



**HUMAN RESOURCES COMMITTEE MEETING**  
**Tuesday, January 30, 2024**  
**6:30 p.m.**

- I. Call to Order
- II. Approval of Minutes from the Regular Meeting of December 6, 2023
- III. New Business
  - A. Discussion and Possible Action: Various Amendments to the Village's Employee Handbook
  - B. Discussion and Possible Action: Reclassification of Village Positions within the Salary Classification System and Pay Plan
- IV. Public Participation
- V. Adjournment

# Human Resources Committee

## Meeting - Minutes

### Wednesday, December 6, 2023– 6:30 p.m.

CALL TO ORDER: Chairman Chybowski called the meeting to order at 6:32 p.m.

PRESENT: Trustee Chybowski, Trustee Rosten, and Village Administrator Johnson. Trustee Grace was absent.

APPROVAL OF MINUTES: Trustee Rosten made a motion to approve the minutes of the Human Resources Committee of March 15, 2023; motion seconded by Trustee Chybowski. Motion carried with two ayes.

#### NEW BUSINESS:

##### A. Discussion and Possible Action: Amending the Village's Employee Handbook in Compliance with the Paid Leave for All Workers Act (P.A. 102-1143)

Mr. Johnson informed the Committee that back in March, the Governor signed the Paid Leave for All Workers Act (PLAWA) into law which goes into effect on January 1, 2024. The law sets minimum paid leave requirements for Illinois employers, including most municipalities. Non-home rule units of government, like ourselves, need to adopt standards which comply with the new law or reaffirm our on paid-time off policies before the end of the year. The law states that employers must provide one hour of leave per 40 hours worked for employees and allow them to carry over up to 40 hours of paid leave annually. The law states that leave can be taken for any reason and without documentation, but employers may set leave policies that require employees to provide notice for seven days for foreseeable leave.

The Village's employee handbook already provides the leave policies and requirements for all full-and regular, part-time employees which comply with PLAWA. As a reminder, regular (permanent), part-time employees who work at least 32 hours per week are eligible to receive annual vacation on a pro-rated percentage of total hours worked. For example, an employee who works 32 hours per week would receive 80% of vacation leave of a full-time employee with the same length of service. The following language was suggested for addition in the Village's employee handbook:

#### **2.04 PAID LEAVE FOR ALL WORKERS' ACT (PLAWA) LEAVE - SEASONAL AND NON-REGULAR PART-TIME EMPLOYEES**

In accordance with the Paid Leave for All Workers Act (PLAWA), effective January 1, 2024, employees whose positions are considered seasonal and/or non-regular, part-time are eligible for certain paid time off benefits 90 days after hire (or after 90 days from 1/1/24 for current employees). Those employees who are classified as seasonal and/or non-regular part-time shall accrue paid-time off at the rate of one (1) hour of paid leave for every forty (40) hours of regular time worked - up to a maximum of forty (40) hours per 12-month period which shall begin on the date of hire of the employee. For employees affected by this provision hired on or before 12/31/23, accrual of PLAWA Leave shall be calculated beginning 1/1/24. Employees covered by this provision, must make their requests for the use of paid time off a minimum of seven (7) days in advance to their supervisor for foreseeable leave and as soon as practicable for unforeseeable leave. The authorization of leave is subject to the operational needs of the department as determined by the employee's direct supervisor. Accrued leave may be used in no less than two (2) hour increments. Leave cannot be front-loaded or borrowed against. Employees shall not be compensated for the balance and/or unused accrued PLAWA Leave upon resignation, termination, or retirement. However, employees who are rehired or return to the Village within 12 months from separation will have any unused PLAWA restored to their bank. PLAWA Leave hours accrued, but not used, shall convert to vacation leave for the employee if appointed to a permanent position as covered elsewhere within the Employee Handbook.

Adopting the minimum requirements of the law were recommended to the Committee because of the nature and structure of our organization. Because of the Village's lean approach to staffing, seasonal and part-time employees are relied upon to backfill roles that would otherwise require additional full-time positions. This is most evident within the Police Department. Often, part-time officers are scheduled to act in the stead of a full-time officer who has previously approved paid time off or calls in sick.

Changes to the provisions to the Village's vacation leave policies, applicable to full-time and regular part-time employees were recommended to be comparable to those required under PLAWA. Those changes included allowing new employees to receive an advance of vacation leave days upon 90 days of employment, requests for vacation leave to be made seven (7) days prior to the requested leave, and allowing vacation time to be used in two (2) hour increments.

After discussion, Trustee Rosten moved to recommend approval of the proposed language to the Village's Employee Handbook. The motion was seconded by Trustee Chybowski. The motion carried 2-0, by voice vote.

PUBLIC PARTICIPATION: None.

ADJOURNMENT: Trustee Rosten made a motion to adjourn at 7:23 p.m., seconded by Trustee Chybowski. All stated "Aye," motion carried.

Date Approved \_\_\_\_\_

\_\_\_\_\_  
Patty Chybowski, Chair

\_\_\_\_\_  
Melissa Forsberg, Village Clerk



## MEMORANDUM

**DATE:** January 25, 2024

**TO:** Chair and Members of the Human Resources Committee

**FROM:** Clay T. Johnson, Village Administrator

**RE:** **Human Resources Meeting Agenda Supplement for January 30, 2024**

### **New Business**

#### **A. Discussion and Possible Action: Various Amendments to the Village of Lindenhurst Employee Handbook**

During the Village's contract negotiation with the Fraternal Order of Police, our staff began recognizing needed changes to our employee handbook which would bring our employee policies in compliance with state law. Additionally, staff recognized areas that could use some clarification to address ambiguity in the interpretation of Village policy. These concerns led staff to suggest that a review of our employee handbook may be necessary. The Village Board agreed and included funds within the FY 24 Budget which would allow our labor attorney(s), Clark, Baird, & Smith to conduct a full review of the handbook. The recommendations resulting from the attorney and staff review is included in your materials. While there are suggestions for improvement, our attorneys thought the Village's policies were solid overall. The vast majority of the edits related to relocating policies within the document for better readability and a more logical organization. Copies of the employee handbook with comments and a clean version are included in the meeting materials. A summary of the recommended changes is included below:

#### **Chapter 1 – General Provisions**

- Page 9 – Section 1.05 Overtime was moved to this section from Chapter 10 (Miscellaneous Policies). A clarifying statement was added at the end of this section making it clearer that overtime is offered with the approval of the employee's supervisor.

#### **Chapter 2 – EEO and Accommodations (Moved and Renamed)**

- Page 11 – Equal Employment Opportunity (EEO) statement moved from Chapter 6, but with no changes.
- Page 12 – Discrimination and Harassment statement moved from Chapter 6. The word "discrimination" is added throughout the section in statements where the word "harassment" is also used.
- Page 14 – Elected Official Complaint Process - Item #5 was added in order to comply with the State Ethics Act. This language spells out a procedure for elected officials to make complaints against other elected officials for harassment.



- Page 16 – Updated to remove Vicki VanSlochteren and add Karleen Gernady.
- Page 17 – 2.03 Disability and Pregnancy Accommodations & 2.04 Religious Accommodations – Both of these sections are new policies to the handbook. Both sections are broad statements indicating that the Village will comply with all state and federal disability and pregnancy laws. With respect to religious accommodations, the statement informs employees that we will comply with Title VII of the Civil Rights Act of 1964.
- Page 19 – Police Holidays were struck as this is now covered in the police collective bargaining agreement.
- Page 20 – This section already includes all the approved changes to vacation time with respect to the Paid Leave for All Workers Act.
- Page 22 – The section on Personal Days was amended to reduce the amount of forewarning an employee needs to request personal time. The handbook previously stated that this must occur 14 calendar days in advance. This is suggested to be reduced to three to reflect what is more closely aligned with current practice. Language was also inserted to clearly indicate that the use of personal time is subject to approval from a supervisor.

Chapter 3 – Employee Benefits and Leaves of Absence – Chapter merges employee benefits and leaves of absence from the previous handbook into the same section. Items within this section have been renumerated accordingly. The biggest change in this section has already been adopted with the Village Board’s approval of the insertion of the Paid Leave for All Workers Act (PLAWA) policies in December. A cleanup of wording within Section 3.06 on page 22 with respect to which employees are eligible for retirement benefits is suggested.

- Page 30 – The sections within the Family Medical Leave Act (FMLA) policies regarding an employee or family member’s serious health condition were merged together as they have essentially the same wording. The link to the related forms has also been updated.
- Page 33 – Funeral leave versus Bereavement Leave – The Village has offered paid leave in the event of the death of an immediate family member of up to three consecutive days. The added Bereavement Leave would bring our handbook into compliance with Illinois law where an employee is entitled to two weeks/ten work days of unpaid leave in the event of the following:
  - (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.
- Page 34 – Family Military Leave section added a clause to indicate that the unpaid leave taken by eligible employees may be reduced by FMLA standards.

#### Chapter 4 – Renamed “Employee Health and Safety”

- Page 41 - Section 4.01 renamed General Health and Safety
- Page 46 – Section 4.05 “Disability” was moved from Chapter 5 and renamed Fitness for Duty Exams. Language from this section was struck which would conflict with the Americans for Disabilities Act.
- Page 47 – Violence in the Workplace was a recommended addition suggested by our labor attorney.

Chapter 5 – Renamed “Employee Training and Development” – All Separation from employment policies were moved to Chapter 7.

#### Chapter 6 – Miscellaneous Policies

- Page 75 – The electronic communications policy now includes text messages as covered devices which are under the Village’s control and management.
- Page 79 – Statutory reference language was simplified.
- Page 82 – Ethics and Conflicts of Interest section added.
- Page 85 – Outside employment policy added.
- Page 85 – “Disciplinary Procedures” was moved to this Chapter and renamed “Employee Conduct and Disciplinary Procedures.” There were no changes to the policy language. Additionally, Section 6.06 was added as an anti-nepotism policy. The Village did not have a nepotism policy previously. A section regarding outside employment was also added which outlines if and when it may be possible for an employee to have secondary employment.
- Page 86 – Section 6.08 Employee Appearance - A generic policy on employee appearance was added. Within Section 6.09 “Employee Conduct and Disciplinary Procedures,” language was added after the first paragraph in Bullet A to expand the reach of conduct to instances off duty. This could pertain to conduct egregious enough to compromise the judgment of the individual involved or defame the reputation of the Village organization.
- Page 87 – Management Rights as a standalone chapter was eliminated and included in this Chapter.



#### Pay Plan Section

- Page 101 – Positions created for additional duty pay were eliminated. The only position still receiving additional duty pay is the Building Permit Coordinator. It is recommended that this compensation amount be added to the employee's base pay as part of a reclassification of this position as discussed later in this meeting.
- Page 102 - The section on Overtime was moved to Chapter 1, and the section on overtime for police court pay was removed entirely as it is now addressed within the Village's collective bargaining agreement with the local Fraternal Order of Police.

While the suggested edits bring us into compliance with current Illinois and Federal law, it doesn't necessarily adjust any practices of the Village. One practice that is still a popular topic and one that is discussed on occasion by our employees are flexible, telework, or work-from-home policies. A recent review of Chicagoland communities produces a mixed bag of whether or not communities are continuing to allow work-from-home as an option for specific employees, but with the recent snowstorms the topic has risen again. The Village does have the technological capability of fully supporting an employee who wishes to work offsite, but a policy does not exist allowing them to do so. I would like to gauge the Committee's opinion on implementing a work from home policy and what types of parameters should be placed on such a policy. For the sake of clarity, I don't get the sense that employees are seeking what could be considered "regular" flexible work schedules where someone would work from home a certain number of times a week. Rather, this could be a work-from-home policy used sparingly and occasionally when travel to work may be hazardous or if child care is unavailable for an employee.

#### **B. Discussion and Possible Action: Reclassification of Village Positions within the Salary Classification System and Pay Plan**

With the retirement of the former Deputy Clerk, the organization was posed with a question of whether or not to replace the position as it was previously staffed. Rather than replace the position, I found it preferable to use the skills and experience of our current staff to divide the position's duties a manner that is commiserate with their current responsibilities and roles. One step in creating the available capacity to meet this reassignment of duties was by moving our current Customer Service Representative to full-time status effective June 1. Prior to her retirement, the Deputy Clerk was responsible for the following major tasks and roles:

#### Deputy Clerk

- Oversight of office personnel/Office Manager
- Payroll administration
- Oversight of vital record organization and retention
- Creation of Agenda Packets, Ordinances, Resolutions, and Proclamations



- Act as FOIA Officer
- Oversee Procedural Aspects of General Accounting Process (Accounts Payable/Receivable, General Ledger, and Bank Statements)

Those duties were reassigned to other work areas where the tasks made the most sense and added to the current responsibilities of our Assistant to the Village Administrator, Utilities Services Representative and Customer Service Representatives. Those responsibilities were divided as follows. (The Building Permit Coordinator also acts as a FOIA Officer.):

Assistant to the Village Administrator

- Oversight of Office Personnel/Office Manager
- Creation of Agenda Packets, Ordinances, Resolutions and Proclamations

Utilities Services Representative

- Accounts Receivable and General Accounting Procedures

Customer Service Representative

- Payroll Administrator/HR Benefits Coordinator
- Oversight of vital record organization and retention

Again, these tasks are on top of the responsibilities of these positions. What has occurred is that certain positions have accepted more duties which lead to the position to be out of alignment with their job description. Further, the updated job duties created positions unlike any that the Village has created to date. To resolve that issue, our staff has worked to update the job titles and descriptions of these positions to reflect the updated combined duties. Those updated positions and job descriptions are located in your meeting materials. Staff has also supplied the current job descriptions for the current roles for the sake of comparison. For the purposes of our discussion, we will refer to these positions as Building Permit Coordinator, Administrative Services Assistant, and Finance Assistant.

As one reviews these job descriptions, it becomes apparent from a qualitative standpoint that the responsibilities inserted into these positions make them more valuable and integral to the Village's operation. However, our practice is to try to take the qualitative data and score attributes of the job in a quantitative fashion. Scores are arrived at using a scoring rubric system that judges each position across a number of different areas. The Village's rubric is included in your materials. The collective scores of all jobs across the organization are then arranged into the Village's step system for determining pay ranges.

This is the current pay scale which includes range and position:



	Range		Position Classification
<b>O1</b>	100	115	NONE
<b>O2</b>	120	135	Part-Time Records Clerk
<b>O3</b>	140	155	Part-Time Customer Service Rep.
<b>O4</b>	160	175	NONE
<b>O5</b>	180	195	Part-Time Community Service Officer
<b>O6</b>	200	215	NONE
<b>O7</b>	220	235	Laborer
<b>O8</b>	240	255	Customer Service Rep., CSO, Records Assistant, Finance Clerk
<b>O9</b>	260	275	NONE
<b>O10</b>	280	295	Administrative Assistant
<b>O11</b>	300	315	Maintenance Operator I
<b>O12</b>	320	335	Utilities Service Representative, CSSC
<b>O13</b>	340	355	NONE
			Maintenance Operator II, Deputy Village Clerk, Executive
<b>O14</b>	360	375	Assistant, Management Analyst
<b>O15</b>	380	395	Maintenance Operator III
<b>O16</b>	400	415	Administrative Services Coordinator
<b>O17</b>	420	435	NONE
<b>O18</b>	440	455	Police Officer

	Range		Position Classification
<b>M1</b>	500	515	NONE
<b>M2</b>	520	535	Assistant to the Village Administrator
<b>M3</b>	540	555	NONE
<b>M4</b>	560	575	Crew Supervisor, Police Sergeant
<b>M5</b>	580	595	NONE
<b>M6</b>	600	615	Utility Systems Coordinator
			Superintendent of Public Works, Police Sergeant
<b>M7</b>	620	635	Commander
<b>M8</b>	640	655	NONE
<b>M9</b>	660	675	NONE
<b>M10</b>	680	695	Deputy Police Chief
<b>M11</b>	700	715	Assistant Village Administrator
<b>M12</b>	720	735	Police Chief, Director of Operations

Two staff members and the Human Resources Committee chair scored the new job descriptions separately. Interestingly, our scores were remarkably similar for each of the three positions. The scoring of the three positions would land them into the following grade within our system:



- Building Permit Coordinator – O9 (O8)
- Administrative Services Assistant – O13 (O8)
- Finance Assistant – O13 (O12)

The incumbents' current place within our pay system is noted above within parentheses. Creating these positions within our system would move the incumbents in those roles to higher wages and higher earning potential. Based upon the movement amongst the ranges, the proposed wages would move accordingly:

- Customer Service Representative (\$30.53) → Building Permit Coordinator (\$32.06)
- Utilities Services Representative (\$28.14) → Finance Assistant (\$29.57)
- Customer Service Representative (\$23.10) → Administrative Services Assistant (\$27.89)

The proposed new wages would take effect upon action to amend the pay system by the Village Board. The Human Resources Committee should evaluate the job descriptions of the positions and their place within the Village's grades. After that discussion, the Committee should provide their recommendation to the Village Board on the revisions to the Village's pay system.

