15.4 above.

- E. Any employee who uses more than three consecutive sick days will be required to provide a written medical certification.

Section 15.7 Sick Leave Policy Abuse

- A. Falsification of sick leave documentation will be sufficient cause for disciplinary action up to and including discharge. Any employee who is proved to have fraudulently obtained sick leave compensation from the Village will be subject to disciplinary action up to and including discharge and be required to reimburse the Village in an amount not less than that fraudulently obtained.
- B. Employees who use sick leave as vacation or personal time and do not meet one of the criteria stated above in Section 15.4.A. for using sick leave shall be subject to disciplinary action up to and including discharge. Department Heads and supervisors have the authority and responsibility to investigate patterns of sick leave usage that appear to abuse the Village's sick leave policies.

Section 15.8 Sick Leave Incentive Plan

- A. Employees with twenty years of service with the Village, upon retirement or separation in good standing, with two weeks advance notice, shall receive 40% of accumulated, unused sick leave at the rate of pay at time of retirement. The maximum payment under this plan is 40% of 150 days which equals 60 days. Payment will be issued not less than 60 days and not more than 90 days following the employee's final date of service.
- B. In the case of the death of an employee with 20 years of service, payment for unused sick leave, based on the formula above, shall go to the designated beneficiary mentioned in the employee's retirement program or the employee's estate.

SECTION 16. FAMILY AND MEDICAL LEAVE

Section 16.1 Leave Entitlement

- A. To be eligible for family and medical leave, an employee must have:
1. Worked for the Village for at least twelve months; and
 2. Worked at least 1,250 hours over the previous twelve months prior to the request being made.
- B. This policy is intended to be consistent with the federal Family and Medical Leave Act ("the FMLA") and the words and phrases used in the policy which are defined in the FMLA shall have the meanings accorded to such words and phrases in the FMLA.

Section 16.2 Amount of Leave

Eligible employees are entitled to up to twelve weeks of unpaid leave during any twelve month period measured from the first time in any twelve month period such leave is actually taken. Eligible employees may take up to 26 weeks of unpaid leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness.

Eligible employees may take leave on an intermittent basis, if medically necessary, but not to exceed the maximum time allowed in any 12 month period.

Section 16.3 Reasons for Family and Medical Leave

Leave will be provided only for the following reasons:

- A. Because of the birth of a child and in order to care for such child;
- B. Because of the placement of a child with the employee for adoption or foster care;
- C. In order to care for a child or parent or the spouse of the employee if they have a serious health condition;
- D. Because of a serious health condition that makes the employee unable to perform the functions of his/her position.

- E. For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

Section 16.4 Benefits During FMLA

- A. The Village will continue to provide coverage under its group health, dental, vision and life insurance plan during the leave, under the same terms as coverage would have been provided if the employee had been continuously employed during the Family and Medical Leave period.
- B. Employee benefits are typically paid through payroll deduction. Should an employee use unpaid FMLA leave, he or she will be required to arrange for alternative payment of their portion of Village benefits on a bi-weekly basis.
- C. No employee who takes a leave under this policy will lose any benefit that accrued before the commencement date of the leave.

Section 16.5 Job Protection

Upon return from an approved leave under this Section, the employee will be restored to his or her former position, or an equivalent position.

Section 16.6 Coordination of FMLA Leave and Other Paid Village Leaves

Employees shall use vacation, personal days, and/or sick leave to run concurrently with FMLA leave.

Section 16.7 FMLA Request Procedure

If the need for leave is foreseeable, the employee must give thirty days written notice to the Village before taking such leave. Otherwise, the employee must notify the Village as soon as is practicable. Notice to the Village should be given by the employee within two working days when the need for leave becomes known to the employee. If such notice is not given, and there is no reasonable excuse for the delay, the Village may deny granting the leave until at least 30 days after the employee provides notice to the Village.

Section 16.8 FMLA Documentation Procedure

Supervisors will request documentation from employees missing more than three days of work to determine whether the event qualifies as leave under FMLA. The purpose of this

is to determine whether or not an absence qualifies for FMLA leave and to track total leave to determine when FMLA leave time has been exhausted by the employee.

Section 16.9 Medical Certification

Medical certification is required to support a request for leave under this Policy because of a serious health condition. Certification must be given to the Village within at least 15 days after requested by the Village. The Village may require second and third opinions at the Village's expense. The Village may also require periodic reports on the employee's status and intent to return to work. Medical certification is also required upon returning from leave under this policy, certifying that the employee is able to resume work.

SECTION 17. OTHER LEAVES

Section 17.1 Funeral Leave

- A. Full-time and regular part-time employees shall be allowed up to three (3) days without loss of pay in case of death in the immediate family as defined in this manual.
- B. Employees shall be allowed up to one (1) day without loss of pay in the case of death of other relatives. The Village Manager may allow certain exceptions in which three (3) days of leave may be granted for relatives not considered immediate family.
- C. Proof of relationship may be required by the Village.
- D. For the death of an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward or a child of a person in standing in loco parentis an employee is entitled under the Child Bereavement Leave Act up to two weeks of unpaid leave. Three days of this leave will be given without loss of pay, and the remaining days can be taken unpaid or covered by any existing paid time off at the choice of the employee.

Section 17.1A Family Bereavement Leave

In accordance with the Family Bereavement Leave Act ([820 ILCS 154/1 et seq.](#)) as amended from time to time, all employees shall be entitled to use a maximum of 2 weeks (10 workdays) of unpaid bereavement leave to:

- 1. Attend the funeral or alternative to a funeral of a covered family member;
- 2. Make arrangements necessitated by the death of the covered family member;
- 3. Grieve the death of the covered family member; or
- 4. 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.

“Covered family member” means an employee’s child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.

Bereavement leave granted under this Section 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 the event listed under item 4 above occurs.

An employee shall provide the employer with at least 48 hours of advance notice of the employee's intention to take bereavement leave unless providing such notice is not reasonable and practicable.

The Village of Clarendon Hills may require reasonable documentation. Documentation may include a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. For leave resulting from an event listed under item 4, reasonable documentation shall include a form, to be provided by the Department of Labor, to be filled out by a health care practitioner who has treated the employee or the employee's spouse or domestic partner, or surrogate, or documentation from the adoption or surrogacy organization that the employee worked with related to an event listed under item 4 above, certifying that the employee or their spouse or domestic partner has experienced an event listed under item 4 above. The employer may not require that the employee identify which category of event the leave pertains to as a condition of exercising rights under this Act.

In the event of the death of more than one family member in a 12-month period, an employee is entitled to up to a total of 6 weeks of bereavement leave during the 12-month period. The Act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. 2601 *et seq.*).

An employee who is entitled to take paid or unpaid leave (including family, medical, sick, annual, personal, or similar leave) from employment, pursuant to federal, state, or local law, a collective bargaining agreement, or an employment benefits program or plan may elect to substitute any period of such leave for an equivalent period of leave.

Section 17.2 Jury Duty

Full-time and regular part-time employees on jury duty shall be paid their usual pay by the Village and the employee will turn in their jury duty compensation check to the Village.

Leave for jury duty will not be charged against the employee's annual leave or sick leave and all benefits will continue to accumulate during each day of jury duty leave.

Section 17.3 Court Attendance

Employees may be granted leave, with pay, for attending court as a subpoenaed witness, except in cases involving an alleged criminal act by the employee or a civil case initiated by the employee. Employees subpoenaed to appear in court shall be paid in full but will turn into the Village the amount paid to the employee as a witness fee.

Section 17.5 Military Leave

Employees shall be granted leaves of absence for military training and/or military service in accordance with state and federal laws.

Section 17.6 School Visitation Rights Act

Employees scheduled to work full-time or part-time 20 hours per week or more are eligible to request school visitation leave after they have at least six consecutive months of service with the Village. Up to a total of eight (8) hours per year, but no more than four (4) hours on any given day, may be granted for school conference and activity leave if these activities cannot be scheduled during non-working hours. The employee must have exhausted all accrued vacation, holiday or any other leave except sick leave or disability leave, before requesting school visitation rights leave.

- A. The employee must provide written notice to the Village at least seven days in advance of the leave. In an emergency situation, no more than twenty-four (24) hours' notice will be required.
- B. Upon completion of the school visitation rights leave, the school administrator must provide the parent/guardian documentation of the school visitation/activity. The employee must submit this verification to the Village within two (2) days. An employee who utilizes or seeks to utilize the rights afforded by the School Visitation Rights Act may choose the opportunity to make up the time so taken as guaranteed by this Act on a different day or shift as directed by the Village. An employee who exercises his/her rights under the Act will not be required to make up the time taken, but if such employee does not make up the time taken, he/she will not be compensated for the time taken. Time made up will be paid at the same rate as paid for normal working time. If no reasonable opportunity exists for the employee to make up the time taken, the employee will not be paid for the time. A reasonable opportunity to make up the time taken does not include the scheduling of make-up time in a manner that would require the payment of overtime.

Section 17.7 Victims' Economic Security and Safety Act

In accordance with the Victims' Economic Security and Safety Act ("VESSA"), an employee who is a victim of domestic or sexual violence may take unpaid leave from work for up to 12 work weeks per 12-month period for any one or more of the following reasons:

- A. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
- B. Obtaining services from a victim services organization for the employee or the employee's family or household member;
- C. Obtaining psychological or other counseling for the employee or the employee's family or household member;

- D. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or
- E. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

The leave time may be taken intermittently or on a reduced work schedule. Both part-time and full-time employees are eligible to take leave pursuant to this policy.

The following definitions are used in this policy:

- “Qualified individual” is an individual who, but for being a victim of domestic or sexual violence or with a family or household member who is a victim of domestic or sexual violence, can perform the essential functions of the employment position that such individual holds or desires.
- “Domestic or sexual violence” means domestic violence, sexual assault or stalking. Domestic violence includes acts or threats of violence, not including acts of self-defense, as defined in subdivision (3) of Section 103 of the Illinois Domestic Violence Act of 1986, 750 ILCS 60/101 *et seq.*, sexual assault, or death to the person, or the person's family or household member, if the conduct causes the specific person to have such distress or fear.
- “Employment benefits” means all benefits provided or made available to employees by an employer, including group life insurance, health insurance, disability insurance, sick leave, annual leave, educational benefits, and pensions, regardless of whether such benefits are provided by a practice or written policy of an employer or through an employee benefit plan.
- “Family or household member” means a spouse, parent, son, daughter, and persons jointly residing in the same household.
- “Parent” means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter.
- “Son or daughter” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child or a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.
- “Sexual assault” means any conduct proscribed by the Criminal Code, in Sections 12-13, 12-14, 12-14.1, 12-15, and 12-16.
- “Stalking” means any conduct proscribed by the Criminal Code, in Sections 12-7.3 and 12-7.4.
- “Victim services organization” means a nonprofit, nongovernmental organization that provides assistance to victims of domestic or sexual violence or to advocates for such victims, including a rape crisis center, an organization carrying out a domestic violence program, an organization operating a shelter or providing

counseling services, or a legal services organization or other organization providing assistance through the legal process.

The employee shall provide the Village with at least 48 hours' advance notice of the employee's intention to take leave pursuant to this policy, unless providing such notice is not practicable. If an unscheduled absence occurs, the Village will not take any action against the employee if the employee, within a reasonable period after the absence, provides certification.

Certification that the employee or a member of the employee's household is a victim of sexual or domestic violence and that the leave is being taken for one of the purposes listed above (A-E) must be provided for any leave taken pursuant to this policy. Certification must be provided as soon as reasonably possible, but in most cases, within 30 days of the request. The employee can satisfy the certification requirement by providing:

- A. Documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence;
- B. A police or court record; or
- C. Other corroborating evidence.

Any information submitted by an employee shall be kept in confidence and will not be disclosed unless the employee consents in writing to the disclosure or unless otherwise required by applicable federal or State law. While on leave, the employee will be required to periodically report to the Village Manager on his/her status and intention about returning to work.

While the employee is taking leave pursuant to this policy, the Village will maintain all group health plan benefits, as if the employee had been employed continuously. The employee must pay his/her portion of the premium during the leave. The Village may recover the premium from the employee if the employee fails to return after the period of leave for which the employee is entitled has expired; or if the employee fails to return to work for a reason other than (1) the continuation, recurrence, or onset of domestic or sexual violence that entitles the employee to leave pursuant to this section; or (2) other circumstances beyond the control of the employee.

This policy does not entitle an employee to take unpaid leave that exceeds, or is in addition to, unpaid leave time allowed under the Family and Medical Leave Act, 29 U.S.C. §2601 *et seq.* When the employee's need for leave also qualifies as family/medical leave pursuant to the Family and Medical Leave Act, or for short-term or long-term disability, those leaves will run concurrently with leave taken pursuant to this policy. An employee may elect to use accrued paid vacation, sick or personal time to run concurrently with leave allowed by this policy.

An employee who takes leave pursuant to this policy will be restored to his/her position held when the leave began or an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. Any employment benefit accrued prior to taking leave pursuant to this policy will not be lost. However, while on leave pursuant to this policy, the employee is not entitled to accrue seniority or other employment benefits. If the employee takes leave because of his/her own medical condition, a return to work certification will be required.

The Village will not discriminate against and will attempt to provide reasonable accommodations for employees who are entitled to protection under the Act, unless such accommodations would create an undue hardship. Reasonable accommodation applies to applicants and employees and may include adjustment to a job structure, workplace facility or work requirement; a transfer, reassignment, or modified schedule, or leave; a changed telephone number or seating assignment; installation of a lock or other safety procedure in response to an actual or threatened domestic or sexual violence. If an employee wants to request a reasonable accommodation pursuant to this policy, he/she should contact the Village Manager.

Section 17.8 Leave of Absence Without Pay

An employee may ask for a leave of absence without pay for good cause. Leave of absence without pay may only be requested after the employee has exhausted his or her available paid time off, including personal, compensatory, vacation and sick time. The Village Manager will consider each request for leave on its own merit and will confirm or deny each request to the employee in writing. Employees may request up to three months of leave without pay or benefits, except for retention of anniversary date of employment. During this time, employees enrolled in the Village's group health benefits may elect to continue group health benefits through the Village at their own expense.

If leave request is for qualifying reasons for FMLA, the Village will comply with the Family Medical Leave Act, found in Section 16 of this Manual.

If the leave is for medical reasons not covered by FMLA, the Village retains the right to request periodic medical reports from the doctor to determine whether the employee is fit to return to work.

Section 17.9 Administrative Leave

Employees may be granted a paid or unpaid administrative leave pending the investigation and disposition of alleged activities violating these Rules and Regulations or all other criminal activity that would adversely affect the ability of the employee to carry out his or her duties or whose continued performance of duties may not be in the best interests of the Village as determined in the sole discretion of the Village Manager.

During paid administrative leave, all benefits would continue in effect. Vacation and sick leave benefits will continue to accrue during paid administrative leave, but the sick leave and vacation time accrued while on paid administrative leave will not be added to the employee's accrued benefits if he or she is removed from Village employment by the determination of the Village or they are convicted of criminal activity by a court of competent jurisdiction.

During unpaid administrative leave, all or some benefits may be terminated as determined by the Village Manager. If vacation and sick leave benefits are allowed to continue to accrue during unpaid administrative leave, the sick leave and vacation time accrued while on unpaid administrative leave will not be added to the employee's accrued benefits if he or she is removed from Village employment by the determination of the Village or the employee is convicted of criminal activity by a court of competent jurisdiction. If the employee on unpaid administrative leave is restored to his or her position with the Village, the Village may reimburse the employee as the Village determines is appropriate for salary and benefits not received while on unpaid leave.

Section 17.10 Absence Without Leave

Absence of an employee from duty, including any absence for a single day or part of a day, that is not authorized by a specific grant of leave of absence under the provisions of this Manual will be deemed to be an absence without leave.

Any such absence shall be without pay and may be subject to disciplinary actions. Exceptions may be made in cases of extreme emergency by approval of the Village Manager.

Any employee who absents himself or herself without notice for three (3) consecutive work days shall be deemed to have resigned.

Section 17.11 Light Duty Policy

The Village Manager, upon the recommendation of the department head, may approve temporary light duty assignment following job-related injuries if there will be a benefit to the Village and work exists within the injured employee's medical restrictions. Each circumstance shall be considered on its individual merits. Meeting the needs of the Village service shall be the primary criteria for approving light duty assignments. The Village Manager may end a light duty assignment at any time. The Village does not have any permanent light duty assignments.

Employees on light duty will be paid their normal pay rate, which will be in lieu of Worker's Compensation payments for job-related injuries.

Section 17.12 Voting

An employee may be permitted two hours of paid leave for the purpose of voting in a state or national election if the employee's working hours begin less than two hours after the opening of the polls AND end less than two hours before the closing of the polls. If you need to take time off to vote, you should notify your supervisor of your plans no later than the day before the election. Your supervisor will notify you of the two hour block of time assigned to you for voting purposes. Proof of attendance at the polls may be required.

Section 17.13 Employee Blood Donation Leave

In accordance with the Employee Blood Donation Leave Act ([820 ILCS 149/1 et seq.](#)), as amended from time to time, regular full-time employees who have been employed by Village for at least six months shall be entitled to up to one hour of blood donation leave, with pay, every 56 days. The employee shall submit a written request for leave before donating or attempting to donate blood. Medical documentation of the appointment to donate blood shall be provided at the time of said written request. The employee may be required to provide a written statement from the blood bank confirming that the employee actually donated blood.

SECTION 18. INSURANCE AND PENSION

Section 18.1 Group Insurance Coverage

- A. The Village provides group health, dental, life, and vision insurance for its full-time employees and dependents. The coverage and type of policies will be determined by the Village Board at its sole discretion. The cost of premiums and the portion paid by the Village and the employee for group coverages is at the discretion of the Village Board. The Village will comply with provisions of the Affordable Care Act.
- B. Group insurance goes into effect on the first day of employment and is terminated on the last day of the month in which the employee no longer is employed by the Village.
- C. Employees are responsible for notifying the Village Manager's Office within 10 days of the occurrence of any change in family or marital status, or other significant event, which would affect the employee's coverages under group insurance provided by the Village.
- D. Employees and their dependents have the right under applicable federal law (COBRA) or other any subsequent or amended law to continue group health insurance coverages for time periods as specified in the applicable laws. Cost of the premiums for such coverage shall be borne in their entirety by the employee and his or her dependents.
- E. Former employees who are receiving a pension shall be eligible for continuation of group health insurance under applicable state laws and pension plan requirements. Cost of the premiums for such coverage shall be borne in their entirety by the employee and his or her dependents.
- F. An employee that already is covered by a third party's comprehensive health insurance plan and provided proof of coverage to the Village may opt-out of Village sponsored health coverage. The Village shall incentivize employees that opt-out of Village sponsored health insurance coverage with a \$1,500 annual stipend, paid in equal sums monthly. Paid-on-call and part-time fire employees, who are eligible for coverage under the Affordable Care Act, are not eligible for the \$1,500 annual health insurance stipend.

Section 18.2 Worker's Compensation Insurance

All employees are covered by a worker's compensation policy for job-related injuries. Employees must report job-related injuries to his or her supervisor as soon as practical after they occur or the employee becomes aware of the injury. The applicable state law and insurance policies will determine the employee's benefits for job-related injuries.

Section 18.3 Pension

Village employees are covered by pension plans as determined by state and federal law.

Section 18.4 Deferred Compensation

The Village provides the opportunity for employee participation in deferred compensation plans. Plan selection shall be at the discretion of the Village.

Section 18.5 Payroll Deductions

Payroll deductions shall be as required by applicable law.

SECTION 19. EMPLOYEE RELATIONS

This section covers miscellaneous provisions necessary to maintain strong working relationships between Village employees and to ensure efficient operation of the Village.

Section 19.1 Change of Address

Employees are required to notify their respective Department Head within 10 days of any change in their address or telephone number so that employees may be contacted at all times by either telephone or mail.

Section 19.2 Attendance

An employee shall attend work in accordance with these and departmental rules and regulations. Regular and predictable attendance is an essential function of every position in the Village.

Section 19.3 Special Physical Examinations

If the Village Manager or Department Head determines that a physical examination of an employee is desirable to determine that employee's continued fitness and ability to perform the duties and responsibilities of his or her position, he or she may so direct the employee to undergo such a physical examination by a doctor designated by the Village and at Village expense.

Section 19.4 Smoking Policy

For the health and comfort of all employees and customers, smoking is not allowed inside or within 15 feet of any Village building or facility by employees or the public.

Section 19.5 Village Identification Cards

All employees shall be issued Village identification cards. The ID cards will contain a picture of the employee. All employees who contact citizens and customers outside of Village buildings and facilities should have the ID card visible to those individuals, except for uniformed fire and police personnel in the conduct of their duties.

Section 19.6 Meal Reimbursement

In certain situations, the demands of the Village may require an employee to unexpectedly work through a meal period that occurs before or after an employee's regular shift. In these circumstances, the Village may provide the employee reimbursement for meals. Reimbursements will be limited to one meal in a 12-hour period and the employee is expected to return to work following the meal period for at least three hours. Reimbursement shall be for actual cost incurred for food purchased during the break based on receipt presented by the employee, but in no cases shall the reimbursement exceed the

U.S. General Service Administration guidelines on Meals and Incidentals. The Village may, at its discretion, provide food for employees working during an emergency. In this case, the Village will not also provide meal reimbursement unless the emergency extends to an additional work period. Departments may establish specific meal reimbursement policies to fit their needs. Such policies shall be provided to the employees in each respective department.

Section 19.7 Outside Employment

A. Full-time employees may engage in other employment outside of official duty hours, providing they notify their Department Head in writing in advance, and the Department Head approves of outside employment, taking in to account any potential conflicts of interest as set forth in Section II of this manual, as well as the following considerations;

1. Outside employment shall not interfere with the employee's effectiveness as a Village employee.
2. Outside employment shall not interfere with the employee's response to emergency calls.
3. Outside employment shall not place an employee in a position that violates or gives the appearance of a violation of ethical standards or canons of professional ethics.
4. Under no circumstances shall an employee use the Village's name in connection with outside employment.
5. The outside employer shall not be a company that does business with the Village.

Section 19.8 Political Activity

- A. All Village residents and customers are entitled to equal treatment by Village employees. The political opinions and affiliations of any resident shall in no way affect the amount or quality of service received from the Village.
- B. The political affiliation, preference, or opinion will not in any way influence the appointment, retention, or promotion of a Village employee.
- C. All legal political activity of employees (direct or indirect) shall be done during non-duty hours outside of Village operations, and the employee shall not represent himself or herself as a Village employee or wear his or her Village-issued uniforms during such activities.

- D. No Village employee shall be under any obligation to contribute to a political fund or render any political service, nor shall they be removed or otherwise prejudiced for refusing to do so.
- E. Employees seeking election to Village office must request, and will be granted, an unpaid leave of absence from the date of filing candidate petitions through the election and, if elected, will be required to resign as a Village employee.

Section 19.9 Employee Appearance and Dress

It is the Village's goal to present a professional appearance to the public. To accomplish this goal, the Village expects each employee's dress, grooming, and personal hygiene to be appropriate for his/her work situation. All Village employees are expected to present a professional, business-like image to the public and their co-workers. Employees should take the following factors into consideration when determining appropriate dress:

- A. the nature of their work;
- B. Safety considerations, such as necessary precautions when working near machinery or hazardous work areas (employees will be required to wear proper safety equipment at all times, without exception for any reason);
- C. The nature of their public contact, if any, and the normal expectations of outside parties with whom they will work;
- D. The prevailing dress practices of other workers in similar jobs.

Appropriate work attire shall include clean, pressed clothing that is free of advertisements or logos (unless official Village logos). Inappropriate attire is generally characterized by worn or tattered material, stained material, tank tops, sheer clothing, spandex or other tight-fitting clothing, or t-shirts that feature pictures/logos advertising alcohol or tobacco products, shorts or skirts that are more than four inches above knee.

Department Heads are responsible for setting the standard for dress in their specific department. Department supervisors and managers are responsible for monitoring and enforcing the dress code policy of the department. If an employee's attire is questionable, the supervisor/manager will hold a private discussion with the employee regarding the inappropriateness of the attire. If an obvious policy violation occurs, the employee may be sent home immediately, instructed to return dressed in more appropriate clothing, and placed on authorized leave without pay for the period absent from work, depending on their exempt/non-exempt status. Repeat violations can result in disciplinary action up to and including termination of employment.

SECTION 20. WORK TOOLS AND PROPERTY

Section 20.1 Use of Employee's Property

If employees are authorized to use their own tools or equipment to carry out the duties of their job, the Village will reimburse employees for damage or loss of their tools or equipment as determined by the Department Head. The Village will reimburse the employee for the repair or replacement of such item(s), provided the incident and the amount of the loss or damage is promptly reported to the Department Head who shall determine whether or not the loss or damage occurred in the course of the employee's duties and that the employee was exercising reasonable care and caution under the circumstances. In the event that the loss or damage is determined not to be in the course of employment or is found to be due to the employee's negligence, no reimbursement or repair shall be made. In the event the loss or damage was the result of a defect of the item or the actions of a third party, the employee shall when applicable pursue restitution and any amount recovered will be signed over to the Village up to the amount the Village paid to the employee.

Section 20.2 Use of Village Tools and Equipment

Employees will be allowed access to tools and equipment necessary for the completion of any job assigned by their supervisor. If an employee has any questions with respect to the use or operation of a tool or piece of equipment, the employee should not proceed until that question is answered. If a tool or piece of equipment is lost, damaged, or destroyed through neglect, misuse, carelessness, or the failure to follow reasonable instructions as to use, the employee responsible will be expected to reimburse the Village.

Employees may be allowed to borrow minor tools and equipment on occasion for personal use with permission of the Department Head. Tools may only be borrowed by employees with experience in operating the tool and must be promptly returned. In borrowing tools, employees acknowledge that the Village has no liability in any injury or accident that may occur during the course of borrowing the tool. If the employee damages or loses the tool, he or she will be required to immediately repair or replace the tool. Tools shall be returned in the same or better condition than when they were borrowed.

Section 20.3 Use of 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.

All Village employees who are required to operate a 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 vehicle for business use 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.

Employees operating Village-owned vehicles or privately-owned vehicles while conducting official business shall observe all traffic laws, rules and regulations, and should use common sense and good judgment. The Village requires mandatory use of seat belts by the operator and passengers in all vehicles so equipped. The operator is responsible for the enforcement of seat belt use.

Vehicles are considered an extension of the “work place” and are subject to conditions of the regulations of this manual, including regulations on smoking, drugs and consumption of alcoholic beverages. Any employee involved in an accident may be subject to an immediate drug/alcohol screening. Employees shall not allow individuals other than Village employees to operate the vehicle. The Village permits only the employee assigned to the vehicle to drive it. However, it is understood that no action would be taken against the employee if an emergency situation warranted a licensed driver from operating the vehicle.

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.

All Village-owned vehicles will be clearly marked in accordance with IRS regulations.

Any employee involved in any accident that causes damage or bodily injury while operating a Village vehicle shall immediately report the incident to the jurisdiction in which it occurred. The employee shall also contact his or her immediate supervisor as soon as practically possible following the incident.

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.

Village vehicles are provided for the efficient and cost-effective provision of Village services. Village vehicles shall not be used for personal convenience or profit or for political purposes.

Employees approved to operate a personally owned vehicle for business use will receive the IRS per-mile standard reimbursement in accordance with IRS regulations unless the employee is compensated by a vehicle allowance.

Carrying and storage of firearms in village owned vehicles, except by authorized law enforcement personnel, is expressly prohibited. Nothing in this section shall prevent firefighter paramedics from storing patient firearms in ambulances as directed under current operating procedures.

Section 20.4 Take-home Vehicles

The Village may permit and/or require certain Village employees to drive Village-owned vehicles to and from their homes due to the nature of the work they perform, in order to meet Village needs and to be able to better respond if the employee is called out on an emergency or other extra duty outside normal working hours. The Police Chief, Fire Chief, Public Works Director, Community Development Director and Fire Department Duty Officer meet these criteria. Use of Village-issued vehicle allows these staff members to respond more readily and to be better prepared with necessary tools and equipment to address emergency situations during non-business hours. While use of a Village-owned vehicle may provide conveniences for a Village employee, assignment of a Village vehicle for official use is not a fringe benefit or right of employment, but for the operational needs of the Village.

As such, Village vehicle use in this circumstance shall also comply with the following:

- A. Village-owned vehicles shall be used for business use with certain limited exceptions. Village owned vehicles may only be used for personal use when: 1) the employee has been placed in an emergency on-call status, they are in a condition to and prepared to respond within the Village, and they are within the emergency response boundary established by the Village or 2) when the employee is commuting to and from work their principal place of residence.
- B. Only employees specifically authorized by the Village Manager or Department Head are allowed to take Village-owned vehicles home. These employees are not authorized to loan their Village-owned vehicle to anyone else, except for Village business related purposes as determined beforehand by the Department Head.
- C. Village vehicles taken home shall be stored off the street unless the employee driving the vehicle home is given permission from their Department Head or the Village Manager.
- D. Each employee authorized to drive a Village-owned vehicle home shall make the vehicle available for emergency use by other Village employees whenever he or she is out of the Village on non-Village businesses, on leave status, or unavailable for service for other reasons.
- E. Personal use of Village take-home vehicles, including commuting, will be considered taxable income in accordance with IRS regulations.
- F. It is expected that good judgment and discretion will be exercised in using this privilege. The employee must have on file with the Village a Village Take-Home Vehicle Hold Harmless Agreement in order to indemnify the Village against any injury or property damage, including to passengers of the vehicle that may occur as a result personal use of the Village vehicle.