# **VILLAGE OF LINDENHURST**



## **Employee Handbook**

**Personnel Policy Manual**

**Salary Classification System and Pay Plan**

**Revised March 2023**

# Village of Lindenhurst

## Employee Handbook

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# VILLAGE OF LINDENHURST



## PERSONNEL POLICY MANUAL

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## VILLAGE OF LINDENHURST PERSONNEL POLICY MANUAL

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### INTRODUCTION

The purpose of the Village of Lindenhurst Employee Handbook is to provide general information regarding the employment practices of the Village. Although these policies are not designed to replace supervisors as a source of answers to specific questions, it should provide a ready reference to the major personnel policies affecting employees of the Village. The policies and procedures found herein are guidelines and are not meant to constitute contractual terms or conditions of employment or to create any legal rights or an agreement. They may be modified to suit the circumstances, or changed from time to time, or terminated without prior notice.

*In accordance with judicial decisions, the Village intends that these policies shall establish no property or tenure rights for the employees of the Village. In addition, the existence of any provision contained within shall not establish priority or irrevocable rights for any employee. All employees of the Village, unless otherwise provided in a collective bargaining agreement or a written employment agreement approved by the Mayor and Board of Trustees of the Village, shall remain "at will" employees – meaning that the employment relationship can be terminated by either party at any time, for any reason, with or without cause, and with or without notice.*

If there is any discrepancy between the policies and procedures set forth herein and the Administrative Procedures established by the Village, the Administrative Procedures shall apply.

This Employee Handbook discusses policies and procedures of general application to all employees, including employees covered by a union contract. To the extent a union contract covers a subject contained in or conflicts with a provision of this Manual, the union contract will control.

All questions regarding the personnel policies or employment matters should be directed to your supervisor or the Village Administrator.

## **CHAPTER 1 – GENERAL PROVISIONS**

### **Sections:**

- 1.01 Employee Classifications
- 1.02 Pre-Employment Examinations
- 1.03 Probationary Period
- 1.04 Reporting to Work, Hours of Work
- 1.05 Overtime
- 1.06 Operating Regulations
- 1.07 Board of Fire and Police Commissioners
- 1.08 Ethics

### **1.01 EMPLOYEE CLASSIFICATIONS**

All Village employees fall within one of the following classifications which are relevant to determining their eligibility for benefits:

1. **Full-time employees:** Employees who are regularly scheduled to work 40 hours per week on a year-round basis. Full-time employees are eligible for all of the benefits provided by the Village.
2. **Part-time employees:** Employees who are regularly scheduled to work less than 40 hours per week on a year-round basis. Part-time employees are not eligible for the benefits provided to full-time employees unless required by law or otherwise specified in this Manual.
3. **Seasonal employees:** Employees who are hired to work for a pre-determined period of time or who do not work for the Village year-round. During their employment, temporary employees may work either a full-time or a part-time schedule. However, they are not eligible for the benefits provided to other Village employees unless required by law or otherwise specified in this Manual.

All employees also fall within one of the following classifications which are relevant to determining their eligibility for overtime pay.

1. **Exempt employees:** Exempt employees are those employees who are paid on a salaried basis and who serve in executive, administrative, professional or other “exempt” positions as defined in applicable wage and hour laws. Their salaries are intended to fully compensate them for all hours which they may

be required to work to perform their assigned responsibilities. Accordingly, they are not entitled to overtime pay.

2. **Non-exempt employees:** Non-exempt employees are those employees who are entitled to overtime pay for all hours worked in excess of forty (40) hours in any workweek.

The Village reserves the right to designate positions as exempt or non-exempt, including any change in designation, as it determines appropriate and in compliance with the applicable wage and hour laws.

## **1.02 PRE-EMPLOYMENT EXAMINATIONS**

Applicants for employment may be asked to take and pass a physical examination, psychological examination, and/or criminal background investigation, including but not limited to, employment credit reports, drivers license history, and drug screening, depending upon the position applied for. Unless an applicant is applying for the position of police officer, is under 21 years of age, is required as a condition of employment to maintain a valid commercial driver's license ("CDL") or is applying for a position funded by a federal grant, pre-employment drug screening will not include cannabis.

## **1.03 PROBATIONARY PERIOD**

All individuals hired for employment in a regular full-time or part-time position shall serve a minimum twelve (12) month probationary period commencing on the date of their employment. During the probationary period, the employee has an opportunity to demonstrate proper attitudes and abilities for the position for which they are employed. As with non-probationary employees, the employee may be dismissed without prior notice or obligation during this period. After 90 days of employment and upon completion of the probationary period, the employee should be evaluated by his/her Operating Manager. The following factors may be included in this evaluation:

1. Job performance
2. Work attendance
3. Employee attitude and ability to work with fellow employees
4. Ability to accept responsibility
5. Compliance with established safety standards for the job in question
6. Any other pertinent characteristics determined by the Department Manager

Based upon these criteria the Manager and Village Administrator will evaluate the employee at the end of the probationary period and:

1. If the performance has been satisfactory, assign the employee to non-

probationary status.

2. If the performance has been unsatisfactory, dismiss the employee from employment.
3. If there is reason to believe that an employee may develop the ability to perform satisfactorily, the probationary period may be extended for whatever period of time required for the Manager and Village Administrator to make an evaluation and for the decision of the Manager and Village Administrator to take place.

The probationary period evaluation and the resulting employment status decision will be explained to the respective employee in a meeting with the Manager.

The conclusion of the probationary period shall not end the "at-will nature" of the employment status. Either the employee or the Village may terminate the employment relationship at any time during or after the probationary period.

The provisions of this Section as they apply to police officers are subject to the rules and regulations of the Fire and Police Commission, any applicable union contract, and the laws of the State of Illinois.

## **1.04 REPORTING TO WORK, HOURS OF WORK**

All employees must report to work at their assigned or scheduled times as determined by Department or Village policies. Exceptions to this requirement are restricted to employees who have been pre-approved for one of the absence/leave classifications (Holiday, Vacation, Sick, Injury/Disability, Special Leave of Absence, Funeral, Jury/Court, Military, and School Visitation) or those employees on approved disability leave with the applicable pension group.

Work schedules shall be determined by operating managers with the approval of the Village Administrator.

## **1.05 OVERTIME - GENERAL**

All non-exempt employees who are authorized to work more than forty (40) hours in a given work week or eight (8) hours in a work day are eligible for overtime compensation. Any holiday, personal or vacation benefits within a work period that fall upon a regular work day will be paid eight (8) hours straight time and will count towards a 40-hour work week for the purposes of calculating hours for overtime compensation. Sick leave benefits do not count toward hours worked for the purposes of calculating overtime compensation. Overtime compensation is paid at a rate of 1 1/2 times the employee's hourly rate of pay.

All positions in the Village are eligible for overtime compensation except for the following exempt supervisory positions:

- Village Administrator
- Assistant Village Administrator
- Assistant to the Village Administrator
- Administrative Services Coordinator
- Police Chief
- Police Commander
- Director of Public Works/Operations/Village Engineer
- Superintendent of Public Works
- Utility Systems Manager
- Crew Supervisor (except as determined by the Village Administrator for emergencies, snow removal operations, or other like situations.)

Employees may only work overtime if they receive prior approval from their supervisor.

## **1.06 OPERATING REGULATIONS**

These rules shall not be construed as limiting the power and authority of any operating manager or the Village Administrator to make operational rules and regulations governing the conduct and performance of employees. Operational rules and regulations shall not conflict with provisions of these rules and the rules and regulations of the Board of Fire and Police Commissioners. Operational rules shall be approved by the Village Administrator. Such rules and regulations, when approved, shall have the force and effect of rules of that operating area and disciplinary action may be based upon breach of any such rules and regulations.

## **1.07 BOARD OF FIRE AND POLICE COMMISSIONERS**

The rules and regulations of the Board of Police and Fire Commissioners shall apply to all sworn employees of the Police Department except the position of Chief or other positions established by Village Code. Where the provisions of these rules conflict with those of the Board of Fire and Police Commissioners, the latter shall prevail.

## **CHAPTER 2 – EEO AND ACCOMMODATIONS**

- 2.01 Equal Employment Opportunity
- 2.02 Policy Against Discrimination and Harassment
- 2.03 Disability and Pregnancy Accommodations
- 2.04 Religious Accommodations

### **2.01 EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of the Village to provide equal employment opportunities to all employees and applicants for employment and to abide by all applicable federal, state, and local equal employment opportunity laws.

All employment decisions will be made without regard to race, color, religion, sex, national origin, ancestry, citizenship status, age, marital status, disability or handicap, unfavorable discharge from the military, sexual orientation or any other characteristic protected by law. The Village will also make reasonable accommodations, as required by law, for qualified individuals with disabilities unless doing so would result in an undue hardship.

This EEO policy governs all aspects of employment, including recruitment, advertising, application, selection, training, personnel policy, continuing education, promotion, compensation, termination, benefits, work assignment, career progression, shift assignment, and any other activity which affects the status, income, advancement, or work environment of any individual employee.

All employees and applicants for employment will be judged on the basis of non-discriminatory criteria, including such factors as ability, performance, qualifications, skill, knowledge, and experience.

### **2.02 POLICY AGAINST DISCRIMINATION AND HARASSMENT**

#### **1. General Statement of Village Policy:**

The Village is committed to providing a workplace that is free from all forms of discrimination, including harassment. Any employee's behavior that constitutes harassment is a form of misconduct which may result in disciplinary action, up to and including dismissal. Harassment could also subject the Village and, in some cases, an individual to substantial civil penalties.

The Village's policy on harassment is part of its overall affirmative action efforts pursuant to

state and federal laws prohibiting discrimination based on race, color, religion, sex, national origin, ancestry, citizenship status, age, marital status, disability or handicap, unfavorable discharge from the military, sexual orientation or any other characteristic protected by law. Specifically, sexual harassment is prohibited by the Civil Rights Act of 1964, as amended in 1991, the Illinois Human Rights Act, and the State Officials and Employees Ethics Act.

Each employee and representative of the Village, including elected officials and supervisory employees, bears the responsibility to refrain from harassment, including sexual harassment, in the workplace.

With respect to sexual harassment, no employee -male or female- should be subjected to unsolicited or unwelcome sexual overtures or conduct in the workplace. Furthermore, it is the responsibility of all supervisors to make sure that the work environment is free from sexual harassment. All forms of discrimination and conduct which can be considered harassing, coercive or disruptive, or which create a hostile or offensive environment must be eliminated. Instances of harassment must be investigated in a prompt and effective manner.

All employees of the Village, particularly those in a supervisory or management capacity, are expected to become familiar with the contents of this policy and to abide by the requirements it establishes.

## **2. Sexual Harassment:**

Pursuant to Section 2-105 of the Illinois Human Rights Act, 775 ILCS 5/2-105, the Village adopts the following policy:

**It is the responsibility of each individual employee to refrain from sexual harassment and it is the right of each individual employee to work in an environment free from sexual harassment.**

a) **Definitions of Sexual Harassment:** The Illinois Human Rights Act, defines sexual harassment as:

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 the 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 work environment.

**The courts have determined that sexual harassment is a form of discrimination that violates both federal and Illinois law.**

- b) **Examples of Sexual Harassment:** Sexual harassment can be subtle or overt. Although sexual harassment is more frequently directed against women, men also can be sexually harassed. Examples of such behaviors include:
- 1) sexual propositions or advances
  - 2) unwelcome touching, hugging, kissing, pinching, patting, intentionally brushing the body, or coerced sexual conduct or actual assault
  - 3) insulting or suggestive sounds (for example, whistling, "catcalls", sexual innuendoes, or suggestive body gestures, etc.)
  - 4) inappropriate references or comments about a person's body or body parts
  - 5) sexually oriented jokes which degrade men or women
  - 6) cartoons, pinups, calendars, pictures, slogans, etc. of naked men or women or of a sexual nature
  - 7) repeated flirtations or sexual comments
  - 8) turning work discussions into sexual topics
  - 9) repeating insults against men or women
  - 10) comments or behavior which promises benefits for sexual favors
  - 11) pressuring a subordinate to go out on a date
  - 12) denying a qualified individual job opportunities because of an unqualified individual's voluntary or coerced submission to sexual conduct with a superior
  - 13) requiring an individual to submit to unwelcome sexual conduct in order to receive an employment opportunity.

The best guard against sexual harassment is to treat all persons whom you encounter in the course of your employment in a professional manner without regard to their gender. This is exactly what the Village expects from its supervisors and other employees.

### 3. **Responsibilities under this Policy.**

This policy refers not only to supervisor/subordinate conduct, but also to conduct between co-workers, elected officials, and other Village personnel. Each individual, regardless of title, has the responsibility to refrain from harassment and discrimination, including sexual harassment, in the workplace. An individual who harasses a fellow worker is liable for his or her individual conduct. Any employee who engages in harassment will be subject to disciplinary action, up to and including possible discharge, in accordance with Village policy.

Harassment of Village employees in connection with their work by non-employees (including, without limitation, vendors, suppliers, business invitees, or residents of the Village) may also be a violation of this policy. The Village should be notified immediately of any such conduct by a non-employee so that appropriate action can be taken.

Supervisory personnel are expected to promote a professional work environment free from

harassment, including sexual harassment. For example, a supervisor must address an observed incident of harassment or a complaint by promptly reporting it to the EEO Officer so that an investigation can be conducted and any appropriate action can be taken. Confidentiality should be maintained whenever possible and information should be disclosed to others only on a "need to know" basis. The supervisor should report all complaints to the EEO Officer, even if the employee states he or she does not want to make a formal complaint.

#### **4. Procedures for Filing a Complaint:**

An employee who witnesses or experiences harassment or discrimination should clearly communicate his or her complaint to the supervisor or EEO Officer(s). Employees do not need to report their complaint to the alleged harasser. The employee should not assume that the Village is aware of the harassment/discrimination. It is the employee's responsibility to report incidents he or she knows about. It is not necessary that the harassment/discrimination be directed against the employee making a complaint. No employee should be retaliated against for making a good faith complaint of harassment or discrimination, even if the complaint is not substantiated.

If there is harassing or discriminatory behavior in the workplace, the employee may directly and clearly express his or her objection that the conduct is unwelcome and request that the offending behavior stop. Employees should also report the problem to his or her direct supervisor. If the employee does not feel that the matter can be discussed with the supervisor, he or she can request a meeting with the next level of supervisor or the EEO Officer(s).

Supervisors shall report all complaints of harassment/discrimination to the EEO Officer(s). The Village is committed to responding swiftly and objectively to complaints, and it is the responsibility of the EEO Officer(s) or their designee to promptly undertake an impartial investigation of any complaint of harassment/discrimination. Such investigation shall remain confidential to the fullest extent possible, and employees are expected to preserve such confidentiality. If the investigation leads to a determination that a complaint of harassment/discrimination is well-grounded and true, appropriate corrective measures will be taken.

#### **5. Elected Official Complaint Process**

The Village promotes civility and respectful interactions at all levels of the organization. Elected officials are prohibited from engaging in harassing behavior toward Village employees. Elected officials are also expected to treat each other in a manner consistent with the Village's anti-harassment policy. Any elected or appointed official who believes they have experienced behavior by another elected or appointed official that is inconsistent with the Village's policy against harassment may notify the Village Manager's Office. After receiving the complaint, the Village Manager's Office will initiate an investigation through

the use of an independent investigator experienced in investigating workplace harassment complaints.

## 6. Retaliation Complaints:

It is Village policy that no adverse action shall be taken against any employee for resisting or reporting harassment or discrimination. Indeed, an employee's failure to avail himself or herself of the policies and procedures set forth above is a violation of Village policy and may result in the loss of an employee's opportunity to prevent or redress harassment. If an employee believes that he or she has been retaliated against for resisting or reporting harassment/discrimination or for participating in an investigation of a complaint, the employee should report such retaliation in the same manner as set forth above for employees who have complaints of harassment or discrimination. Persons who report allegations of sexual harassment may also have whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Illinois Human Rights Act.

Retaliation is a very serious violation of Village policy and should be reported immediately should it occur. It is the responsibility and obligation of the EEO Officer(s) to take all such actions as shall be necessary to prevent and promptly redress any such retaliation. Under the Village's policy, no Trustee, public official, commissioner, manager, or supervisor has any power to take any tangible adverse employment action against an employee, such as discharge, demotion, or undesirable reassignment, which is motivated by a desire to harass or as retaliation or as a result of an employee's resistance to harassment or retaliation. To that end, if an employee suffers or believes he or she will suffer a tangible adverse employment action as a result of harassment, discrimination, or retaliation or resistance to harassment or retaliation, the employee should either:

- i. promptly appeal the tangible adverse employment action or proposed action to the Village Administrator; or
- ii. if the tangible adverse employment action is being proposed by the Village Administrator, to the EEO Officer(s) or any member of the Village Board.

If there is an appeal, no tangible adverse employment action shall become effective or final until such action shall have been finally reviewed in accordance with the harassment complaint procedures of this policy. **All such appeals shall be in writing and shall be filed within three (3) business days after the initiation of such action.** If the proposed tangible adverse employment action was a violation of this policy, it will be overturned as null and void ab initio (i.e., from the beginning as if never taken) and be of no force and effect.

## 7. False and Frivolous Complaints:

Given the seriousness of the consequences for the accused, a false and frivolous charge of harassment is a major offense that can itself result in disciplinary action, up to and including possible discharge. False and frivolous complaints refer to cases where the accuser is using a harassment complaint to accomplish some end other than stopping the harassment. It does not refer to charges made in good faith which cannot be proven.

## **8. Disciplinary Action:**

If an employee of the Village engages in conduct that violates the harassment, discrimination, or retaliation provisions of this policy, that employee will be subject to discipline, up to and including immediate dismissal. If any non-employee engages in conduct that violates this policy, appropriate remedial and corrective action shall be taken with respect to that individual.

## **9. External Procedures:**

It is the Village's goal to resolve all complaints of harassment/discrimination/retaliation through the procedures established by this policy. In addition to the procedures and remedies afforded in this policy, however, an employee may also contact the Illinois Department of Human Rights (IDHR) and or the Equal Employment Opportunity Commission (EEOC) about filing a formal charge: the EEO Officer(s) can provide an employee with information on how to contact these agencies. In addition, the telephone number of these agencies are listed at the end of this section of this policy. An IDHR charge must be filed within 300 days of the alleged offense. A complaint with the EEOC must also be filed within 300 days.

An employee who feels that he or she has been retaliated against after filing a charge with the IDHR or EEOC, has 300 days (IDHR) or 300 days (EEOC) from the alleged retaliation to file a retaliation charge.

## **Employee Resources:**

### Illinois Department of Human Rights

(217) 785-5100 Springfield  
(217) 785-5125 TDD Springfield  
(312) 814-6200 Chicago  
(312) 263-1579 TDD Chicago

### Illinois Human Rights Commission

(217) 785-4350 Springfield  
(217) 785-5125 TDD Springfield  
(312) 814-6269 Chicago  
(312) 263-1579 TDD Chicago

## Equal Employment Opportunity Commission

(312) 353-2713 Chicago District Office

(312) 353-2421 TDD Chicago District Office

(800) 669-4000 General Number

(800) 669-6820 TDD

www.eeoc.gov website

## EEOC Officers

(847) 356-8252 Clay Johnson, Village Administrator

(847) 356-8252 Karleen Gernady, Assistant to the Village  
Administrator/Deputy Village Clerk

(847) 356-8252 Any member of the Village's Human Resources Committee

## **2.03 Disability and Pregnancy Accommodations**

The Village is committed to complying fully with all state and federal disability and pregnancy laws. If any employee or applicant believes they need an accommodation to assist them in performing their job duties due to a disability or pregnancy related issue, the individual should contact the Village Supervisor or hiring contact as soon as possible. The Village will engage in the interactive process to determine what, if any, reasonable accommodation it may provide without undue hardship. To that end, the Village may request certain information from the employee to make that determination.

## **2.04 Religious Accommodations**

The Village is also committed to complying with Title VII's religious accommodation provisions. Any employees who wish to request an accommodation for religious reasons, they should notify their supervisor of their request as soon as possible. The Village will accommodate an employee's sincerely held religious beliefs or practices so long as the accommodation does not constitute an undue hardship.

## **CHAPTER 3 - EMPLOYEE BENEFITS AND LEAVES OF ABSENCE**

### **Sections:**

- 3.01 General
- 3.02 Holiday Pay
- 3.03 Vacation Leave
- 3.04 Paid Leave for All Workers' Act (PLAWA) Leave
- 3.05 Personal Days
- 3.06 Health and Life Insurance Benefits
- 3.07 Retirement Plan Benefits
- 3.08 Sick Leave
- 3.09 Family and Medical Leave
- 3.10 Funeral Leave
- 3.11 Jury/Court Duty Leave
- 3.12 Military Leave
- 3.13 Family Military Leave

### **3.01 GENERAL**

The Village recognizes the morale and welfare of its employees to be an important part of a responsive work force. For these reasons, a variety of "employee" benefits are included in the over-all compensation package offered by the Village. The employee should recognize that this is a significant portion of the total compensation plan, and should be viewed as a privilege, not a right. The benefits outlined in this section are summaries only except where prohibited by law. The Village reserves the right, in its sole discretion, to amend, modify or terminate, in whole or in part, any or all of the benefits described in this section.

### **3.02 HOLIDAY PAY**

1. **Eligibility:** All full-time employees and permanent part-time hourly employees who worked more than 2,000 hours the previous calendar year or are regularly scheduled for at least 32 hours per week are eligible to be compensated for holiday leave.
2. **Regular Holidays:** All eligible employees shall be compensated for the following holidays each year:
  - 1) New Year's Day
  - 2) President's Day
  - 3) Memorial Day
  - 4) Independence Day

- 5) Labor Day
- 6) Thanksgiving Day
- 7) Day after Thanksgiving
- 8) Christmas Eve (1/2 Day)
- 9) Christmas Day
- 10) New Year's Eve (1/2 Day)

Eligible employees are paid their normal compensation at the regular rate of pay for regular holidays. In addition to the normal compensation, full-time non-exempt employees who are called out to work on a holiday at the direction of the Operating Manager or their designee, shall be compensated for the hours worked at a rate of 1 1/2 times the employee's hourly rate of pay, regardless of whether the hours are regular or overtime hours. Employees who work on holidays as per a pre-determined and assigned work schedule shall be paid at the employee's regular hourly rate. For purposes of this section, holiday shall be defined as the regular holiday.

When any regular holiday falls on a Saturday, the preceding Friday is considered the holiday. When any regular holiday falls on a Sunday, the following Monday is considered the holiday.

Should the two 1/2 day eves fall on a Saturday or Sunday, a floating holiday will be provided in place of the two eve days.

Permanent part-time employees who are regularly scheduled to work at least 32 hours per week are only eligible to be compensated for holidays that fall on a scheduled work day.

- 3. **Floating Holidays:** Eligible full-time employees and permanent part-time employees who are regularly scheduled to work at least 32 hours per week are also entitled to one (1) floating holiday per calendar year, the time of which shall be subject to the approval of the employee's Operating Manager. New employees hired after September 30 shall not receive a floating holiday for that calendar year. Said floating holidays must be taken during the calendar year and may not accumulate from one year to another. However, any employee who has worked six months or less may be eligible to carry unused floating holidays over to the next calendar year, subject to the approval of the Village Administrator. Employees shall not be entitled to compensation for unused floating holidays at separation with the Village.
- 4. **Miscellaneous Holiday Leave Provisions:** With the exception of a floating holiday, if an observed holiday occurs during an employee's earned vacation leave, the employee shall not be charged for a vacation day for said holiday.

All part-time, seasonal and temporary employees shall receive time off without pay for all observed holidays. If a part-time, seasonal or temporary employee is required to work on an observed holiday, they shall be compensated for hours worked at their regular rate of pay.

Employees are not entitled to pay in lieu of holiday leave in the event of termination, resignation, retirement, or death.

In the event an employee who is scheduled to work does not work the day before and/or after a holiday, he/she shall not receive eight (8) hours of holiday pay until proof of sickness or excusable absence is established to the satisfaction of the employee's Operating Manager.

### **3.03 VACATION LEAVE**

1. **Eligibility:** All full-time employees are eligible to receive annual vacation with pay. Permanent part-time employees who are regularly scheduled to work at least 32 hours per week are eligible to receive annual vacation with pay on a prorated percentage based upon hours worked. (ex. 32 hours per week/40 hours per week = 80%).
2. **Vacation Allotment:** Full time employees and permanent part-time employees who are regularly scheduled to work at least 32 hours per week are entitled to annual vacation based on the number of full years of employment completed by the employee as follows:

<u>Service</u>	<u>Non-Exempt Employees</u>	<u>Exempt Employees</u>
	<u>Annual</u>	<u>Annual</u>
1-4 full years of service	10 days	15 days
5-11 full years of service	15 days	20 days
12-19 full years of service	20 days	25 days
20 full years of service	25 days	30 days

Vacation leave shall be awarded to employees at their original employment anniversary date of each year in an amount corresponding to the schedule above based upon the number of full years of employment completed. New employees are not entitled to vacation leave days until after ninety (90) days of employment. Upon ninety (90) days of employment, new employees shall receive an advancement of 5 days, which will be deducted from the total number of days awarded based upon the schedule above.

Vacation days are not cumulative. Earned days must be taken during the anniversary year following the year earned. Exceptions to this rule will be considered on a case by case basis for special circumstances. In this situation, the Village Administrator, upon recommendation of the Operating Manager, may grant a deferral of vacation days from one anniversary year to the next. Any deferred days must be taken in the next anniversary year. Consideration for the deferral of vacation days shall be based on the employee's work load, departmental responsibilities, or other special circumstances.

Requests for vacation leave must be made a minimum of seven (7) days prior to the requested vacation leave period for foreseeable leave and as soon as practicable for unforeseeable leave by the employee and approved by the Operating Manager or Village Administrator. Requests for leave are subject to operational necessities as determined by the Operating Manager or Village Administrator.

Vacation time is charged against an employee in not less than two (2) hour increments. Every effort will be made to grant vacation periods requested by an employee, consistent with operational needs. Supervisors must schedule vacations in such a way as to not hamper the normal operating efficiency of the Village. Depending upon operational or personal circumstances, a period of vacation leave may be restricted to two weeks at any one period. Employee preference and length of service should be considered. However, work volumes and the capabilities of employees to perform each other's regular assignments must be taken into consideration when scheduling vacation.

3. **Vacation Pay - End of Service:** Employees are not entitled to receive pay in lieu of vacation time for which they are eligible, except in the event of termination, resignation, retirement, or death.

Pay in lieu of vacation time shall be at the employee's basic salary rate of pay at the time of termination, resignation, retirement, or death. Compensation shall be made for all vacation granted and accrued to date and not yet taken for the current anniversary year.

In the event of death, compensation shall be made to the person designated as the employee's beneficiary.

### **3.04 PAID LEAVE FOR ALL WORKERS' ACT (PLAWA) LEAVE - SEASONAL AND NON-REGULAR PART-TIME EMPLOYEES**

In accordance with the Paid Leave for All Workers Act (PLAWA), effective January 1, 2024, employees whose positions are considered seasonal and/or non-regular, part-time are eligible for certain paid time off benefits 90 days after hire (or after 90 days from 1/1/24 for

current employees). Those employees who are classified as seasonal and/or non-regular part-time shall accrue paid-time off at the rate of one (1) hour of paid leave for every forty (40) hours of regular time worked - up to a maximum of forty (40) hours per 12-month period which shall begin on the date of hire of the employee. For employees affected by this provision hired on or before 12/31/23, accrual of PLAWA Leave shall be calculated beginning 1/1/24. Employees covered by this provision, must make their requests for the use of paid time off a minimum of seven (7) days in advance to their supervisor for foreseeable leave and as soon as practicable for unforeseeable leave. The authorization of leave is subject to the operational needs of the department as determined by the employee's direct supervisor. Accrued leave may be used in no less than two (2) hour increments. Leave cannot be front-loaded or borrowed against. Employees shall not be compensated for the balance and/or unused accrued PLAWA Leave upon resignation, termination, or retirement. However, employees who are rehired or return to the Village within 12 months from separation will have any unused PLAWA restored to their bank. PLAWA Leave hours accrued, but not used, shall convert to vacation leave for the employee if appointed to a permanent position as covered elsewhere within the Employee Handbook.

### **3.05 PERSONAL DAYS**

Full-time employees and permanent part-time employees who are regularly scheduled at least 32 hours per week are granted two (2) Personal Leave days on a calendar year basis beginning January 1. Personal Leave days may be taken anytime during the calendar year in not less than one (1) hour increments. New employees starting before June 30 of a calendar year will be eligible for two (2) Personal Leave days. New employees starting between June 30 and September 30 of a calendar year will be eligible for one (1) Personal Leave day.

Employees shall request approval of their Operating Manager at least three (3) days in advance of taking a Personal Leave day. Personal Leave is subject to approval by the employee's Operating Manager. Personal Leave days may not be carried over from one calendar year to the next, but may be added to accrued vacation time, subject to the approval of the Village Administrator. Employees shall not be entitled to compensation for unused Personal Leave days upon separation with the Village.

### **3.06 HEALTH AND LIFE INSURANCE BENEFITS**

Full-time employees, upon qualification by the carrier, are eligible to participate in the Village's group health, dental and life insurance plans. Enrollment will take place at time of appointment or as the conditions prescribed by the, then current, carrier dictate. The Village may, in its sole discretion, modify plan design, extent of benefits, or change commercial insurance carriers.

### **3.07 RETIREMENT PLAN BENEFITS**

Full-time employees will be enrolled as a participating member of an appropriate retirement plan as a condition of employment. Sworn members of the Police Department, hired under the Rules of Police and Fire Commission, participate in the Police Pension Fund. All other employees who are scheduled and worked more than 1,000 hours in a calendar year are covered under the Illinois Municipal Retirement Fund.

### **3.08 SICK LEAVE**

1. **Eligibility:** All full-time employees and permanent part-time employees who are regularly scheduled at least 32 hours per week are eligible to receive sick leave benefits. Sick leave is granted for the specific purpose of covering time lost for illness. All full-time employees are granted one sick day per month served. Permanent part-time employees who are regularly scheduled to work at least 32 hours per week are granted a prorated percentage based on hours worked (ex. 32 hours per week/40 hours per week = 80%). There is no limit on the amount of sick leave an employee may accrue.
2. **Sick Leave with Pay:** Sick leave with pay is authorized only if employees notify their Operating Manager, or the Village Administrator or his/her designee, of the necessity for the absence. An employee whose work requires a substitute for a particular shift assignment should, if possible, give reasonable notification in advance of their assigned time to start work. A medical certificate or other substantiating evidence of illness may be required for any sick leave absence. Abuse of sick leave benefits may result in suspension or dismissal of the employee.