- G. The Village recognizes that there may be instances in which family members or other passengers are in the Village-issued vehicle on a limited basis. It is understood that if the employee must respond to an emergency situation, they must be able to immediately let any family members or other passengers out of their vehicles and the family members must make other arrangements to be taken home.
- H. At the discretion of the Village Manager, a reasonable auto allowance may be substituted for a take home vehicle to compensate for any of the employees who would otherwise qualify for a Village-owned vehicle in this section. Employees who receive an auto allowance will not be eligible for mileage reimbursement as described in Section 20.3-H.
- I. Carrying and storage of firearms in village owned vehicles, except by authorized law enforcement personnel, is expressly prohibited.

Section 20.5 Uniform and Clothing Purchases

The Village provides for uniforms for those employees required to wear them. Department Heads, with the approval of the Village Manager, will establish a replacement schedule and/or clothing allowance policy for employees who qualify within the department. The Village will provide at its cost necessary safety equipment for employees whose job requires it.

This policy is not intended to reimburse employees for regular office clothing, which does not experience wear and tear beyond normal levels.

The Village will provide a uniform allowance for sworn police personnel as stated in the current collective bargaining agreement.

The Village will comply with IRS regulations regarding any reimbursements for clothing. Any reimbursement for clothing purchased by the employee suitable for use outside of work will be considered taxable income. This includes office wear for detectives as outlined in the current collective bargaining agreement, work jeans and other similar items. The Village will purchase for the employee any specialized equipment and uniforms clothing required. Employees will be required to care for and launder Village-issued clothing that employees take home. Such clothing will remain the property of the Village and must be returned upon separation.

Section 20.6 Use of Village Cell Phones

The Village provides cellular telephone equipment and service to select employees at the Village's expense for the purpose of being able to reach employees off hours in the event of an emergency.

Department Heads, with approval of the Village Manager, decide which employees are eligible to receive Village-issued cellular phone equipment or cellular phone reimbursement and the capabilities of such phone. The decision on issuing Village cellular telephones and equipment or reimbursement will consider whether the cellular phone will 1) enhance the employee's productivity, 2) improve the performance of the employee's job duties or responsibilities, and/or 3) help meet department responsibilities and enhance service to the public.

Cell phones shall be treated as an electronics communication device and use of such cellular telephone equipment shall be in compliance with Village regulations and any other applicable regulations established.

Limited personal use of Village-issued electronic communication devices shall be permitted so long as it complies with the Village's Electronics Communication Policy. The employee shall be responsible for reimbursing the Village for any additional costs incurred as a result of personal use of Village-issued electronic communication devices.

The Village shall comply with IRS regulations regarding Village-issued cell phones or cellular telephone reimbursements.

20.7 Workplace Search Policy

To safeguard our employees, their property, Village's residents and the Village's property, and to enforce the Village's policies prohibiting misconduct, including theft, and the unlawful use or sale of illegal drugs or alcohol, management may question employees and/or inspect any personal property or any area from which Village conducts business, including any leased spaces, facilities and/or vehicles. (For example: vehicles, brief cases, suitcases, tool boxes, computer bags, backpacks, lunch boxes, purses or any other container or object brought to and from Village's offices, property, worksites or Village-sponsored functions) whenever there is reasonable suspicion to believe that any Village policy is being, or has been, violated.

Village may provide offices, desks, vehicles, computers or computer containers, lockers, tools and other items for the use of Village's employees. At all times, these items remain the property of Village. Village may also search any work area and/or item whenever there is reasonable suspicion to believe that a Village policy is being, or has been, violated. Employees are expected to cooperate with Village's workplace searches.

20.8 Privacy

There is no expectation of privacy for property owned by the Village or for employee's personal property or vehicles possessed or carried on to Village premises, including communications devices and electronic storage media.

SECTION 21. DRUG FREE WORK PLACE POLICY

Section 21.1 General Policy

The Village is committed to a drug free workplace. In compliance with applicable state and federal law, the Village desires to protect its employees and the public from dangers posed by the possession or use of drugs in the workplace. As state and federal laws change regarding the requirements for a drug free workplace, these rules and regulations are thereby changed accordingly.

The primary goals of this policy are:

1. To prevent illegal drug usage;
2. To protect residents, customers, and employees of the Village; and,
3. To rehabilitate employees who use illegal drugs.

Section 21.2 Drug Use Prohibited

The Village is committed to maintaining a drug-free workplace in compliance with applicable laws. In order to protect the public and to ensure a safe, healthful and drug-free work place, the Village prohibits drug use or drug-related activity, including but not limited to the following:

- A. Possessing on Village property or on Village time, any controlled substance, including but not limited to alcohol; marijuana; cocaine; stimulants; depressants; narcotics; hallucinogens; prescription drugs not properly prescribed, not being used as prescribed, or not for a bona fide medical use; so called "look alike" drugs and drug paraphernalia.
- B. To engage in work under the influence of any controlled substance on Village premises or on Village time.
- C. To engage in work when that employee has unacceptable levels of a legal substance (such as alcohol) or any levels of an illegal substance as determined by proper screening and testing.
- D. To engage in any negotiation, barter, or agreement regarding the sale or purchase of any illegal substance on Village premises and on Village time. This is to include any telephonic negotiations, barter, or agreement regarding the sale or purchase of an illegal drug.

- E. Conviction by a court of competent jurisdiction for the use, possession, sale of, purchase of, or trafficking in illegal substances. Conviction includes adjudication by pleas of guilty or no contest.

Section 21.3 Commercial Driver's License (CDL) Drug and Alcohol Testing Policy

The Village's policies and procedures regarding this matter are contained in Appendix A.

Section 21.4 Non CDL Employee Drug and Alcohol Testing Policy

The Village will handle illegal use of drugs on a case-by-case basis. The Village encourages employees with substance abuse problems to seek treatment through a bona fide drug rehabilitation program as set forth below. However, the Village may discipline employees up to and including discharge for confirmed use of illegal substances.

Section 21.5 Employee Testing

Employees may be tested if there is reasonable suspicion to conclude that the employee is illegally under the influence of drugs or alcohol, or if the employee is involved in an accident. Failure to take a required drug or alcohol test under such circumstances is cause for disciplinary action including discharge. Following any positive test, if the employee is not discharged, the Village may be presumed to have an adequate basis to retest the employee while at work and without prior notice for a period of two (2) years after the results of such test are disclosed to it. If the employee tests positive on such a follow-up test, the finding may be the basis for immediate termination of employment. No drug testing may be conducted without the written approval of the Department Head or designee. Such approval shall state who is to be tested and why the testing was ordered.

Section 21.6 Leave of Absence - Alcohol and Drug Use

An employee shall be permitted to take a leave of absence for the purpose of undergoing treatment pursuant to an approved program of alcoholism or drug use. The leave of absence must be requested prior to the commission of any act subject to disciplinary action.

Such leaves of absence for treatment purposes shall be granted on a one-time basis and shall be for a maximum of sixty (60) days unless extended by mutual agreement. Sick leave and vacation must be used for such treatment purposes. Benefits will continue to accrue while vacation and sick leave are being used. However, if the employee takes an unpaid leave of absence for such treatment, the employee shall not receive any of the benefits provided by the Village during that time period, except the continued accrual of seniority. This provision does not amend or alter the disciplinary provisions.

Section 21.7 Return from Leave of Absence - Testing

Drug tests may be required of employees requesting to return to work from a leave of absence for drug use. Failure to take the test or to meet the standards adopted by the Village may be cause for discharge.

Section 21.8 Testing Facility

The Village shall select a testing facility or facilities that meet state or national standards and procedures and that guarantee a secure chain of custody. Administrative procedures and biologic testing shall be conducted to prevent the submission of fraudulent tests. A split sample of the employee's urine shall be made at the collection site. One portion of the split sample of the tested portion shall be preserved at the certified laboratory. If a test result is positive, a split sample shall be tested with a second, independent analysis.

Section 21.9 Testing Procedures

All samples shall be tested for chemical adulteration, narcotics, cannabis, PCP, cocaine, amphetamines, sedatives, and other controlled substances.

Any sample which has been adulterated or is shown to be a substance other than urine shall be reported as such and may result in disciplinary action up to and including discharge. All samples that test positive on a screening test shall be confirmed using appropriate testing procedures. No records of unconfirmed positive tests shall be released or retained by the laboratory.

Testing shall be conducted in a manner to ensure that an employee's legal drug use does not affect the test results.

All results shall be evaluated by a licensed specialist in occupational medicine knowledgeable about drug testing.

Test results shall be treated with the same confidentiality as other employee medical records. The test results and any related treatment shall be reported only to the Village Manager and the Department Head. No disclosure of test results will be made to anyone outside the Village organization without the express written permission of the employee tested, except as necessary in connection with a grievance or judicial proceeding, or as required by applicable law.

Section 21.10 Chemical Dependency Program

If an employee is granted a leave of absence to enter a chemical dependency program, the Department Head shall be informed once per week of the employee's status in the

rehabilitation program, and the employee shall provide documentation that he or she is meeting the requirements of the rehabilitation program. The Village provides a group health insurance plan which includes coverage for rehabilitation costs. Employees may utilize any accumulated paid sick leave while absent from work due to participation in such programs.

Section 21.11 Self-Referral to Chemical Dependency Programs

An employee who chooses to enter a chemical dependency program voluntarily before engaging in misconduct that would subject him or her to discipline shall not be subject to disciplinary action. Leave shall comply with Section 21.6 above.

Section 21.12 Duty Assignment after Treatment

If an employee successfully completes rehabilitation, he/she shall return to work for assignment. Employee reassignment during treatment shall be based on each individual's circumstances and is at the sole discretion of the Department Head.

Section 21.13 Discipline

Any employee who violates this policy, refuses to submit to a drug test under this program, is the cause of an accident while working, or causes personal injury or property damage while working, is unable to perform normal duties while at work, or engages in any conduct which jeopardizes the integrity of a sample or the accuracy of a test result, may be subject to discipline up to and including discharge.

SECTION 22. SAFE WORK PLACE

Section 22.1 Workplace Safety

The Village Manager, Department Heads and supervisors shall make every effort to promote among employees and in the departments maximum standards of safety. All employees shall be responsible for performing work assignments in the safest manner possible. Prime consideration shall always be given to safety in all work situations.

A. Department Heads and supervisors shall:

1. Be responsible for establishing and implementing safety standards within their respective activity areas, for periodically reviewing accident frequencies to determine and correct causes, and for identifying and correcting safety hazards.
2. Ensure that all new employees, including seasonal, temporary, and/or part-time employees are thoroughly advised, instructed, and supervised in necessary safety policies, practices, and procedures.
3. Implement and actively support the Village's safety program.
4. Arrange and conduct safety meetings, inspections and training sessions.
5. Provide and/or require equipment necessary to adequately protect the health and safety of employees.
6. Immediately investigate accidents, and prepare all necessary forms for documentation and future prevention of on-the-job injuries and hazardous conditions.

B. All employees shall:

1. Be thoroughly familiar with safety requirements and practices applicable to their respective work assignments.
2. Actively observe safety practices, and report unsafe or potentially dangerous conditions and accidents or injuries to their supervisor immediately.
3. Refrain from engaging in horseplay, wrestling, hazing of co-workers, and any other unsafe practice under penalty of disciplinary action up to and including dismissal.
4. Report injuries on the job to your supervisor.

Section 22.2 Employee Safety Committee

It is the policy of the Village to investigate and document all accidents involving injury and/or property damage to Village personnel and property. Furthermore, it is the policy of the Village to seek out and develop solutions to existing and potential safety hazards.

The purpose of the Committee is:

- A. To investigate all Village accidents as well as all accidents within the Village where property damage, personal injury, or death occurs.
- B. To determine the causal factors responsible for each accident in the Village.
- C. To recommend disposition of each accident to the respective Department Head.
- D. To recommend practices to improve the accident record of the Village.
- E. Review safety suggestions presented by employees.
- F. Evaluate the progress of departmental loss prevention efforts.
- G. Submit to Department Heads safety awareness recommendations made by the employees within the departmental group together with Employee Safety Review Committee comments.
- H. Submit recommendations to the Department Heads for Employee Safety Review Committee material, policy and procedure changes, equipment needs, and other needs that can enhance the Loss Prevention Program.
- I. Develop and maintain general employee safety procedures.
- J. Develop, and if necessary, conduct a program of safety and health inspections.
- K. Record minutes of the Employee Safety Review Committee and submit copies to the Executive Safety Committee.

The Employee Safety Review Committee is composed of employees from Public Works, Police, Fire and Administration.

SECTION 23. DISCIPLINARY PROCEDURES

Section 23.1 Employees Covered by Policy

All employees of the Village are covered by these disciplinary procedures except those non-probationary sworn Police personnel who are subject to the disciplinary policies and procedures of the Board of Fire and Police Commissioners.

Section 23.2 Causes for Discipline

All employees of the Village of Clarendon Hills, except for non-probationary sworn Police personnel as noted above, are employees at will who may be disciplined or discharged at any time without cause or notice. It is the policy of the Village to review any conduct that interferes with or adversely affects accomplishment of the work of the Village and to take disciplinary action when appropriate.

Section 23.3 Progressive Nature of Discipline

Disciplinary actions will normally follow the progressively more serious steps as set forth below, unless, in the discretion of the Village, the seriousness of the matter dictates otherwise. Progressive discipline should not be construed as a guarantee that any specific disciplinary action will be applied in any given situation, or that any disciplinary step is a condition precedent to any other step. The Village reserves the right in its sole discretion to determine the appropriate action to be taken in each case.

Generally, the employee's immediate supervisor, under the coordination of the Department Head where applicable, will be responsible for initiating disciplinary actions.

Section 23.4 Disciplinary Steps

Step 1: Counseling or Oral Warning. This type of discipline should be applied to infractions of a relatively minor degree or in situations where the employee's performance needs to be discussed. The counseling or oral warning should be given in private within five working days of the infraction. Supervisors should inform the employee that the supervisor is counseling the employee or issuing an oral warning, that the employee is being given an opportunity to correct the condition, and if the condition is not corrected, the person will be subject to more severe disciplinary action.

A notation that counseling or an oral warning was given may be made in the employee's personnel file.

Step 2: Written Warning or Written Reprimand. This notice should be issued in the event the employee continues to disregard counseling or an oral warning or if the infraction is severe enough to warrant a written warning or written reprimand in the employee's personnel file.

The written warning or written reprimand shall state the nature of the infraction in detail and what corrective action must be taken by the employee to avoid further discipline.

A copy of the written warning or written reprimand is to be handed to the employee at the time of the discussion of the discipline. The employee shall sign the written warning or written reprimand to acknowledge receipt. A copy will be placed in the employee's personnel file. If the employee refuses to sign the acknowledgment, then the supervisor should note on the warning or reprimand that the employee received a copy thereof and refused to sign it.

Step 3: Suspension. The Village may suspend employees. This form of discipline is administered as a result of a severe infraction of policies or for repeated violations. Suspension may be either paid or unpaid in the discretion of management.

Suspension Without Pay. An employee will normally be suspended without pay when the offense is of a serious enough nature usually sufficient for discharge but when circumstances related to an employee's overall performance would not warrant immediate discharge. The length of suspensions should not normally exceed fifteen (15) work days.

Suspension with Pay. At the discretion of the Village Manager, an employee of the Village may be suspended with pay and benefits as set forth in Section 16.8 pending investigation of allegations of misconduct, when the nature of the allegation compromises the ability of the employee to perform his/her duties, and when a substantial period of time will be required to complete an investigation or legal actions.

Step 4: Demotion. An employee may be moved to a position in a class with a lower maximum salary rate for serious misconduct. Demotion shall be determined by the Village Manager upon the recommendation of the Department Head.

Step 5: Discharge. Employees may be discharged without cause and without notice.

SECTION 24. GRIEVANCE PROCEDURE

The Village believes employees should have a fair process by which to express their concerns. While employees may use the grievance process at any time, they are also encouraged to address issues and concerns among themselves to the extent possible. The grievance process should be viewed as a “last resort” in resolving issues.

Section 24.1 Grievance Coverage

The following procedure is applicable to all full-time, regular part-time, paid-on-call, and seasonal employees of the Village. The exception to this general statement is that matters that are under the control of the Board of Fire and Police Commissioners are not subject to this grievance procedure. Employees who grieve a matter to the Board of Fire and Police Commissioners are subject to the ruling of the Board and may not initiate a grievance under this procedure in addition to the Board of Fire and Police Commissioners.

Section 24.2 Complaints of Harassment, Discrimination and Unfair Treatment

This policy is similar to the process used for complaints of Harassment, Discrimination and Unfair Treatment outlined previous in this manual. While employees may use this grievance process for these types of complaints, they are not required to. Any employee should reporting, either verbally or in writing, any harassment, discrimination and unfair treatment they experience or witness to their immediate supervisor or Department Head, who will then report the complaint to the Village Manager or his/her designee for investigation.

Section 24.3 Grievance Defined

A grievance is defined as any dispute regarding the meaning, interpretation, application, or alleged violation of the terms and conditions of these policies and procedures or under applicable federal, state and local laws.

Section 24.4 Grievance Participants

- A. A supervisor is the first level of supervision in relationship to the grieving employee. Depending on the size and organizational structure of the department, there may be intermediate supervisors between the first level of supervision and the Department Head.

- B. A Department Head for purposes of this Section is the Village Manager, Community Development Director, Finance Director, Fire Chief, Police Chief, and Public Works Director.

Section 24.5 Grievance Steps

The first step an employee should take is to attempt to resolve the issue or perceived issue with the person responsible for the issue. In some cases, the person responsible for the offending behavior may not realize the concern and it may be addressed by bringing it to the individual's attention. When resolution is not possible this way, employees should contact their immediate supervisor.

It is preferred that employees handle grievances through their direct supervisor. However, if an employee does not feel comfortable reporting to his or her immediate supervisor or Department Head, or if wrongdoing was reported and the employee is not satisfied with the response, he or she should direct his or her report or dissatisfaction to another Department Head or to the Village Manager. If an employee chooses to report a grievance to anyone other than their immediate supervisor, the same steps outlined below shall be taken through the individual to whom the employee reports the grievance.

Please note that employees are not required to confront the person or persons who have given the employee reason to report. However, discussing or reporting acts of discrimination or harassment to any person not listed above does not constitute a report.

Step 1 - Written to Immediate Supervisor. A grievance or complaint must be made, in writing, by the complaining employee to the immediate supervisor within five (5) working days after the subject of the grievance occurs or is discovered. The written complaint or grievance must include specific circumstances, the section of this Manual that is applicable, and state the remedial action requested. If possible, the grievance should be settled at this level through discussions by the supervisor with the involved party or parties. If not resolved to the employee's satisfaction within five (5) working days of submission to the supervisor, the employee may consider the grievance or complaint unresolved.

Step 2 - Appeal to Department Head. In the event the grievance is not resolved in Step 1, the employee may appeal the same grievance or complaint submitted to the supervisor to the Department Head within three (3) working days following the conclusion of Step 1 above. The Department Head shall investigate the matter and render his decision within ten (10) working days of receipt of the grievance or complaint by him.

Step 3 - Appeal to Village Manager. In the event that Step 2, above, does not satisfactorily resolve the grievance or complaint, the employee, within ten (10) working days, shall forward an appeal, including all written documentation concerning the grievance, to the Village Manager. The Village Manager shall make the final decision regarding the complaint or grievance and issue written directives for its resolution within thirty (30) days of receipt of the grievance or complaint. The decision of the Village Manager shall be final.

All deadlines noted above may be extended by mutual agreement of the investigating party and the employee.

Any Department Head or the Village Manager who receives a report of such behavior has a responsibility to promptly investigate the matter. Upon receiving any report of wrongdoing, the Department Head or Village Manager will request a written statement or account of the incident. The Department Head or Village Manager shall also request in writing the remedial action requested by the grieved employee.

Section 24.6 Retaliation Prohibited

If an employee believes he or she is being subject to retaliation for reporting a violation of this policy, or participating in an investigation of a violation of this policy, the employee should report the retaliation immediately in the manner provided above. It is important to report retaliation or perceived retaliation in order to prevent it from continuing.

Any employee or workplace participant who retaliates against another employee or workplace participant for making a good-faith complaint of a violation of the policies in this Manual or related to any federal, state or local laws, or for assisting in an investigation of a complaint of a violation of this policy, is subject to discipline up to and including termination. Retaliation can include but is not limited to harassment, discrimination, bullying or any other unfair treatment or abuse of power.

Section 24.7 Workplace Investigations

Department Heads or the Village Manager shall investigate all claims of workplace wrongdoing. The Village Manager may also initiate an investigation of workplace wrongdoing when he or she has constructive knowledge of the conduct but no complaint is made. Based on the severity and credibility of the claim, the Village Manager may use a third party, which may include the Village Attorney, to investigate allegations of wrongdoing.

All employees have a responsibility to reasonably cooperate with any investigation. Unreasonable refusal to participate in an investigation or committing any act that knowingly impedes on an investigation may lead to discipline, up to and including termination.

All investigations of workplace wrongdoing shall begin as soon as possible after a complaint is made. The Village manager should seek to complete investigations within 30 days, but investigations may take longer based on multiple factors related to the complaint. The Village Manager, or other person designated to oversee the investigation, shall provide an update to the grieved party at least 30 days after the grievance is made known.

Section 24.8 Questions about this Policy

Question about this policy should be directed to Department Heads or the Village Manager.

Section 24.9 Complaints Against the Village Manager

Complaints against the Village Manager are uniquely difficult to handle through the normal compliant process. Unless otherwise noted in this manual or state law, Employees of the Village shall file complaints against the Village Manager through the Assistant Village Manager, Finance Director and/or Police Chief depending on the nature of the complaints, parties to the complaints and the employees comfort level with each employee. Each of these employees is required to retain confidentiality and contact the Village Attorney to establish a compliant review process.

SECTION 25. TRAINING AND TRAVEL

Section 25.1 General Policy

The Village shall encourage training opportunities for employees and supervisors to the end that services rendered to the Village may be made more effective and that employees may become at the same time qualified for promotion to higher level positions.

Section 25.2 Schools, Seminars and Conferences

Registration fees for attendance at any school, seminar, or conference require prior approval by the Department Head, provided adequate funds were budgeted for such training. Registration fees for Department Heads will be approved by the Village Manager provided adequate funds were budgeted for such training.

Section 25.3 Tuition Reimbursement Program

The Village will reimburse tuition for approved courses or degree programs at colleges and universities under the following conditions:

- A. Funding for tuition reimbursement has been requested in writing to your Department Head prior to July 1 for the following fiscal year and funds are approved during the budget process.
- B. The individual course or degree related course of study is job-related to the employee's present or future job responsibilities as determined by the Village Manager upon the recommendation of the Department Head.
- C. The Department Head recommends and the employee receives written approval from the Village Manager prior to the course beginning.
- D. The employee achieves a grade of "C" or better.
- E. Reimbursement per employee shall not exceed \$1,500.00 per fiscal year.
- F. At separation, employees are required to reimburse the Village for any college tuition cost paid by the Village during the last twelve months of the employee's employment with the Village.

Section 25.4 Vacation Combined with Official Travel

Employees wishing to combine a vacation with a business or convention trip must have their Department Head's or Village Manager's approval. The employee will be reimbursed for travel to the destination based upon the lowest available common carrier fare regardless

of the kind of transportation used and for business-related expenses outlined above for the duration of the business-related portion of the trip only.

Section 25.5 Travel Reimbursement

Travel Reimbursement is covered by Section 35 of this manual.

Section 25.6 Transportation to Regional Training

Mileage and other transportation costs are not paid when an employee's work assignment for a day is not a Village building or facility, but some other location within a 20 mile radius of Clarendon Hills Village Hall.

SECTION 26. SEPARATION

Section 26.1 Resignations

Any employee who is in good standing may resign from the service by presenting his or her resignation in writing to the Department Head. Employees must present such notice of resignation no less than two (2) weeks prior to its effective date. Such resignations shall be promptly forwarded to the Village Manager's Office.

Section 26.2 Retirement

All regular employees are eligible for retirement benefits at age and length of service requirements specified by the retirement plan in which they are enrolled. Application for retirement shall be in the same manner as set forth in Section 26.1.

Section 26.3 Discharge

Employees may be discharged for any reason or for no reason at all. The Village may provide, at its option, two (2) weeks' notice or equivalent compensation to persons discharged.

Section 26.4 Reduction in Force - Layoff

- A. The Village Manager may separate any employee because of lack of funds or curtailment of work, after giving two weeks' notice or pay. The Village Manager at his or her discretion may appoint an employee who is to be laid off to any existing vacancy for which he or she is qualified.
- B. An employee laid off due to a reduction in work force and later rehired within twelve (12) months shall retain his or her original anniversary date of hire.
- C. It is the responsibility of the laid-off employees to keep the Village informed of their current address.

Section 26.5 Return of Village Property

All employees separating from the municipal service for any reason shall, prior to separation, return all Village-owned property and equipment issued to the employee.

Section 26.6 Exit Interview

Employees separating from the service for any reason will be requested to participate in an exit interview with the Village Manager or Department Head prior to separation.

Section 26.7 Early Retirement Incentives

Early retirement incentives may be offered by the Village at the sole discretion of the Village Board.

SECTION 27. PERSONNEL FILES

Section 27.1 File Maintenance and Administration

The Village Manager or his or her designee shall maintain and administer the Village's official personnel files and records for present and past employees. Department Heads may keep unofficial records for employees under their jurisdiction that are related to work related activities, such as goals, work performance criteria, training, and other day to day management information of the department. Personnel files will be kept confidential to the extent possible.

Section 27.2 File Contents

- A. Official personnel files shall consist of but are not necessarily limited to: employment application, reference checks, dates and records of injuries, commendations, reprimands, performance evaluations, wage date and history, promotions, demotions, education and training received at Village expense, and other related personnel documents.
- B. Medical records shall also be maintained by the Village Manager or his or her designee, but in a file separate from the personnel file.

Section 27.3 Employee Access to Personnel File

Employees are permitted to inspect and copy any material that is contained in their personnel file in accordance with applicable law. Any employee who wishes to inspect his or her file must submit a written request to do so to the Village Manager. The Village Manager or his or her designate shall be present with the employee during the inspection.

If factual information is demonstrated to be incorrect by the employee, the Village will correct it. If the employee disagrees with the file contents, the employee may submit a concise statement indicating the disagreements to be added to the file.

The results of reference checks and the specific answers and testing results conducted by the Village are not available to the employee, except that a summary score of test results may be given to the employee.

SECTION 28. ELECTRONIC COMMUNICATIONS POLICY

Section 28.1 Introduction

Electronic communications and information technologies present valuable opportunities for Village. These technologies, when properly used, support the Village's activities and enable us to better serve our citizens and constituents through closer and timelier communications and access to vast stores of information. In recognition of these benefits, the Village has made a substantial investment in its electronic communications and information systems. While the Village encourages the use of its systems, such use carries with it important responsibilities. The careless or inappropriate use of these systems can have dramatic consequences, harming the Village, its citizens and the individual users of the Village's systems. This policy is intended to minimize the likelihood of such harm by educating users of the Village's electronic communications tools as to proper and improper usage of such tools and by setting forth the conditions that apply whenever the Village's electronic communication tools are being used. This section deals primarily with the content and transmission of messages via electronic means of communication.

Section 28.2 Applicable Tools

These guidelines address the appropriate use of the Village's "electronic communication tools." These tools include, but are not limited to the following:

- Telephones, two-way radios, and cell phones
- E-mail systems
- Fax machines, servers and other data storage devices
- Computers
- Software licensed to the Village
- All internal and external computer and communications networks (such as Internet access facilities, browsers, commercial on-line services, e-mail systems) accessible directly or indirectly from the Village's computer network.

Section 28.3 Usage Guidelines for Communication Tools

A. Conditions of Access:

Access to Village communications tools is provided in conjunction with the Village's business and the job responsibilities of everyone working on behalf of the Village. All use of the Village's communications tools is subject to this policy and to other Village policies and procedures that may be implicated by such use. The Village's communications tools also may be made available to individuals who are not employees of the Village (e.g., customers, temporary employees, vendors and

subcontractors). Such individual's use of the Village's communications tools is also governed by this policy.

Communications tools and all messages and information produced or carried by such tools are Village property and are subject to inspection by the Village at all times. Use of the Village's communications tools is a privilege that may be revoked at any time. Anyone who uses or is granted access to such tools must comply with the provisions of this policy.

All communications via the computer, computer system, e-mail, phones, text messages, internet or facsimile transmission, regardless of the business or personal nature of the communication, transmitted, received and/or stored using any of the Village's electronic communications tools are subject to being accessed and reviewed by the Village. Such communications on any Village system are not private and users should not assume that any such communications are or shall remain private.