Sick leave benefits may be used in not less than one (1) hour increments and for the following purposes:

- a) Any bona fide non-occupational personal illness or injury;
- b) Quarantine for contagious disease;
- c) An employee's appointment with a health care professional during regularly scheduled work hours;
- d) When necessary for medical treatment as listed in a, b, or c above for the employee's child or stepchild, spouse or domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent.

**Sick days are not personal days or vacation days and can only be used for the above purposes.**

Sick leave pay shall not be considered a right which an employee shall use at

his/her discretion, but shall be allowed as a privilege in such cases as outlined above. Any employee who has fraudulently used their sick leave compensation from the Village will be subject to disciplinary action, up to and including dismissal.

3. **Medical Certification:** As a condition to the granting of sick leave benefits, any employee may be required to file a certificate of health examination by a practicing physician approved by the Village, and conform to any medical advice contained therein, as directed by the Village. If, in the opinion of the Village Administrator, upon recommendation of the Operating Manager, an employee cannot perform the functions of his/her job because of his/her physical or mental condition, or may be jeopardizing the health or safety of other employees, such individual may be offered the opportunity to utilize accrued sick leave, accumulated vacation or personal time or floating holiday leave benefits until the condition is no longer present.
4. **Unused Sick Leave:** All full time employees and permanent part-time employees who are regularly scheduled to work at least 32 hours per week are provided with an optional plan for utilizing unused sick leave on an annual basis. Employees shall be required to accrue a minimum of 5 days annually for future sick leave. Sick days accrued and unused in the same calendar year in excess of 5 days annually for all eligible employees may be utilized in any of the following methods at the employee's option:
  - a) May be accrued for future sick leave.
  - b) May be taken as "pay in lieu". Sick days taken as "pay in lieu" will be paid in January of each respective year. Payment will be based upon a 12 month calendar period running from the prior January 1 to December 31, subject to a maximum of six days at the employee's current rate of pay.
  - c) A maximum of two days may be carried over into the following year to be used as vacation days.
  - d) Employees who are members of the IMRF pension plans are granted a maximum of one year pension service credit for unpaid, unused sick leave at the rate of 1/20 of a month for each full day of sick leave accumulated, or as provided by IMRF pension regulations as may be amended from time to time. For this purpose only, 20 days is considered one month by IMRF; any portion of a month counts as an additional month. For example, an employee with one day accumulated sick leave will receive one month of pension service credit; an employee who has accumulated 21 days of sick leave is entitled to two months of pension service credit. This option is available solely to employees terminating for retirement purposes, and the

effective date of pension must be within 60 days of termination.

- e) Employees are not eligible for compensation for any unused accumulated sick leave upon separation of employment with the Village except for one-half of the unused days earned by the employee during the calendar year in which the employee's service with the Village ends.

### **3.09 FAMILY AND MEDICAL LEAVE ACT LEAVE**

The following provisions briefly describe the Family and Medical Leave Act (FMLA) and are intended to comply with the FMLA. The Village will be guided by the specific provisions of the FMLA and its implementing regulations when interpreting and applying this policy in individual cases.

1. **Eligibility:** Upon the approval of the Village Administrator, all employees, full time, part time, or seasonal, who have worked for the Village at least twelve (12) months and have worked at least 1,250 hours during the twelve (12) months preceding the date leave is needed, are eligible for up to twelve (12) work weeks of unpaid leave per rolling twelve (12) month period. An employee is entitled to FMLA leave for the following reasons:
  - a) for the birth of a child or placement of a child for adoption or foster care and to care for the employee's child after birth or placement for adoption or foster care,
  - b) to care for an immediate family member (spouse, child, or parent) with a serious health condition;
  - c) to take a medical leave when the employee is unable to perform the functions of his/her job because of a serious health condition.
  - d) qualifying exigency leave for families of members of the National Guard and Reserves when the covered military member is on active duty or called to active duty in support of a contingency operation.

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

active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

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

This leave may extend to up to 26 weeks in a single 12-month period for an employee to care for a spouse, son, daughter, parent or next of kin covered service member with a serious illness or injury incurred in the line of duty on active duty. Next of kin is defined as the closest blood relative of the injured or recovering service member.

With respect to Section E. 1.a) only, spouses employed by the Village are jointly entitled to a combined total of twelve (12) work weeks of leave.

Employees may take an FMLA leave intermittently, which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule, if the leave is for birth or placement for adoption or foster care only if the Village Administrator provides written approval for such leave. In the case of FMLA leave for serious health conditions, the leave may be taken intermittently or on a reduced hours basis only if such leave is medically necessary.

- 2. **Amount of Leave:** An eligible employee can take up to 12 weeks for the FMLA circumstances (a) through (d) above under this policy during any 12-month period. The Village will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the Village will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (e) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the Village will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks

available.

If a husband and wife both work for the Village and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the Village and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

- 4 **Employee Status and Benefits During Leave:** While an employee is on leave, the Village will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the Village will require the employee to reimburse the Village the amount it paid for the employee's health insurance premium during the leave period.

Under current Village policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Village Administrator's office by the 1<sup>st</sup> day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The Village will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

## 5 **Employee Status After Leave**

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. The Village may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

## **5. Use of Paid and Unpaid Leave**

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid comp, personal and sick leave prior to being eligible for unpaid leave. Sick leave may be run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy. Disability leave for the birth of the child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, if an employer provides six weeks of pregnancy disability leave, the six weeks will be designated as FMLA leave and counted toward the employee's 12-week entitlement. The employee may then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child must use all paid comp, personal or family leave prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid comp and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid comp, personal leave or sick leave (as long as the reason for the absence is covered by the Village's sick leave policy) prior to being eligible for unpaid leave.

Unpaid leave may be taken during FMLA leave, reserving earned Vacation time for future management- approved time off. All other paid time off must be exhausted prior to unpaid leave.

## **6. Intermittent Leave or a Reduced Work Schedule**

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday,

resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

The Village may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the Village and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the Village before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

## **7. Certification for the Employee's and/or Family Member's Serious Health Condition**

The Village will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition or DOL Certification of Health Care Provider for Family Member's Serious Health Condition (<https://www.dol.gov/agencies/whd/fmla/forms>).

The Village may directly contact the employee's health care provider for authentication or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The Village will not use the employee's direct supervisor for this contact. Before the Village makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the Village will obtain the employee's permission for clarification of individually identifiable health

information.

The Village has the right to ask for a second opinion if it has reason to verify the certification. The Village will pay for the employee to get a certification from a second doctor, which the Village will select. The Village may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the Village will require the opinion of a third doctor. The Village and the employee will mutually select the third doctor, and the Village will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

## **8. Certification of Qualifying Exigency for Military Family Leave**

The Village will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave (<https://www.dol.gov/agencies/whd/fmla/forms>).

## **9. Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave**

The Village will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemember (<https://www.dol.gov/agencies/whd/fmla/forms>).

## **10. Recertification**

The Village may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only when circumstances have changed significantly, or if the Village receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the Village may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA

absence. The Village may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

## **11. Procedures for Requesting FMLA Leave:**

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the Village Administrator. Within five business days after the employee has provided this notice, the Village Administrator or his/her designee will complete and provide the employee with the DOL Notice of Eligibility and Rights (<https://www.dol.gov/agencies/whd/fmla/forms>).

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the Village's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

## **12. Designation of FMLA Leave**

Within five business days after the employee has submitted the appropriate certification form, the HR manager will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice (<https://www.dol.gov/agencies/whd/fmla/forms>)

## **13. Intent to Return to Work From FMLA Leave**

On a basis that does not discriminate against employees on FMLA leave, the Village may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

### **3.10 FUNERAL LEAVE**

In the event of death in an employee's immediate family, an employee shall be granted up to three (3) consecutive days with pay as funeral leave if the employee attends the funeral. Immediate family is defined as the employee's spouse, children, mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, and grandchildren.

### **3.11 BEREAVEMENT LEAVE**

Pursuant to the Family Bereavement Leave Act, all employees shall be entitled to use a maximum of 2 weeks (10 work days) 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.

Bereavement leave must be completed within 60 days after the date on which the employee receives notice of the death of the covered family member or the date on which an event listed under paragraph (4) occurs.

Unless it is otherwise unreasonable or impracticable to do so, employees should notify their supervisor at least 48 hours in advance of taking bereavement leave. Employees may be required to provide appropriate documentation to confirm the need for leave. (<https://labor.illinois.gov/content/dam/soi/en/web/idol/laws-rules/conmed/documents/family-bereavement-leave-act-form.pdf>)

In the event of the death of more than one covered family member in a 12-month period, employees are entitled to up to a total of 6 weeks of bereavement leave during the 12-month period. However, this leave may run concurrently with any approved FMLA leave.

### **3.12 JURY/COURT DUTY LEAVE**

1. **Jury Duty:** A full time employee selected for jury duty will be granted paid leave during their absence; provided, however, that all payments, excluding travel expenses, provided to the employee by a court for jury service shall be turned over to the Village. The employee shall provide to the Village documentation of all jury duty compensation.
2. **Court Duty:** In cases where an employee attends court sessions as a defendant, subpoenaed witness, or plaintiff, payment of salary for the period of absence will be determined by the Village Administrator on a case by case basis.

## **3.12 MILITARY LEAVE**

Pursuant to state and federal law, leaves of absence shall be granted for all employees who are called or volunteer for military service, including training duty in a reserve component of the United States Armed Services, including the National Guard, and the Illinois State Militia. During such leave, the employee's seniority and other benefits shall continue to accrue as required by law. Employees on military leave may also be entitled to certain compensation. Employees who need military leave or have any questions about military leave should contact the Village Administrator.

## **3.13 FAMILY MILITARY LEAVE**

Employees, who have been employed by the Village for at least twelve (12) consecutive months and have worked at least 1,250 hours during that period, are eligible to receive unpaid leave to spend time with a spouse or child during the time military deployment orders are in effect. Eligible employees may take up to 30 days of unpaid leave which may be reduced by the number of days provided under the applicable FMLA provisions.

Employees must exhaust all earned and accrued, but unused, paid vacation and holiday leave before requesting this leave. Employees must consult with their supervisors in order to schedule the leave so as not to unduly disrupt the operations of the Village. Employees must provide the Village with 14 days notice prior to taking the leave if the leave will consist of five (5) or more consecutive work days. If the leave will be for less than five (5) consecutive work days, employees must provide advanced notice as is practicable. The Village may require certification of the deployment of a spouse or child prior to granting the leave.

## **CHAPTER 4 – EMPLOYEE HEALTH AND SAFETY**

### **Sections:**

- 4.01 General Health and Safety, Equipment, and Firearms
- 4.02 Work-Related Injuries
- 4.03 Drugs and Alcohol
- 4.04 No Smoking Policy
- 4.05 Fitness for Duty Exams
- 4.06 Violence in the Workplace

### **4.01 GENERAL HEALTH AND SAFETY**

The Village shall make every effort to promote among employees and in the departments maximum standards of safety and good health. 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. Operating managers and supervisors shall:
  - 1. Be responsible for the establishment and implementation of appropriate safety standards within their respective activity areas, for reviewing accidents 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. Provide and/or require equipment necessary to adequately protect the health and safety of employees.
  - 5. Immediately investigate accidents, and prepare all necessary forms for documentation and future prevention of on-the-job injuries, occupational illnesses and hazardous conditions. The Illinois Industrial Commission Form 45: Employers First Report of Injury or Illness shall be completed immediately after notification of illness or injury. The Supervisors Accident Investigation Form shall be completed within twenty-four (24) hours of the initial notification. Both forms shall be forwarded promptly to the Village Administrator or his/her designee.
- B. All employees shall:

1. Actively observe safety practices, and report unsafe or potentially dangerous conditions and accidents, injuries, or illnesses to their supervisor immediately.
2. 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.
3. Keep their work areas clean, orderly, and, to the extent possible, free from all recognized safety hazards.
4. All employees shall familiarize themselves with the safety rules applicable to their jobs and consult their supervisor on any safety rule or practice not understood, or whenever work conditions present unforeseen hazards.
5. No employee shall remove or make ineffective any safeguard, safety device or safety appliance except for the purpose of replacement, repair or adjustment.
6. All employees shall work in appropriate clothing, including footwear, suitable for the type of work being performed and shall wear or use appropriate safety devices or personal protective equipment as provided, or directed.
7. Any employee who suffers an on-the-job injury or illness, or is involved in an accident while operating either Village equipment, a Village owned vehicle, or a personal vehicle on Village business, shall notify their supervisor immediately. In addition, the employee shall complete a report of accident on the approved form and submit the form to the immediate supervisor, with a copy to the Village Administrator within 24-hours of an on-the-job accident, injury or illness.

C. Usage – Village Vehicles, Equipment and Facilities:

1. ON DUTY – All vehicles, equipment and facilities shall be utilized safely and in a manner that will not damage any particular item by employees qualified and licensed (if required) for such use. Vehicles, equipment and facilities shall only be used for Village business and activities. These shall not be used for personal errands, personal work activities or other reasons. Non-Village employees, with the approval of appropriate Operating Manager or Village Administrator, may ride as a passenger in Village vehicles or use Village equipment or facilities as may be necessary in the carrying out of Village business or participating in Village functions or events.
2. OFF DUTY – There shall be no use of Village vehicles, equipment or facilities during off duty hours, except with permission of the Village Administrator. When a vehicle is in the possession of an employee during off duty hours it should only be used for Village business when the need arises. It shall not be used for personal errands or other activities, except personal errands when commuting to and from work. No other passengers besides the authorized employee shall use the vehicle during such hours.

3. ACCIDENTS – Any accident involving any employee on duty or any Village vehicle or equipment shall be reported immediately to the Police Department and the Village Administrator. A written report of all facts and details shall then be prepared and submitted to the Village Administrator within 24 hours. A copy of the report will be filed in the employee's personnel file.

#### D. Concealed Carry of Firearms

All employees, with the exception of sworn police officers, shall not carry on their person or in any Village vehicle a firearm or dangerous weapon. For employees who are licensed concealed carry permit holders in accordance with law, weapons including firearms may be stored inside personally owned vehicles as long as the weapon is properly incased and the vehicle is locked.

## **4.02 WORK-RELATED INJURIES**

If an employee is injured on the job due to the performance of work-related activities, no matter how slightly, they must first report the injury to the Operating Manager so that necessary reports can be filed to apply for Workmen's Compensation benefits. Medical and hospital expenses incurred due to injuries received on the job related to the performance of work related activities will be paid for in accordance with the applicable provisions of the Workmen's Compensation Act, provided proper prompt notice of the accident has been reported by the employee to the Department Manager.

If an employee has a work-related injury that has been verified by the Operating Manager, and the employee misses up to two days of work due to the work-related injury, the employee may be eligible for compensation for the purpose of covering time lost because of said work-related injury. Compensation shall be for only the time period that is not covered under the Workmen's Compensation Act. For purposes of this section, the days missed will be considered sick days, but will not be charged as sick days against the employee's accrued sick leave.

All vacation, sick, and holiday leave earned while on injury leave shall accrue at the employee's current accrual rate.

## **4.03 DRUG AND ALCOHOL POLICY**

In accordance with state and federal Drug Free Workplace Acts, 41 U.S.C. § 701 *et seq.*, and 30 ILCS 580/1 *et seq.*, the Village shall maintain a drug free workplace. The Village prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis and alcohol, on Village property or while acting on behalf of

the Village. Further, the Village prohibits the use of recreational cannabis, on and off-duty, for certified law enforcement officers, employees required to possess a valid commercial driver's license ("CDL") as a condition of their employment, employees under 21 years of age and employees whose positions are funded by a federal grant.

## (A) Voluntary Treatment

It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action. The Village will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of the Village's drug and alcohol policy or other rules of conduct. Seeking such assistance will not be a defense for violating the Village's drug and alcohol policy, nor will it excuse or limit the employee's obligation to meet the Village's policies, rules of conduct, and standards, including, but not limited to, those regarding attendance, job performance, and safe and sober behavior on the job. Employees who suffer from alcohol or drug abuse are encouraged to undergo appropriate medical treatment at their own expense.

## (B) Screening and Testing

The Village may require employees whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind, or have public safety responsibilities to be screened or tested on a random basis, or may require an employee to be screened or tested following a workplace accident involving a possible violation of safety rules, during and after an employee's participation in an alcohol or drug counseling or rehabilitation program, or upon reasonable suspicion that the employee is under the influence of alcohol or drugs. The screening or testing may require an analysis of the employee's breath, urine, and/or blood or similar substance as the medical facility may recommend. Employees who undergo alcohol or drug screening or testing will be given the opportunity, prior to the collection of a specimen or other testing, to disclose the use of legal drugs and to explain the circumstances of use. If an initial test is positive, a second test will be conducted from the same sample. A confirmed positive drug and/or alcohol test shall result in disciplinary action, up to and including discharge.

Regarding the use of recreational cannabis, random drug test results indicating the presence of cannabis shall be grounds for disciplinary action for certified law enforcement officers, employees required to maintain a valid CDL as a condition of their employment, employees under 21 years of age and employees whose positions are funded by federal grants. If the Village has reasonable suspicion to believe that any employee is under the influence of cannabis while on duty or while on call, a positive drug test indicating the presence of cannabis may be grounds for disciplinary action. If the Village has reason to believe that a workplace accident occurred as the result of an

employee being under the influence of cannabis, a positive drug test indicating the presence of cannabis may result in disciplinary action. Finally, depending upon the specific circumstances, a positive drug test indicating the presence of cannabis during or after an employee's participation in an alcohol or drug counseling or rehabilitation program may result in disciplinary action.

Each Village employee is required to sign a consent form, a copy of which is attached as Appendix B to this policy, at the time the policy is distributed to the employee. Employees may also be required to sign a separate consent form requested by the medical facility conducting the screening or testing. Refusal to sign any required consent form will result in disciplinary action up to and including discharge.

## (C) Opportunity to Contest

After the Village receives a confirmed, positive drug or alcohol test and/or information indicating that the employee manifests specific, articulable symptoms that demonstrate impairment or being under the influence, the employee will have a reasonable opportunity to contest the basis for the Village's determination. However, after listening to the information provided by the employee, the Village will make a final decision regarding the outcome of the test in its sole and exclusive discretion.

## (D) Notice of Convictions

Any employee who is convicted of violating any federal or state criminal drug statute must notify the Village Administrator or his designee within five (5) days of such conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis. Failure to notify the Village Administrator or his designees may subject the employee to disciplinary Action, up to and including dismissal.

## (E) Inspections

To ensure that employees comply with this policy's prohibition on manufacturing, distributing, dispensing, possessing or using alcohol, controlled substances or cannabis in any form and for any purpose, employees may be subject to inspection as follows:

1. Lockers, desks, files, vehicles, equipment and other containers and property owned by the Village and which the Village permits the employee to use during the course of the employee's employment are and remain the property of the Village at all times, and employees have no reasonable expectation of privacy regarding such property. The Village does not

- permit employees to keep controlled substances, cannabis in any form, including medical cannabis, or alcohol in or on such property.
2. Any such property reasonably suspected of having or holding such substances is subject to search by the Village.
  3. The Village will treat any refusal to submit to such an inspection as an act of insubordination, which may result in disciplinary action up to and including dismissal.

## (F) “Under the Influence of Alcohol” Defined

For the purposes of determining whether an employee is in violation of this policy for being under the influence of alcohol, test results showing an alcohol concentration of .02 or more based upon the grams of alcohol per 100 milliliters of blood will be considered positive, and results showing an alcohol concentration of less than .02 shall be considered negative.

## (G) “Under the Influence of Cannabis” Defined

For the purpose of determining whether an employee is under the influence of cannabis in violation of this policy, this determination will be made based upon whether the employee manifests, while working or on call, specific, articulable symptoms of decreased or lessened performance of duties or tasks of the employee’s position, including: the odor of burnt cannabis on or about the employee’s person or work area, symptoms of the employee’s speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property; disruption of a production or manufacturing process; or carelessness which results in injury to the employee or others.

## (H) Use of Prescription/Over the Counter (“OTC”) Drugs

Any employee who operates or maintains a vehicle or machinery, handles hazardous materials or substances of any kind or has any other Public Safety Responsibility and who has taken a prescription/OTC drug (including medical cannabis) must report the use of such prescription/OTC drug to his or her immediate supervisor if the prescription/OTC drug may cause drowsiness or if it may alter judgment, perception or reaction time. While the Village will not penalize an employee solely for his or her status as a registered qualifying patient under the Compassionate Use of Medical Cannabis Program Act or any similar law, any employee who is a registered qualifying patient is nevertheless required to comply with this policy. The burden is on the employee to ascertain from the employee’s doctor or pharmacist whether the prescription/OTC drug may have such a potential side effect or whether the employee may perform his or her job duties safely

while using the prescription/OTC drug. The agency will retain the information in a confidential manner and only disclose it to persons with a need to know. The employee's immediate supervisor, after conferring with the department head or Administrator, will decide whether the employee may safely continue to perform the job while using the prescription/OTC drug. Failure to declare the use of such prescription/OTC drugs may be cause for discipline up to and including dismissal.

## (I) Treatment

If treatment is recommended by the medical facility, the Village may, in its discretion, depending upon the circumstances, give the employee one opportunity to undergo treatment at the employee's expense in lieu of disciplinary action being taken. The Village may reinstate the employee, provided the employee submits to the Village a statement issued by the medical facility certifying successful completion of the treatment program, that the employee is released to return to work, and that the employee agrees to all conditions of reinstatement as determined by the Village, which may include, but is not limited to, future drug and/or alcohol testing.

## (J) Discipline/Penalties for Violation

1. Any employee who reports to work or is found during work hours to be or to have been under the influence of alcohol, controlled substances, or cannabis, or who manufactures, possesses, uses, sells or dispenses alcohol, controlled substances, or cannabis, while on Village property or while acting on behalf of the Village, is convicted of a drug related crime, causes financial or physical damage to Village property, its employees or patrons as a result of drug or alcohol abuse, or fails to report the use of illegal drugs in accordance with this policy, will be disciplined in accordance with the Village's disciplinary policy. In addition, or in the alternative, depending upon the circumstances as determined in the Village's sole discretion, the Village may require the employee to successfully complete an alcohol and/or drug abuse assistance or rehabilitation program approved for such purposes by the Village and by a federal, state, or local health, law enforcement, or other appropriate agency. An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the Village. Participation in a treatment program will not, in itself, protect the employee from disciplinary action should job performance remain satisfactory.
2. Employees who (1) refuse to submit to testing or screening upon request by the Village; (2) tamper in any way with the specimen given to the medical facility for purposes of screening or testing; (3) refuses to undergo

recommended treatment; or (4) fails to satisfactorily complete treatment may also be subject to disciplinary action, up to and including termination.

## (K) Records

The Village will maintain medical records relating to alcohol or drug abuse, diagnosis, and treatment confidentially and in a medical file separate from the regular personnel files. Access will be limited to those who need to know. The Village will not disclose these records to persons outside the agency without the employee's consent unless disclosure of the records is necessary for legal or insurance purposes or is otherwise required by law.

### **4.04 NO SMOKING POLICY**

In accordance with the Smoke Free Illinois Act, 410 ILCS 82/1 *et seq.* and Village ordinance 06-6-1554, smoking and the use of smokeless tobacco shall be prohibited within any interior premises of any Village building, including private offices, stairwells, corridors and within 20 feet of any entrances, exits, windows that open, or in any vehicle owned, leased or operated by the Village. Violation of this policy may result in disciplinary action, up to and including termination of employment.

### **4.05 FITNESS FOR DUTY EXAMS**

If the Village has reason to believe that an employee, due to a disability or disabling condition, (a) may not be able to perform the essential functions of their position or (b) may pose a direct threat to other employees, the Village may require the employee to be examined by a medical professional to determine the employee's fitness for duty.

### **4.06 VIOLENCE IN THE WORKPLACE**

Nothing is more important to the Village than the safety and security of its employees. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Village property will not be tolerated. This includes behavior that is perceived by others to be threatening, intimidating or violent. Such behavior can include oral or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm. Any actual or implied threat of violence will be treated as a real and serious danger, and will be thoroughly investigated. Violations of this policy will lead to disciplinary action, which may include termination, arrest and prosecution.

All employees are responsible for maintaining a safe work environment and for notifying a Village Supervisor of any threats, threatening behavior or violent acts that they have witnessed, received or have been told that another person has witnessed or received. No

one will be subject to retaliation for bringing good faith concerns to the Village's attention.

## **CHAPTER 5 – EMPLOYEE TRAINING AND DEVELOPMENT**

### **Sections:**

- 5.01 Training and Development, Training Seminars
- 5.02 Professional Memberships
- 5.03 Conference Attendance
- 5.04 Tuition Assistance

### **5.01 – TRAINING AND DEVELOPMENT, TRAINING SEMINARS**

- A. The Village shall promote training of employees to the end that services rendered to the Village may be made more effective and that employees may become qualified for positions of higher responsibility. The following types of training are offered by the Village.
  - 1. Recruit Training: Legally mandated training programs which must be completed during the probationary period following original appointment as a prerequisite to continued employment.
  - 2. In-Service Training: Training conducted during working hours on an individual or group basis to improve skill performance, introduce new techniques, and/or keep abreast of developments in the employee's field.
  - 3. Specialized Training/Mandatory Continuing Education: Attendance of conferences, workshops, seminars, and similar programs involving professional training which directly relates to an individual's employment or is required for the employee to maintain required licenses and certifications.
  - 4. Academic Instruction: Completion by correspondence or class room attendance of course work provided by accredited educational institutions where such instruction will benefit the municipal service.
- B. Training shall be recommended by the Operating Manager and approved by the Village Administrator prior to registration. No reimbursement for training expenses shall be made without such approval.

- C. All expenses for recruit, in-service, and specialized training including tuition and fees will be reimbursed by the Village. Travel, lodging, and other related costs may be reimbursed as provided in Section D.
- D. TRAINING SEMINARS/REIMBURSEMENT OF EXPENSES RELATED TO VILLAGE BUSINESS
- a) **Purpose:** All employees are encouraged to attend training seminars or short courses, in order to enhance the employee's knowledge, skill, and ability in performing his/her job responsibilities.
  - b) **Eligibility:** All full-time employees who have completed a minimum of six (6) months of employment with the Village, and who are in good standing, are eligible to attend training seminars as determined by the Village Administrator or his/her designee.
  - c) **Administration:** Each fiscal year, the Village Board shall determine the amount of money to be allocated for employee training seminars. Payment for training seminars is subject to the availability of budgeted funds and the approval of the employee's respective Operating Manager and the Village Administrator. Therefore, eligible employees will ordinarily be allowed to attend authorized training seminars on a first-come, first-approved basis.
  - d) **Payment:** The Village shall pay for training seminars or short courses, or provide for the reimbursement of an employee's travel expenses related to official business of the Village if approved by the Village Administrator, in the following manner:
    - 1) One hundred percent (100%) registration fee.
    - 2) Single accommodations for room (if overnight stay is applicable).
    - 3) Coach fare for plane, train, bus transportation, or automobile mileage reimbursement at the rate established by the Village (whichever is applicable).
    - 4) The Village will only pay for employee expenses.
    - 5) The maximum allowable reimbursement for all travel related expenses shall not exceed \$1,500 per travel event. Expenses exceeding the maximum allowable amount shall require the approval of the Village Board.

Attendance at training seminars shall be done during Village work hours and shall be on Village time. Therefore, the employee shall receive his applicable rate of pay when attending a training seminar.

- e) All training seminars, short courses, or attendance related to Village business requiring an overnight stay need to be approved in advance by the Village Administrator or his/her designee and costs must be submitted using the Village's travel reimbursement form.
- f) Costs incurred by a spouse or other person accompanying an employee, costs for the purchase of alcoholic beverages, food, rental cars, late checkout charges, parking and other traffic fines, or costs for any other expense not otherwise provided in this section shall not be reimbursed by the Village without approval by the Village Administrator.

## **5.02 PROFESSIONAL MEMBERSHIPS**

### **1. PROFESSIONAL MEMBERSHIPS**

- a) **Purpose:** Representatives from each Department within the Village are encouraged to affiliate with professional organizations or societies for which they qualify by education or training, provided that such affiliation produces observable benefits for the Village and their respective Department. These professional memberships are separate and distinct from Village or Departmental memberships.
- b) **Eligibility:** Certain positions within the Village shall be eligible to join professional organizations or societies to act as representatives for their respective Departments. These positions reflect those which propose and recommend programs and policies to the Village Board or Village Administrator, or those who must approve recommendations for their Departments prior to their submittal. Other supervisory positions shall be eligible if designated by the Village Administrator.

The following positions shall be the representatives who are eligible for professional memberships:

Village Administrator  
Assistant Village Administrator  
Assistant to the Village Administrator/Deputy Clerk  
Chief of Police  
Police Commander

Dir. of Public Works/Operations/Village Engineer  
Supt. of Public Works  
Crew Supervisor

- c) **Administration:** Each fiscal year, the Village Board shall determine the amount of money to be allocated for professional memberships. Professional memberships are subject to the availability of budgeted funds and the approval of the Village Administrator. Therefore, eligible Department representatives shall be allowed to join professional memberships on a first-come, first-approved basis.

Eligible employees interested in joining a professional organization should submit information regarding the professional organization and the cost of membership to the Village Administrator during the annual budget process. The Village Administrator shall approve or deny the request for the professional membership.

- d) **Payment:** Both the Village and the employee receive benefits from the employee's affiliation with professional memberships. However, the Village shall pre-pay or reimburse one-hundred percent (100%) of the membership cost.

## **5.03 CONFERENCE ATTENDANCE**

- a) **Purpose:** Employees who are eligible for professional memberships are also eligible to attend the conferences associated with those memberships. These conferences shall be in addition to those conferences that may be a result of Village-wide or Departmental memberships.
- b) **Eligibility:** All employees who are eligible for professional memberships are eligible to attend the conferences associated with them. The Village shall pay for one conference per year as authorized by the Village Administrator. Permission may be granted by the Village Administrator if, in his/her opinion, there is sufficient benefit to both the employee and the Village.
- c) **Administration:** Each fiscal year, the Village Board shall determine the amount of money to be allocated for professional conferences. Payment for conferences is subject to the availability of budgeted funds and the approval of the Village Administrator. Therefore, eligible employees shall be allowed to attend conferences associated with their professional membership on a first-come, first-approved basis.

Employees interested in attending a professional conference should

submit information regarding the conference and the cost of the conference to the Village Administrator during the annual budget process. The Village Administrator shall approve or deny the request for the attendance of professional conferences.

Attendance is conditional upon the following, to be determined by the Village Administrator:

- 1) Sufficient budgeted funds are available within the current fiscal year.
- 2) The conference is affiliated with one of the employee's professional memberships.
- 3) Employee workloads permit their temporary absence from duties.
- 4) Training and education can be obtained at the conference that is required as part of mandatory continuing education related to a license or certification and similar training cannot be obtained at other locations.