B. Acceptable Use

The Village's communications tools may be used to communicate internally with employees of the Village or externally with citizens, consultants, suppliers, vendors and other business relations and acquaintances. The Village provides electronic communications tools to facilitate business communications, enhance productivity and improve service to our customers. The Internet may be used for appropriate business uses such as research, updates of business information or news, or other approved projects.

Village employees shall comply with all state and federal regulations regarding the use of communication devices and technology on roadways. Use of such communication tools when driving Village vehicles and equipment, both on and off the right-of-way, is permitted by emergency personnel while responding to 911 calls or other related emergencies; any employee needing to call 911 for their own assistance or that of the general public during the course of the work day; and any personnel that are parked or pulled over to a safe location off the traveled portion of the roadway and away from other potential hazards. Use of hands-free devices alone does not eliminate the need to follow these guidelines. This policy does not apply to the use of two-way radios, whose use may be permitted in non-emergency circumstances by qualified personnel.

As with the telephone, there may be occasion to use these facilities for personal purposes. Reasonable personal use is permitted so long as it does not interfere with the performance of an employee's job and/or the transaction of Village business, consume more than nominal resources and time, give rise to more than nominal additional costs or interfere with the activities of other employees of the Village. In addition, any personal use of the Village's communication tools is subject to the understanding that such communications are not private.

C. Unacceptable Use

Users should not monopolize the Village's electronic communication tools to the exclusion of others. Accordingly, activities such as sending mass e-mails or e-mails with large attachments that are not business-related, sending chain e-mails, spending excessive amounts of time on the Internet, engaging in online social networking sites, unnecessarily printing multiple copies of documents or otherwise creating unnecessary network traffic are not allowed.

Because audio, video and picture files require significant storage space, files of this sort should not be downloaded unless they are business-related.

Use of such communication tools, with the exception of two-way radios, when driving Village vehicles and equipment within the right-of-way is prohibited by emergency personnel during routine operation, e.g., non-911 service calls or other deemed non-life threatening responses; by personnel operating CDL required type vehicles; by personnel operating construction or non-licensed type equipment due to inherent hazards present; and by personnel maintaining, repairing, operating, or any other similar activity involving energized equipment such as, but not limited to, electrical panels, motors, energized circuits, etc. due to being a potential distraction to the user and/or may create an unsafe work environment. It is now illegal/prohibited to read, send, or compose an "electronic message" while operating a motor vehicle within the State of Illinois. Also, it is illegal/prohibited to use any form of a wireless telephone while operating a motor vehicle within the State of Illinois in a school speed zone or in a construction/maintenance speed zone when posted. This policy does not apply to the use of two-way radios, whose use may be permitted in non-emergency circumstances by qualified personnel.

In addition to the other restrictions and conditions discussed in this policy, the Village's communications tools shall not be used:

To engage in activities for personal financial gain (e.g., day trading, gambling)

To solicit others for activities unrelated to the Village's business or in connection with political campaigns or lobbying;

To carry or publish any defamatory, discriminatory or obscene material;

To infringe, attempt to infringe or aid in any way in the infringement or attempted infringement on another person's or entity's intellectual property rights (e.g., copyrights);

To violate, attempt to violate or aid in any way in the violation or attempted violation of any applicable telecommunications license or any laws that govern trans-border data

flow (e.g., laws dealing with data collection, protection, privacy, confidentiality and security);

To violate, attempt to violate or aid in any way in the violation or attempted violation of any other law.

The Village shall not be responsible for any losses or damages resulting from or relating to any use of the Village's communications tools that violates this policy.

D. Unacceptable Content

The Village's policies prohibiting all forms of harassment, including sexual harassment, are applicable to the use of the Village's communication tools. In accordance with such policies, material that is harassing, embarrassing, sexually explicit, profane, pornographic, obscene, intimidating, defamatory or otherwise unlawful or inappropriate may not be sent by, displayed on, stored in, accessed from or downloaded to the Village's communications tools. Users encountering or receiving this kind of material should immediately delete the material from the system and should not forward the material to any other person or address. In addition, any user who believes the Village's communications tools are being used in a manner which violates either this policy or the Village's policies prohibiting harassment should immediately report the matter to the Village Manager. It is the responsibility of all users of the Village's communication tools to see that these tools are used in an efficient, lawful and ethical manner at all times.

Examples of unacceptable content include, but are not limited to:

- Sexually explicit messages, images, cartoons, or jokes
- Unwelcome propositions, requests for dates or love letters
- Ethnic, religious, or racial slurs
- Any other message that could be construed as harassment or disparagement of others based on sex, gender, race, age, national origin, religion, disability, or sexual orientation.

Although the Village does not regularly monitor voicemail or electronic messages, all users of the Village's communications tools should be aware that even personal e-mail and voicemail messages may be viewed publicly or by the Village's management without notice. Electronic communication messages in many cases are subject to public disclosure. Additionally, the Village maintains an automatic e-mail archive that retains messages for a period of time. The Village reserves the right to inspect the content of all information and messages generated by or contained in any of its communication tools. Users should not assume that any such communications are or shall remain private.

E. Transmitting Confidential Information

Employees also have a responsibility to protect from disclosure, at all times, privileged and confidential information pertaining to the Village or other employees. In recognition of this significant responsibility, the Village's communications tools, especially its e-mail system, should not be used to transmit confidential communications. Most e-mail is sent over the Internet, which is not a secure means of communication. There is a possibility that e-mail messages may be intercepted and read by people other than the party to whom the message is addressed.

Moreover, it is difficult, if not impossible, to remove e-mail messages from the system with certainty. This means that e-mail, even internal e-mail messages, may be subject to discovery in future litigation. There is also a possibility that, when documents are transmitted electronically, earlier drafts of the documents thought to have been deleted may be retrieved by the person receiving the document. Accordingly, extreme care must be taken when using e-mail to transmit confidential communications, even internally.

To protect against unintentional disclosure of confidential information in situations where there is a need to communicate such information electronically (either on a regular basis or in an emergency situation), the following guidelines are to be observed:

Confidential information pertaining to the Village itself or to any of its employees shall not be sent by e-mail without the express authorization of management.

In cases where confidential information may need to be transmitted electronically on a regular basis, the Village's technology consultant should be contacted regarding the availability of encryption software and other means for securing the communication.

F. Etiquette and Village Representation

All forms of communication by employees reflect the Village's image. Such messages, therefore, should always be composed in a professional manner that is no different than the manner used to compose letters or memoranda on Village letterhead. Users of the system must keep in mind that electronic files are subject to discovery and may subsequently be used in litigation. Inappropriate use of the Village's facilities may damage the Village's reputation and could give rise to Village and individual liabilities. Accordingly, every effort must be made to be professional in all usage of the Village's communications tools.

G. Social Media Sites

It is acknowledged that social networking sites have become a prominent form of communication. As such, employees are cautioned as follows:

- As public employees, employees are cautioned that speech on or off-duty, made pursuant to their official duties – that owes its existence to the employee’s professional duties and responsibilities – is not necessarily protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the Village. Personnel should assume that their speech and related activity on social media sites will reflect upon their position, department, and this entity.
- Village personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the Village at any time without prior notice.
- Where possible, employees’ social media pages should state that the opinions expressed by user(s)/owner(s)/visitor(s) to the page(s) do not reflect the opinions of the Village.

Section 28.4 Limits of Privacy

The Village respects the personal privacy of its employees. However, because communications tools are provided for the Village’s business purposes, there are no employee privacy rights in this context. Users of the Village’s communications tools should have no expectation that any information transmitted over Village facilities or stored in Village computers or electronic devices is or will remain private. These systems are owned and/or controlled by the Village and are accessible at all times by the Village without notice for maintenance, upgrades or any other business or lawful purposes. Use of passwords to gain access to the computer system or to secure particular files or messages does not imply that users have an expectation of privacy in any material created or received on the computer system or in any electronic device. The Village has the ability to access all material stored on these systems, regardless of whether such material has been password-protected by the user.

The Village permits personal use of its communications tools with the express understanding that it reserves the right to review employee use of, and to inspect all material created by or stored on, these communication tools. Use of these tools constitutes each employee’s permission for the Village to monitor communications and to access files that are made on or with these communications tools. See also Section 30 of this manual. In addition, the Village may monitor any computer, electronic device or communication tool to determine the user’s compliance with this Policy.

Section 28.5 Regulation and Enforcement

The Village Manager or his or her designee is responsible for monitoring the compliance with the provisions of these procedures. The Village Manager or his or her designee shall also be responsible for investigation of suspected non-compliance with the provisions of this procedure.

Misuse of any Village communications tools or violations of this policy may result in disciplinary action including suspension of privileges to user, or up to and including termination of employment. Criminal or civil action may be initiated in appropriate instances. Such discipline shall be in accordance with the Village's policies and procedures.

Section 28.6 Liability

The Village makes no warranties of any kind, whether expressed or implied for the service that is the subject of these guidelines. In addition, the Village will not be responsible for any damages whatsoever that employees may suffer arising from or related to their use of any Village electronic information resources, whether such damages be incidental, consequential or otherwise, or whether such damages include loss of data resulting from delays, non-deliveries, mistaken deliveries, or service interruptions whether caused by the Village's negligence, errors, or omissions. Users must recognize that the use of Village electronic information resources is a privilege and that the policies implementing usage are requirements that mandate adherence.

Section 28.7 Consent Form

All Village employees having access to the Internet must consent that all network activity is the property of Village and, therefore, they should not consider any activity to be private. This is to be accomplished through a signed Consent Form employees submit acknowledging review of the manual. Employees who are issued other forms of communication devices and tools shall acknowledge the same in regard to the information accessed on such by signing additional Consent Forms at the time of device issuance.

SECTION 29. INFORMATION SYSTEMS SECURITY POLICY

Section 29.1 Statement of Purpose

The purpose of this policy is to ensure the appropriate protection of the Village of Clarendon Hills's Information Systems. Information Systems shall be defined as the informational technology components and tools used to support operations, management and decisions making. Information Systems include but are not limited to all hardware, computers, software, networks, communication devices and communication services utilized by the Village. This policy is meant to provide a foundation for the Village's information security efforts. The Village has made significant investment in its information technology assets, which are important tools for modern business practices. Information is an important Village asset. Accurate, timely, relevant, and properly protected information is essential to Village operations. The security of this asset is an important component of the overall operation of the Village's Information Systems. This section deals with the access and use of information technology.

This policy applies to all employees, consultants, temporaries, and other users of Village Information Systems. This policy equally applies to computer and data communication systems owned by and/or administered by the Village.

Section 29.2 General Policy

All information stored in Village information systems or transmitted via Village networks that has not been specifically identified as the property of other parties will be treated as a Village asset. It is the policy of the Village to prohibit unauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft of this information. Copies of the Village Information Systems Security Policy shall be available to all system users, supervisory personnel, the Village Board of Trustees, and other parties with a demonstrable need to know.

Section 29.3 System Usage

A. Use of Information Systems

1. Management Authority to Enforce Policies: The Village uses access controls and other security measures to protect the confidentiality, integrity, and availability of the information handled by computers and communications systems. In keeping with these objectives, management maintains the authority to: (1) restrict or revoke any user's privileges, (2) inspect, copy, remove, or otherwise alter any data, program, or other system resource that may undermine these objectives, and (3) take any other steps deemed necessary to manage and protect its information systems. This authority may be exercised with or without notice to the involved users. The Village disclaims any responsibility for loss or damage to data or software that results from its efforts to meet these security objectives.

2. **Granting Access to Others:** Individuals shall not use their access to the Village information system to allow others to access and/or use system resources and facilities. A user's login ID and password shall not be given to others unless prior approval has been given by your Department Head. Additionally, users are not allowed to log in on behalf of others and then allow such access to go unsupervised. To do so exposes the authorized user to responsibility for actions that the other party takes with the access. If users legitimately need to share computer files, they are encouraged to use designated directories on local area network servers or electronic mail attachments. If additional accounts, logins, or privileges are needed for employees to perform their assigned duties, the employee's supervisor should contact the Finance Department or designated system administrator.
3. **Modification of Production Information:** Users shall be restricted from modifying production data unless such modification is through the intended production software. Users are not permitted to use text editor, programming debuggers, or other system tools to modify application program data directly. Only authorized information systems personnel shall be allowed to perform such operations during maintenance or troubleshooting operations, and reasonable precautions such as file backups and special logins shall be used.
4. **Revocation of Access Privileges:** The Village reserves the right to revoke the privileges of any user at any time. Conduct that interferes with the normal and proper operation of Village information systems, which adversely affects the ability of others to use these information systems, or which is harmful or offensive to others will not be permitted.
5. **User Actions to Delay or Interrupt Service:** The activities of users of shared computer systems must not cause these systems to unduly delay or interrupt the provision of service to other users. An exception is made for system security administrators, system managers, and computer operators, all of whom need such privileges to do their jobs.
6. **Exploiting Systems Security Problems:** Users must not exploit vulnerabilities or deficiencies in information systems security to damage systems or information, to obtain resources beyond those they have been authorized to obtain, to take resources away from other users, or to gain access to other systems for which proper authorization has not been granted. All such vulnerabilities and deficiencies should be promptly reported to the Finance Director.
7. **Software Tools Designed to Circumvent System Security:** The use of programs or other tools, that are designed to compromise system security, bypass operating system controls, read and/or modify device data directly, and covertly capture transmitted data is specifically prohibited. Users shall not introduce such programs or tools even if they are not used. This policy shall not limit the use of diagnostic and analysis tools by system administrators in the course of executing this policy, or any other necessary system maintenance and/or troubleshooting operation.

8. Games May Not Be Stored or Used on Village Computer Systems: Games may not be stored or used on Village information systems. The installation and operation of game software may negatively impact the operation of systems for legitimate purposes. Games are often sources of computer viruses. Furthermore games are often duplicated and distributed illegally, and may inadvertently subject the Village to liability for unauthorized software copying. Programs specifically designed for training purposes shall be excluded from this policy only if prior authorization is given.

B. Security Incident Reporting

1. Internal Reporting of Information Security Problems: Employees have a duty to report all information security violations and problems to the Assistant Village Manager or system administrator on a timely basis so that prompt corrective action may be taken.
2. Immediate Reporting of Suspected Computer Virus Activity: Computer viruses can spread quickly and need to be eradicated as soon as possible to limit serious damage to computers and data. Accordingly, users must report a suspected computer virus infestation to the Assistant Village Manager and system administrator immediately after it is noticed.
3. Retention of Information Security Problem Information: Information describing serious information security problems related to an employee's actions shall be noted in the employee's personnel file.

C. System Administration

1. Retention Period of Logs: Logs containing computer security relevant events should be retained for at least ninety (90) days. Logs should be secured such that they cannot be modified, and such that they can be read only by authorized persons. These logs are important for error correction, auditing, recovery, and related efforts. It is understood that not all systems will be capable of supporting this policy. For those systems where logs are generated, systems should be configured for at least the minimum retention period.
2. Restriction of Special System Privileges: Special system privileges and/or administrative privileges, such as the ability to examine the files of other users, assign access rights, create and/or modify user accounts, shall be restricted to those directly responsible for system management and/or security or authorized delegates. Such privileges shall be assigned on the basis of need and in consultation with management. Such privileges shall be restricted to the smallest number of users needed for the efficient administration of the systems affected.

3. **Restricted Use of Systems Software Utilities:** Access to systems software utilities and software development programs shall be restricted to a small number of trusted and authorized users.
4. **Information Capture When Computer Crime or Abuse is Suspected:** To provide evidence for investigation, prosecution, and disciplinary actions, certain information should be immediately captured whenever it is suspected that a computer crime or abuse has taken place. The relevant information will then be securely stored off-line until such time as legal counsel determines that Village will no longer need the information.

Section 29.5 System Access Control

A. Password Management Best Practices

1. **Password selection:** System users shall use best practices in establishing their passwords and take necessary precautions to ensure their passwords maintain the security in the system. Passwords:
 - a) Should follow current IT directed Guidelines
 - b) Cannot contain the users account name or parts of the users full name that exceed two consecutive characters
 - c) Shall not be reused.
2. **Password security:** Users shall not display, leave or print passwords in a manner that would allow unauthorized parties to observe or discover them.
3. **Periodic Password Changes:** All users should change their passwords at least once every 365 days.
4. **Disclosure Forces Password Changes:** Passwords must be promptly changed if they are known to have been disclosed to unauthorized parties. Contact a system administrator to change your password.
5. **Changing Vendor Default Passwords:** All vendor-supplied default passwords should be changed before any computer or communications system is used for production purposes.
6. **Limit on Consecutive Unsuccessful Attempts to Enter a Password:** To prevent password guessing attacks, the number of consecutive attempts to enter an incorrect password should be strictly limited. After fifteen unsuccessful attempts to enter a password, the involved user-ID should be either: (a) suspended until reset by a system administrator, or (b) temporarily disabled for no less than one hour. It is understood that not all systems will be capable of supporting this policy.

7. Password Sharing Prohibition: Passwords must not be shared or revealed to anyone else besides the authorized user. To do so exposes the authorized user to responsibility for actions that the other party takes with the password. If users legitimately need to share computer files, they are encouraged to use designated directories on local area network servers or electronic mail attachments. Department Heads may make specific exceptions.

B. User Logins

1. Naming Standard for a Consistent User-ID on All Platforms: Where possible, users should have a consistent login name or user-ID across multiple computer systems. This policy is meant to reduce the burden of users being forced to remember numerous login names or user IDs. It also provides administrative simplification and consistency.

This policy is also intended to facilitate the establishment and administration of single sign-on systems. It is understood that some systems may have specific user-ID requirements which will not conform to the standard due to limitations on ID length and composition.

2. Deactivation and/or suspension of User Logins / Accounts: Users whose employment has been terminated or suspended shall have their accounts promptly disabled. Accounts shall remain inactive during a suspension until such time as the user is reinstated as an active employee. For terminated users the account shall remain inactive until data, file, and programs rights can be transferred to another user and/or deleted, after which the account shall be removed.

The user's supervisor or Department Head shall give timely notice of any change in employment status or disciplinary action which would necessitate the actions described above.

C. User Sessions

Employees shall log out or lock all data devices if they are being left unattended for a period of time. Leaving systems accessible while unattended makes unauthorized access of information possible.

D. Remote Access

Access Control for Remote Computer Access: The system administrator may allow remote access of Village data networks for users when required for effective and efficient performance of the employee's duties. Employees granted remote access privileges shall take all precautions outlined in this policy to ensure the integrity and security of Village data.

E. Two Factor Authentication

When available users shall use two factor authentication log in in procedures. Two Factor Authentication shall be required to the Village's network and cloud storage drives.

Section 29.4 Privacy, Confidentiality and Rights

A. Property and Equipment Rights

1. Information as an Important Asset: Information is an important Village asset. Accurate, timely, relevant, and properly protected information is essential to Village operations. To ensure that information is properly handled, all accesses to, uses of, and processing of Village information must be consistent with all applicable Village policies and standards.
2. Property Rights to Computer Programs and Documentation: Without specific written exceptions, all programs and documentation generated by, or provided by employees and consultants for the benefit of Village are the property of the Village of Clarendon Hills.
3. Responsibility for Making Unauthorized Software Copies: The Village strongly supports adherence to software vendors' license agreements and copyright holders' notices. Unauthorized copies of software are prohibited by the Village. Any user making unauthorized copies is doing so without the approval, consent, or knowledge of the Village.
4. Right to Free Speech Does Not Apply to Village Systems: Village information systems are not intended to be used for, and shall not be used for the purpose of exercising rights to free speech.
5. Right to Censor Data: The Village reserves the right to censor any data posted to Village computers or networks. These facilities are private systems, and not public forums, and as such do not provide First Amendment free speech guarantees.
6. Right to Remove Offensive Material Without Notice: The Village retains the right to remove from its information systems any material it views as offensive or potentially illegal.
7. Use of Village Information for Non-Municipal Purposes: Village information (databases, mailing lists, internal software, computer documentation, etc.) should only be used for municipal purposes. Use of these information resources for any other reason will be permitted only after written permission has been granted. This policy shall not apply to instances where information is specifically provided under the Village's Freedom of Information Act procedures.

8. Use of Information Systems Belonging to Employees on Village Property: Employees shall not operate their own computers, computer peripherals, or computer software inside Village facilities without prior authorization from their Department Head and the system administrator.
9. Alteration/Expansion of Village Computers: Village computer equipment must not be altered or added to in any way (e.g., upgraded processor, expanded memory, or extra circuit boards) without Assistant Village Manager or system administrator knowledge and authorization.

B. Privacy

1. Electronic Monitoring of Employees
Employees may be subject to electronic monitoring while using Village information systems. This monitoring may be used to measure performance, to determine compliance with all applicable Village rules, policies and procedures, as well as to protect worker personal property, worker personal safety, and Village property and interests.
2. Personal Files Stored on Computers: Village computers shall not be used for the storage of personal confidential information.

C. Confidentiality

1. Handling of Third Party Confidential & Proprietary Information: Unless specified otherwise by contract or specific provisions of the Freedom of Information Act, all confidential or proprietary information that has been entrusted to the Village by a third party must be treated as though it is confidential information.
2. Browsing on Village Systems and Networks Prohibited: Users should not browse through Village information systems or networks for non-job related purposes. For example, curiously searching for interesting files and/or programs in the directories of other users is prohibited. Steps taken to legitimately locate information needed to perform one's job is not considered browsing.
3. Notification of Suspected Loss or Disclosure of Confidential Information: If secret, confidential, or private data is lost, is disclosed to unauthorized parties, or is suspected of being lost or disclosed to unauthorized parties, the employee's supervisor and the system administrator must be notified immediately.
4. Release of Internal Network Information: The internal addresses, configuration, and related system design information for Village computer systems shall not be disclosed without explicit management approval.
5. Disclosure of Information Regarding Information System Vulnerabilities: Specific information about information system vulnerabilities, such as the details of a recent

system break-in, must NOT be distributed to persons who do not clearly have a demonstrable need-to-know.

Section 29.5 Data/Program Backup and Protection

A. Backup & Protection Requirements

1. Backup Requirement: All sensitive, valuable, or critical information resident on Village information systems must be periodically backed-up. All local area network (LAN) servers shall be backed up daily. Personal computers (PC) are not backed up, and therefore should not be used for the storage of sensitive, valuable, or critical information.
2. Location of User Files: Users are strongly encouraged to store all data files on servers, cloud drives and host systems. Users are strongly discouraged from saving such files on local PC hard disks or other storage devices.

File servers, cloud drives and host systems provide several advantages for file storage including: (a) regular file backups and protection of backup media, (b) file access protection via server and host security systems, (c) access to files regardless of the users location with proper authentication.

Storage of files on individual personal computer drives or removable storage devices (such as flash drives) can cause the following problems: (a) lack of daily file backups, leading to the loss of data via hardware failure, (b) failure and/or data loss, (c) no security protection offered to prevent unauthorized users from viewing, modifying, and/or destroying data, (d) inability to access information from other locations.

B. Encryption

Encryption processes must not be used for Village information unless the processes are first approved by the system administrator.

C. Computer Viruses

A computer virus is an unauthorized program that replicates itself and spreads onto various data storage media and/or across a network. The symptoms of virus infection include considerably slower computer response time, inexplicable loss of files, changed modification dates for files, increased file sizes, and total failure of computers.

1. All User Involvement With Computer Viruses Prohibited: Users must not intentionally write, generate, compile, copy, propagate, execute, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. This shall include any software known as a virus, bacteria, worm, or Trojan horse. Knowingly possessing such software and intentionally introducing such software into Village information systems shall be subject to disciplinary action including,

- but not limited to, suspension of all user privileges, accounts, and access to computer systems, and discharge. Such actions will be equivalent to the willful destruction of Village property.
2. **Approved Virus Checking Programs Required on PCs and LAN Servers:** Virus checking programs approved by the system administrator must be continuously enabled on local area network (LAN) servers and networked personal computers (PCs). Such software may be temporarily disabled for diagnostic and maintenance procedures. The permanent removal of such programs from any personal computer shall not occur with approval of the system administrator.
 3. **Prohibition Against Downloading Unauthorized Software:** Users must not download software from electronic bulletin board systems, external electronic mail systems, external communication networks, or other systems outside the Village. This prohibition is necessary because such software may contain viruses, worms, Trojan horses, and other software which may damage the Village's information and systems.
 4. **Users Should Not Attempt to Eradicate Computer Viruses:** Because viruses can be very complex, users must not attempt to eradicate them from their systems. If users suspect infection by a computer virus or are informed of an infection via previously installed virus detection software, they must immediately stop using the involved computer and contact the Assistant Village Manager or system administrator.

Section 29.6 Physical Security

A. **Access to Computer and Equipment Rooms:** Access to every central computer and equipment shall be physically restricted where practical. The level of access restriction may be varied between normal operating hours and after-hours periods. Operating departments will consult with the Assistant Village Manager and system administrator prior to changing access methods and restrictions.

B. **Positioning Workstation Screens:** The screens on workstations used to handle highly sensitive information should be positioned such that persons in public spaces cannot readily read displayed information.

SECTION 30. SAVINGS CLAUSE AND AMENDMENTS

Section 30.1 Savings Clause

Invalidation of any section of these personnel policies and procedures shall not affect the validity of the other sections.

Section 30.2 Amendments

Amendment of these policies and procedures shall be approved by a majority vote of the Village Board. Copies of such amendments shall be distributed to all employees, who will be required to confirm in writing they have received any such Amendments.

SECTION 31. VOLUNTARY EMPLOYER SPONSORED RETIREMENT ACCOUNTS

Section 31.1 Employer Sponsored 457(b) Plan

The Village shall offer employees an employer sponsored 457(b) plan. The plan provider shall be chosen and administered by the Village Manager or his/her designee. As a voluntary plan, all fees associated with the plan shall be paid by the enrolled employees subject to the negotiated plan agreement. The Village will make no direct contributions to employee accounts unless provided for under the terms of an employee contract approved by the Village Board. The Village Manager or his/her designee shall use the standards set by Employee Retirement Income Security Act of 1974 as a guideline for fiduciary responsibility and when selecting a plan provider.

Section 31.2 Employer Sponsored Retirement Health Savings Plan

Employees provided a retirement incentive as specified in section 26.7 of this manual may be eligible for this retirement incentive to be deposited into a retirement health savings account per the terms of the retirement incentive agreement. The plan shall be chosen and administered by the Village Manager or his/her designee. As a voluntary plan, all fees associated with the plan shall be paid by the enrolled employees subject to the negotiated plan agreement. The Village will make no direct contributions to employee accounts unless provided for under the terms of an early retirement incentive agreement approved by the Village Board.

SECTION 32. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA) POLICY

Section 32.1 Village Requirements

The Village of Clarendon Hills will maintain the confidentiality of “protected health information” (“PHI” as defined by HIPAA) and other information that is deemed to be confidential by other laws. This information may include, but is not limited to, information on patients, employees, residents, other employees, and financial and governmental operations. Such information is made confidential by law (such as PHI under HIPAA) or by Village policies. Confidential information may be information in any form: e.g., written, electronic, oral, overheard or observed. Access to all medical information is granted on a “need to know basis.” A “need to know” is defined as information that is required in order to do an employee’s job.

Section 32.2 Training

The Village will provide all new employees with a HIPAA overview during new employee orientation. Some employees, depending on their job duties, are required to attend additional training as determined by the Village.

Section 32.3 Employee Requirements

During daily work, an employee may be exposed to information that is considered strictly confidential. This information should not be discussed with anybody, except as necessary to do their job, including: other patients, co-workers, other families, the employee’s family, and friends. Employees must be alert to others overhearing professional discussions regarding a patient's condition or an employee's behavior/performance.

Section 32.4 Public Inquiries

Any inquiries from the media or public, through Freedom of Information Requests (FOIA) or otherwise, concerning a medical information should be referred to Village Manager’s Office.

Section 32.5 Violations

Violations of HIPAA are extremely serious and may result in disciplinary action up to and including termination.

SECTION 33. CHILD PROTECTION MANAGEMENT POLICY

33.1 Purpose

Several departments within the Village and outside groups utilize the Village facilities for programs targeted toward children and young adults. Children and young adults are present at many Village activities including but not limited to:

- Department Open Houses
- Tree Lighting Ceremony
- Summer Concert Series

Therefore, it is imperative that the Village has a policy that helps to promote a safe and secure environment for those children and young adults and limits the liability of the Village. All children and young adults have the right to be protected from abuse and therefore, child protection is the responsibility of everyone. Those who operate activities and facilities for children and young adults accept a tremendous responsibility for the protection and safety of minors. The protection of young persons as it pertains to this policy includes:

Procedures for creating a protected environment for children and young adults that ensure safe physical aspects and suitable staff.

Procedures for responding to concerns raised by children and young adults using our facilities.

33.2 Management Commitment

Management shall take a child protection perspective when hiring employees to serve at a activity sponsored by the Village or outside entity. Management must support the issue of child protection and communicate the importance to the organization. Management will ensure that the policy is adhered to from the hiring stage through the completion of the activity.

33.3 Recruitment, Training, and Acceptance

Recruitment, training, and acceptance of a paid or volunteer worker are the first levels of ensuring the safety of the children or young adults involved in a program. The training of paid and volunteer employees of the Village or outside entity should include the familiarization with this policy and the responsibilities of reporting claims or incidents to the proper authorities.