All registration applications, transportation, and lodging accommodations shall be arranged and administered by the Deputy Village Clerk.

d) **Payment:** The Village shall pay for a professional conference in the following manner:

- 1) One-hundred percent (100%) registration fee.
- 2) Single accommodations for room (if overnight stay is applicable).
- 3) Coach fare for plane, train, bus transportation, or automobile mileage reimbursement at the rate established by the Village (whichever is applicable).
- 4) The Village will only pay for employee expenses.
- 5) The maximum allowable reimbursement for all travel related expenses shall not exceed \$1,500 per travel event. Expenses exceeded the maximum allowable amount shall require the approval of the Village Board.

Attendance at professional conferences shall be done during Village work hours and shall be on Village time. Therefore, the employee shall receive the normal rate of pay when attending a professional conference.

## **5.04 TUITION ASSISTANCE**

1. **Purpose:** Tuition assistance is intended to provide monetary assistance to employees to pursue continuing education to improve and enhance on-the-job skills and training which will benefit Village operations and the employee's professional and career development.
2. **Eligibility:** The following conditions must be met in order for an employee to be eligible for tuition assistance:
  - a) The employee must be full-time, completed a minimum of twelve (12) months of employment with the Village, and be in good standing as determined by the Village Administrator.
  - b) The employee shall make reasonable efforts to exhaust all other sources of financial assistance (Veteran's benefits, scholarships and grants, etc.).
  - c) The employee shall apply for tuition reimbursement eligibility and be pre-approved no less than thirty (30) days prior to beginning course work.
  - d) At the time of the employee's application, sufficient budgeted funds are available within the current fiscal year for the employee to receive assistance.

Assistance is not guaranteed unless the employee applies for pre-approval to verify that the course qualifies for assistance and that funding is available.

3. **Administration:** Each fiscal year, the Village Board shall determine the amount of money to be allocated for tuition assistance. Tuition assistance is subject to the availability of budgeted funds and the approval of the Village Administrator. Therefore, eligible employees shall receive tuition assistance on a first-come, first-approved basis.
4. **Requesting Assistance:** Employees seeking tuition assistance should request a tuition assistance application form from the Deputy Village Clerk. Application forms must be returned and approved by the Village Administrator no less than thirty (30) days prior to beginning course work. The Village Administrator shall approve or deny all tuition assistance applications on the following basis:
  - a) Sufficient budgeted funds are available within the current fiscal year.
  - b) The course is related clearly and directly to an employee's current job

classification.

- c) The number of courses an employee may enroll in during a given semester or quarter shall be reviewed during the approval process and shall not interfere with the employee's ability to perform all job duties and responsibilities.
5. **Assistance Amount:** Upon tuition assistance application approval, tuition assistance shall be made upon the following basis:
- a) 100% assistance for a course(s) offered through the College of Lake County; or
  - b) For courses offered through another educational institution, the Village may provide assistance up to, but not more than, \$2,000 in a Village fiscal year, unless otherwise authorized by the Village Administrator.
  - c) 100% reimbursement of eligible special course (non-tuition/credit hour) fees. Course related book and materials will be paid with a maximum payment of \$150 for each semester for all courses taken.

If tuition costs for courses exceed the maximum limit described above, the employee is responsible for paying the remaining balance.

Courses are to be taken on the employee's own time unless authorized by the Village Administrator.

6. **Assistance:** Upon tuition assistance approval, the Village will either pre-pay or reimburse the employee for tuition and other related costs as provided above.

In order to have the Village pre-pay for a course(s), the employee must submit copies of invoices for tuition, fees, and books to the Deputy Village Clerk prior to beginning course work. In order to be reimbursed for a course(s), the employee must submit all receipts for tuition, fees and books to the Deputy Village Clerk no later than 30 days after beginning course work.

The employee must complete the course work and achieve a grade "C" or better and submit an official grade report. If the course is Pass/Fail, the employee must "Pass" the course. If the employee fails to meet this requirement, the tuition assistance paid to the employee shall represent a monetary debt owed and due the Village by the employee. Said debt shall be repaid by the employee or by monetary equivalent deducted from the employee's earnings.

7. **Repayment at Separation** – If an employee voluntarily leaves the employment of the Village within three (3) years of receiving tuition assistance, the employee will be obligated to repay tuition reimbursements to the Village in accordance with the following schedule:

<b>From Payment Date, If You Leave Within</b>	<b>Your Repayment to the Village Will Be</b>
Less than 1 year	100%
From 1 year to 2 years	50%
From 2 years to 3 years	25%
3 years or more	No Repayment

Repayment terms will be arranged by the Village.

## **CHAPTER 6 - MISCELLANEOUS PERSONNEL POLICIES**

### **Sections**

- 6.01 Deductions from Exempt Employees' Salaries
- 6.02 Political Activity
- 6.03 Electronic Communications Policy
- 6.04 Whistleblower Policy
- 6.05 Ethics and Conflicts of Interest
- 6.06 Employment of Relatives (Anti-Nepotism)
- 6.07 Outside Employment
- 6.08 Employee Appearance
- 6.09 Employee Conduct and Discipline Procedures
- 6.10 Management Rights

### **6.01 DEDUCTIONS FROM EXEMPT EMPLOYEES' SALARIES**

Exempt employees are not answerable merely for the number of hours they work. They work as few or as many hours as are necessary to get the job done. Accordingly, Village policy provides that salaries of exempt employees should not be reduced for any partial-day absence (other than intermittent or reduced schedule FMLA leave); any partial-week absence occasioned by the Village or its operating requirements, including holidays and partial-week shutdowns; or because of variations in the quality or quantity of work performed.

The Village reserves the right to require an exempt employee to use paid time off benefits for partial-day absences occasioned by personal reasons or by the employee's own illness or injury.

The Village also reserves the right to offset from an exempt employee's compensation any amount received in a particular workweek in jury duty fees, witness fees or military pay.

Improper deductions from the salaries of exempt employees are a serious violation of Village policy. The Village encourages any exempt employee who believes his/her salary has been improperly reduced to report the problem immediately to either his/her Operating Manager or the Village Administrator. The Village will review the deduction to determine if it was proper. The review process may require the employee to provide information or present documents to the Village. The employee will be notified of the results of the Village's review. Should the Village determine that the deduction was improper, the employee will be reimbursed for the improper deduction as soon as practicable. Employees are assured that the Village is committed to comply, and expects all supervisors and Department Managers to comply, with this policy and to carefully avoid

making improper deductions from the salary of exempt employees. Employees also are assured that no retaliatory action will be taken for reporting improper deductions. Employees who suspect retaliation should report their concerns immediately to the Village Administrator or the EEO Officer(s).

NOTE: The Village's attendance and disciplinary action policies are applicable to exempt employees even though an absence may not be one for which a deduction from salary may be taken.

## **6.02 POLITICAL ACTIVITY**

All employees are subject to the "State Officials and Employees Ethics Act", ILCS 430/1-1 et. seq. and all local ethics regulations.

## **6.03 ELECTRONIC COMMUNICATIONS POLICY**

The Village of Lindenhurst recognizes the value of and the need for various manual and electronic communications systems such as regular written mail and memos, bulletin board postings, E-mail, voice mail, pager, Internet, Intranet and other inter and intra-agency computer networks and that access to all is designed to enhance productivity. The agency also recognizes that certain standards for the use of these tools must be established.

### **PROCEDURE A: General Provisions**

1. The Village's manual and electronic communication systems, whether they include contemporaneous or pre-recorded communications are subject to the Village's exclusive control and management.

All data and other electronic messages generated or stored in such system are property of the Village of Lindenhurst. This includes all of the material and information created on, transmitted by, or stored on the Village's electronic equipment. Users must realize that material or information that has been deleted can be retrieved and viewed by others. This also includes e-mail that has been deleted.

Further, employees who use such systems have no protected right of privacy. Such communications and information systems include, but are not limited to:

- A. Telephones that are used for the receipt and transmission of emergency calls
- B. Voice mail and text messages
- C. E-mail--both in-house and Internet systems
- D. Facsimile (fax) devices--whether stand-alone or PC generated
- E. Internet and Intranet systems

- F. Video recorders and players
  - G. Messages generated by CAD, the mobile data system, or by the LEADS/NCIC data systems
  - H. Two-way voice radio systems
  - I. Paging systems
  - J. Bulletin boards
  - K. Places where paper, mail, bulletins, announcements, and messages are posted or displayed.
2. The Village of Lindenhurst reserves the right to monitor, record, inspect, listen to and otherwise transcribe messages and data generated on or by any Village owned or provided electronic communication system.
- The Village of Lindenhurst may routinely monitor and may post some records and data for compliance to this directive; and may, if necessary, focus on specific systems or the activities of specific individuals, which may include random monitoring.
3. No encryption program(s) will be used without the approval of the Village Administrator or his/her designee. The Village of Lindenhurst reserves the right to decipher and/or delete any encrypted messages or data encountered on its systems.
4. The Village of Lindenhurst reserves the right to:
- A. Access, bypass, override, or delete any employee created password or Personal Identification Number (PIN) so as to gain access to data held under the employee's account.
  - B. Access without notice data or text caches, pager memory banks, e-mail and voice mail boxes or accounts, conversations on designated recorded emergency telephones, and any other employer provided electronic storage systems.
5. Communication systems, as broadly defined, must never be used to:
- A. Threaten, intimidate, or intentionally embarrass another person.
  - B. Send or receive or post images that contain nudity, images or words of a profane, prurient, or sexually suggestive nature, even if the employee or recipient has consented to or requested such material.
  - C. Engage in any illegal, illicit, improper, unprofessional, or unethical activity, or in any activity that could reasonably be construed to be detrimental to the interests of the Village.

- D. Send or post jokes or comments that tend to disparage a person or group because of race, ethnic background, national origin, religion, gender, sexual orientation, age, verbal accent, source of income, physical appearance or agility, mental or physical disability or occupation; or to use electronic resources or manual communications in any manner which might reasonably be considered harassment or embarrassment of an individual or a group as outlined above.

Material of this nature which is received inadvertently should not be save or printed unless for the sole reason of bringing it to the immediate attention of system management.

- E. Send messages which could be harmful to workplace morale.
  - F. Send or post messages for personal commercial ventures for profit.
  - G. Solicit or address others regarding religious or political causes or for any other solicitations that are not work related.
- 6. All employees are expected to maintain the integrity of the sensitive, confidential, and proprietary information that is stored on or is passed through the Village of Lindenhurst communications and information systems. Such information or data may not be disseminated to unauthorized persons or organizations. This includes, but is not limited to:
    - A. Personnel information including salaries, performance reviews, complaints, grievances, disciplinary records and medical records.
    - B. Criminal history information, mug shot images, police and fire investigation and intelligence records, complainant information, tactical information, and alarm subscriber information.
  - 7. User passwords for all Village of Lindenhurst communications and information systems are confidential. It is the user's responsibility to maintain the confidentiality of their password(s). Individual users will be held accountable for the use of their password by others.
  - 8. No employee may intentionally intercept, eavesdrop, record, read, alter, or receive another person's e-mail messages without management approval.
  - 9. No employee shall make copies of information or data stored on Village communications and information systems without management approval, unless it

shall be within the normal scope of the individual's assigned duties.

10. No e-mail or other electronic communication may be sent which hides the identity of the sender or represents the sender to be someone else or to be someone from another entity.
11. Only hardware that has been approved by management may be installed for Village use. This includes all microcomputers, peripherals, and accessories.
12. Hardware is not to be relocated, connected, or disconnected without prior approval of the Village Administrator or his/her designee, except in emergency situations in which case immediate advice must be sought or notification must be made to the Village Administrator.
13. Classified, confidential, sensitive, proprietary, or private information or data must not be disseminated to unauthorized persons or organizations.
14. The Village of Lindenhurst may impose reasonable limitations on the use of any electronic communication system due to financial reasons, or hardware and/or software problems.

The privilege to access any form of electronic communications utilized by the Village of Lindenhurst may also be restricted or denied due to disciplinary reasons.

It must be kept in mind that any such restriction could seriously jeopardize an employee's ability to perform their job and thus their continued employment may also be in jeopardy.

## PROCEDURE B: Internet and Intranet Systems

1. For purposes of this directive, Internet and Intranet will be used interchangeably unless specifically noted.
2. Depending on their work assignments, employees will have varying levels of access to the Internet. Access to the Internet is a revocable privilege. In general, only the Village approved Internet provider may be used to access the Internet. Exceptions may be made by the Village Administrator or his designee.
3. No employee may commit any Village of Lindenhurst financial resources via Internet access or commerce without specific approval of the Village Administrator.

4. Employees must use good judgment and discretion in generating purely personal e-mail correspondence on the Internet. Use of personal e-mail must be limited and generally done on non-work time.
5. Employees with Internet access are cautioned that they are responsible for what they send, view, or download.

Downloading of application programs without the consent of the management is prohibited. The Village of Lindenhurst does not recommend downloading or installation on Village computers of any application software from the Internet. Such software may not only contain imbedded viruses, but is also untested and may interfere with the functioning of standard Village applications.

6. The Village of Lindenhurst may implement monitoring and/or filtering software to ensure compliance with its business related restrictions on use of the Internet.

## PROCEDURE C: Personal Computer Systems

1. The Village of Lindenhurst finds it advantageous to utilize various personal computer systems including desktop units and laptops, some of which may be connected together in a Local Area Network (LAN) or Wide Area Network (WAN) that may utilize one or more servers.

All such hardware and software and all data generated by and stored in such systems remains the property of the Village of Lindenhurst and is subject to the ownership and inspection guidelines outlined elsewhere in this document.

2. In an effort to ensure standardization of software, to assist in providing support, and to facilitate data exchange across individual computers and the LAN(s) or WAN(s), employees are prohibited from installing their own software on any Village-owned personal computer or on any Village LAN or WAN.
3. In an effort to protect the integrity of the Village network systems and the data which may be stored on personal computers, all Village computers will be equipped with anti-virus software.

## **6.04 Whistleblower Reporting and Anti-Retaliation Policy and Procedures**

### **1. General Policy**

As set forth Section 4.1 of the Public Officer Prohibited Activities Act, it is the policy of the

Village to prohibit any official from retaliating against any employee who: (a) reports an improper governmental action, (b) cooperates in the investigation related to a report of an improper governmental action, or (c) testifies in a proceeding or prosecution of an improper governmental action. An improper governmental action is defined as follows.

“Improper governmental action” includes any action by a unit of local government employee, an appointed member of a board, commission, or committee, or an elected official of the unit of local government that is undertaken in violation of federal, State, or unit of local government law or rule; is an abuse of authority; violates the public’s trust or expectation of 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.

“Improper governmental action” does not include a unit of local government personnel actions, including, but not limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, reprimands, or violations of collective bargaining agreements, except to the extent the actions amounts to retaliation. Retaliation, in this context means retaliatory action that results from an employee’s protected activity of reporting improper governmental action, cooperating in the investigation, proceeding or prosecution of a reported improper governmental action.

Copies of this Policy and Procedure, along with Section 4.1 of the Act will be given to every employee upon hiring. Additionally, these same documents will be furnished or made available to all employees on an annual basis.

## 2. Procedures for Reporting and Investigating Reports of Improper Governmental Action

### A. Reporting an “Improper Governmental Action” or Retaliation.

1. If an employee believes that he/she has witnessed an improper governmental action, as defined in the Policy above, the employee must submit a written report of the improper governmental action to the Auditing Official, which Auditing Official has been designated in Section III.
2. If an employee believes that he/she has been retaliated against for reporting improper governmental action, or cooperating in the investigation, or procedure involving an improper governmental action, the employee must report such alleged retaliation to the Auditing Official within sixty (60) days of the retaliatory action taking place.

3. The Auditing Official may transfer the complaint to another auditing official, including the States Attorney, if he/she determines that it is appropriate.
4. If the Auditing Official is also the subject of the complaint, the Complainant may file the complaint with any States Attorney.