Paid and volunteer workers can be refused a position if an application is falsified or reference check reveals a history not conducive to working with children or young adults. A person may be offered a position if they pass all the necessary procedures.

33.5 Special Needs for Children and Young Adults

Special needs children or young adults may include those with communication problems, learning disabilities, and emotional issues. The individual child and setting will be taken into account to facilitate and create reasonable accommodations for these special needs participants. These needs may include interpreters and assistance with physical needs.

33.6 Suitability Concerns and Procedures

When management is considering operating an activity, the layout of the premises and site must be considered in terms of the children's safety and protection. An assessment of possible physical risks should be completed prior to the activity. A protection audit should be conducted to look at the size of the group, rooms used for the activity, and staffing ratio. No adult should be alone with a child (children) or young adult(s) at any time.

33.7 Reporting Concerns and Procedures

All persons involved with children or young adults should know the clear and identified channel to report concerns, incidents, or suspicions. A senior staff member will be designated as the contact for paid and volunteer employees. The designated person will determine to move the concerns onward to the proper authorities (e.g. police, social services, counseling, etc.). Adequate records of concerns, incidents, and accidents will be maintained and reviewed to eliminate risk for the Village and the persons involved.

Disclosures and complaints from children and young people are rare. When a child tells an adult about possible abuse, the child's statement should not be ignored or dismissed. Paid and volunteer employees have an ethical duty to report any reasonable concern that is brought to them from the child or young adult. When a report is made, the date and time should be recorded along with the persons involved in the incident. The incident should then be reported to the proper authority. An adult worker should not investigate or interrogate a child or person involved. The adult should ensure the child is safe and report the incident to the proper authority as soon as possible.

SECTION 34. WORKPLACE VIOLENCE POLICY

34.1 Objective

It is the objective of the Village of Clarendon Hills to ensure the safety and well-being of its employees and individuals conducting business with the Village.

34.2 Violence Free Work Place

The Village has established a zero-tolerance policy for any violent acts or threats directed by or toward any Village employee or individuals conducting business with the Village. This policy applies at all times during which an employee is conducting Village business.

34.3 Definition of Violence

Violence includes, but is not limited to:

- Any physical behavior that involves aggressive physical contact with any other person, including pushing, hitting, fighting, throwing objects or otherwise. intentionally injuring another person or attempting to injure another person
- Any physical behavior that would place a reasonable person in fear of receiving imminent physical injury or other aggressive physical contact of the sort described above.
- Possession of a weapon such as a gun, knife, razor, or other instrument not used in the workplace or performance of duties that could be used as a weapon.
- Verbal behavior which involves threatening physical harm, either directly or implicitly, against any person.
- Any act of vandalism or other intentional damage or destruction of Village or private property.

Workplace violence also includes instances where a non-employee makes such acts or threats against an employee.

Workplace violence does not include activities covered by Police Department regulations concerning the use of force in the performance of law enforcement duties, which are treated separately by that department.

34.4 Employee Responsibility

Employees who become aware of any violence or threat of workplace violence, whether by an employee or non-employee, are required to immediately report such action to his supervisor or department head. Employees should not confront the person against whom his/her complaint is lodged.

34.5 Notifications

If a supervisor or a department head receives a complaint, it is his/her responsibility to notify the Village Manager as soon as is reasonably possible. All complaints should be given a high priority and an investigation of the incident shall be initiated.

34.6 No Retaliation

When an employee reasonably and in good faith opposes or reports any workplace violence or threat, or testifies, assists, or participates in an investigation of or hearing concerning allegations of threats of violence, no person or group of persons may retaliate against the employee.

34.7 Violations/ Discipline

Violations of this policy may result in disciplinary action up to and including immediate termination. Progressive disciplinary actions are listed in this manual. Employees should also understand that such behavior may constitute criminal conduct and may result in criminal prosecution.

SECTION 35: TRAVEL EXPENSE POLICY

Reimbursement of travel expenses for employees and appointed and elected officials of the Village of Clarendon Hills shall be in compliance with the Illinois “Local Government Travel Expense Control Act” (the “Act”) (Public Act 99-0604; 50 ILCS 150/1 *et seq.*), as amended, and pursuant to the requirements set forth herein.

35.1 Definitions (See, 50 ILCS 150/5):

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

"Local public agency" means a school district, community college district, or unit of local government other than a home rule unit.

"Travel" means any expenditure directly incident to official travel by employees and officers of a local public agency or by wards or charges of a local public agency involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

35.2 Travel Expenses (See, 50 ILCS 150/5):

“Travel expenses” are those expenses “directly incident” to official travel by Village employees or appointed or elected officials (or “wards or charges”), which involve reimbursement or direct payment to private companies providing “transportation or related expenses.” These expenses include ordinary and reasonable travel, meal, and lodging costs incurred for the authorized and legitimate purposes of the Village.

35.3 Entertainment Expenses (See, 50 ILCS 150/25):

The Village shall not reimburse any appointed or elected Village official, officer or employee for any entertainment expense, unless such expense is ancillary to the purpose of the program or event.

35.4 Expense Authorization (See, 50 ILCS 150/10, 15 and 20):

The standard travel expense reimbursement form provided by the Village must be completed and authorization for travel expenses obtained prior to the activity or travel, unless preapproval is not reasonably possible. The information is to include the employee or official’s name, title/office, reason for the travel, travel dates and destination, cost estimates for transportation, lodging, meal, and other necessary costs or receipts for the cost of the travel, meals, or lodging if the expenses have already been incurred. The employee or official should indicate whether per diem or actual reimbursement allowances

will be requested. The lowest reasonable travel cost option(s) should be chosen whenever possible and shall be within the budgeted limits for travel expenses. A roll call vote at an open meeting of the Village Board is required to approve the travel expenses of any member of the Village Board, or to approve any travel expense which exceeds the expenses allowable under this Policy due to an emergency or other extraordinary circumstance.

35.5 Reimbursement (See, 50 ILCS 150/10, 15 and 20):

Payment or reimbursement for an authorized employee's or official's travel expenses shall be for those activities which involve Village business or study, training, certification or continuing education as recommended or directed by law or by an applicable agency or entity with oversight or regulatory authority over the Village or for activities which further the knowledge or expertise of the employee or official, or involve the sharing of such knowledge or expertise, or which involve professional collaboration with others in the employee's or official's professional field.

The maximum allowable reimbursement for travel expenses shall be the per diem expense or the actual, ordinary and reasonable expenses incurred.

Per diem expenses are based on federal per diem rates. Refer to the Internal Revenue Service ("IRS") per-diem rates guidelines according to geographic areas involved in travel. IRS per-diem rates can be found in the [*IRS Publication 1542*](#). Because rates for specific localities may change frequently, the employee or official should ensure that the applied rate is appropriate to the actual dates of travel. Documentation substantiating or confirming the travel expenses (confirming travel, meals, activity attendance, etc.) must be submitted for reimbursement.

For actual expenses, the original receipts or proofs of payment are required.

SECTION 36: U.S. DOT DRUG FREE WORKPLACE POLICY

SECTION 37: WORK PLACE INJURY FORMS

IRMA DUTY STATUS REPORT FORM

Patient Name: _____

Date of Injury: _____

Job: _____

(To be completed by Physician)

Is the Employee able to perform his/her regular work? Yes ☐ No ☐

Please check any work tolerance limitations due to this injury:

Physical Limitations	Full Restriction	Partial* Restriction	No Restriction
Sedentary – Lifting 0 to 10 Pounds			
Light – Lifting 10 to 20 Pounds			
Moderate – Lifting 20 to 50 Pounds			
Heavy – Lifting 50 to 100 Pounds			
Pulling/pushing, carrying			
Reaching or working above the shoulders			
Walking			
Standing			
Sitting			
Stooping			
Kneeling			
Repeated bending			
Climbing			
Operating a motor vehicle, crane, tractor, etc.			

* If partial restriction, please explain: _____

Exposure Limitations (Specify): Heat ☐ Cold ☐ Dust ☐ Fumes ☐

Please provide estimated date of return to: Regular Work: _____

If employee is able to resume work, has he/she been advised: Yes ☐ No ☐

Please provide diagnosis, prognosis and treatment recommendations: _____

Date of examination: _____ Date of further appointments, if any: _____

Signature and typed/printed name of physician:

Physician Signature

Type/Print Name

G:\IRMA Organization\WEBSITE\WORD DOCUMENTS\RISK MANAGEMENT SERVICES\Model Best Practices Policies\Admin\ModelReturnToWorkPolicy.doc

PHYSICAL DEMANDS SUMMARY

The sole purpose of this summary is to serve as a guideline to assist the medical provider, functional capacity evaluation facility, claims representative and management in the facilitation of the return to work process. This form should be added to any job description that does not already include the specific physical demands of the job.

Key				
N = Never O = Occasional F = Frequent C = Continual				
ACTIVITY	FREQUENCY			
	N	O	F	C
Lift/Carry				
5 lbs. or less				
6 – 10 lbs.				
11 – 25 lbs.				
26 – 50 lbs.				
51 – 75 lbs.				
76 – 100 lbs.				
Over 100 lbs.				
Push/Pull				
12 Lbs. or less				
13 – 25 lbs				
26 – 40 lbs.				
41 – 100 lbs.				
Over 100 lbs.				
Bend				
Squat / Kneel				
Twist / Turn				
Climb				
Crawl				
Reach Above Shoulder				
Reach Outward				
Stand / Walk				
Sit				
Drive:				
Automatic				
Standard				
Type / Keypunch				

AUTHORIZATION FOR MEDICAL RECORDS AND COMMUNICATION RELEASE

I authorize any licensed physician, chiropractor, medical practitioner, hospital, clinic, or other medical or medically related facility, insurance company or other organization, institution or person, that has any records or knowledge of my mental or physical health, history, condition or well-being to supply such information to my employer, the Intergovernmental Risk Management Agency (IRMA), or their attorneys.

I specifically authorize any treating physician or medical care provider to communicate orally or in writing with my employer, IRMA as claims administrator, their rehabilitation and/or medical management consultants or their attorneys, as to my care and treatment, and as to any other issues including, but not limited to: diagnosis, prognosis, causal connection of care and treatment to my work injury or duties, and ability to work. I hereby waive my physician-patient privilege. In conjunction with this, I also authorize any treating physician or medical provider to review any additional material provided to them.

A photocopy of this authorization shall be as valid as the original. This release shall remain valid for the length of my claim.

Name-Please Print

Signature

Date

EMPLOYEE'S STATEMENT OF INCIDENT

(Can be used for both Workers' Compensation & Liability)

Employee must complete all questions in own handwriting. (Use another sheet, if more space is needed.)

Name: _____ Phone Number-Day: _____
Address: _____ Phone Number-Night: _____
City: _____ State: _____ Zip Code: _____
Department: _____ Job: _____ Supervisor: _____
Date & Hour Injury Occurred: ____/____/____ AM [] PM []
Where did this occur: _____

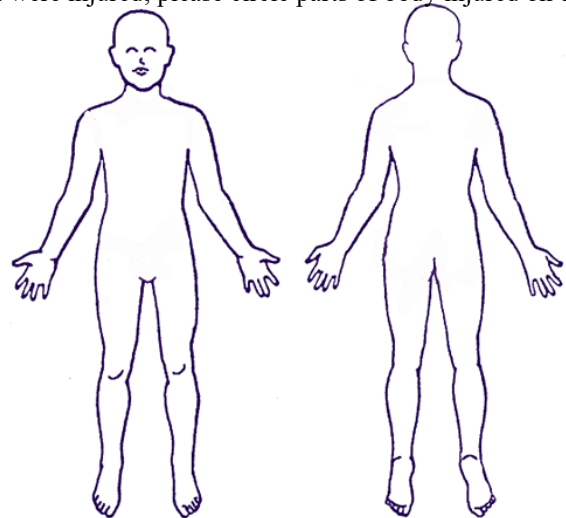
Date & Hour You Notified Employer: ____/____/____ AM [] PM []

Reported to Whom: _____ Names of Witnesses: _____

Explain exactly what happened: _____

If injured, complete the remainder of the form. If not injured, sign and date at the bottom of the form.

Describe the nature of all injuries, identifying the parts of your body that were injured; please circle parts of body injured on diagram.



What were you doing at time in injury?

Describe anything you were doing differently than usual.

Have you had complaints to the same part of the body in the past? _____

Date & Time you first saw doctor: ____/____/____ AM [] PM []

Names of all doctors you have seen for injury: _____

First full day/shift missed due to this injury: ____/____/____ AM [] PM []

I have read the above statement and it is true and complete to the best of my knowledge.

Employee's Signature: _____ Date: _____

ILLINOIS FORM 45: EMPLOYER'S FIRST REPORT OF INJURY*Please type or print.*

Employer's FEIN		Date of report	Case or File #	Is this a lost workday case? Yes / No
Employer's name			Doing business as	
Employer's mailing address				
Nature of business or service			SIC code	
Name of workers' compensation carrier/admin.		Policy/Contract #	Self-insured? Yes / No	
Employee's full name		Social Security #	Birthdate	
Employee's mailing address			Employee's e-mail address	
Male / Female	Married / Single	# Dependents	Employee's average weekly wage	
Job title or occupation			Date hired	
Time employee began work	Date and time of accident		Last day employee worked	
If the employee died as a result of the accident, give the date of death.		Did the accident occur on the employer's premises? Yes / No		
Address of accident				
What was the employee doing when the accident occurred?				
How did the accident occur?				
What was the injury or illness? List the part of body affected and explain how it was affected.				
What object or substance, if any, directly harmed the employee?				
Name and address of physician/health care professional				
If treatment was given away from the worksite, list the name and address of the place it was given.				
Was the employee treated in an emergency room? Yes / No		Was the employee hospitalized overnight as an inpatient? Yes / No		
Report prepared by	Signature		Title and telephone #	

Please send this form to the ILLINOIS WORKERS' COMPENSATION COMMISSION 701 S. SECOND STREET SPRINGFIELD, IL 62704. IC45 12/04

By law, employers must keep accurate records of all work-related injuries and illness (except for certain minor injuries). Employers shall report to the Commission all injuries resulting in the loss of more than three scheduled workdays. Filing this form does not affect liability under the Workers' Compensation Act and is not incriminatory in any sense. This information is confidential.



SUPERVISOR'S INVESTIGATION REPORT

PLEASE MAIL OR FAX (708) 562-0900 ACCIDENT REPORT FORM TO IRMA WITHIN 5 WORKING DAYS

This report shall be completed in ink by the supervisor of the injured, **no later than the end of the injured person's work shift**. The report shall then be forwarded to your claims coordinator **within 24 hours**, along with the completed form IC45.

Any additional information, including a completed wage statement (if applicable), should follow as soon as possible. This completed form shall then be forwarded to IRMA the **same day** the claims coordinator receives it.

The unsafe acts of persons and the unsafe conditions that cause accidents can be corrected only when they are known specifically, it is your responsibility to find them, name them and to state the remedy for them in this report.

NAME OF IRMA MEMBER (MUNICIPALITY)		DATE & TIME OF ACCIDENT / / AM PM	
DATE INJURED PERSON REPORTED ACCIDENT AND TO WHOM			
LOCATION OF ACCIDENT (The name or number of building, store, dept., floor, etc.)			
NAME OF INJURED EMPLOYEE / PHONE NUMBER		INJURED EMPLOYEE'S DEPARTMENT	INJURED EMPLOYEE'S JOB
INJURED PERSON STATUS <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SEASONAL <input type="checkbox"/> CONTRACT <input type="checkbox"/> VOLUNTEER <input type="checkbox"/> MISC.			
TIME IN JOB <input type="checkbox"/> IN TRAINING <input type="checkbox"/> UNDER 6 MONTHS <input type="checkbox"/> 6 MONTHS TO 1 YEAR <input type="checkbox"/> 1 TO 5 YEARS <input type="checkbox"/> OVER 5 YEAR			
DATE OF HIRE / /		AVERAGE NUMBER OF HOURS WORKED PER WEEK	HOURLY RATE
DESCRIBE THE INJURY			
DESCRIBE THE ACCIDENT (State what the injured was doing and the circumstances leading to the accident)			
WAS EMPLOYEE REQUESTED TO GO TO A MEDICAL MANAGEMENT NETWORK FACILITY FOR TREATMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF RESTRICTED, IS LIGHT DUTY AVAILABLE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IS EMPLOYEE STILL TREATING WITH A MEDICAL MANAGEMENT NETWORK FACILITY? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF NO, NAME & ADDRESS OF TREATING DOCTOR:	
DID/WILL INJURED PERSON MISS MORE THAN 3 WORKDAYS DUE TO THIS ACCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN			
# OF WORK DAYS INJURED PERSON MISSED :		DATE STARTED LOSING TIME: / /	
ANY WITNESSES TO THIS INJURY/ACCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IF YES, WITNESS NAME _____		TITLE/JOB DESCRIPTION _____ PHONE # _____	
WITNESS NAME _____		TITLE/JOB DESCRIPTION _____ PHONE # _____	
HOW COULD THE INJURY/ILLNESS HAVE BEEN PREVENTED?			
REMEDY (As a supervisor, what action have you taken or do you propose taking to prevent a repeat accident?)			
SUPERVISOR		REVIEWED AND APPROVED BY CLAIMS COORDINATOR	DATE REPORT PREPARED
<p align="center">USE REVERSE SIDE FOR ADDITIONAL SPACE NEEDED</p> <p align="center">PLEASE MAIL OR FAX (708) 562-0900 ACCIDENT REPORT TO IRMA WITHIN 5 WORKING DAYS</p>			

Claims-Forms-Supervisor's Investigation Report - Revised 10-2000

SECTION 38: SAFETY MANUAL/POLICIES

RISK MANAGEMENT PLAN

Section 38.1 PURPOSE

The employees of Village of Clarendon Hills are our most valuable assets. Their safety and well-being are essential to the success of our public service operations. The Village of Clarendon Hills Risk Management Policy is implemented to provide a systematic risk management program that will minimize the risk of injury to employees, and the general public, and prevent damage to property.

Section 38.2 OBJECTIVE

The objective of this policy is to protect the Village of Clarendon Hills human and financial assets by ensuring a safe environment for employees, equipment, and for members of the general public by reducing or eliminating the unsafe acts and/or conditions that cause accidents. Our safety committee system will assist in these activities and facilitate effective communication between employees and management about workplace safety and loss control issues.

Section 38.3 RISK MANAGEMENT

Risk management is a part of management. Risk Management incorporates the basic tenets of management, including the processes of planning, leading, organizing, and controlling personnel and processes in order to meet the objectives of an organization. Risk management also incorporates decisional aspects, which focuses on the following:

- Identifying and analyzing potential loss exposures.
- Identifying risk management techniques/solutions.
- Selecting and implementing the chosen solution.
- Re-evaluating to determine if the solution is effective.

Section 38.4 RESPONSIBILITIES

The success of any risk management program depends on support from key individuals such as the Village President and Board of Trustees, Village Manager, and Safety Coordinator. It is also essential that department heads, supervisors and all employees be actively involved with the day-to-day aspects of safety, loss control and risk reduction.

The general responsibilities and duties for the Village of Clarendon Hills day-to-day Risk Management Program are as follows:

Assistant Village Manager-- the Assistant Village Manager directs the overall Risk Management Program for the member. Specific responsibilities include:

- Leads safety program through example, encouragement and establishing accountability.
- Oversee establishment of annual goals and objectives of the risk management program.
- Develop a strong commitment in department heads to support the organizations risk management objectives and ensure a clear understanding of their respective safety related duties and training responsibilities.
- Participate in the executive safety committee and to guide the committee towards achieving the goals set forth in the overall risk management program.
- Reviews accident review board findings and ensures recommendations are completed.
- Select appropriate risk management techniques for resolving exposure and loss issues.
- Assist in identifying adverse organizational loss trends.
- To review the annual risk management program audits and to appraise the effectiveness of the program.
- Holds department heads accountable for risk management.

Department Heads -- Department heads have full responsibility and authority for creating and maintaining a safe and healthful work environment within their departments. To achieve such a work environment, it is necessary to put into place operating procedures that will promote, to the highest degree possible, the safety of their employees and that of the general public. Specific responsibilities include:

- Demonstrates importance of safety through actions.
- Develop and actively support a departmental safety program that will effectively control the frequency and severity of accidents. This includes the scheduling of regularly held safety training and awareness sessions at which attendance by employees is mandatory.
- To appoint representatives to serve on the employee safety committee.
- Confirms that Accident Review Board recommendations for their department are completed.
- Develops specific risk management objectives for supervisors.
- Ensure thorough and consistent job and safety training for all employees assigned to or working for the department.
- To establish, maintain, and use Job Safety Analysis in order to develop appropriate operating procedures and assist in proper training.
- Appropriately budget for needed safety expenditures.
- To hold Supervisors accountable for implementing both department and organizational-wide risk management programs and activities.
- To review all incidents involving their area of responsibility and cooperate and coordinate with other staff in the disposition and resolution of claims

and recommendations for improvements, including adherence to Village of Clarendon Hills Early-Return-To-Work Program.

Supervisors -- Supervisors have authority and responsibility for communicating and maintaining safe and healthful work environments for the employee's assigned to them. Supervisors will ensure all employees assigned to them are fulfilling risk management procedures. Supervisors also act as a liaison between department heads and employees regarding safety issues. Specific responsibilities include:

- To monitor and enforce compliance with established safety rules and procedures and to discipline violators in accordance with the provisions of the Member's Personnel Manual.
- Demonstrate, by example, good safety practices and a positive attitude towards safety.
- Conduct "safety talks" for the purpose of planning and laying out daily work assignments, and to make frequent, individual contacts with employees emphasizing potential hazards and pointing out proper procedures for avoiding them on established schedule.
- Inspect the design of new equipment and vehicles and to ensure that operators have been properly trained before they operate them.
- Conducts and signs off on safety orientation for new employees.
- Ensure safety equipment, protective devices, and proper clothing are provided and used by employees in accordance with Village of Clarendon Hills policy.
- To investigate thoroughly the causes of all accidents and to take whatever action is necessary to prevent their occurrence, even if there was no personal injury. All accident and on the job injury reports and accompanying documentation must be forwarded promptly to the safety coordinator.
- To inform all employees, whether on permanent or temporary assignment to the department, to report immediately all injuries or accidents.
- Develops and implements employee specific risk management responsibilities.
- To assist in the implementation of Village of Clarendon Hills Early-Return-To-Work/Light-Duty Program by ensuring employees work within established restrictions.

Employees -- As a condition of employment, each employee is responsible for securing his or her own safety, the safety of fellow workers and that of the general public to the extent to which the general public is affected by an act carried out by an employee. Specific duties include:

- To accept willingly, follow, and support actively all approved safety rules and/or procedures.
- To anticipate safety hazards which can arise out of a particular situation not contemplated by the written rules or procedures.
- To consult with a supervisor before proceeding with a particular job, if the appropriate procedure for handling the job is questionable or unknown.

- To concentrate on the job at hand, work on the job at a reasonable pace, and use the precautions necessary to avoid exposure to injury.
- To notify a supervisor promptly of an unsafe condition, actively, or procedure the employee has observed.
- To participate actively in the safety effort by making safety suggestions either to the departmental safety committee representative or to the supervisor.
- To keep the work areas clean and orderly.
- To use the proper tool or equipment to do a job.
- To operate no equipment without having obtained proper authorization.
- To refrain from engaging in horseplay, which can lead to serious injury and disciplinary action.
- To avoid distracting others while they are at work.
- SEAT To wear protective equipment as required either by rule, practice, or common sense.
- To arrive at work suitably attired for the job to be performed.
- Participate in accident investigation by identifying correctable causes and preventing their recurrence.
- Report to their immediate supervisor any incident, injury, occupational illness, or vehicular accident, regardless of the degree of severity, immediately, but no later than end of their work shift.

Section 38.5 GOALS/OBJECTIVES

The Executive Safety Committee will review and revise these goals and objectives annually, based on identified loss trends and/or potential loss exposures. These goals and objectives will be distributed to all Village of Clarendon Hills employees at least annually, with periodic status updates provided throughout the applicable year.

SECTION 39: HAZARD COMMUNICATION POLICY

AN EMPLOYEE’S RIGHT TO KNOW

Section 39.1 Hazardous Substance Communication

The purpose of this policy is to establish procedures for the Village of Clarendon Hills to comply with the O.S.H.A. Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200. This standard requires that the Village compile a hazardous chemicals list using material safety data sheets (MSDSs), ensure that containers are labeled, and provide employees with training.

This program applies to all work operations where employees may be exposed to hazardous substances under normal working conditions or during emergencies.

This policy shall be kept at each department location with the MSDS file and may be reviewed or copied by any employee. The following positions are described as the Hazard Communication Risk Managers and are responsible for implementing this policy.

Police Department: Police Chief or Designee

Fire Department: Captain

Public Works: Public Works Director or Designee

Village Hall/Administration: Assistant Village Manager

Under this program, employees will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which they work, safe handling procedures, and measures to take to protect themselves from these chemicals. Employees will also be informed of the hazards associated with non-routine tasks and the hazards associated with chemicals in unlabeled containers.

Section 39.2 Hazard communication Risk managers Responsibilities

1. Ensuring that all Hazardous Substance containers are labeled.
2. Requesting a MSDS every time a Hazardous Substance is purchased.
3. Maintaining a MSDS file for all such Hazardous Substances.
4. Training all new employees on the Right-To-Know and Hazardous Substances requirements.
5. Ensuring that all O.S.H.A. injury and other compliance records are maintained.
6. Ensuring that regular formal facility safety inspections occur as outlined in the Village’s *Self-Inspection Policy for Buildings/Facilities*.

Section 39.3 Material Safety Data Sheets

An MSDS provides the specific information concerning a particular chemical. The Hazard Communication Risk Manager will maintain a binder with an MSDS on every substance that contains hazardous chemicals. The MSDS will be a fully completed O.S.H.A. Form 174 or equivalent. The Risk Manager will ensure that each work site maintains an MSDS for hazardous materials at that location. MSDS's will be made readily available during all shifts.

Section 39.4 Labels and Other Forms of Warning

The Risk Manager will ensure that all hazardous chemicals within their facilities are properly labeled and updated, as necessary. If there are a number of stationary containers within a work area that have similar contents and hazards, signs will be posted on them to convey the hazard information. Written materials (MSDS) that correspond with labeled containers will be made readily available to you during your work shift.

If an employee discovers an unlabeled container that he/she suspects might contain a hazardous substance he/she should immediately advise the Risk Manager. The Risk Manager shall review the MSDS for that substance. If appropriate, he/she shall prepare a hazardous substance label for that container.

Section 39.5 Non-Routine Tasks

When employees are required to perform hazardous non-routine tasks (e.g. cleaning tanks, entering confined spaces, etc.), a special training session will be conducted regarding the hazardous chemicals to which the employee might be exposed and the proper precautions to take to reduce or avoid exposure.

Section 39.6 Training

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazardous Communication Standard and the safe use of those hazardous chemicals by the safety coordinator, department head, or risk manager. Whenever a new hazard is introduced, additional training will be provided. Regular safety meetings will also be used to review the information presented in the initial training. Supervisors will be trained regarding hazards and appropriate protective measures so they will be able to answer questions from employees and provide daily monitoring of safe work practices. In most instances, office/administrative personnel are exempt from receiving formal training, but still must receive a copy of this policy and be aware of the location of the MSDS binder containing information on hazardous chemicals.

The training plan will emphasize these items:

1. An overview of the OSHA standard and our written Hazard Communication Policy
2. Chemical and physical properties of hazardous materials (e.g., flash point, reactivity) and methods that can be used to detect the presence or release of chemicals.

3. Physical hazards of chemicals (e.g. potential for fire, explosion, etc).
4. Health hazards, including signs and symptoms associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.
5. Procedures to protect against hazards (e.g., personal protective equipment required, proper use, and maintenance, work practices or methods to assure proper use and handling of chemicals).
6. Work procedures to follow to assure protection when cleaning hazardous chemical soils and leaks.
7. Instruction on how to read and interpret the information on both labels and MSDS's and how employees may obtain additional information.

The safety coordinator and/or department head will review the employee training program and determine retraining needs. Retraining is required when the hazard changes or when a new hazard is introduced into the work place, but it will be the Village's policy to provide training regularly in safety meetings to ensure the effectiveness of the program. As part of the assessment of the training program, the safety coordinator will obtain input from employees regarding the training they have received, and their suggestions for improving it.

Section 39.7 Contracted Services

The safety coordinator and/or department head will advise outside contractors in person of any chemical hazards that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. They will also inform these individuals of the location and availability of MSDS's. Each contractor bringing chemicals on-site must provide us with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

SECTION 40: OFFICE SAFETY AND ERGONOMICS

Section 40.1 Purpose

As a result of new office technology and automation of office equipment, employees are exposed to a new set of health and safety concerns. In addition to obvious hazards such as slippery floors or an open file drawer, a modern office may also contain hazards such as, poor lighting, noise, poorly designed furniture, and equipment. The nature of office work itself has produced a whole host of stress-related symptoms and musculoskeletal strains. For example, long hours at a poorly designed computer workstation can cause pains in the neck and back, shoulders, lower extremities, arms, wrists, hands, eyes, and a general feeling of tension and irritability. The leading types of disabling accidents that occur within the office are the result of falls, strains and overexertion, falling objects, striking against objects, and being caught in or between objects.

Section 40.2 Ergonomic Review

The Village supports an ergonomic program for all Village employees. If you are experiencing musculoskeletal pain associated with your workstation, please notify the Assistant Village Manager.

Your safety coordinator will schedule an assessment of your work station and will work with to prescribe changes, involving but not limited to

- ✓ Workstation equipment realignment or readjustment
- ✓ Repositioning of workstation components and equipment
- ✓ New workstation equipment or furniture

The Safety Coordinator will complete a report of recommended changes for the relevant department manager. The Safety Coordinator will then work with employee to ensure that the health and safety concerns of the employee are met.

Section 40.3 Office Safety

Section 40.3.1 Falls

Falls are the most common office accident, accounting for the greatest number of disabling injuries. The disabling injury rate of falls among office workers is 2 to 2.5 times higher than the rate for non-office employees. A fall occurs when you lose your balance and footing. One of the most common causes of office falls is tripping over an open desk or file drawer. Bending while seated in an unstable chair and tripping over electrical cords or wires are other common hazards. Office falls are frequently caused by using a chair or stack of boxes in place of a ladder and by slipping on wet floors. Loose carpeting, objects stored in halls or walkways, and inadequate lighting are other hazards that invite accidental falls. Fortunately, all of these fall hazards are preventable. The following checklist can help stop a fall before it happens.

- ✓ Be sure the pathway is clear before you walk.
- ✓ Close drawers completely after every use.

- ✓ Avoid excessive bending, twisting, and leaning backward while seated.
- ✓ Secure electrical cords and wires away from walkways.
- ✓ Always use a stepladder for overhead reaching. Chairs should never be used as ladders.
- ✓ Clean up spills immediately.
- ✓ Pick up objects co-workers may have left on the floor.
- ✓ Report loose carpeting or damaged flooring.
- ✓ Never carry anything that obscures your vision.
- ✓ Wear stable shoes with non-slip soles.

If you find yourself heading for a fall, remember - roll, do not reach. By letting your body crumple and roll, you are more likely to absorb the impact and momentum of a fall without injury. Reaching an arm or leg out to break your fall may result in a broken limb instead.

Section 40.3.2 Strains and Overexertion

Although a typical office job may not involve lifting large or especially heavy objects, it is important to follow the principles of safe lifting. Small, light loads (i.e., stacks of files, boxes of computer paper, books) can wreak havoc on your back, neck, and shoulders if you use your body incorrectly when you lift them. Backs are especially vulnerable, most back injuries result from improper lifting. Before you pick up a carton or load, ask yourself these questions:

- ✓ Is this too heavy for me to lift and carry alone?
- ✓ How high do I have to lift it?
- ✓ How far do I have to carry it?
- ✓ Am I trying to impress anyone by lifting this?

If you feel that the lift is beyond your ability, contact your supervisor or ask another employee to assist you.

Section 40.3.3 Safe Lifting Steps

- a. Take a balanced stance, feet placed shoulder-width apart. When lifting something from the floor, squat close to the load.
- b. Keep your back in its neutral or straight position. Tuck in your chin so your head and neck continue the straight back line.
- c. Grip the object with your whole hand, rather than only with your fingers.
- d. Draw the object close to you, holding your elbows close to your body to keep the load and your body weight centered.
- e. Lift by straightening your legs. Let your leg muscles, not your back muscles, do the work.
- f. Tighten your stomach muscles to help support your back. Maintain your neutral back position as you lift.
- g. Never twist when lifting. When you must turn with a load, turn your whole body, feet first.
- h. Never carry a load that blocks your vision.
- i. To set something down, use the same body mechanics designed for lifting.

Section 40.3.4 Lifting from a Seated Position

Lifting from a seated position and coming back up places tremendous strain on your back. Also, your chair could be unstable and slip out from under you. Instead, stand and move your chair out of the way. Squat and stand whenever you have to retrieve something from the floor.

Section 40.3.5 Ergonomic Solutions to Strenuous Tasks

If you are doing a lot of twisting while lifting, try to rearrange the space to avoid twisting. People who have to twist under a load are more likely to suffer back injury.

- a. Rotate through tasks so those periods of standing alternate with moving or sitting.
- b. Ask for stools or footrests for stationary jobs.
- c. Store materials at knee level whenever possible instead of on the floor. Make shelves shallower (12-18") so one does not have to reach forward to lift the object. Break up loads so each lift weighs less.
- d. If you must carry a heavy object some distance, consider storing it closer, request a table to rest it on, or try to use a hand truck or cart to transport it.

Section 40.3.6 Struck by or Striking Objects

Striking against objects is another cause of office injuries. Incidents of this type include:

- a. Bumping into doors, desks, file cabinets, and open drawers.
- b. Bumping into other people while walking.
- c. Striking open file drawers while bending down or straightening up.
- d. Striking against sharp objects such as office machines, spindle files, staples, and pins.

Pay attention to where you are walking at all times, properly store materials in your work area and never carry objects that prevent you from seeing ahead of you.

Objects striking employees occur as a result of:

- a. Office supplies sliding from shelves or cabinet tops.
- b. Overbalanced file cabinets in which two or more drawers were opened at the same time or in which the file drawer was pulled out too far.
- c. Machines, such as typewriters that were dropped on feet.
- d. Doors that were opened suddenly from the other side.

Proper material storage and use of storage devices can avoid these accidents.

Section 40.3.7 Caught in or Between Objects

The last category of leading disabling incidents occurs as a result of office workers who get their fingers or articles of clothing caught in or between objects. Office workers may be injured as a result of:

- a. Fingers caught in a drawer, door, or window.
- b. Fingers, hair or articles of clothing and jewelry caught in office machines.

- c. Fingers caught under the knife-edge of a paper cutter.

While working with office equipment, concentrate on what you are doing.

Section 40.3.8 Material Storage

Office materials that are improperly stored can lead to objects falling on workers, poor visibility, and create a fire hazard. A good housekeeping program will reduce or eliminate hazards associated with improper storage of materials. Examples of improper storage include - disorderly piling, piling materials too high, and obstructing doors, aisles, fire exits and fire-fighting equipment. The following are good storage practices:

- ✓ Boxes, papers, and other materials should not be stored on top of lockers or file cabinets because they can cause landslide problems. Boxes and cartons should all be of uniform size in any pile or stack. Always stack material in such a way that it will not fall over.
- ✓ Store heavy objects on lower shelves.
- ✓ Try to store materials inside cabinets, files, and lockers.
- ✓ Office equipment such as typewriters, index files, lights or calculators should not be placed on the edges of a desk, filing cabinet, or table.
- ✓ Aisles, corners, and passageways must remain unobstructed. There should be no stacking of materials in these areas.
- ✓ Storage areas should be designated and used only for that purpose. Store heavy materials so you do not have to reach across something to retrieve them.
- ✓ Fire equipment, extinguishers, fire door exits, and sprinkler heads should remain unobstructed. Materials should be at least 18 inches minimum away from sprinkler heads.

Section 40.3.9 Workstation Ergonomics

Ergonomics means fitting the workplace to the workers by modifying or redesigning the job, workstation, tool, or environment. Workstation design can have a big impact with office workers health and well-being. There are a multitude of discomforts which can result from ergonomically incorrect computer workstation setups.

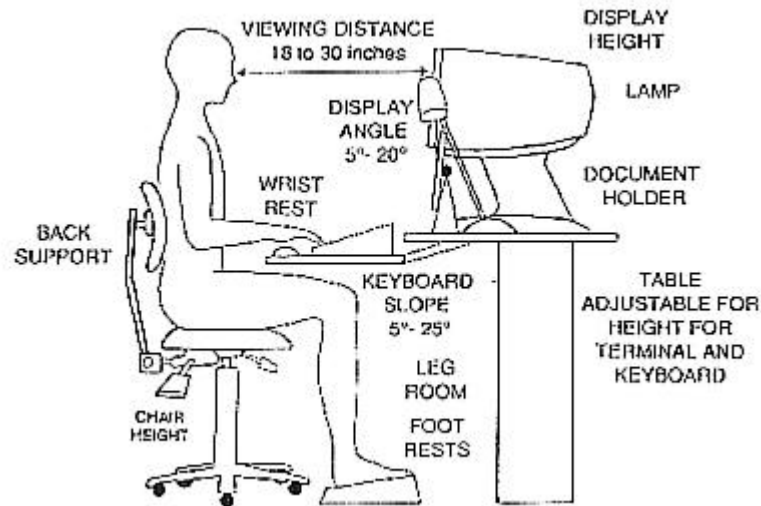
The most common complaints relate to the neck, shoulders, and back. Others concern the arms and hands and occasionally the eyes. For example, poor chairs and/or bad postures can cause lower back strain; or a chair that is too high can cause circulation loss in legs and feet.

Certain common characteristics of computer terminals jobs have been identified and associated with increased risk of musculoskeletal problems. These include:

- a. Design of the workstation
- b. Nature of the task
- c. Repetitiveness of the job
- d. Degree of postural constraint
- e. Work pace
- f. Work/rest schedules
- g. Physical characteristics of individual workers
- h. Worker Habits & Behaviors

The key to comfort is in maintaining the body in a relaxed, neutral position. The ideal work position is to have the arms hanging relaxed from the shoulders. If a keyboard is used, arms should be bent at right angles at the elbow, with the hands held in a straight line with forearms and elbows close to the body. The head should be in lined with the body and slightly forward.

There are some physical measurements in the guidelines below. Following these guidelines will likely improve the ergonomics of workstations and should help defend against repetitive stress injuries.



Refer to the diagram above. The chair seat and workstation tabletop may work fine within the acceptable range, but the key guideline is to keep the correct 90 degree angle between back and upper legs, between upper and lower legs, and between upper and lower arm, while at the same time keeping the head up and the feet flat on a support surface.

If the "right" measurements do this, all well and good, but if you are not the right size for these measurements to be effective, arrange yourself and your workstation to keep your body positioned correctly regardless of the measurements.

Making the workstation ergonomically safe is most difficult for workstations shared by two or more workers. No two workers are shaped exactly the same. The key is to build in as much flexibility as possible so that each worker can make adjustments when first sitting at the workstation.

Avoid the temptation to leave the workstation as the last person left it because it is too much trouble to change the settings. Your long-range health depends on making proper adjustments.

If you experience pain which you believe is caused by factors at work, be sure to see your doctor. Living with the pain in the hope that it will go away may result in more serious injury that is harder to treat and slower to heal.

Section 40.3.10 Chairs

- a. Legs: Rolling Chairs should have 5 legs for stability and appropriate casters for easy movement while seated.
- b. Height: Seat height should be pneumatically adjustable while seated. A range of 15-21 inches off the floor should accommodate most users. Thighs should be horizontal, lower legs vertical, feet flat on the floor or on footrest. Seat height should also allow a 90-degree angle at the elbows for typing.
- c. Seat: A seat width of 17-20 inches suffices for most people and should be deep enough to permit the back to contact the lumbar backrest without cutting into the backs of knees. The front edge should be rounded and padded. Avoid bucket-type seats. The seat should swivel easily.
- d. Backrest: The backrest should offer firm support, especially in the lumbar (lower back) region, should be 12-19 inches wide, and should be easily adjustable both in angle and height, while sitting. The optimum angle between seat and back should permit a working posture of at least 90 degrees between the spine and thighs. Seat pan angle and backrest height and angle should be coordinated to allow for the most comfortable weight load on the spinal column.
- e. Padding: A chair seat and back should be padded enough to allow comfortable circulation. If a seat is too soft, the muscles must always adjust to maintain a steady posture, causing strain and fatigue. The seat fabric should "breathe" to allow air circulation through clothes to the skin.
- f. Armrests: Armrests are optional, depending on user preference and tasks performed. They should not restrict movement or impede the worker's ability to get close enough to the work surface. The typist should not rest his or her forearms on armrests while typing.

Section 40.3.11 Tables and Work Surfaces

- a. Copy Stand: Use of a copy holder-instead of resting copy on the tabletop-helps eliminate strain and discomfort by keeping the copy close to the monitor and at the same height and distance from the user's face as the screen.
- b. Bi-Level: User comfort (and strain avoidance) dictate that the keyboard should be at a lower level than the screen so that the screen can be viewed comfortably, and the keyboard used comfortably. The familiar arrangement of stacking the monitor on the computer while keeping the keyboard on the tabletop can be successful. Another possibility is to use a special lower shelf for the keyboard. This may be especially useful when the tabletop is also needed as a writing surface-writing height for an individual is usually higher than that person's keyboard height.
- c. Height: Correct table height depends upon the user of a workstation and upon the chair and other factors that interact with the user and table. The ideal is for the user to be able to sit at the table with the keyboard in place and be able to easily maintain a 90° elbow angle and straight wrists while typing. The height of an adjustable keyboard support should adjust between 23" and 28" to accommodate most-but not all-users. 26" is a recommended compromise position, while leg clearance must still be considered.
- d. Surface Area: The tabletop should be big enough to allow space not only for all computer-related necessary equipment, but also for paperwork, books, and other materials needed

while working at the computer. Working with materials on chairs and at odd angles has the potential for neck and other body strain. Frequently used items should be kept close to avoid long reaches. A general recommendation is that the tabletop should be at least as big as the standard office desk -- 30" by 60". A depth of at least 30" allows flexibility in use/reuse of the table. Usable space may be maximized by good wire/cable management.

- e. Leg Room: Knee spaces should allow a worker to feel uncrowded and to allow some changes of position -- even with the keyboard support lowered to the correct level for use. The knee space should be at least 30" wide by 19" deep by 27" high to comply with the requirements of the Americans with Disabilities Act. Leg clearance should be greater than the height of the thigh and knee of the largest person using the workstation; for those using a footrest, clearance must be calculated with the legs in place on the footrest. Likewise, depth of the "clearance envelope" for both knees and toes should be evaluated while the workstation user is in a normal working position at the table (determined by the design of the seating system and the way the user sits). Drawers and support legs (for furniture) should not go where human legs need to fit.
- f. Footrests: Situations will arise in which a user is perfectly adjusted for keyboard use and with the monitor at a correct angle, but her/his feet do not rest flat on the floor. A footrest may be used to correct this problem.
- g. Edges: Table edges should be smoothed or rounded to avoid discomfort on the part of the user as hands, arms, and wrists contact the table.
- h. Construction: Sturdily built tables help avoid irritating vibrations.
- i. Surfaces: Medium and light-colored surfaces may help avoid excessive contrast with printed materials. A non-shiny surface is recommended to help in reducing glare.

Section 40.3.12 Computer Hardware

1. Monitors

Selection

- a. "Refresh rate" refers to how often a screen image is "redrawn." Too slow a refresh rate produces noticeable screen flicker, contributing to eyestrain. The minimum refresh rate for the selected monitor should be 70 MHz.
- b. The monitor should be of the non-interlaced type.
- c. The monitor should be of a tilt-swivel type, to enable the user to adjust its positioning for optimum ergonomic benefit, i.e., to minimize neck twisting and craning.
- d. Monitor screens should be as flat as possible, to minimize potential focus problems.
- e. The selected monitor must comply with MPRII guidelines (guidelines of the Swedish National Board of Testing).
- f. When selecting an LCD (liquid crystal diode) monitor or screen, the active matrix type offers the clearest image for minimizing eyestrain.

Use

- a. Optimum monitor distance from the eyes is between 18 and 24 inches. Closer distance magnifies possible eyestrain, and dust and radiation exposure.
- b. The top of the screen should be at eye level, or not more than 15 degrees below eye level. If lower than this, the monitor should be raised by means of a monitor stand or other stable

- lift.
- c. If the monitor offers a manual focus adjustment, use it frequently to ensure the image is as sharp as possible.
- d. The electrical charges in monitors attract much dust. Clean the screen frequently to keep the image sharp.
- e. Eliminate or reduce screen glare by keeping direct light sources away from the screen. Use indirect lighting if possible. Do not position the monitor in front of a brighter light source.
- f. If glare can be reduced only through the use of an optional anti-glare attachment, make sure it has an AOA (American Optometric Association) Seal of Acceptance.
- g. A monitor that utilizes dark letters on a light background, or that offers this setup option, is preferable to reduce eyestrain. In building your monitor's "desktop" or creating a document, avoid using red or blue for either the background-where they tend to be brighter than the work document-or for the regular font (text) color-where they are less distinct.

Safety

- a. Monitors not only attract dust but repel it toward the face. Keeping the screen free of dust also minimizes potential allergic reactions.
- b. Monitors are a source of radiation. While some dangers thought to exist have been found to be minimal, others are still being studied. Radiation is most prevalent out the backs and sides of monitors. Workstations backing upon one another should be at least 48 inches apart. Workstations placed side-by-side should be at least 36 inches apart.
- c. For optimum radiation safety, turn off the monitor when not in use. On most newer workstations this can be done without shutting down the computer.

2. Keyboards

- a. Height: The keyboard should be placed at approximately seated elbow height. A worker's fingers should fall on the "home" row of keys while the arms fall straight down from the shoulders and the forearms are held parallel to the floor.
- b. Wrists: Wrists should be held in a neutral position, in line with the forearm, with no bend up, down, or to either side, while typing. When your arms are dangling straight down from the shoulders and relaxed, the wrists are in their natural position. This position should be duplicated as closely as possible while using the keyboard. Studies show that cumulative trauma disorders associated with computer use can be attributed to repetitive movements made while the wrist is bent up, down or sideways from a neutral position. This causes pressure to be exerted on the tendons, nerves, and blood vessels passing through the carpal tunnel.
- c. Arms: Arms should rest at your sides, with forearms held at approximately a 90-degree angle from the upper arms. Elbows should be kept as close to the body as possible with the shoulders relaxed to reduce strain on the upper body.
- d. Posture: The head should be kept over the shoulders to reduce strain on the neck and improve blood flow to the upper body. The back should be upright, against the back of the chair, so the weight of the upper body is supported by the chair. The chair should support the natural inward curve of the spine in the lower back. A pillow or rolled towel can be used to provide extra lumbar support if needed.
- e. Pressure: Moderate to light pressure should be used when typing. Use of excessive force

can play a major role in cumulative trauma disorders. Keyboards should be operable with a light touch.

- f. Keyboard slope: The surface angle of the keyboard should be adjustable so the keys can be reached easily with the wrists in a neutral position. Some keyboards can be placed flat or angled slightly upwards at the back. A new keyboard is on the market that incorporates a negative slope, down and away from the user, and is also advertised as encouraging a neutral wrist position.
- g. Keys: Keys should be slightly concave on top to conform to the shape of the fingers and to keep them from sliding off keys. Keys should be large enough and should be spaced comfortably.
- h. Finish -- A matte finish in a neutral color is needed to keep glare to a minimum and reduce distraction.
- i. Wrist rests: Wrist rests should only be used to support the wrists in pauses between typing if this is comfortable for the individual. Placing the wrists on a wrist rest while typing can create a bend in the wrists and pressure on the carpal tunnel. Wrist rests should have rounded, not sharp, edges and should provide a firm but soft cushion.

3. Mice

- a. Always maintain a neutral wrist position, keeping wrists straight and relaxed.
- b. If you find it useful, use a mouse wrist support.
- c. Never use force when clicking or dragging the mouse.
- d. Use the whole arm to move the mouse, rather than just the forearm, which will prevent strain on the hand and wrist muscles.
- e. The mouse should be in the "immediate reach zone", avoiding placing it too far away, too low, or extended from the keyboard.
- f. Setting the mouse on a platform, slightly above the keyboard, offers natural comfort and maximum hand-eye coordination.
- g. If possible, switch the mouse to your other hand occasionally to avoid too much stress on one shoulder and arm.

Section 40.3.13 Environmental Factors

- a. Air: Keep as much fresh air inside as possible—at least two air exchanges per hour. Maintain plenty of air circulation (but not drafts) especially around printers and copiers, but do not direct airflow toward the face.
- b. Dust: The computer creates an electrostatic field that attracts negatively charged particles, creating a film of dirt and repelling positively charged particles toward the operator's face. Keep dust in the area to a minimum.
- c. Temperature and Humidity: Maintain a comfortable temperature, from 68-72 degrees F. Maintain the humidity level in the air to about 30-50% relative humidity, but exercise caution as some computer equipment (notably laser printers) cannot operate with higher humidity levels.
- d. Lighting/Glare: Keep bright lights out of your field of vision. Lights should not flicker. Monitors should be turned 90 degrees from light sources such as windows. Use shades or blinds to dampen outside light. Indirect lighting is preferable, but it should not overpower the brightness of the screen. Keep luminance in the room at a constant level (i.e., there

should be no bright spots). Use task lighting only if necessary; keep it as low as possible to do the job, but no brighter than the screen; and, make sure it does not spill light into your eyes or produce glare on the screen. Tilt the screen as appropriate to avoid glare from overhead sources. Some experts recommend not wearing white clothes which can create more glare on the screen. No one anti-glare device is best for all situations, and some (such as nylon mesh screen covers) are usually counterproductive by making the screen too dark for the surrounding light levels. In general, glare increases with the luminance, size, angle of incidence, and proximity of the source of light to the line of sight.

- e. Noise: Music, conversations, and other office noise should be low enough so as not to be distracting. Use acoustic panels and ceilings to balance sound. Ambient noise levels should be below 55 decibels.
- f. Radiation: Modern monitors have much lower radiation levels than earlier models. Maintain space behind monitors where most radiation occurs. No one should be within four feet of the back of a workstation for an extended period (and partitions do not block extremely low frequency (ELF) radiation). Because laser printers and copiers contribute to higher radiation levels, they should be situated away from staff members whenever possible.
- g. Room surfaces: Use matte finishes and neutral tones. Avoid pure white or reflective surfaces and avoid gloss or semi-gloss paint. Floors should be carpeted or have a dull finish.
- h. Space: You should have enough space to adopt various comfortable positions. While privacy may be important, you should be able to easily shift your focus to a distant object. Keep the most frequently used items within easy reach.

Section 40.3.14 Human Factors

Once you have a workstation ergonomically suited to you (and remember to adjust your workstation as soon as you sit at it), there are additional steps that you can take to avoid repetitive stress and ensure the success of a healthy working environment.

Relaxation

Maintain good, relaxed posture. Do not crook the telephone headset between your ear and neck. Keep wrists flat in a neutral position. Use as light a keystroke as possible.

Exercise

Exercise is one of the key elements in the successful outcome of an ergonomics program. You should move around at least once an hour during intensive computer use. Stretch; use recommended stretching exercises. Shift positions frequently. Vary your work routines; try to mix non-computer work with computer work. Participate in a regular fitness program away from work.

Vision

Remember to blink! A normal blink rate is once every five seconds. Give your eyes a rest before they tire; close them for a few seconds. Use eye moisturizing drops to help soothe strained or dry eyes. Choose a distant focal point and frequently refocus from the monitor to that object (about every 10 minutes). Get sufficient rest. Schedule an eye exam. Buy computer glasses if recommended. Computer glasses are especially helpful for wearers of bifocal, trifocal, and/or corrective lenses.

Preferred Posture

Ergonomics, the science of designing workplaces so they fit the person, can help reduce the stress of the repetitive motions you perform at your job. Try adjusting your office furniture so that you can keep your wrists straight while typing. (Typing with your wrists and elbows lower than your fingers is very stressful for the tendons and can put pressure on the main nerve in your hand.) Position your chair high enough so that your elbows are even with, or slightly higher than, your keyboard while you type.

- a. The feet are placed flat on the floor or other support with the thighs horizontal.
- b. Weight is taken on the buttocks and upper part of the thighs only.
- c. The movement of the legs is not restricted.
- d. There is no pressure at the back of the knees or underside of thighs.
- e. The body is held comfortably erect with the back supported in the lumbar region.
- f. The relative height of the seat and the working surface should be so adjusted that the shoulders are relaxed when the hands are resting on the keyboard. The upper arms should hang naturally with the angle between the forearm and upper arm about 90°, and with a minimum of wrist bending.
- g. The top of the visual display unit screen should be located just below the level of the operator's eyes.
- h. The source material should be positioned at the same height as the screen and at the same distance from the operator's vision, through the use of a document holder.

Setting up your Preferred Posture Position

1. Set the backrest lumbar support so it supports the natural curve in your back. The same mechanism that adjusts the angle of the backrest also adjusts seat tilt (most people seem to prefer the seat to be horizontal or tilted slightly forward). Do not adjust the chair so you are leaning backwards.
2. Set your chair height so that your arms make a 90° angle or greater when at the keyboard. If you have a desk with an adjustable keyboard section, adjust it down to achieve the same arm position.
3. If you do not have a desk with an adjustable keyboard section and after adjusting your chair up your feet are dangling, you need a footrest.
4. Your eye level should now be just above the top of the screen, if it is too low you need to raise it, using a terminal elevation box or computer arm.

NOTE: Proper implementation will avoid costly workers compensation claims for both your organization and your fellow IRMA members. It is up to each manager, supervisor and employee to observe and follow the recommendations above and to report any unsafe conditions.

SECTION 41: FIRST AID AND TREATMENT POLICY

An accident or sudden illness may cause an emergency which necessitates immediate first aid/CPR, and subsequent medical attention. Our Fire Department is well equipped to handle all emergencies and life-threatening problems.

In the case of a medical emergency, you or your supervisor should contact dispatch immediately. This can be done by dialing 9-11 from any phone. The person calling should be ready to describe the situation and give the location of the emergency. If possible, determine the nature of the illness or complaint from the patient; what medication, if any, was taken, and the patient's doctor's name. This can save valuable time. Have someone direct them to the emergency scene upon arrival.

Training will be made available to all administrative and public works staff but is not mandatory. We encourage that all supervisors and/or at least one individual in each major department/division become and maintain certification in both CPR and First Aid. On the other hand, public safety personnel, i.e., sworn police officers, fire fighters and EMT/paramedics, shall become and remain certified in both CPR and First Aid as mandated by applicable statute(s). All other personnel within these departments shall, at minimum, adhere to the above outlined practice for administrative and public works staff.

Section 41.1 Treatment of Injuries

Only qualified personnel should treat someone during a medical emergency. Take appropriate first aid action only to the degree you are trained. Protect yourself, if necessary, by using personal protective equipment, for example, gloves, mouth shield, etc. Help the ill or injured person remain calm by assuring them that help is on the way. When help arrives, be ready to assist.

Section 41.2 Medical Disorders

If you have a medical condition that could require emergency medical treatment, it is suggested you discuss this matter, confidentially, with your supervisor or with a co-worker. Make sure he/she knows how to help you if you cannot help yourself.

When someone is injured or suddenly becomes ill, there is usually a critical period before you can get medical treatment and it is this period that is of the utmost importance to the victim. You owe it to yourself and your coworkers to know and to understand procedures that you can apply quickly in an emergency.

Section 41.3 First Aid Kits

First aid kits and eyewash stations are to be located in all department buildings. Tailor your supplies to fit your particular needs. Supplies need to be clearly marked and readily available in an emergency. Also, make sure your kit is unlocked to provide easy access. Except in the case of an emergency, the name, date, and first item used should be noted on the first aid log attached to the first aid kit.

The following positions are responsible for maintaining a first aid log in their department.

Police Department: Police Chief/ Safety Coordinator

Fire Department: Captain

Public Works: Public Works Supervisor

Village Hall/Administration: Asst. Village Manager

Section 41.4 Basic First Aid Tips

- **Before assisting a victim, protect yourself first.** Assess the scene and determine the prevalent hazards, if any. Whenever possible, wear gloves to protect yourself from blood and other bodily fluids.
- **When an emergency occurs,** make sure the tongue does not block the victim's airway and that the mouth is free of any secretions and foreign objects. It's extremely important that the person is breathing freely. And if not, you should administer artificial respiration promptly.
- **See that the victim has a pulse and good blood circulation as you check for signs of bleeding.** Act fast if the victim is bleeding severely, swallowed poison or his heart or breathing has stopped. Remember every second counts.
- **It is vitally important not to move a person with serious neck or back injuries** unless you have to save him from further danger. If he has vomited and there is no danger that his neck is broken, turn him aside to prevent choking and keep him warm by covering him with blankets or coats.
- **Have someone call for medical assistance while you apply first aid.** The person who summons help should explain the nature of the emergency and ask what should be done pending the arrival of the ambulance. Reassure the victim and try to remain calm yourself. Your calmness can relieve the fear and panic of the patient.
- **Do not give fluids to an unconscious or semiconscious person.** Fluids may enter his windpipe and cause suffocation. Do not try to arouse an unconscious person by slapping or shaking.
- **Look for an emergency medical identification card** or an emblematic device that the victim may be wearing to alert you to any health problems, allergies or diseases that may require special care.
- **Heart Attacks.** Try to keep the person comfortable and calm until help arrives. If the patient has medications they are taking, have them available when firefighters arrive.

- **Serious Injuries.** Do not move a seriously injured victim. Cover them with a blanket to keep them warm.
- **Treating Shock.** Have the person lying down, preferably not on the bare ground. Do not give them anything to eat or drink. Elevate the legs slightly if there are no head or back injuries and keep them warm
- **Bleeding.** Stop bleeding by placing hand over the wound and applying direct pressure, if possible, use a clean sterile cloth. Elevate the injured part above the level of the heart.
- **Minor Burns.** Treat with cool water over the burn, and then cover with a sterile dressing.