B. Investigation of Complaint.

1. Identity of the Complainant
  - a. The Auditing Official will keep the identity of the Complainant confidential to the extent allowed by law.
  - b. The Complainant may waive confidentiality in writing on a form presented to the Auditing Official.
2. The Auditing Official shall investigate the complaint promptly and thoroughly and conclude whether or not the evidence gathered through such investigation warrants merit of a finding that either an improper governmental action, or retaliation for filing such a complaint or complying with such investigation occurred or did not occur.
3. The investigation by the Auditing Official may include:
  - a. Interviews of the Complainant and witnesses;
  - b. Interviews of governmental officials who may have knowledge about the complaint or may be the subject of the complaint;
  - c. Inspection of documentation (in written, printed, or electronic format) relevant to the complaint;
  - d. Take any other appropriate measures to ensure that the complaint has been thoroughly investigated.
  - e. Make a determination whether the complaint has merit or whether the complaint does not have merit.

C. Determination and Remedial Action If Necessary.

1. If the Auditing Official determines that the complaint has no merit, he/she can dismiss the complaint.
2. If the Auditing Official determines that the complaint has merit, he/she may take remedial action on behalf of the Complainant, including reinstatement, reimbursement for lost wages or expenses, promotion, or other remedial action that the Auditing Official deems appropriate. The Auditing Official may also make his/her investigation findings available to the Complainant's attorney if the Auditing Official finds that restitution is not sufficient.
3. Any person who engages in prohibited retaliation under Section 4.1 of Act may also be subject to fines, appropriate employment action, civil or criminal prosecution, or any combination of these actions.

### 3. Designation of Auditing Official

The Village designates the Village Administrator to serve as the Auditing Official of the Village, with the duties and responsibilities set forth in 50 ILCS 105/4.1 and this Policy.

## **6.05 ETHICS AND CONFLICTS OF INTEREST**

The Illinois General Assembly has mandated that each unit of local government adopt an ordinance "regulating the political activities of, and the solicitation and acceptance of gifts, by the officers and employees of such units in a manner no less restrictive" than the provisions of the State Officials and Employees Ethics Act; however, the Ethics Code provides very clear descriptions of the prohibited activities and consequences of any violations. All definitions of terms within this Code of Ethics policy are as defined in the Illinois State Statutes, 5 ILCS 430/15.

### A. Conflicts of Interest

Services provided by the Village shall be performed in an impartial manner, free of unlawful personal and/or political consideration. Personal information obtained through contact with citizens or patrons of the Village or through any other source must remain confidential to the extent appropriate. Employees must take care to avoid any possible conflict of interest or the appearance of misconduct as described in the Personnel Policies and Procedures Manual, Village Ordinances and applicable State and Federal laws.

### B. Prohibited Political Activities

1. In accordance with the state and federal constitutions and with 5 ILCS 430/1-5, Village employees have a right to engage in political activity through voluntary political contributions or voluntary political activities. However, while at work or on

duty, employees may not participate in political activities while on Village property or while using Township equipment or vehicles.

2. No employee shall intentionally require any other officer or employee to perform any prohibited political activity (1) as part of that employee's duties, (2) as a condition of employment, or (3) during any compensated time off (such as holidays, vacation or personal time off). Additionally, no employee shall be required at any time to participate in any prohibited political activity in consideration for that employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.
3. Full-time and part-time employees of the Village who run for partisan or nonpartisan elective office in the Village may be required to take a leave of absence. The leave of absence would commence upon the filing of the candidate's petition for office. The leave would end upon the completion of all activities associated with seeking or obtaining the office.
4. Full-time and part-time employees of the Village who are elected to partisan or non-partisan political office by means of an election conducted in the Township may be required to take a leave of absence. The leave of absence would commence at the time the individual is sworn into office and would end upon the completion of all activities associated with the office.
5. Nothing in this section shall be construed to prevent employees from becoming or continuing to be members of any lawful political organization, from attending lawful political meetings, from expressing their views on political matters, or from voting with complete freedom in any election.

## C. Gift Ban Policy

Each employee and official of the Village is subject to the State Officials and Employees Ethics Act, 5 ILCS 430/10-10, et seq. No employee or official of the Village shall intentionally solicit or accept any gift from any prohibited source or in violation of any Federal or State statute, rule or regulations. However, an employee or official of the Village may accept any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.00. "Prohibited source" shall have the same meaning as in 5 ILCS 430/1-5, and may be amended from time to time. In the event an employee or an Elected Official receives gifts or gift cards from a prohibited source for the benefit of the employees of the Village, the cumulative total value set forth herein shall apply and the gift cards shall be used for purchases to benefit the employees of the Village. Notwithstanding the foregoing, the following exceptions shall apply:

1. Opportunities, benefits and services that are made available on the same conditions as for the general public.
2. Anything for which the officer or employee or his or her spouse or immediate family member pays the fair market value.
3. Any contribution that is lawfully made under the Election Code or activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss Township business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship, unless the officer or employee has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the officer or employee or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the officer or employee shall consider the circumstances under which the gift was offered, such as the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; whether to the actual knowledge of the officer or employee, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and whether to the actual knowledge of the officer or employee, the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding seventy-five dollars (\$75.00) per person in value on a single calendar day; provided that the food or refreshments are either consumed on the premises from which they were purchased, prepared, or catered. For purposes of this section, "catered" is defined as food or refreshments that are purchased ready to eat and delivered by any means.

9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee) of the officer or employee or the spouse of the officer or employee, if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. For the purpose of this section, “intra-governmental gift” means any gift given to an officer or employee of the Township from another officer or employee of the Township; and “inter-governmental gift” means any gift given to an officer or employee of the Township by an officer or employee of another governmental entity.
11. Bequests, inheritances and other transfer at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than one hundred dollars (\$100.00).

## **6.06 EMPLOYMENT OF RELATIVES (ANTI-NEPOTISM)**

The Village will consider an employee’s relative for employment if the applicant possesses all of the qualifications for employment for the position. A relative may not be hired, however, if the employment would create a direct (or indirect) supervisor/subordinate relationship with a family member, or create an actual conflict of interest or the appearance of a conflict of interest. This provision may be waived by the Village Administrator if the Village Administrator determines that the best interests of the Village would be served.

Employees who are relatives may continue employment or apply for promotions/internal transfers as long as there is not a direct or indirect supervisor/subordinate relationship between the employees, or an actual conflict of interest or the appearance of a conflict of interest. In the event that employees become relatives, the employees must disclose the relationship to their department head. If the Village is unable to accommodate the employees by, for example, transferring one of the employees, the Village Administrator will determine the appropriate course of action which may include termination.

## **6.07 OUTSIDE EMPLOYMENT**

Regular full-time and part-time employees of the Village may not be employed in any other capacity without prior written approval of the department head. Outside

work is defined as any gainful employment, other than the performance of official duties.

Outside work is permitted to the extent that it does not prevent employees from devoting their primary interest to the performance of their work for the Village and does not create a conflict between the private interest of the employee and the employee's official responsibility. An employee shall not perform outside work:

- Which may be construed by the public to be an official act of the Village or a Village department
- Which involves Village facilities, equipment or supplies
- Which involves the use of official information not available to the public
- Which might appear as a conflict of interest to the public
- If the work is something that the employee would be expected to do as part of his/her regular duties
- If the work would tend to influence impartial judgment on any matter coming before the employee in the course of the employee's official duties

Further, to the extent that the secondary employment violates local Village codes or ordinances or brings disrepute onto the Police Department and/or Village, the approval of secondary employment may be rescinded. All requests for outside employment, whether approved or disapproved, shall be forwarded to the Village and a copy placed in the employee's personnel file.

## **6.08 EMPLOYEE APPEARANCE**

Employees represent the Village in their interactions with members of the public. As such, all employees must dress appropriately and professionally. Employees must maintain a clean, well-groomed appearance in conjunction with the position they hold, suitable for the work they perform. Supervisors are responsible for monitoring employees' dress, personal appearance and hygiene, and will discuss the subject of personal appearance, dress or hygiene with the employee if the employee's personal appearance, dress or hygiene does not positively reflect the Village. If necessary, supervisors may require that an employee leave work to remedy their personal appearance, dress or hygiene.

## **6.09 EMPLOYEE CONDUCT AND DISCIPLINARY PROCEDURES**

### **A. General Provisions**

Village employees are expected to follow all Village policies and perform their duties and responsibilities in a professional and appropriate manner. Employees that violate these dictates may be subject to discipline, up to and including, termination. The following are

some examples of conduct that could lead to discipline. Note, this list is not meant to be exhaustive. However, this list along with common sense and good judgement should be used as a guide in determining appropriate conduct whether, or not, that conduct occurs on or off duty.

1. Theft or destruction of Village property or the property of other employees;
2. Abusing, threatening, or intimidating other employees;
3. Use of obscene, disruptive or abusive language, or rowdy behavior;
4. Willful or negligent performance of duties and unsatisfactory work performance;
5. Use or possession of weapons on Village property or while on Village business;
6. Excessive tardiness or absence, or failure to report to work in a timely manner;
7. Falsification of records such as time cards, application materials, or personnel or employment records;
8. Engaging in unlawful or other off-duty conduct which brings the Village into disrepute.
9. Violation of any safety rules.
10. Failure to keep the work place neat, clean, and orderly.
11. Failure to report any known problems with or defects in equipment.
12. Failure to report all accidents and injuries immediately, regardless of the severity of the injury.
13. Violation of any Village policy including, but not limited to, its anti-harassment, conflicts of interests, or ethics policies.
14. Insubordinate behavior or failure to follow supervisor directions.

## B. Disciplinary Procedures

The objective of discipline is to improve the behavior of an employee, rather than to punish the employee. The degree of severity of a disciplinary action will depend on the individual employee, the nature of the problem, the employee's past performance, length of employment, and any extenuating circumstances. Disciplinary action will never be taken on account of political considerations, personal bias or prejudice.

It is the responsibility of every employee to attempt to correct any faults in job performance when called to his/her attention, and to make every effort to avoid conflict with the personnel policies of the Village.

It is the responsibility of every Operating Manager and Supervisor to discuss improper or inadequate performance with the employee in order to correct the deficiencies. Unless otherwise set forth in a written contract of employment, or unless provided by the Board of Fire and Police Commissioners, employees of the Village of Lindenhurst are at-will and can be discharged at any time at the sole discretion of the Village. Discipline may include, but is not limited to the following:

1. Reprimand – given orally or in writing;
2. Suspension;
3. Demotion; and
4. Discharge.

With the exception of a verbal reprimand, employees will be notified in writing of any disciplinary action taken against them. The Operating Manager shall consult with and notify the Village Administrator of any recommendations for any disciplinary action including, but not limited to, reprimand, suspension, demotion or discharge of an employee. Notwithstanding any provisions of this Manual, discipline of exempt salaried employees shall be in accordance with the Fair Labor Standards Act.

## **6.10 MANAGEMENT RIGHTS**

The Village shall retain the sole right and authority to establish and administer all matters of inherent managerial policy, including but not limited to the functions of the Village government and its departments, standards of service, budgeting, organizational structure, the selection of new employees, and the direction of employees. The Employee Handbook is not to be construed as a contract or agreement between the employee and Village.

## **CHAPTER 7 – SEPARATION FROM VILLAGE EMPLOYMENT**

### **Sections**

- 7.01 Resignation
- 7.02 Retirement
- 7.03 Return of Village Property
- 7.04 Exit Interview

### **7.01 RESIGNATION**

Employees are expected to give at least ten (10) days notice to their Operating Manager, to the extent such notice is possible. All resignations are filed by the Operating Manager with the Village Administrator. The Village Administrator will check with the Operating Manager and the personnel record of the employee as to Village property and accrued leave status, and make the proper payments and/or deductions, if any.

### **7.02 RETIREMENT**

Retirement will be pursuant to the requirements of the employee's respective retirement fund, and further information on the subject may be obtained from the employee's Operating Manager or the Deputy Village Clerk.

### **7.03 RETURN OF VILLAGE PROPERTY**

An employee, who is separated from Village service, whether through resignation, lay-off, retirement, disability, or dismissal, is responsible for returning any Village property which they may have in their possession. Failure to return Village property will result in the final paycheck being held and/or the amount of outstanding property deducted from same. The Deputy Village Clerk will develop and provide a checklist of such items in accordance with this policy.

### **7.04 EXIT INTERVIEW**

Every employee who leaves employment with the Village for any reason, except discharge, may have a separate exit interview with the employee's Operating Manager and/or the Village Administrator. Except in extraordinary circumstances, an exit interview will be conducted on the employee's last day of employment. The purpose of this interview is to determine, as closely as possible, the reasons the employee is leaving the employ of the Village, to return Village property, to discuss the continuation of any benefit coverages and any other matters that the Village or the employee wish to discuss.

# VILLAGE OF LINDENHURST



## SALARY CLASSIFICATION SYSTEM AND PAY PLAN

# **VILLAGE OF LINDENHURST**

## **SALARY CLASSIFICATION SYSTEM AND PAY PLAN**

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### **INTRODUCTION**

The function of the Village of Lindenhurst Salary Classification System and Pay Plan is to provide a structure and plan which enables the Village to recruit and retain competent employees. The Salary Classification System and Pay Plan is designed to accomplish these goals by:

- Establishing pay rates which compare with those of public and private organizations competing for employee skills similar to those utilized by the Village.
- Facilitating adjustments to changing economic and employment conditions requiring changes in pay levels.
- Providing for equal compensation for work of equivalent responsibility.
- Establishing a method for annual employee performance review.

## **CHAPTER 8.00 - SALARY CLASSIFICATION SYSTEM**

### **Sections:**

- 8.01 Purpose
- 8.02 Pay Grade System
- 8.03 Position Classification Plan
- 8.04 General Administration

### **8.01 PURPOSE**

The Salary Classification System is the general structure upon which the Pay Plan is based. It is comprised of two major components: (1) a Pay Grade System; and (2) a Position Classification Plan.

### **8.02 PAY GRADE SYSTEM**

In order to appropriately compensate employees with varying levels of responsibility, experience, and educational achievement, the Village utilizes a two-part pay grade system, which includes the following:

1. Operations Classification Pay Grade System
2. Management Classification Pay Grade System

Table 1 sets forth the basic series of pay grades and ranges for the Operations Classification Pay Grade System. The plan consists of 16 pay grades (ranges of pay). Each pay grade represents a pay span of approximately 35 percent from the minimum to maximum rate. This series of pay grades and ranges is uniform in order to facilitate organizational unity and equity between employees who serve in similar positions in different parts of the organization.

Table 2 sets forth the basic series of pay grades and ranges for the Management Classification Pay Grade System. The plan consists of 11 pay grades (ranges of pay). Each pay grade represents a pay span of approximately 35 percent, from a minimum to a maximum rate. This series of pay grades and ranges provides a method to be used for the fair and equitable compensation of management level employees.

### **8.03 POSITION CLASSIFICATION PLAN**

The Position Classification Plan provides a systematic arrangement of positions into the pay grade system. In evaluating each position, a quantitative point factor comparison method is used. The factor comparison method cross compares all jobs on each level of each factor, using eight factors. Jobs of a different character or in different organizational units are compared against all other jobs on all factors. The factor points are weighted to reflect overall organizational missions, goals, and values.

Each position is classified based upon supervisory responsibility, and the level of educational achievement or equivalent work experience necessary for the position to provide the knowledge, ability, and skill required for successful work performance. The eight factors used to evaluate each position are as follows:

1. Preparation and Training
2. Experience Required
3. Decision Making and Independent Judgment
4. Responsibility for Policy Development
5. Planning
6. Contact with Others
7. Work of Others (supervision exercised)
8. Working Conditions

Like the Salary Classification System, the Position Classification Plan is separated into two parts, which are as follows:

1. Operations Classification Pay Plan
2. Management Classification Pay Plan

Table 3 is the Operations Classification Pay Plan, which shows the assignment of each position classification to a pay grade, and indicates the present pay range for each position classification. Table 4 is the Management Classification Pay Plan, which lists the pay grade and compensation ranges for the Village's management level positions. The ranges of pay are intended to be gross compensation for service in the various position classifications. The ranges of pay do not include bonus pay. These classifications of positions and the resulting salary classification system form the basis for the Pay Plan.