Section 41.5 Communication

All employees, upon hire, shall receive a copy of this Medical Services and First Aid Policy as an amendment to the Village of Clarendon Hills Personnel Policy and Procedures Manual.

This policy shall be reviewed Executive Safety Committee on an annual basis and adjusted to suit the safety needs of all employees.

SECTION 42: WELLNESS POLICY

Employees are the Village of Clarendon Hills' most valuable resource and every effort should be made to keep them healthy. Physically fit and healthy employees have fewer work and non-work-related accidents, injuries and illnesses, recover faster, and are more productive.

The purpose of developing and implementing the Village's Fitness/Wellness Program is to avoid and reduce the costs associated with workers' compensation, health insurance, absenteeism, and employee turnover. The program consists of the following health assessment, education and intervention, and physical fitness components.

Section 42.1 Health Assessments

Per the Village's personnel manual, prospective full-time, regular part-time, seasonal, and paid-on-call firefighter employees who have received a conditional offer of employment from the Village will be required to undergo and satisfactorily pass a complete physical examination prior to employment by the Village. The purpose of the examination is to determine whether or not the prospective employee possesses the standard of health and fitness necessary to perform the duties, essential functions, and responsibilities of the position for which he or she is being considered. The physical examination shall include a drug test that the prospective employee must pass satisfactorily. The physical is at the expense of the Village and conducted by a doctor designated by the Village.

If the Village Manager or department head determines that a physical examination of an employee is desirable to determine that employee's continued fitness and ability to perform the duties and responsibilities of his or her position, they may so direct the employee to undergo such a physical examination by a doctor designated by the Village and at Village expense.

Section 42.2 Health Education and Health Intervention

The Village offers all employees and immediate family members of employees the opportunities to participate in the Employee Assistance Program (E.A.P). E. A. P. is a free, voluntary, and confidential service designed to assist those enrolled into the program with personal problems. The E.A.P. program includes two newsletters, "Frontline Employee" and "Frontline Supervisor" which are dedicated to health and wellness and are distributed to employees and supervisors, respectively.

The Village distributes a monthly newsletter entitled "Top Health: The Health Promotion and Wellness Newsletter." The newsletter covers a variety of health issues including diet, medicine, exercise, and diseases. The Village also participates in a Healthy Focus Program which offers free, voluntary, and confidential personalized health coaching to employees and their spouses.

Annually, the Village provides free flu shots to every employee. This flu shot program is voluntary and the schedules and locations are provided to each employee in advance of the program. Annually, the Village also provides a wellness screening available to all employees and their spouses on the Village health insurance plan.

The Safety Committee also serves as the wellness committee. Annually, the wellness committee is expected to set goals for the organization

Section 42.3 Physical Fitness

The Village of Clarendon Hills provides free access to the Village's exercise facility located in the Public Works building at 452 Park Avenue. All employees must complete the attached "Waiver of Liability" and "Fitness Room Rules" forms.

As outlined in the Illinois Fraternal Order of Police and Village of Clarendon Labor Agreement, the current Illinois State Police Standard Power Test is offered to all sworn employees at least one time in each twelve-month period. The four components of the test are sit-ups, bench press, bend and reach, and a one-and-a-half-mile run. The employee shall receive eight hours of compensatory time for a passing score in all of the events. The total maximum time given shall be twelve hours, four hours for test taking and eight hours for passing the Power Test. No compensation time shall be given for time taken to complete these tests.

In addition, Police officers are assigned to a 5 and 2, 5 and 3 work schedule which results in a two-hour payback every six weeks. In lieu of the required two-hour compensatory payback, the Labor Agreement permits officers to exchange these hours by completing thirty minutes of physical exercise per week. A fitness log is maintained by the officer and is collected by management every six weeks.

Employees of the Fire Department are encouraged to participate in Procedure 4603 which is a voluntary exercise program where Fire Department employees are permitted to exercise while on duty. Employees within the Fire Department are subject to the rules contained within Procedure 4603.

SECTION 43: FLEET SAFETY PROGRAM

Section 43.1 Policy Statement

The safe and effective operation of vehicles is essential in conducting the local government business of the *Village*. How each vehicle is maintained and operated directly impacts the overall ability of the organization to meet its goals and objectives. Vehicular accidents are one of the most costly losses the organization faces in terms of bodily injury, property damage, workers compensation and liability claims and other indirect costs, which greatly reduce the effectiveness and efficiency of government services. Vehicular accidents can be eliminated since almost all are preventable. This fleet safety program establishes guidelines and procedures to be followed to prevent further injuries or property damage due to accidents and reduce the associated loss costs, which impact every department's operations.

Section 43.2 Program Goals

The primary goal of the program is to maintain a high level of driver safety awareness and foster responsible driver behaviors to reduce or eliminate vehicle accidents.

Section 43.2 Driver Selection

Driver selection is a one-time process. Many times the employee's primary task is not the operation of a motor vehicle. This does not, however, reduce the importance of adopting a rational driver selection program. All applicants will be personally interviewed, screened and tested to ensure that they meet the minimum requirements prescribed by various regulatory agencies and the Village's policies and procedures.

One of the most important functions of management in a successful fleet operation is the establishment of a meaningful and realistic driver selection program. The establishment of job standards, which reflect the prerequisites and skills necessary for satisfactory performance, gives management the opportunity to select the right person for the position. Placing the proper emphasis on a driving record helps avoid many future problems. The following criteria will be used for proper driver selection:

a. JOB ANALYSIS

The first task in any employee selection process is to determine the specific requirements of the job. The Village will determine exactly what the employee must do, how it must be accomplished and what skills are required. Only with this information will it be possible to recognize the best applicant for the position. Is operating a vehicle a primary or secondary task?

b. APPLICATION FORM

The application form will contain questions that pertain to the applicant's ability to satisfactorily perform the job. It will request information on the applicant's:

- Past employment history. (10 years as an operator of a commercial motor vehicle)
- Education
- Ability to perform essential job-related functions.
- Driver's license information.
- Driving experience.
- Accident record and traffic violation convictions and license forfeitures for the past three years.

The application form will be completed, signed and dated by the applicant.

c. INTERVIEW

An interview will be conducted to develop more detailed information about the applicant's qualifications and experience, as well as his or her general suitability as an employee. A standard interview pattern should be followed for a given job classification to obtain all desired information and to obtain a means of comparison between applicants. The interview will be used to resolve any questions regarding the information obtained or omitted on the application form. Specific questions regarding driving experience, previous training completed, and necessary driver skills will be addressed.

d. REFERENCE CHECK

A reference check will be conducted on all prospective employees with previous employers for the last three years prior to application. The check will be utilized to develop information about the employee's general character, professional liabilities and previous driver training and driver skills developed with the previous employer. For CDL license holders, previous drug and alcohol testing results must be confirmed from all employers in the past two (2) years.

e. DRIVER QUALIFICATIONS

This information will outline the specific driver criteria necessary to operate motor vehicles for *the Village*.

QUALIFICATIONS OF DRIVERS BY TYPE OF VEHICLE OPERATED

Driver Matrix								
Vehicle	Initial/ Annual MVR	Initial/ Periodic Physicals	Initial/ Annual Driver Training	Initial Road Test	CDL	Drug/ Alcohol	Driver Qualify Files	Maint. Records
Private Passenger	X		X	X		X At minimum time of hire		
Police Vehicle	X	X	X	X In specific vehicle		X At minimum time of hire		X
Van/bus (under 16 passengers)/ light truck	X	X	X Specific Vehicle Training	X In specific vehicle		X At minimum time of hire		X
Van/Bus (16 or more passengers)	X	X	X Specific Vehicle Training	X In specific vehicle	X	X	X	X
Vehicle (10,001-26,000 GVW)	X	X	X Specific Vehicle Training	X In specific vehicle		X At minimum time of hire	X	X
Vehicle (26,000-up GVW)	X	X	X Specific Vehicle Training	X In specific vehicle	X	X	X	X
Rescue/Fire Apparatus	X	X	X Specific Vehicle Training	X In specific vehicle		X At minimum time of hire		X

Note: Shaded areas required by Federal Motor Carrier Safety Regulations

Qualifications for Drivers – Private Passenger

- Valid driver's license for at least two years
- () years of age ¹
- Driver history questionnaire
- MVR
- Initial driver training (includes vehicle orientation/familiarization)
- Road test (optional)
- Drug test (minimally at time of hire)

Qualifications for Drivers – Police Vehicles

- Valid driver's license for at least two years.
- () years of age *
- Driver history questionnaire
- MVR
- Initial driver training (includes vehicle orientation/familiarization)
- Road test (optional)
- Drug test (minimally at time of hire)
- Physical exam

Qualifications for Drivers – Van Drivers (Under 16 Passengers)/Light Trucks

- Valid driver's license for at least two years
- () years of age *
- Driver history questionnaire
- MVR
- Initial driver training (includes vehicle orientation/familiarization)
- Road test
- Drug test (minimally at time of hire)
- Physical exam

Qualifications for Drivers – Van/Bus (16 or more Passengers)

- Valid driver's license for at least two years
- 21 years of age ²
- Driver history questionnaire
- MVR
- Initial driver training
- Road test
- Driver Qualification File

¹ Please note that Child Labor Laws require that an individual shall be at least 18 years of age to drive a vehicle as the primary purpose of their employment.

² Please note that Federal DOT Regulations require that individuals be minimally 21 years of age to obtain and hold a Commercial Drivers License (CDL).

- Drug test (random testing mandatory DOT Requirement)
- Physical exam

Qualifications for Drivers – Vehicle 10,001 – 26,000 gvw

- () years of age ³
- Valid license
- Driver history questionnaire
- MVR
- Initial driver training
- Road test
- Driver Qualification File
- Drug test (minimally at time of hire)
- Physical exam

Qualifications for Drivers – Vehicle 26,001 GVW and Above

- 21 years of age ⁴
- Valid CDL license
- Driver history questionnaire
- MVR
- Initial driver training
- Road test
- Driver Qualification File
- Drug test (random testing mandatory DOT Requirement)
- Physical exam

Qualifications for Drivers – Rescue/Fire Apparatus

- Valid driver's license for at least two years
- () years of age *
- Driver history questionnaire
- MVR
- Initial driver training (includes vehicle orientation/familiarization)
- Road test (optional)
- Drug test (minimally at time of hire)
- Physical exam

³ Please note that Child Labor Laws require that an individual shall be at least 18 years of age to drive a vehicle as the primary purpose of their employment.

⁴ Please note that Federal DOT Regulations require that individuals be minimally 21 years of age to obtain and hold a Commercial Drivers License (CDL).

f. MOTOR VEHICLE RECORDS

Motor Vehicle Records (MVRs) are a valuable management tool for employers to determine the competency of their employees' driving skills and behaviors. An MVR will verify that your present or prospective driver has a current, valid operator's license and a good driving record.

Research on a candidate's license and driving record should be conducted by the Secretary of State. The driver record is a good indication of the applicant's driving ability and behaviors.

When to Check MVRs

- Initial time of driving privilege
- Annually

Violations listed on an MVR vary in significance. They reflect a person's driving habits and, to a degree, indicate potential further accident involvement. Violations will be classified into three categories:

1) Capital Violations

These violations consist of licensing or registration offenses or felonies directly involving a motor vehicle, such as:

- a. operating a vehicle after the registration has been suspended or revoked
- b. using false or fictitious registration plates or driver's license
- c. driving after a driver's license has been suspended
- d. felony with a motor vehicle
- e. theft of a motor vehicle and related offenses
- f. leaving the scene of an accident

2) Major Violations

These are serious violations which indicate a disregard for public safety and include such readily identifiable violations as:

- a. driving while under the influence
- b. reckless driving resulting in bodily injury or property damage
- c. negligent homicide or violations resulting in fatal accident
- d. speeding in excess of twenty miles over limit
- e. following too closely

3) Other Violations

These include all other moving violations. However, we do not consider that moving violations include:

- a. any motor vehicle “equipment” law requirements, except brakes
- b. failure to display number plates, provided they exist
- c. failure to have an operator’s or chauffeur’s license available, provided it exists
- d. overweight and overload offenses

The following two step-by-step guides will help you evaluate MVRs for applicant drivers and current drivers:

Guide for Evaluating MVRs for Applicant Drivers

- 1, MVR indicates applicant has a current valid license for vehicle(s) he or she will be driving:

___ Yes. Continue to step 2.

___ No. DO NOT CONSIDER FOR EMPLOYMENT

2. MVR indicates violations:

___ Yes. Continue to step 3.

___ No. Continue to process applicant for employment.

3. MVR indicates one or more capital or major violations:

___ Yes. DO NOT CONSIDER FOR EMPLOYMENT

___ No. Continue to step 4.

4. MVR indicates no capital or major violations. However, three or more other violations appear during the last three years.

___ Yes. DO NOT CONSIDER FOR EMPLOYMENT

___ No. Continue to process applicant for employment

Guide for Evaluating MVRs for Current Drivers

1. MVR indicates driver has a current valid license for vehicle(s) he or she is (are) driving:

_____ Yes. Continue to step 2.

_____ No. Immediately relieve employee of driving responsibilities.
Consider further action, such as:

disciplinary measures for failure to notify employer of
license revocation or suspension;

placing employee in a non-driving position; and/or

processing license for renewal.

2. MVR indicates violations:

_____ Yes. Continue to step 3

_____ No. Pend driver file to order MVR in one year

3. MVR indicates one or more capital or major violations:

_____ Yes. Consider strong disciplinary measures, such as:

relieving employee of driving responsibilities;

placing employee on probation;

suspending employee without pay for a period of time;
and/or

terminating employee.

If you allow employee to continue driving, pend file to
order MVR in six months.

_____ No. Continue to step 4.

4. MVR indicates no capital or major violations. However, three or more other violations appear during the last three years.

_____ Yes. Driver training. Place employee on probation, or relieve employee of driving responsibilities.

If you allow employee to continue driving, pend driver's file to order MVR in six months.

Consider improving or reinforcing safe driving through driver skill development and training.

_____ No. Pend driver file to order MVR in six months.

G. DRIVER FILES/HISTORY FORM

1. DRIVER FILES PER VEHICLE OPERATED

a. Qualifications for Drivers – Private Passenger

Name:	Date:
Driver History Form:	
<u>MVR</u> : Questionable offenses? Accidents? Excessive Traffic Violations? License suspended? Date of MVR: Comments:	
<u>Driver Training</u> : Date of Training: Comments:	
<u>Road Test</u> : Date of Testing: Comments:	
<u>Drug/Alcohol Test</u> : Date of Testing: Comments:	

b. Qualifications for Drivers – Police Vehicles

Name:	Date:
Driver History Form:	
<u>MVR</u> : Questionable offenses? Accidents? Excessive Traffic Violations? License suspended? Date of MVR: Comments:	
<u>Physical Exam</u> : Date of Exam: Comments:	
<u>Driver Training</u> : Date of Training: Comments:	
<u>Road Test</u> : Date of Testing: Comments:	
<u>Drug/Alcohol Test</u> : Date of Testing: Comments:	

c. **Qualifications for Drivers – Van/Bus (Under 16 Passenger)/
Light Truck**

Name:	Date:
Driver History Form:	
<u>MVR</u> : Questionable offenses? Accidents? Excessive Traffic Violations? License suspended? Date of MVR: Comments:	
<u>Physical Exam</u> : Date of Exam: Comments:	
<u>Driver Training</u> : Date of Training: Comments:	
<u>Road Test</u> : Date of Testing: Comments:	
<u>Drug/Alcohol Test</u> : Date of Testing: Comments:	

d. Qualifications for Drivers – Van/Bus (16 or More People)

Name:	Date:
Driver History Form:	
<u>MVR</u> : Questionable offenses? Accidents? Excessive Traffic Violations? License suspended? Date of MVR: Comments:	
<u>Physical Exam</u> : Date of Exam: Comments:	
<u>Driver Training</u> : Date of Training: Comments:	
<u>Road Test</u> : Date of Testing: Comments:	
<u>CDL</u> : Expiration Date: Date of Hearing Exam: Comments:	
<u>Drug/Alcohol Test</u> : Date of Testing: Comments:	
<u>Driver Qualifications</u> : Date of Review: Comments:	

e. **Qualifications for Drivers – Vehicle (10,001 – 26,000 GVW)**

Name:	Date:
Driver History Form:	
<u>MVR</u> : Questionable offenses? Accidents? Excessive Traffic Violations? License suspended? Date of MVR: Comments:	
<u>Physical Exam</u> : Date of Exam: Comments:	
<u>Driver Training</u> : Date of Training: Comments:	
<u>Road Test</u> : Date of Testing: Comments:	
<u>Drug/Alcohol Test</u> : Date of Testing: Comments:	
<u>Driver Qualifications</u> : Date of Review: Comments:	

f. Qualifications for Drivers – Vehicle (26,000 – up GVW)

Name:	Date:
Driver History Form:	
<u>MVR:</u> Questionable offenses? Accidents? Excessive Traffic Violations? License suspended? Date of MVR: Comments:	
<u>Physical Exam:</u> Date of Physical: Comments:	
<u>Driver Training:</u> Date of Training: Comments:	
<u>Road Test:</u> Date of Testing: Comments:	
<u>CDL:</u> Expiration Date: Date of Hearing Exam: Comments:	
<u>Drug/Alcohol Test:</u> Date of Testing: Comments:	
<u>Driver Qualifications:</u> Date of Review: Comments:	

g. Qualifications for Drivers – Rescue/Fire Apparatus

Name:	Date:
Driver History Form:	
<u>MVR</u> : Questionable offenses? Accidents? Excessive Traffic Violations? License suspended? Date of MVR: Comments:	
<u>Physical Exam</u> : Date of Last Exam: Comments:	
<u>Driver Training</u> : Date of Training: Comments:	
<u>Road Test</u> : Date of Testing: Comments:	
<u>Drug/Alcohol Test</u> : Date of Testing: Comments:	

2. DRIVER HISTORY FORM

Driver's Name (Print): _____

Home Address: _____

City: _____ State: _____ Zip: _____

Office Location: _____

1. Do you have a valid Driver's License? Yes ____ No ____

2. In what State are you a Licensed Driver? _____

3. If you have held a license in any other state during the past 36 months, please provide the following information:

Dates	State
From ____ to ____	_____
From ____ to ____	_____
From ____ to ____	_____

4. Have you been convicted of driving while impaired or under the influence of alcohol and/or drugs within the past three years? Yes () No () If Yes, give explanation(s) and date(s):

5. Have you refused to submit to a Blood Alcohol Content (BAC) test within the past three years? Yes () No () If Yes, give explanation(s) and date(s):

6. Have you been convicted of reckless driving, or leaving the scene of an accident, or committing a felony involving a vehicle within the past three years? Yes () No () If Yes, give explanation(s) and date(s):

7. Have you had your operator's license suspended, revoked or administratively restricted within the past three years? Yes () No () If Yes, give explanation(s) and date(s):

-
8. Have you been convicted or found at fault for any non-fatal accident involving a motor vehicle during the past three years? Yes () No () If Yes, list the date(s):
-

-
9. Have you been convicted or found at fault for any fatal accidents involving a motor vehicle during the past three years? Yes () No () If Yes, list the date(s):
-

-
10. Have you been convicted of any other moving vehicle violations during the past three years? Yes () No () If Yes, list type(s) and date(s):
-

I certify that the answers provided to the questions on this form are true to the best of my knowledge.

I authorize ***the Village*** or designated representative(s) to obtain information regarding my driving record, including present and prior employers, and for verification that I have not failed or refused any Department of Transportation (DOT) mandated drug and/or alcohol test(s), in any state at any time while I am employed by or seeking employment with the ***Village***.

I understand that any misstatement of the facts on this form may be grounds for termination of employment or driving privileges.

In the event that my MVR indicates than I am a “High Risk Driver” as defined in this policy, I understand that I may be subject to loss of driving privileges.

Driver’s Name (Print)

Driver’s Signature

Date

- -
Social Security #

- -
Date of Birth

Driver’s License Number

Expiration Date

State

Important Note: Attach photocopy of both sides of driver’s license

H. DRIVER PHYSICAL FITNESS

The physical fitness of the driver will be considered before hiring and will be included in the post-offer medical evaluation. The physical qualifications will include both physical and mental conditions. The examining physician will be made aware of the physical and emotional demands placed on the driver. The examining physician will also be aware of the requirements of the job so that it can be determined if the applicant is qualified for the position.

I. ROAD TEST/DRIVER CHECK RIDE

Examinations and tests are ways not only to obtain information about drivers, but also provide information to drivers. A road test or driver check ride is one way to find out if drivers can do the job expected of them. The same type of equipment that will be assigned to the driver will be used in the test and the test should be long enough to cover a variety of situations. This test will not establish a passing or failing grade, but should indicate the driver's competent areas and weak points. This is suggested for positions that include operation of a motor vehicle as a primary responsibility, and should be conducted on an annual basis. (See Appendix A for sample Check Ride Form.)

Section 43.3 Driver Training

Training must supplement the driver selection program because you cannot always be sure that all the people selected have the required knowledge and skills necessary to operate a vehicle in the manner you expect. This training must be documented in the driver's file. For some, vehicle operation is a secondary task. The first phase of training should develop a proper attitude on the part of the employee toward the *Village* and his/her job. Training may be accomplished through in-house programs or outside training resources.

A. WHEN TO TRAIN

- Initial Training – at time of driving responsibility
- Continual Training – annual update
- Improvement Training as a result of accident, MVR record, operator deficiency observation, etc.

B. SUGGESTED RESOURCES

Classroom Instruction and Online Programs:

- IRMA
- National Safety Council (NSC)

- Target Safety
- Emergency Vehicle Operator Course (EVOC)

Classroom Instruction with Hands-On Component Programs:

- IRMA
- Smith System Driver Training
- Northeastern Illinois Public Safety Training Academy (NIPSTA)
- North East Multi-Regional Training, Inc. (NEMRT)
- National Traffic Safety Institute
- Emergency Vehicle Operator Course (EVOC)
- Michigan State Police Precision Driving Facility
- VFIS (Fire)

Section 43.4 Accident Reporting

The driver shall contact the police department by calling “911” on a regular phone or “*999” on a portable phone to complete an Illinois Traffic Crash Report (see Appendix B) and other department required reports. This is to be practiced whether or not there are any apparent injuries or vehicle damage.

The driver shall also notify their supervisor immediately following any accident, but no later than the end of their work shift. The employee should complete an accident report for each and every accident in which he/she is involved. Vehicle accidents should be reported to IRMA within 24 hours, if feasible, using the IRMA Non-Workers’ Compensation Report Form (see Appendix C).

Section 43.5 Accident Investigation

The employee’s supervisor is then required to interview the employee and complete a Supervisor’s Accident Investigation Report (see Appendix D) using all available information.

Accident investigation is an essential component of the Fleet Safety Program. Determining the root causes and preventability of each accident will provide the necessary recommendations to prevent further accidents.

Specific recommendation with strategies to complete the recommendation should be developed and implemented for each accident. Disciplinary action, if appropriate, shall be implemented promptly based on applicable department policies/procedures.

A. COMPLETING THE ACCIDENT INVESTIGATION REPORT FORM

The immediate supervisor of the “Driver” is responsible for completing the Supervisor’s Accident Investigation Report for all “Accidents”.

This report should be completed as soon after the accident as is reasonably feasible.

To complete the report, the supervisor should:

1. observe the accident scene and damaged vehicle(s);
2. interview witnesses;
3. obtain a copy of the police report, if available;
4. review the completed driver’s report of accident; and
5. interview the “Driver.”

B. SUBMIT ALL COMPLETED FORMS

Submit all completed forms and required information to the department head within 2 days. This information will then be submitted to the Accident Review Board (ARB) for preventability determination.

Section 43.6 Vehicle Inspection and Preventive Maintenance

Proper inspection and maintenance of equipment are essential elements of a Fleet Safety Program. The goal of the inspection / maintenance program is to provide a means to assure reliability of equipment, comply with all applicable regulations, and to place into service the safest vehicle possible for our drivers.

A. Preventive Maintenance

The groundwork for a good preventive maintenance system usually starts with the manufacturer's recommendations concerning necessary maintenance and the time or mileage at which it should be performed. In some cases, maintenance must be performed in order not to void the manufacturer's warranty. Written records should be maintained on all repairs and maintenance work performed on any vehicle. Analyzing maintenance records will identify problem equipment, maintenance dollars spent, and when vehicles have exceeded their economic life.

B. VEHICLE INSPECTIONS (See Appendix E)

Drivers should be expected to conduct a pre-trip and post-trip inspection of his/her vehicle and make a written report. The vehicle inspection should be done in an organized manner using a single, complete inspection method. Each *Village* vehicle operator should be taught how to correctly make a vehicle inspection and proper procedure on reporting defects in writing so that problems can be corrected accurately and quickly. Drivers should not operate any vehicle if it is determined

to be hazardous. Every six months CDL vehicles require a safety lane certification and other vehicles get a complete inspection from *the Village* mechanic or designated repair/maintenance facility.

Section 43.7 General Fleet Safety Responsibilities

A. DEPARTMENT HEAD

1. Required to adhere to all procedures outlined in this program.
2. Establish firm internal requirements for personnel to adhere to and frequently verify compliance.
3. Personally review findings of Accident Review Board and take all necessary steps to prevent a reoccurrence, including implementing appropriate corrective action.
4. Follow current disciplinary procedures to hold supervisors accountable for their responsibilities in administering the Fleet Safety Program for their employees.
5. Ensure that accountability standards are fairly and consistently applied through department.
6. Require that all required vehicle maintenance is completed in a timely manner.
7. Establish guidelines for periodic inspection of all vehicles.
8. Ensure that all department employees, including supervisors, are receiving appropriate driving training as required by this policy.
9. Review each accident determined to be preventable by the ARB with the appropriate supervisor and employee and confirm ARB recommendations will be followed.

B. SUPERVISOR

1. Required to adhere to all procedures outlined in this program.
2. Ensure that all employees operating *Village* vehicles have a valid driver's license and acceptable MVR report within this policy's guidelines.
3. Confirm that no employee will operate a vehicle in which he/she has not met all operating requirements and can satisfactorily demonstrate complete familiarity with the vehicle and its functions.

4. Confirm each employee's driving competence through a check ride process in which findings are documented in writing.
5. Be alert in observing unsafe employee driving behaviors and make sure immediate corrective action is taken when necessary.
6. Review all preventable vehicle accidents with employees and discuss corrective actions needed.
7. Hold all employees accountable for preventable accidents according to *Village* progressive disciplinary procedures.
8. Perform and document periodic check rides with all employees that operate vehicles. Use information from check rides to identify patterns of unsafe behavior for training purposes.
9. Implement policy that all unsafe vehicles are not operated until such discrepancies are corrected.
10. Confirm that all employees have received and have been briefed on this Fleet Safety Program and have signed the acknowledgement form.

C. EMPLOYEES

1. Required to adhere to all procedures outlined in this program.
2. Review Fleet Safety Program with supervisor and sign acknowledgement form once all questions have been addressed.
3. Conduct all required vehicle inspections for all vehicles operated and document findings.
4. Report all unsafe behavior or findings to the supervisor.
5. Continue to hold a valid license of the type needed to operate all required *Village* vehicles.
6. All employees operating a vehicle as a part of their job, either regularly or occasionally, are required to report immediately any suspension or revocation of their driver's license to department supervisor, who, in turn, will notify the Safety/Risk Management Department. Failure of an employee to report any change in license status will result in disciplinary action and/or even termination.

7. Report all vehicle accidents immediately to supervisor.
8. Use of *Village* vehicles is restricted to official *Village* business unless prior written approval is granted from the department head.
9. A “Driver” may not operate a “Motor Vehicle” at any time, when his/her ability is impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.
10. Comply with all required aspects of the *Village* Drug & Alcohol Testing Program.
11. Comply with all required local, state and federal motor vehicle regulations, laws and ordinances.
12. The “Driver” and ALL OCCUPANTS are required to wear safety belts when operating or riding in a “Motor Vehicle.” The “Driver” is responsible to ensure all passengers are wearing their safety belts. Children under eight years of age are required to be secured in a Department of Transportation (DOT) approved child safety seat unless more restrictive state requirements apply.
13. Each “Driver” is responsible for ensuring that the “Motor Vehicle” is maintained in safe driving condition. At least daily, a walk-around safety inspection by the “Driver” is required.
14. To push or pull another vehicle or tow a trailer without authorization is prohibited.
15. Do not transport flammable liquids and gases unless a DOT or UL approved container is utilized, and only then in limited quantities and when necessary.
16. Each driver who operates his personal vehicle in service to the *Village* should present his supervisor with a valid certification of insurance. The certificate should evidence the following minimum insurance requirements:
 - \$100,000 Bodily Injury Liability Per Person
 - \$300,000 Bodily Injury Liability Per Occurrence
 - \$100,000 Property Damage Liability; or
 - \$300,000 Bodily Injury and Property Damage Liability Combined Single Limit
17. Necessary inspections (other than casual observance) of streets, trees, signs, etc. will be made by a second person in the vehicle. Drivers will direct their full attention to driving only.

18. Trailers or other towed equipment must be fastened securely to hitches. Safety pins and pintel locks will be used. Safety chains will be crossed under the hitch and securely fastened before moving the vehicle. Trailer lights will be inspected for operation and utilized as required.
19. Trucks or trailers will not be overloaded or loaded in such a way that items being transported extend beyond the confines of the bed haphazardly. Items subject to being picked up by the wind or falling from the cargo bed must be secured by use of chains, ropes, straps or other means. Loads extending beyond the limits set by state law must be equipped with appropriate warning equipment.
20. Loose objects such as tools, flashlights, soft drinks, lunches, etc. are not to be stored on vehicle dashboards, floorboards or wherever they might interfere with safe operation of the vehicle.
21. No more than three persons will ride in the front seat of any vehicle. Where only single seats exist, only one person shall occupy each seat.
22. No unauthorized persons will be allowed to ride in or operate vehicles.

Section 43.8 Electronic Communication Usage

Use of personal communication devices during scheduled work hours is prohibited by the *Village*. Use shall be limited to only *Village* issued communication devices, but is restricted while operating *Village* owned/leased motorized vehicles and equipment under the following activities due to the resulting distraction hazard, lack of concentration issues they present to safe work performance, and Illinois state law:

- While operating a moving licensed vehicle. Effective January 1st, 2014 state law bans the use of hand-held mobile devices while driving with exceptions for police and emergency service personnel while in their official capacity. Hands-free devices, while still legal to use, provide a significant increased risk of distracted driving. As a driver, your first responsibility is to pay attention to the road. Any lengthy conversation will require the vehicle to be brought to a stop at a safe location; preferably off the traveled portion of any highway or street. Even with hands-free devices conversations, taking notes, dialing, typing, answering, or reading of displays should be avoided while moving. It is also illegal/prohibited to read, send, or compose an “electronic message” while operating a motor vehicle within the State of Illinois.
- Use of a communication device in either a posted school zone or a construction/maintenance speed zone of any type within the State of Illinois is illegal/prohibited while operating a motor vehicle.

- While operating a moving and/or in-gear motorized off-road maintenance/construction type equipment. Even hands-free communication devices will not be authorized while operating these types of equipment, unless the equipment has been properly stopped and taken out of gear or turned off.
- While at any worksite during which the operation of a communication device could be a distraction to the user and/or may create an unsafe work environment. Such worksites include, but are not limited to: road repair, maintenance, and construction occurring in any right-of-way. Such worksites shall be secured or device utilized only by an employee while out of harms way of such work environments.
- Use of communication devices for personal purposes. Use is restricted to non-duty time, such as breaks, lunch, and before or after work time. Supervisors will have the authority to further restrict or prohibit use deemed necessary due to other circumstances that may present a safety hazard to the employee, coworkers, contractors and/or to the general public.

Exception to these restrictions would be for an employee to utilize a communication device, either personal or *Village* to call for help or to help others in an emergency. However, do not place yourself or others in danger while doing so. If you happen to observe an auto accident, crime in progress, or any other serious emergency where lives are in danger, call 911 and give the exact location and applicable details. It is permissible to remain connected for only as long as the dispatcher requires. Communications between fire and police emergency personnel is permissible only during responses to 911 calls or other life-threatening emergencies. Use of headset type receiving equipment is permitted by law enforcement personnel or emergency medical services and fire service personnel on-duty.

Section 43.9 Backing Procedures

Whenever a driver is forced to drive a vehicle in reverse, they face an extra challenge. Due to the difficulty of the task and the increased incident/accident exposure arising from backing, the following safe backing practices should be strongly adhered to:

- Plan and drive your routes to avoiding backing situations whenever possible. Also, park where you will not need to back out of the parking space.
- Backing of vehicles which do not allow a clear view will be done with the assistance of a guide or spotter. A second person in the vehicle will get out, standing to the side of the vehicle, and guide the operator using the appropriate hand and voice signals. If alone, the operator will get out of the vehicle and inspect the area immediately behind vehicle before backing. Employees or other persons in the area should be asked to assist. Do not back a large vehicle without assistance unless absolutely necessary.

- Use all mirrors prior to backing – left, right, rear and any others that the vehicle may be equipped with.
- Turn your head and shoulders to obtain a clear view through the rear window. Move your right arm off the steering wheel to the seat back to the right. Remain turned during backing, with the exception of briefly turning to check clearance of front corner of vehicle.
- If you miss a turn at an intersection, do not back around a corner to change direction. Instead, drive around the block. The extra few minutes might prevent a vehicle accident.
- When backing over a sidewalk and into a street, stop at the sidewalk and make sure there are not small children playing close by. Stop again at the curb to make one last check on traffic before backing into the street.
- Remember that, when backing, a turn of the steering wheel turns the front of the vehicle in the opposite direction. While backing, the front tires should be in line with the back wheel until the objects on each side have cleared the front bumper. Before backing into an unfamiliar area, get out and look for stakes, holes, and small poles.
- If there is a remote possibility of a blind spot, get out and look before you have an accident.
- Remember, if in doubt, get out and view the situation for hazards.

Section 43.10 Vehicle Break-Down Procedures

If a vehicle operator experiences mechanical difficulties during the operation of a *Village* vehicle, the following actions should be taken to prevent vehicle damage and/or injury to the driver or general public.

- If the vehicle can be safely driven, return to the *Village* garage or vehicle storage area.
- If continued operation is impossible or hazardous, the following steps should be followed:
 - Call fleet services immediately to notify supervisor of problems/request assistance.
 - If possible, move vehicle out of the flow of traffic and to the curb side or into a nearby parking lot.
 - Raise the hood and turn on emergency four-way flasher, if so equipped.

- If unit is equipped with rotating yellow flashing light, turn it on.
- Put out flares, safety cones, or triangular marker if available. Warning devices should be placed behind the disabled vehicle to provide sufficient warning to approaching traffic. This is required of all CDL license required vehicles and encouraged for all other types of Village vehicles.
- Lock unit.
- If unit is in traffic flow, i.e., state, county, or main artery right-of-way, call police and request protection.

Section 43.11 APPENDIX A**CHECK RIDE EVALUATION FORM**

Driver's Name	Date	Evaluator (Supervisor)				
Department		Driver License Number				
<u>Pre-Trip</u>	<u>Never</u>				<u>Always</u>	
Visual inspection	1	2	3	4	5	
Fastens seats belts	1	2	3	4	5	
Starts engine, checks instruments	1	2	3	4	5	
Adjusts mirrors	1	2	3	4	5	
<u>Aims High in Steering</u>						
Drives in center of lane	1	2	3	4	5	
Selects proper speed	1	2	3	4	5	
Avoids tailgating	1	2	3	4	5	
Reduces speed if necessary	1	2	3	4	5	
Steers smoothly	1	2	3	4	5	
<u>Gets The Big Picture</u>						
Looks right and left at intersections	1	2	3	4	5	
Looks behind before pulling from curb	1	2	3	4	5	
Checks sides and rear	1	2	3	4	5	
Anticipates others actions	1	2	3	4	5	
<u>Keeps His Eyes Moving</u>						
Checks mirror regularly	1	2	3	4	5	
Yields to pedestrians	1	2	3	4	5	
Avoids being boxed in	1	2	3	4	5	
Avoids hard stops or turns	1	2	3	4	5	
<u>Makes Sure They See Him</u>						
Signals and takes proper lane for turning	1	2	3	4	5	
Taps horn to alert others	1	2	3	4	5	
Makes eye contact	1	2	3	4	5	
Signals before pulling from curb	1	2	3	4	5	
<u>Leaves Himself An Out</u>						
Maintains safe following distance	1	2	3	4	5	
Avoids blind spots	1	2	3	4	5	
Is alert to parked cars	1	2	3	4	5	
Allows adequate room to pass	1	2	3	4	5	

SECTION 44 WHISTLE BLOWER/ RETALIATION PROTECTIONS

1. Auditing Official: The Village Manager is designed the Auditing Official as defined in the Act
2. Process for Complaints: Complaints made under this section, shall follow the normal grievance procedure outlined in Section 24 of the Personnel Policy and Procedures Manual or the respective union contract where applicable. In each case skip to the Appeal to the Village Manager step.
3. Text of the Act: The Act requires that the text of the act or a summary be provided to employees upon hiring and annually. The text is included below to fulfill that requirement.

(50 ILCS 105/4.1)

(This Section may contain text from a Public Act with a delayed effective date)

Sec. 4.1. Retaliation against a whistleblower.

(a) It is prohibited for a unit of local government, any agent or representative of a unit of local government, or another employee to retaliate against an employee or contractor who:

(1) reports an improper governmental action under this Section;

(2) cooperates with an investigation by an auditing official related to a report of improper governmental action; or

(3) testifies in a proceeding or prosecution arising out of an improper governmental action.

(b) To invoke the protections of this Section, an employee shall make a written report of improper governmental action to the appropriate auditing official. An employee who believes he or she has been retaliated against in violation of this Section must submit a written report to the auditing official within 60 days of gaining knowledge of the retaliatory action. If the auditing official is the individual doing the improper governmental action, then a report under this subsection may be submitted to any State's Attorney.

(c) Each auditing official shall establish written processes and procedures for managing complaints filed under this Section, and each auditing official shall investigate and dispose of reports of improper governmental action in accordance with these processes and procedures. If an auditing official concludes that an improper governmental action has taken place or concludes that the relevant unit of local government, department, agency, or supervisory officials have hindered the auditing official's investigation into the report, the auditing official shall notify in writing the chief executive of the unit of local government and any other individual or entity the auditing official deems

necessary in the circumstances.

(d) An auditing official may transfer a report of improper governmental action to another auditing official for investigation if an auditing official deems it appropriate, including, but not limited to, the appropriate State's Attorney.

(e) To the extent allowed by law, the identity of an employee reporting information about an improper governmental action shall be kept confidential unless the employee waives confidentiality in writing. Auditing officials may take reasonable measures to protect employees who reasonably believe they may be subject to bodily harm for reporting improper government action.

(f) The following remedies are available to employees subjected to adverse actions for reporting improper government action:

(1) Auditing officials may reinstate, reimburse for lost wages or expenses incurred, promote, or provide some other form of restitution.

(2) In instances where an auditing official determines that restitution will not suffice, the auditing official may make his or her investigation findings available for the purposes of aiding in that employee or the employee's attorney's effort to make the employee whole.

(g) A person who engages in prohibited retaliatory action under subsection (a) is subject to the following penalties: a fine of no less than \$500 and no more than \$5,000, suspension without pay, demotion, discharge, civil or criminal prosecution, or any combination of these penalties, as appropriate.

(h) Every employee shall receive a written summary or a complete copy of this Section upon commencement of employment and at least once each year of employment. At the same time, the employee shall also receive a copy of the written processes and procedures for reporting improper governmental actions from the applicable auditing official.

(i) As used in this Section:

"Auditing official" means any elected, appointed, or hired individual, by whatever name, in a unit of local government whose duties are similar to, but not limited to, receiving, registering, and investigating complaints and information concerning misconduct, inefficiency, and waste within the unit of local government; investigating the performance of officers, employees, functions, and programs; and promoting economy, efficiency, effectiveness and integrity in the administration of the programs and operations of the municipality. If a unit of local government does not have an "auditing official", the "auditing official" shall be a State's Attorney of the county in which the unit of local government is located within.

"Employee" means anyone employed by a unit of local government, whether in a permanent or temporary position, including full-time, part-time, and intermittent workers. "Employee" also includes members of appointed boards or commissions, whether or not paid. "Employee" also includes persons who have been terminated because of any report or complaint submitted under this Section.

"Improper governmental action" means 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 a federal, State, or unit of local government law or rule; is an abuse of authority; violates the public's trust or expectation of his or her conduct; is of substantial and specific danger to the public's health or safety; or is a gross waste of public funds. The action need not be within the scope of the employee's, elected official's, board member's, commission member's, or committee member's official duties to be subject to a claim of "improper governmental action". "Improper governmental action" does not include a unit of local government personnel actions, including, but not limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, reprimands, or violations of collective bargaining agreements, except to the extent that the action amounts to retaliation.

"Retaliate", "retaliation", or "retaliatory action" 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 under this Section. "Retaliatory action" includes, but is not limited to, denial of adequate staff to perform duties; frequent staff changes; frequent and undesirable office changes; refusal to assign meaningful work; unsubstantiated letters of reprimand or unsatisfactory performance evaluations; demotion; reduction in pay; denial of promotion; transfer or reassignment; suspension or dismissal; or other disciplinary action made because of an employee's protected activity under this Section.

(Source: P.A. 101-652, eff. 7-1-21.)

SECTION 45 REMOTE WORK POLICY

Section 45.1 Policy

Remote Work Arrangements can be beneficial to both the Village and to its employees. Department Heads may establish remote work on a permanent or Ad Hoc (temporary, as needed) basis based on department needs. However, the expectation is that remote work will not have an adverse impact on the Village's commitment to high levels of service to residents.

Section 45.2 Eligibility

Eligibility of remote work arrangements will depend on the position, job performance, and an assessment by the Department Head that the employee's proposed work schedule will enable the employee to fully meet job responsibilities and performance expectations. At least satisfactory annual review must be made to continue a remote work arrangement.

Designation allowing remote work is a matter of departmental discretion and are an employee privilege not a right, nor a Village wide benefit, and are not possible for every (or even most) position(s).

Procedure An employee's alternate working arrangement may be voluntary based on an employee's request or involuntary based on departmental needs. For an employee-initiated remote work arrangement request, the employee must email a request to their Department Head that details the desired work schedule. Department Heads will evaluate the request and determine if remote working arrangements are appropriate and in accordance with the purpose of this policy. Some considerations are:

- There is a benefit to the business operation.
- Productivity can be documented and quantified to ensure work is performed at the same or higher levels.
- Related expenditures are the same or less than a standard working arrangement.
- Whether the requested arrangement when viewed in light of any other employees requesting or already having remote working arrangements would negatively impact departmental operations

Section 45.3 Conditions

Departments and employees must maintain the same, if not higher, levels of productivity while performing their duties under these remote work arrangements.

Days/times off and remote worksite schedules may need to be staggered in order to provide coverage for public service. The employer shall have the right to limit the number of employees who have a remote work arrangement or the duration of the arrangement to ensure the needs of the Department and the Village.

Remote work arrangements can be terminated at any time at the discretion of the Department Head or Village Manager.

Section 45.4 Limits

Employees are limited to one scheduled day per week, at the Department Head's discretion. Additional days may be authorized on an Ad Hoc basis by Department Heads to accommodate schedules, family requirements, appointments etc. where transportation time make a remote work solution the most beneficial for both the employee and for the Village. Ad Hoc remote days shall be limited to five (5) per calendar year, any days beyond five (5) shall be subject to the approval of the Village Manager.

SECTION 46 PURCHASING POLICY

The purpose of this purchasing policy is to provide the Village of Clarendon Hills employees with guidelines for the acquisition of goods and services. When used with good judgment and common sense, the policies and procedures conveyed within will allow the Village to obtain the required supplies and services efficiently and economically.

Section 46.1 Approval of Village Purchases

Purchases for goods/services for budgeted items may be ordered with Department Head approval, provided that expenditures do not exceed the amount available in the budget. Exceptions to this general rule will occur when a purchase order is required, pricing requires Board action, or in an emergency. Purchases shall require approval of the appropriate Department Head, Finance Director, Village Manager and the Board of Trustees, in accordance with the guidelines described below:

<u>Dollar Limits</u>	<u>Required Approvals</u>
Under \$2,500	Department Head
\$2,500-\$24,999	Department Head, Finance Director and Village Manager
\$25,000 & Above	Department Head, Finance Director, Village Manager and Board of Trustees

Any person responsible for approving purchases at any level may delegate their approval authority to a designee in the event they are unavailable to approve purchases.

Section 46.2 Check Request Forms

Departments will be required to complete a Check Request Form when an invoice is not issued.

Section 46.3 General Policy for Soliciting Quotes

The Village's policy is to obtain the most cost-effective price available for purchases through competitive pricing. The following guidelines will determine the level of due diligence required for purchases.

Up to \$499	Employees are expected to use reasonable judgement in determining whether pricing is fair. Receipts must be obtained, and purchases must be tax exempt.
<u>\$500 to \$4,999</u>	One researched quote is sufficient if the nature of the purchase is repetitive (i.e. monthly), however, pricing should be reviewed

periodically to ensure they are competitive. If the nature of the purchase is not repetitive or the first time a purchase is made, three researched quotes are recommended.

\$5,000 - \$24,999

Three written quotes are required, and must be attached to the purchase order, pending one of the exceptions listed in this policy. The Village Manager at his/her sole discretion may waive the requirement to solicit quotes based on the needs of the Village.

\$25,000 & Above

Must be competitively bid in accordance with State law and Village ordinances, pending one of the exceptions listed in this policy. Village Board approval is required for all contracts of this dollar amount.

Section 46.4 Joint Purchasing

A. State of Illinois

Village employees are authorized to obtain goods and services using the State of Illinois Joint Purchasing program. When available through the State program, it is not necessary for Village employees to obtain quotes or to competitively bid the goods or services which are sought as the bidding/competitive selection process requirements are fulfilled by the State of Illinois.

B. SourceWell

Employees may use SourceWell to obtain pricing for a variety of services, and goods. When available through SourceWell it is not necessary to obtain quotes or to competitively bid the goods or services which are sought, as the bidding/competitive selection process requirements are fulfilled by SourceWell.

C. Suburban Purchasing Cooperatives

Employees may also utilize suburban purchasing cooperatives to obtain pricing. When available through one of the various suburban purchasing cooperatives it is not necessary to obtain quotes or to competitively bid the goods or services which are sought as the bidding/competitive selection process requirements are fulfilled by the cooperatives.

Other Joint Purchasing programs may be utilized, with the prior approval of the Village Manager.

If an employee obtains a quote that is lower than the reference price from one of these joint purchasing options, that shall be deemed to have met the quotation requirement.

Employees shall be responsible, however, for ensuring that the goods or services are of a quality sufficient to meet the Village's needs and that pricing is competitive. When making purchases using the State's/Cooperatives assigned vendor, employees shall submit an approved purchase order to the vendor directly.

Section 46.5 Sole Source Purchases

Contracts for parts, supplies or equipment that are available only from a single source are referred to as sole source purchases. Sole source procurements may arise from the following circumstances:

1. Equipment for which there is no comparable competitive product or is available only from one supplier.
2. Public utility services from natural or regulated monopolies.
3. A component or replacement part for which there is no commercially available substitute, and which can be obtained only from the manufacturer.
4. An item where compatibility is the overriding consideration, such as computer hardware or software.

These items shall not be subject to requirements for seeking competitive quotes or bids. However, purchases in excess of \$25,000 shall be presented to the Village Board prior to acquisition with a request to waive bids, approve the purchase and enter into a formal contract.

Section 46.6 Emergency Purchases Policy

Emergencies are defined as events that could not have been foreseen where immediate action is necessary to safeguard the public's health and safety. In the event of an emergency affecting the public health and safety, the Village Manager or his/her designee may authorize a vendor to perform work necessary to resolve such emergency without formal bid solicitation. Documentation of the emergency and the need for immediate action shall be presented to the Village Board in a reasonable period of time following resolution of the crisis.

If the emergency and the need for immediate action exceeds \$25,000, documentation shall be presented to the Village Manager prior to such authorization.

Section 46.7 Competitive Bidding Exemption

When, in the ordinary course of Village business, no single purchase of, or individual contract for, specific types of supplies, materials or services exceeds \$25,000, but the total dollar value of all purchases and/or contracts for said specific types of supplies, materials, or services during the Village's fiscal year does exceed said amount, said purchases may not be subject to the competitive bidding requirement and may not require the Village Board to waive the competitive bidding requirement. At his/her discretion, the Village Manager shall determine whether these purchases

require Village Board approval of a waiver of bids. Where a bid waiver is determined to not be necessary, said purchases shall still be subject to the requirements concerning quote solicitation as referenced above.

Section 46.8 Professional Services

1. Contracts for architectural, engineering and land surveying services shall be entered into pursuant to and in compliance with the provisions of the Local Government Professional Services Selection Act, 50 Illinois Compiled Statutes 510/0.01 et seq.
2. Contracts for professional services, other than architectural, engineering and land surveying services, may be entered into using a negotiating process, through the use of a request for proposals or request for qualifications, especially when the ethical or professional code of the profession prohibits or discourages involvement in a normal competitive bidding process, or where the professional services fall within the scope of subsection [5.2A](#) of the Municipal Code.

Section 46.9 Purchasing Agent

The Village Manager or his/her designee act as the Village's Purchasing Agent and is responsible for interpreting, administering, and enforcing this policy.

Section 46.10 Best Price with Reasonable Administrative Burden

It is not the intent of this section to encourage the circumvention of the bidding requirements and, to the extent practicable, Village employees are encouraged to rely upon the competitive bidding process. Rather, the competitive bidding exemption provided by this section is intended to recognize and address those situations in which a competitive bidding requirement is not necessarily practicable and can be eliminated without jeopardizing the Village's ability to obtain a low and competitive price from a qualified responsible contractor/vendor.

Section 46.11 Green Option Consideration

In any circumstance where a piece of equipment is being purchased that consumes fossil fuels, staff should consider if there are any alternatives that are more environmentally friendly at a cost-effective price.

SECTION 47 INTENTIONALLY LEFT BLANK

SECTION 48 ACCIDENT REPORTING POLICY

Section 48.1 Requirement to Report

The following either experienced or witnessed by a **Village of Clarendon Hills** employee must be reported to that employee's immediate supervisor regardless of the perceived severity. In the supervisor's absence, the incident needs to be reported up to the next level of supervision or directly to the Human Resources Director. Failure to report an accident, injury, or hazardous condition may be cause for disciplinary action up to and including termination.

Employees are required to report:

- All accidents, near misses, injuries, and property damage regardless of the severity of the injury or extent of damage;
- Smoke, fire, or unusual odors;
- Medications an employee is required to take during work hours that could temporarily or permanently impair or reduce the employee's ability to perform work in a safe manner or perform the essential functions of their position;
- Identified unsafe or potentially unsafe conditions prior to beginning work; and
- Revocation or suspension of an employee's driver's license if the employee is authorized to operate an **Village** vehicle or to drive their own vehicle for **Village** business.

Section 48.2 Responsibilities

Claims Coordinators/Human Resources Director

- Provide notice of incident to IRMA within 5 business days;
- Submit all required documents to IRMA for injury and property damage claims; and
- Provide updates to the Executive Safety Committee the work status of injured employees and expected return to duty timeline.

Department Head

- Conduct accident investigation training for supervisory staff and front line staff;
- Ensure accidents are reported and investigated in a timely manner;
- Support immediate and long-term corrective actions by accounting for completion and tracking; and
- Analyze trends in losses using IRMA's member-specific reports to set departmental and agency-wide risk management goals and strategies.

Supervisors

- Respond to employee accidents and injuries immediately;

- Gather information to conduct a thorough accident investigation and determine the causes;
- Complete and submit to **Human Resources Director** for IRMA:
 - Form 45 First Report of Injury
 - Supervisor's Investigation Report Form
- Have the injured employee complete and sign the Employee's Statement of Injury Form; and
- Follow established protocol for employee medical evaluations post injury.

Employees

- Immediately report to supervisor all accidents and injuries;
- Gather information such as photos, witness statements, and other information at the scene and provide to supervisor;
- Cooperate with follow up investigation processes outlined by Village; and
- Complete IRMA's Employee Statement of Injury Form and return to supervisor.

Section 48.3 Accident Reporting

Human Resources Director should be notified as soon as reasonably possible when any incident, accident, or injury occurs where:

- The police department, fire department or paramedics are called to provide first response assistance (supervisors should be notified anytime an ambulance is called once the incident is under control);
- A health or safety incident occurs which requires prompt attention;
- First aid is administered to an employee or community member;
- Business is interrupted for a period of more than approximately 15 minutes;
- A vehicle accident involving injury or damage to private property;
- A vehicle accident involving injury or damage to **Village** property; or
- There is damage to property or vandalism discovered.

Accident reports and all applicable forms must be submitted promptly and completely to the [Human Resources Director] with the following guidelines:

- All reports are to be typed or written in legible handwriting - others should be able to read the report and understand the event and surrounding circumstances;
- Prepare a detailed summary by:
 - Obtaining as much information as possible and being thorough in your description
 - Including how the incident occurred and any type of first aid administered
 - Recording only known facts - not opinions
 - Providing only information that is relevant to that incident or accident; and
- Pictures, witness statements, police reports, and any additional information should be attached and forwarded to IRMA as part of the claim submission process.

Reporting to Illinois OSHA:

In accordance with IL OSHA mandates, **Human Resources Director** will report any fatalities within 8 hours of occurrence, and any in-patient hospitalization, amputation, or eye loss within 24 hours. Reports can be made by calling IL OSHA's Reporting Hotline. Human Resources Director is also responsible for recording and posting its OSHA 300 and 300A summary between February 1st and April 30th annually at each building location. **[Digital reporting to IL OSHA must also be done for the following departments: Department of Public Works, Fire Department, Water Treatment]**

Reporting to IRMA:

Worker's Compensation / Employee Injuries

Notification of an accident/injury must be provided to IRMA within 5 business days.

The **Human Resources Director** will submit to IRMA all paperwork and as much information about the incident that can be immediately provided and any additional information as it becomes available or known. The following documents must be initially completed and provided to IRMA:

- **Form 45 First Report of Injury** - This form is completed by the injured employee's supervisor only in cases where the employee will seek outside medical treatment for an on-the-job injury or illness. If the incident only requires first aid, keep it documented for internal purposes. First Aid reports do not need to be submitted to IRMA.
- **Supervisor's Investigation Report** - This report is completed by the injured employee's supervisor and is attached to the Form 45 prior to sending to IRMA. This report provides additional information to supplement the Form 45.
- **Workers' Compensation Wage Statement** - This form is completed by the **[Village / claims coordinator]** and sent to IRMA in cases where the injured employee will miss over three (3) workdays as a result on an on-the-job injury/illness. It can accompany the Form 45 and Supervisor's Investigation Report Form in cases where the lost time is apparent at the onset.
- **Incident / First Aid Report** - This report will be used for any accident or incident, which may or may not have required first aid, but did not require clinic or hospital treatment. This report should be completed no later than the end of the work shift of the employee involved. This report does not need to be submitted to IRMA.

Non-Employee Injuries/Incidents

If an employee is notified by a non-employee that they have been injured or involved in an incident and would like to report that to the **Village**, that individual should be asked to complete the Non-Employee Injury Report Form and submit the information and directed to submit the form to the **Human Resources Director** and in turn submitted to IRMA for review:

- **Non-Employee Injury Report Form** – This report is to be used by any non-employee involved in an accident or incident, which required first aid or hospital treatment, or resulted in the non-employee complaining of discomfort as a result of the incident or resulted in damage to their personal property.
- If possible, take witness statements, photos, and secure any **Village** property for further investigation

Property Damage / Non-Worker's Compensation Accident

Notification of incidents that did not involve an employee or non-employee injury must be provided to IRMA within 5 business days. The **Human Resources Director** will submit to IRMA all paperwork and as much information about the incident that can be immediately provided and any additional information as it becomes available or known. The following documents must be initially completed and provided to IRMA:

- **Non-Workers' Compensation Accident Report Form** – The individual having responsibility for reporting the accident should complete the report by the close of the work shift. The claimant (other non-employee involved) should not complete this form. It covers any type of accident or incident other than Workers' Compensation. The instructions for completion are on the back of the form.
- Follow IRMA's Instructions for Non-Workers' Compensation Accident Form

Section 48.4 Responding to Injuries

Employees are required to report any accident, injury, or illness suffered on the job to their immediate supervisor as soon as the injury occurs or as soon as reasonably possible. Any employee injured on the job may be required to report for an examination and/or treatment at a designated hospital, clinic, or physician's office. In case of severe injury, 911 should be called immediately. **Village** preferred clinic is:

Premier Occupational Health

**550 E Boughton Rd Suite 140
Bolingbrook, IL 60440
630-972-0733
7 am to 7 pm Monday-Friday
9 am to 2 pm Saturday**

If medical assistance is needed after hours, call 911 or please visit the following hospital:

****Notify supervisor as soon as immediate medical needs have been addressed****

Amita Health Medical Center- Hinsdale

Address: 120 Oak St, Hinsdale, IL 60521
Phone: 630-856-9000

Responding to Employee Injuries

When a serious injury occurs, the first responsibility is to the safety and wellbeing of the injured individual. Once the incident is under control, those employees present or available should begin to gather information towards completing the initial investigation.

In general, the following guidelines should be followed when responding to any injury:

- Remain calm, be aware of surroundings, and evaluate the scene to maintain safety;
- Do not move an injured person that cannot walk on their own unless instructed by emergency medical professionals or in imminent danger;
- Find the nearest AED/First Aid Kit;
- Exercise universal precautions (gloves, CPR masks, etc.);
- Do not transport someone who is critically ill or injured to a hospital unless there is absolutely no way to summon emergency help;
- Call 911 or ask someone else to call:
 - If you think there is a medical emergency
 - If the crisis could get worse left untreated or not treated properly
- Listen carefully to the 911 dispatcher's questions and answer them calmly and quickly;
- Remain on the line until the dispatcher tells you it is okay to hang up;
- Ask someone to wait outside to meet emergency personnel if it is safe to do so;
- Assist others away from the area to minimize business disruption;
- Notify parents or emergency contacts if the injured is a minor;
- Ensure report forms are filled out completely; and
- Notify IRMA of the injury and the status of the injured.

Section 48.5 Responding to Vehicle Accidents

It is the responsibility of **Department Heads and Supervisors** to train their employees in advance as to what steps to take after a motor vehicle collision. The vehicle should also have a copy of the **Village** insurance information and copies of IRMA report forms. In the event any accident occurs involving a **Village** vehicle or equipment, the following guidelines have been established:

- The driver must stop at the scene of the accident or as close to it as possible without blocking traffic;
- The driver should assist the injured in whatever capacity they are authorized to do;
- Do not attempt to move an injured person unless the injured person faces immediate danger from another source, such as fire or oncoming traffic that does not stop;
- Emergency response personnel (police, fire, ambulance, etc.) should be notified by calling 911;
- The driver must secure the scene if it is safe to do so to avoid any secondary crashes caused by the accident scene
 - This can be accomplished by displaying reflectors, flares, cones, flags, flashlights, etc.

- Regardless of the severity, the employee must remain on scene until the police arrive and complete an official police report even if the other party involved does not stay;
- The driver should exchange information with the other driver of vehicles that were involved in the accident;
 - The employee should collect the other driver's full name, address, license plate number, vehicle make/model, driver's license number and insurance carrier;
- The driver must notify their supervisor immediately after the accident scene is reasonably under control and 911 have been called;
- Supervisors should notify the **Department Head** of the vehicle accident and extent of any injuries;
- The driver should look for witnesses and record their names, addresses and telephone numbers;
- The employees present should be courteous to all involved;
- The employees present should not admit any guilt or accept any responsibility from/to any party;
- The driver should only discuss the facts with the police; and
- The driver should record any admission of guilt by the occupant(s) of the other vehicle.

If the accident involves an unattended vehicle, the driver should call the police and follow the guidelines listed above. If the police cannot assist, the employee should follow-up by immediately contacting their supervisor and file a written report with the Police Department at a later time. The employee must leave a note for that vehicle's owner. The note should include:

- The driver's name and place of employment
- Supervisor's name and telephone number; and
- Date and time event occurred.

Section 48.6 Conducting Accident Investigations

All accidents may be subject to an investigation. The methods of investigation will be dependent on the circumstances surrounding the event along with the severity and scope of the accident. Immediate supervisors and management staff are expected to initiate investigations and work with assigned investigative staff, local first responders, and any external investigators that may be conducting their own investigation. This may include checking for immediate hazards, interviewing witnesses, or taking pictures. Additional supervisory staff including may also be included in the investigation process. While conducting an investigation, avoid statements regarding conduct of **Village** personnel or any equipment or vehicles involved. Discretion shall be used when discussing insurance coverage, other's personal medical information, or potential for liability.

Upon completion of an investigation, the root causes and other contributing factors that affected the outcome of the event will be reviewed with the Executive Safety Committee. All employees involved will be expected to carry out an assigned corrective action plan, provide additional training, or discuss other means of loss prevention with those that may be affected by the outcome of the investigation.

CONDUCTING AN INVESTIGATION

Accident investigations should be made as soon after the accident as possible. Delays, even those of only a few hours, may permit information or items essential to the investigation to be removed, destroyed or forgotten. Every accident, regardless of severity, should be thoroughly investigated. A superficial investigation may be easier, but it can also lead to incorrect conclusions and inadequate corrective action.

The following steps are recommended for investigating accidents:

1. **Immediately go to the scene of the accident**
2. **Assist the injured as needed**
3. **Secure the accident scene**
 - a. If scene of event is in the way of traffic or imminent danger, relocate to an area that is safe to complete the investigation
 - b. **Do not** remove or destroy any items (tools, equipment or materials) or conditions that might have contributed to the accident.
4. **Report to supervision, OSHA, or IRMA's Rapid Response Team if necessary**
5. **Record the condition of the environment**
 - a. Secure items/equipment/vehicles involved in the accident
 - b. Take photos
 - c. Document witness statements
6. **Note the Actions of the injured and others involved**
 - a. Note statements made on scene
 - b. Pay attention to extreme or abnormal behavior
 - c. Note if individuals involved were wearing or using safety apparel/equipment?
 - d. The investigator should listen to unsolicited comments as they often have merit.
7. **Talk with the injured/ill individual, if possible.**
 - a. How people are approached often determines the amount of information they give. Comprehensive, accurate information cannot be obtained from people if they feel threatened--like they are "on the spot."
 - b. The investigator should be careful to:
 - i. Allow the injured/ill person to tell the story without interruption or prodding.
 - ii. Proceed in a friendly and sympathetic manner.
 - iii. Be impartial and impersonal.
 - iv. Never adversely criticize the individual about the apparent actions.
8. **Talk with witnesses**
 - a. The investigator should stress getting the facts, NOT placing responsibility or blame.
 - b. Never place responsibility of blame at the scene; especially to any non-employees involved.
9. **Identifying Accident Causes**
 - a. Accidents are generally caused by one of two factors or a combination of both:
 - i. **Unsafe Acts** - A violation of an accepted work practice or method.

- ii. **Unsafe Conditions-** Improper control of the physical, mechanical and environmental exposures of the work area.
- iii. **Utilize root cause analysis techniques to determine the primary and secondary causes of the accident**

10. Complete Reports and submit claims coordinator or designated person

- a. Supervisor Investigation Report
- b. Employee Statement
- c. Root Cause
- d. Corrective Action Plan

11. Follow-up to Accident Report and Investigation

- a. Review and follow through should be completed by the safety committee and/or accident review board
- b. Corrective actions should be tracked and monitored until complete.
- c. NOTE: No investigation is ever satisfactorily completed unless definite recommendations are made for corrective action and those actions are documented complete.

INTERVIEWING QUESTIONS

WHO

- Who was injured
- Who saw the accident
- Who was working with the employee
- Who had instructed/assigned the employee
- Who else was involved
- Who else can help prevent recurrence

WHAT

- What was the accident
- What was the injury
- What was the employee doing
- What had the employee been told to do
- What tools was the employee using
- What machine was involved
- What operation was the employee performing
- What instructions had the employee been given
- What specific precautions was the employee given
- What protective equipment should have been used
- What protective equipment was the employee using
- What had other persons done that contributed to the accident
- What problem or questions did the employee encounter
- What did the employee or witnesses do when the accident occurred
- What extenuating circumstances were involved
- What did the employee or witnesses see
- What will be done to prevent recurrence
- What safety rules were violated
- What new rules are needed

WHEN

- When did the accident occur
- When did the employee start on that job
- When were the hazards pointed out to the employee
- When had the employee's supervisor last checked on job progress
- When did the employee first sense something was wrong

WHY

- Why was the employee injured
- Why and what did the employee do
- Why and what did the other person do
- Why wasn't protective equipment used
- Why weren't specific instructions given to the employee
- Why was the employee in the position

- Why was the employee using the tools or machine
- Why didn't the employee check with the supervisor when the employee noted things weren't as they should be
- Why did the employee continue working under the circumstances
- Why wasn't the supervisor there at the time

WHERE

- Where did the accident occur
- Where was the employee at the time
- Where was the supervisor at the time
- Where were fellow workers at the time
- Where were other people who were involved at the time
- Where were witnesses when the accident occurred

HOW

- How did the employee get injured
- How could the employee have avoided it
- How could fellow workers have avoided it
- How could supervisor have prevented it-could it be prevented

Provided by OSHA of Illinois

SECTION 49 NEAR-MISS REPORTING POLICY

Section 49.1 Purpose

In order to ensure a safe, healthful, and efficient work environment for our employees, Village of Clarendon Hills has established the following near- miss reporting policy as a condition of employment and continued employment.

Section 49.2 Definitions

Accident: A sudden event that is not planned or intended that may result in illness, injury, property damage, loss of materials, environmental damage, or a combination of the above.

Exposure: Contact with potentially harmful chemical or physical agents or biological hazards, whether or not these result in injury or illness.

Near-Miss: An unplanned incident which does not cause injury or damage but has the potential to do so; a close-call; an accident that was just barely avoided.

Section 49.3 Required Conduct

Employees are required to report to their supervisor any job-related near-misses, dangerous occurrences, unsafe conditions or acts that have the potential to result in accidents, exposures, injuries, illnesses, or property damage if corrective action is not taken.

Section 49.4 Near-Miss Procedure

- a) A Near-Miss Report is to be completed by the employee when:
 - they are involved in or a witness to a close-call resulting in no damage or bodily injury, but where there was potential for both to occur; or
 - when an employee has identified an unsafe condition or hazard
- b) The employee, when possible, should fill out what corrective action was taken.
- c) The Near-Miss Report will be given to the supervisor or Safety Coordinator for investigation.

Section 49.5 Investigations

The main purpose of near-miss investigation is to determine the causes of the incident and identify any remedial action that may help prevent a recurrence. Reviewing near misses over a period of time can identify potential weaknesses in operational procedures or safety systems. The investigation of the incident can prevent similar or serious accidents from occurring in the future.

Managers, Supervisors and/or Safety Coordinators are responsible for investigating any accidents that occur within their department. They will attempt to determine the cause of the incident or hazard and take corrective action immediately, if necessary.

The five steps featured in an investigation are:

- the gathering of information;
- the analyzing of information;
- identifying root causes;
- identifying risk control measures;
- the action plan and its implementation

The Near-Miss Report will be forwarded to the Assistant Village Manager for review to determine if appropriate corrective action was taken to prevent recurrence.

Section 49.6 Record Keeping and Follow Up

Records of the findings of all near-miss investigations, witness statements and any corrective actions must be kept for future reference.

All near-miss investigations will be tracked until corrective actions are complete.

Corrective actions will be evaluated for effectiveness after full implementation.

Section 49.7 Enforcement

All employees are hereby advised that full compliance with this policy is a condition of employment at Village of Clarendon Hills. The near-miss reporting system is non-punitive and can be completed anonymously. Employee failure to willfully comply with this policy may be subject to discipline.

ATTACHMENT A

Near-Miss Incident Report

Please complete and submit this form within 24 hours of the incident.

Date: _____

Date of incident: _____ Time of incident: _____ AM / PM

Exact location: _____

Submitted by: _____ Department: _____

Job activity at the time of the near-miss:

Description of the near-miss incident (attach photos or diagrams if available):

Specify the hazardous condition: _____

Specify the unsafe act: _____

Other employees involved, if any: _____

Preventive action recommended: _____

Corrective actions taken: _____

Supervisor responsible: _____

ATTACHMENT B

Near-Miss Log: Year _____

Establishment/Facility Name: _____

Date	Record Number	Work Area Where Incident Occurred	Brief Description of Incident	Action Taken

Date	Record Number	Work Area Where Incident Occurred	Brief Description of Incident	Action Taken

SECTION 50

RETURN TO WORK POLICY

SECTION 50.1 INTRODUCTION

The Return to Work Policy is the overall policy followed regarding an employee's return to work including return to work at transitional duty and full duty work. Transitional duty, also referred to as light/restricted/modified duty, is a key component of the overall return to work policy. This policy should be consistently applied to all employees.

The Village has determined that a return to work policy is an essential component of an effective risk management program. Understanding that the skills and talents of our employees, even on transitional duty, are valuable and should be encouraged, the following return to work policy has been established.

SECTION 50.2 TRANSITIONAL DUTY

Transitional duty has shown to be valuable in the rehabilitation of injured employees and can effectively reduce workers' compensation costs. Such a program can speed recovery, accelerate return to normal duties and allow the employee to maintain basic skills or learn new skills during recovery. Transitional duty programs allow continued social contact with fellow employees and income maintenance during the disability period, and are also credited with reducing employee turnover, training costs, overtime payment for replacement workers, improving employee morale, and increasing productivity. Transitional duty results in an earlier return to work, which reduces the chances that the employee will never return to the workplace.

Transitional duty is a temporary work assignment that should not normally exceed 90 calendar days, but may be terminated prior to that time limit. Transitional duty is not usually appropriate when an employee has no reasonable expectation of returning to regular duty within 90 days. Transitional duty assignments can be extended if, in the determination of the Village Manager, such an extension would be in the best interest of the employee and the Village.

The goal of transitional duty program is to progressively move an injured worker from restricted work status to full working capacity with as little time as possible away from the workplace. It is not a permanent accommodation of a disability. Transitional duty can include modified and alternate duty.

Modified duty is temporarily changing the injured employee's regular job to accommodate current disabilities. Modified duty can include any of the employee's usual tasks that are consistent with the restrictions established by the treating physician. The benefit of modified duty is that it keeps the employee in the accustomed work environment with the same co-workers.

Alternate duty is a temporary job assignment that accommodates current restrictions. Alternate employment places the employee in an entirely different job during the recovery period. It can be a job that already exists but is vacant, or a temporary job assignment developed to accommodate employees that have temporary work restrictions. The advantage of alternate duty is that it will allow employers to accommodate employees whose jobs cannot be sufficiently modified to accommodate their restrictions.

Transitional duty work assignments will be aggressively pursued in accordance with the following procedures:

- A. An employee may be required, or may agree, to work in an available transitional duty assignment, whether the injury was sustained on duty or off duty. The number of transitional duty assignments available may be limited. Therefore, on-duty injuries, pregnancy related accommodations and ADA reasonable accommodations have priority over off-duty injuries in the placement of duty assignments.
- B. Department heads are required to aggressively seek transitional work duties meeting the injured employee's medical work restrictions. Each department head shall establish a sample transitional return-to-work task listing for individuals with temporary physical limitations. The transitional duty assignments should be detailed, listing all physical requirements, particularly lifting and mobility requirements. Whenever possible, employees that have work-related temporary physical limitations will be assigned to these transitional duty assignments.
- C. The injured employee should be examined at the designated IRMA Medical Management Network facility immediately following an injury whenever possible, and should continue to receive follow up care from the IRMA Medical Management Network facility if follow up care is necessary. However, injured employees have a legal right to obtain medical treatment from whomever they choose. If an injured employee chooses to see their own doctor, the doctor should complete a medical "Duty Status Report" (Addendum A) and submit a copy to the employer. If the doctor cannot complete a medical "Duty Status Report" (Addendum A), then he should complete a report or form addressing the injured worker's ability to return to work and specify any work restrictions that apply.
- D. The designated IRMA Medical Management Network facility should be aware of the availability of transitional duty work. The physician should immediately advise the Village, the Claims Representative and the nurse case manager of the injured worker's ability to return to work and specify any work restrictions that apply. The member can then determine what transitional assignments the injured employee is capable of completing.
- E. Designated IRMA medical management facility shall be the primary source of medical treatment upon which decisions are based when evaluating an individual's capability to return to work with physical restrictions or limitations. Each time the injured employee is treated or examined, the designated IRMA medical management facility shall complete a medical "Duty Status Report" (Addendum A) and submit a copy to the employer.
- F. Employees shall serve in transitional duty assignment for as long as they can perform productive work and are expected to return to full duty when at maximum medical improvement. Employees may be removed from limited duty assignments if appropriate work is not available, or if the employee cannot satisfactorily perform the work assigned.

- G. No full-time employee shall be moved from his/her regular job in order to make an early-return-to-work assignment available to another employee.
- H. An employee may be required to attend training sessions, staff meetings, seminars, or continuing education programs as deemed necessary by the Department Head and the Village Manager as part of a transitional return-to-work assignment.
- I. The nature of the injury and the skills of the employee and the needs of the department will determine what assignments are made. (EXAMPLE: An administrative or clerical employee with a broken arm may be able to perform transitional work that a maintenance worker with the same type of injury is unable to do.)
- J. It is the primary goal of this policy that departments find alternative work assignments for employees assigned to their respective departments. However, when the employee's department head cannot find suitable work, suitable restricted work shall be sought in other departments.
- K. The Village may arrange for a physician's evaluation of the employee at any time during a transitional-return-to-work assignment. This should be coordinated with the IRMA claims representative if it is a workers' compensation claim. Village may at any time, based upon its physician's recommendation, modify the employee's transitional duty assignment or remove the employee from transitional duty.
- L. If the injured employee refuses a transitional duty assignment consistent with physician approved restrictions for a workers' compensation claim, a certified letter shall be sent to the employee advising where and when to report to work. This letter shall advise the employee that failure to report for this work will result in notification of IRMA and that Temporary Total Disability (TTD) payments may be terminated. If the injured employee does not report for a transitional duty work assignment, the Department Head shall immediately advise the Village's claims coordinator. The refusal of transitional duty may also result in further disciplinary action or termination.
- M. Payment for reasonable and necessary medical treatments related to work injuries will not be discontinued based solely on failure to report to a transitional duty assignment. The employee has the right and may appeal discontinuance of TTD payments to the Illinois Industrial Commission.
- N. Employees on transitional duty shall be advised that they are not permitted, under any circumstances, to perform any work that violates their return to work restrictions.
- O. Employees on transitional duty shall be evaluated on a weekly basis by their department head according to the following criteria:
 - 1. Ability to perform the transitional duty assignment.
 - 2. Compliance with work restrictions.
 - 3. Need for modification of transitional duty.

SECTION 50.3 RETURN TO FULL DUTY

The ultimate goal of a return-to-work policy is to facilitate the return to previous full duty work assignment. It is critical that a good job description be provided to the examining physician to allow the doctor to accurately assess the injured employee's ability to return to full duty.

The designated IRMA Medical Management Network facility should be provided with a job description which provides a detailed description including the physical tasks required of the employee and the physical demands necessary to complete the essential job functions. If possible, the employee should bring a copy of the job description to the initial visit. The nurse case manager and IRMA Claims Representative should also be provided with a copy of the employee's job description so they can share this information with all treating physicians. If the injured employee's current job description does not accurately and fully describe the physical demands of the job, a Physical Demands Summary form (Addendum B) should be completed and sent along with the job description.

An Independent Medical Exam (IME) can be requested by IRMA at any time during a workers' compensation claim to address whether an employee is able to return to transitional or full duty as well as addressing medical causation and treatment issues.

Separate fitness for duty evaluations are not required under the Illinois Workers' Compensation Act and should not be necessary if the physician releasing the employee to full duty has a detailed job description including the essential physical tasks and physical demands of the job. Member required fitness for duty evaluations are not scheduled by or paid for by IRMA.

If separate fitness for duty evaluations are utilized, there should be a consistent policy applied to all employees returning from an injury. If a fitness for duty physician determines an injured employee cannot return to full duty work, the injured employee should not be allowed to return to full duty even if the employee has been released to full duty by the employee's treating physician. If the fitness for duty physician makes treatment recommendations, the injured employee should be scheduled for a follow up examination to make sure the treatment is complete so the physician can provide a final assessment of the employee's ability to return to full duty work. Fitness for duty physicians should be provided with a detailed job description including the essential physical tasks required of the employee and the physical demands necessary to complete the essential job functions.

Functional Capacity Evaluations (FCEs) are sometimes prescribed by a treating workers' compensation physician to help the physician determine what job duties an injured employee can perform. FCEs are not necessary on all claims and are not recommended unless prescribed by a physician.

SECTION 50.4 NON-WORK RELATED INJURIES AND ILLNESSES

Request for transitional duty assignments for non-work related injuries and illnesses will be considered on a case by case basis depending on the skills of the employee and available work assignments. Work related injuries and illnesses and requests for reasonable pregnancy related accommodations or reasonable accommodations under the ADA, which do not create an undue hardship on operation of the Village will be implemented as required by current Federal and Illinois law and will take precedence over non-work related injuries or illnesses. When an injured

employee is released to return to full duty following a non-work related injury or illness, a fitness for duty evaluation may be required depending on the severity of the injury or illness.

SECTION 50.5 RETURN-TO-WORK PROTOCOL

A. Pre-Injury

Lay the groundwork for a return-to-work program before anyone is injured on the job by:

1. Making sure designated IRMA Medical Management Network facility is aware of and understands transitional duty policy.
2. Have good, detailed job descriptions available for all positions so the treating doctor can review them as soon as possible. If possible, the employee should bring a copy of the job description to the initial visit.
3. Have a detailed list of available transitional duty assignments. Break down the assignments by detailed essential tasks required and physical requirements of each task.
4. Advising employees in advance when transitional duty is available and letting them know they should have the doctor address their ability to return to transitional duty.
5. Advising employee to report to supervisor or contact person following physician appointments with updated work status.
6. Advising employees they are required to immediately report any and all injuries.
7. Advising employees they should be examined at the designated IRMA Medical Management Network facility immediately following an injury, whenever possible. The emergency room should be used only when no other treatment options are available or in the case of severe or life-threatening situations.
8. Advising employees who initially receive treatment at an emergency room that they should report to the designated IRMA Medical Management Network facility for a follow-up exam the next day, if possible.
9. Advising area emergency rooms to refer injured employees back to the designated IRMA Medical Management Network facility the following day, if possible.

B. Post Injury

1. Employee injured on the job.
2. Employee reports injury to his/her immediate supervisor.

3. Supervisor arranges transport to the designated IRMA Medical Management Network facility. A hospital emergency room should only be utilized if severity of injury dictates. If employee initially treats at emergency room, employee should follow up next day with designated IRMA Medical Management Network facility.
4. Supervisor accompanies employee to medical facility. If possible, a copy of the job description should be provided during the initial visit.
5. Injured employee signs Authorization for Medical Records and Communication Release (Addendum C) and completes Employee's Statement of Incident form (Addendum D), if possible.
6. Supervisor completes Employee's First Report of Injury (Form 45) (Addendum E) and IRMA Supervisor's Investigation Report (Addendum F) and routes to claims coordinator.
7. Supervisor begins accident investigation process.
8. Claims coordinator reviews/approves and sends completed forms to IRMA as soon as possible, but no longer than five workdays from the date of injury.
9. Completed accident investigation forms submitted to Accident Review Board by claims coordinator.
10. Supervisor follows-up with employee to obtain completed "duty status report" from medical provider.
11. If employee is not treated by an IRMA Medical Management Network facility and did not receive a release to return to work with or without restrictions, the employee should contact the IRMA claims representative to determine if an evaluation is needed with an IRMA Medical Management Network facility.
12. Supervisor should maintain regular, appropriate contact with employee to discuss how employee is doing and employee's work status while the employee is off work.
13. If return to work includes "restrictions," the employer should check Member's transitional duty job banks for appropriate placement of injured employee.
14. Employee is placed in temporary transitional duty assignment when appropriate and is closely monitored by supervisor.
15. IRMA claims staff is notified of transitional duty assignment.
16. Supervisor continues to follow-up with employee on status of full duty release. Employee provided with full duty release from medical provider, when appropriate.

17. Employee is transferred to original full duty position with no restrictions.
18. IRMA claims staff is notified of full duty release and transfer to original position.
19. Supervisor and IRMA claims representative continue to monitor employee medical treatment until released by physician.

IRMA Duty Status Report Form

Patient Name: _____ Date of Injury: _____

Job: _____

(To be completed by Physician)

1. Is the Employee able to perform his/her regular work? Yes ☐ No ☐
[]
2. Please check any work tolerance limitations due to this injury:

Physical Limitations	Full Restriction	Partial* Restriction	No Restriction
Sedentary – Lifting 0 to 10 Pounds			
Light – Lifting 10 to 20 Pounds			
Moderate – Lifting 20 to 50 Pounds			
Heavy – Lifting 50 to 100 Pounds			
Pulling/pushing, carrying			
Reaching or working above the shoulders			
Walking			
Standing			
Sitting			
Stooping			
Kneeling			
Repeated bending			
Climbing			
Operating a motor vehicle, crane, tractor, etc.			

* If partial restriction, please explain: _____

Exposure Limitations (Specify): Heat ☐ Cold ☐ Dust ☐ Fumes ☐

3. Please provide estimated date of return to: Regular Work: _____
4. If employee is able to resume work, has he/she been advised: Yes ☐ No ☐
5. Please provide diagnosis, prognosis and treatment recommendations: _____

6. Date of examination: _____ Date of further appointments, if any: _____
7. Signature and typed/printed name of physician:

Physician Signature

Type/Print Name

Physical Demands Summary

The sole purpose of this summary is to serve as a guideline to assist the medical provider, functional capacity evaluation facility, claims representative and management in the facilitation of the return-to-work process. This form should be added to any job description that does not already include the specific physical demands of the job.

Key				
N = Never O = Occasional F = Frequent C = Continual				
ACTIVITY	FREQUENCY			
	N	O	F	C
Lift/Carry				
5 lbs. or less				
6 – 10 lbs.				
11 – 25 lbs.				
26 – 50 lbs.				
51 – 75 lbs.				
76 – 100 lbs.				
Over 100 lbs.				
Push/Pull				
12 Lbs. or less				
13 – 25 lbs				
26 – 40 lbs.				
41 – 100 lbs.				
Over 100 lbs.				
Bend				
Squat / Kneel				
Twist / Turn				
Climb				
Crawl				
Reach Above Shoulder				
Reach Outward				
Stand / Walk				
Sit				
Drive:				
Automatic				
Standard				
Type / Keypunch				

SECTION 51 SAFETY INCENTIVE PROGRAMS

SECTION 51.1 PURPOSE AND SCOPE

Employers can incentivize employees to create safer, loss-reducing working conditions by acknowledging individual contributions to safety. The *Village* is committed to ensuring the safety and health of its employees, thus all personnel are expected to be familiar with and follow safety policies as well as perform work in a way that reduces their exposure to injury. In order to promote safe work practices and encourage hazard recognition, safety incentives will be offered as outlined within this program.

The Safety Incentive Program will occur continually and become a permanent part of the *Village*'s risk management program. The program will reward employees for submitting safety suggestions that include potential safety solutions for identified safety hazards and ideas to improve workplace safety.

SECTION 51.2 RESPONSIBILITIES

Assistant Village Manager/Safety Coordinator

- Ensure the Safety Incentive Program is implemented according to policy.
- Review and submit summary reports to Safety Committee.
- Coordinate development of procedures/policy, purchases of equipment, and/or scheduling of training as determined by results of submitted safety suggestions.

Safety Committee Members

- Collect and review all submitted safety suggestions.
- Provide response and/or recognition to those who submit safety suggestions.
- Request additional budget, procedures, or equipment in support of suggestions deemed appropriate for implementation.
- Incorporate suggestions deemed appropriate for implementation into the Safety Committee's annual goals.

Employees

- Participate in Safety Incentive Program by submitting safety suggestions.
- Provide feedback to Safety Committee on Safety Incentive Program.

SECTION 51.3 SAFETY INCENTIVE PROGRAM

Incentivize Reporting Recognized Hazards

Employees must first inform their Supervisor or the Assistant Village Manager of a potential safety hazard/deficiency to be addressed before submitting a suggestion for reward/award. Suggested hazards may include:

- Potentially hazardous conditions not previously identified

- Damaged or missing equipment
- Near-miss events
- A procedure believed to be dangerous that is not addressed by policy or JSA

Incentivize Suggestions for Safety Improvements

Employees may also work to improve safety by means other than hazard recognition. Supervisors of the Safety Incentive Program may wish to involve employees in process or procedural updates that will ensure workplace safety is universally recognized and understood. Examples of projects that could be incentivized:

- Suggested improvements to an existing process, policy, or JSA
- Reviewing Lockout/Tagout Procedures
- Participating in additional safety training for continuing education
- Writing new procedures or policies
- Volunteering to teach safety classes
- Housekeeping initiatives

**Note: It is not recommended to focus incentives on the goal of reducing the number of reported injuries and illnesses. This type of program typically rewards employees at the end of an injury-free month or evaluates Managers based on their division's lack of injuries. These types of incentive programs are not encouraged as there is potential to implement them in a manner that discourages reporting. If an employer takes a negative action against an employee in such an incentive program, such as withholding a prize or bonus because of a reported injury, employees may fail to report injuries or illnesses when they occur.*

Submitting Safety Suggestions

Safety suggestions should contain the following information:

- Date
- Employee's name
- Description, location, or observation of safety suggestion
- A potential solution that either relates to on-site job safety or public safety

Safety suggestions should be submitted to the Assistant Village Manager. See Appendix A for a Safety Suggestion Form.

Rewards

To reward and further encourage employees to develop potential solutions for possible safety hazards, the Village will offer safety incentive rewards. The Safety Committee will review and determine how safety suggestions are recognized and rewarded. The type of prizes/rewards may include, but are not limited to:

- Department- or organization-wide meals
- Logo apparel
- Gift certificates

Reward for a suggestion does not guarantee implementation of a suggestion, nor does implementation of a suggestion guarantee a reward.

Eligibility For a Reward

The Safety Committee will review employees' submission in this program. Eligibility for a reward will be assessed based on the following criteria:

- Legitimacy of safety suggestion
- Importance of safety suggestion (injury/accident probable)
- Amount of thought employee applied toward identifying and developing a potential solution

Other safety initiatives developed under this program (such as housekeeping initiatives or JSA updates) will also be eligible for rewards. Criteria to be eligible for such rewards will be established in advance as determined by the Safety Committee.