## **8.04 GENERAL ADMINISTRATION**

1. **AMENDMENTS:** All amendments to the two components of the Salary Classification System (the Pay Grade System and Position Classification Plan) must be approved by the Village Board. The Village Administrator or his/her designee shall apprise the Village Board from time to time regarding the appropriateness of the Salary Classification System.
2. **IMPLEMENTATION:** The Village Administrator shall be responsible for the implementation, administration, and interpretation of the Salary Classification System defined herein. The Village Administrator is further responsible for establishing and administering the Pay Plan within the limits of the Salary Classification System defined herein.

## **CHAPTER 9 - PAY PLAN**

### **Sections:**

- 9.01 Purpose
- 9.02 Employee Performance Review
- 9.03 Base Pay
- 9.04 Bonus Pay

### **9.01 PURPOSE**

The Pay Plan is the mechanism which utilizes the Salary Classification System to evaluate and compensate employees based upon job performance. It is comprised of three components: (1) Employee Performance Review; (2) Base Pay; and (3) Bonus Pay.

### **9.02 EMPLOYEE PERFORMANCE REVIEW**

#### **1. GENERAL ADMINISTRATION**

The intent of employee performance review is to provide an opportunity for the supervisor and employee to discuss and review annual performance to determine progress made from the previous year. It shall be the responsibility of the Village Administrator to make sure that all employees receive, at minimum, an annual performance review. The Village Administrator shall have the direct responsibility to conduct annual performance reviews for all Operating Managers and supervisory personnel. It shall be the responsibility of all Operating Managers and supervisory personnel to conduct annual performance reviews for all non-supervisory personnel under their direct supervision.

- a) **OPERATING MANAGER/SUPERVISOR ANNUAL PERFORMANCE REVIEW:** All Operating Managers and supervisors shall receive an annual employee performance review which shall be the basis for adjustments in base pay and bonus pay. It shall be the responsibility of the Village Administrator to conduct all performance reviews for Operating Managers and supervisory personnel, as indicated below:<sup>1</sup>

Assistant Village Administrator  
Assistant to the Village Administrator/Deputy Clerk  
Chief of Police  
Police Commander  
Director of Public Works/Operations/Village Engineer

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<sup>1</sup> Although the Police Commander, Superintendent of Public Works, and Crew Supervisor, are supervisory positions, they may be evaluated by their Operating Managers in a format acceptable to the Village Administrator.

## Superintendent of Public Works Crew Supervisor

Prior to each fiscal year, the Village Administrator shall meet with each Operating Manager and/or supervisor and develop goals, objectives, and specific projects to be completed by the employee throughout the year. From this discussion, a memo shall be given to the Operating Manager and/or supervisor to be utilized as a guideline throughout the year. At the end of each fiscal year, the Village Administrator shall review with the Operating Manager and/or supervisor to review his/her performance based upon the employee's ability to successfully achieve the specific goals, objectives and projects outlined within the memo and any other pertinent factors as determined by the Village Administrator.

- b) NONSUPERVISORY PERSONNEL ANNUAL PERFORMANCE REVIEW: All nonsupervisory personnel shall receive an annual employee performance review which shall be the basis for adjustments in base pay and bonus pay. It shall be the responsibility of the Department Operating Managers and/or supervisors to conduct all performance reviews for nonsupervisory personnel under their direct supervision.

Prior to each fiscal year, the Operating Manager and/or supervisor shall complete a performance evaluation on all employees utilizing the performance evaluation system established by the Village Administrator (Appendix G). At the end of each fiscal year, the Operating Manager and/or supervisor shall review the individual employee's performance based upon the employee's overall performance review and the employee's ability to successfully achieve the specific goals or objectives established for the employee within the performance review system.

### **9.03 BASE PAY**

Each employee shall receive base pay in accordance with his/her respective position classification within the Salary Classification System. Only base pay is included within the pay range.

#### **1. GENERAL ADMINISTRATION**

The total aggregate base pay amount allocated towards base salaries shall be included in the budget and approved by the Village Board.

The Village Administrator or his/her designee shall be responsible for the administration and interpretation of the Pay Plan and shall set base salaries for all employees within the limits of the Salary Classification System.

- a) ORIGINAL APPOINTMENT AND PROBATIONARY PERIOD: Employees shall normally be appointed at the minimum pay range level for the corresponding position classification. However, the Village Administrator shall have authority to establish initial base pay at any salary level within the pay range authorized for the position classification.
- b) EMPLOYEE RECLASSIFICATION: An employee may be re-classified by the Village Administrator to a higher or lower position classification to properly reflect assigned duties and responsibilities.
- c) BASE PAY ADJUSTMENTS: Base pay adjustments shall be approved by the Village Administrator based upon Operating Manager recommendations. Evaluation of employee base salaries shall be completed prior to each fiscal year. The base pay of each employee may only be adjusted based upon factors such as economic conditions, employee reclassification, annual employee performance review, or other factors determined by the Village Administrator. An employee's annual base pay adjustment provided as part of the annual employee performance review shall not exceed 5%, unless specifically reviewed by the Village Board.
- d) PENSION ELIGIBILITY: All base pay is eligible for pension benefits.

## **9.04 BONUS PAY**

The intent of annual employee performance review and bonus pay is to:

- Recognize and reward employees for exemplary and outstanding performance, beyond normal performance expectations.
- Encourage employees to pursue professional development in order to strengthen both the individual and the organization.

Bonus payments are comprised of two major components: (1) General Merit Bonus; and (2) Operating Manager/Supervisor Merit Bonus.

### **1. GENERAL ADMINISTRATION**

The total aggregate amount allocated towards bonus pay shall be included in the budget and approved by the Village Board.

The Village Administrator or his/her designee shall be responsible for the administration and interpretation of all Bonus Pay within the Pay Plan. The following provisions pertain to the administration of all bonus pay:

- a) EVALUATION REVIEW: All eligible employees shall be reviewed a minimum of once annually during the Annual Employee Performance Review process. The

review shall be performed each year on or about April 1. The April evaluation review is the only review eligible for the bonus payments.

- b) TIME OF PAYMENT: Bonus payments shall be paid in one lump sum during a pay period in May of the next fiscal year following the evaluation period. It shall be paid in accordance with the pay procedure outlined in each Bonus Pay section. This bonus is a one-time annual payment and does not count towards the base pay of any employee for purposes of base pay adjustments.
- c) FORFEITURE OF BONUS: In the event of termination, retirement, or death, the employee shall not receive any bonus pay.
- d) PENSION ELIGIBILITY: In accordance with pension eligibility standards, all bonus payments shall only be eligible for those employees covered under the Illinois Municipal Retirement Fund.

## 2. GENERAL MERIT BONUS:

All full-time employees in the Village are eligible for a general merit bonus.

- a) IMPLEMENTATION: The Operating Manager or his/her designee shall be responsible for implementing the performance review for the General Merit Bonus. If it is deemed by the Village Administrator that certain positions affect multiple departments, the Village Administrator or his/her designee may also be responsible for implementing the performance review.
- b) METHOD OF REVIEW: Each Operating Manager shall use the performance review system and methods for review as established by the Village Administrator for the General Merit Bonus. At a minimum, the review should consist of the completion of the performance review form and the creation of specific goals and objectives for the employee to achieve. The issuance of any merit bonus shall be based upon the employee's ability to successfully achieve established goals and objectives, exemplary work performance beyond expectations and other factors determined by the Village Administrator and Operating Manager.
- c) PAYMENT PROCEDURE: Each year, an employee is eligible for a lump-sum bonus pay of up to an amount established by the Village Board as included in the annual budget to be awarded in increments of \$500.

## 3. OPERATING MANAGER/SUPERVISOR MERIT BONUS:

The Operating Manager/Supervisor Merit Bonus shall apply to the supervisory personnel outlined in Section 9.02 above.

- a) IMPLEMENTATION: The Village Administrator or his/her designee shall be responsible for evaluating all Operating Managers and supervisors.

- b) **METHOD OF EVALUATION:** Prior to each fiscal year, the Village Administrator shall meet with each Operating Manager and/or supervisor and develop goals, objectives, and specific projects to be completed by the employee throughout the year. From this discussion, a memo shall be given to the Operating Manager and/or supervisor to be utilized as a guideline throughout the year. At the end of each fiscal year, the Village Administrator shall review with the Operating Manager and/or supervisor to discuss his/her performance based upon the goals, objectives, projects outlined within the memo, and other factors as determined by the Village Administrator.
- c) **PAYMENT PROCEDURE:** Each year, an employee is eligible for a lump-sum bonus pay of up to an amount established by the Village Board as included in the annual budget to be awarded in increments of \$500.

#### 4. **ADDITIONAL DUTY PAY:**

The intent of additional duty pay is to recognize additional effort beyond the employee's normal job description. This is in keeping with Village practice of reducing Village costs through maximum use of existing personnel. The standard for awarding additional duty pay shall be that the additional duties must represent skills not normally associated with the position classification as determined by the Village Administrator.

~~Employees assigned an additional duty position by the Village Administrator shall be eligible for additional duty pay paid annually in accordance with the following list of additional duty assignments and corresponding payments:~~

<b><u>Additional Duty Assignments</u></b>	<b><u>Compensation Amount</u></b>	<b><u>Maximum # Allowed</u></b>
Office Team Leader	\$3,000	1
Fleet Maintenance Coordinator	\$2,000	1
Building Permit Coordinator	\$3,000	1
Police Administrative Support Coordinator	\$3,000	1

## **Sections:**

### **~~9.05—Overtime—Police Court Pay~~**

### **~~9.05 OVERTIME – POLICE COURT PAY~~**

~~Court pay for sworn Police personnel shall be paid at the rate of one and one half (1.5) times the regular hourly rate with a minimum of two (2) hours pay, only when the employee is not scheduled for duty. On duty court appearances are paid at the regular hourly rate of pay.~~

*THE POLICIES AND PROCEDURES FOUND HEREIN ARE GUIDELINES AND ARE NOT MEANT TO CONSTITUTE CONTRACTUAL TERMS OR CONDITIONS OF EMPLOYMENT OR TO CREATE ANY LEGAL RIGHTS. THE POLICIES AND PROCEDURES FOUND HEREIN MAY BE CHANGED OR DELETED AT ANY TIME AT THE DISCRETION OF THE EMPLOYER. IN ACCORDANCE WITH JUDICIAL DECISIONS, THE VILLAGE INTENDS THAT THESE POLICIES SHALL ESTABLISH NO PROPERTY OR TENURE RIGHTS IN THE EMPLOYEES OF THE VILLAGE. IN ADDITION, THE EXISTENCE OF ANY PROVISION CONTAINED WITHIN SHALL NOT ESTABLISH PRIORITY OR IRREVOCABLE RIGHTS IN ANY EMPLOYEE. ALL EMPLOYEES OF THE VILLAGE, EXCEPT THOSE POSSESSING AN ACTUAL WRITTEN CONTRACT APPROVED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE, SHALL REMAIN "AT WILL" EMPLOYEES*

## APPENDIX A

### EMPLOYEE ACKNOWLEDGMENT FORM

I, the undersigned, hereby acknowledge and affirm that I am an employee of the Village of Lindenhurst, Illinois, and I have received and read a copy of the Village of Lindenhurst Employee Handbook and Policy Against Discrimination and Harassment.

I further acknowledge and understand that, in the future, should I have questions about the Policy or any of its contents, I will present those questions to my supervisor or the appropriate Village employee or official as my supervisor might direct me.

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE'S NAME (please type or print)

## APPENDIX B

### CONSENT TO DRUG AND/OR ALCOHOL SCREENING OR TESTING

I hereby voluntarily consent to submit to drug and/or alcohol screening or testing by a physician, clinic, laboratory or medical facility chosen by the Village of Lindenhurst (the "Village") at the Village's expense. I hereby consent to the physician, clinic, laboratory or medical facility taking and analyzing a sample or specimen of my breath, urine, saliva, blood and other similar substance. I also authorize the physician, clinic, laboratory, or medical facility to disclose his, her or its findings, conclusions and opinions regarding the drug and/or alcohol screening or testing to a Village official or a designated representative.

I hereby further consent to the Village contacting my physician or pharmacist to verify my reported use of legal drugs in accordance with the Village's Drug and Alcohol Abuse Policy and authorize my physician or pharmacist to provide all information requested by the Village regarding my use of such drugs, including without limitation the possible effects of such use on my performance of job functions.

I also acknowledge receiving, reading and understanding the Village's Alcohol and Drug Abuse policy. I understand that, in accordance with this policy, failure to execute this document and submit to drug and/or alcohol screening or testing, or failure to report to the Village the use of legal drugs as required by this policy, may result in disciplinary action, up to and including termination.

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

## APPENDIX C

[TABLE 1 OF PAY PLAN]

**TABLE 1**  
**VILLAGE OF LINDENHURST**  
**OPERATIONS CLASSIFICATION PAY GRADE SYSTEM**  
**FISCAL YEAR 2023/2024**

<u>PAY</u> <u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
O1	\$31,303	\$38,908	\$46,514
O2	\$32,868	\$40,854	\$48,839
O3	\$34,511	\$42,896	\$51,281
O4	\$36,237	\$45,041	\$53,846
O5	\$38,048	\$47,293	\$56,538
O6	\$39,951	\$49,658	\$59,365
O7	\$41,949	\$52,141	\$62,334
O8	\$44,046	\$54,748	\$65,450
O9	\$46,249	\$57,486	\$68,723
O10	\$48,560	\$60,359	\$72,158
O11	\$50,988	\$63,377	\$75,766
O12	\$53,538	\$66,546	\$79,555
O13	\$56,215	\$69,874	\$83,532
O14	\$59,026	\$73,367	\$87,709
O15	\$64,456	\$80,117	\$95,779
O16	\$65,076	\$80,887	\$96,699
O17	\$68,329	\$84,932	\$101,534
O18	\$71,746	\$89,178	\$106,611

## APPENDIX D

[TABLE 2 OF PAY PLAN]

**TABLE 2**  
**VILLAGE OF LINDENHURST**  
**MANAGEMENT CLASSIFICATION PAY GRADE SYSTEM**  
**FISCAL YEAR 2023/2024**

<u>PAY GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
M1	\$69,944	\$86,938	\$103,933
M2	\$73,441	\$91,285	\$109,129
M3	\$77,113	\$95,849	\$114,586
M4	\$80,968	\$100,642	\$120,315
M5	\$85,017	\$105,674	\$126,331
M6	\$89,268	\$110,957	\$132,647
M7	\$97,480	\$121,165	\$144,850
M8	\$98,418	\$122,331	\$146,244
M9	\$103,339	\$128,448	\$153,556
M10	\$108,506	\$134,870	\$161,234
M11	\$113,931	\$141,614	\$169,296
M12	\$119,628	\$148,694	\$177,761

**APPENDIX E**  
**[TABLE 3 OF PAY PLAN]**  
**TABLE 3**

**VILLAGE OF LINDENHURST FY 2023/2024  
OPERATIONS CLASSIFICATION PAY PLAN**

<b><u>POSITION CLASSIFICATION</u></b>	<b><u>PAY GRADE</u></b>	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>
NONE	01	\$31,303	\$46,514
Part-Time Records Clerk	02	\$32,868	\$48,839
Part-Time Customer Service Representative	03	\$34,511	\$51,281
NONE	04	\$36,237	\$53,846
Part-Time Community Service Officer	05	\$38,048	\$56,538
NONE	06	\$39,951	\$59,365
Laborer	07	\$41,949	\$62,334
Finance Clerk	08	\$44,046	\$65,450
Customer Service Representative	08	\$44,046	\$65,450
Community Service Officer	08	\$44,046	\$65,450
Records Assistant	08	\$44,046	\$65,450
NONE	09	\$46,249	\$68,723
Maintenance Operator I	010	\$48,560	\$72,158
Administrative Assistant	010	\$48,560	\$72,158
Community & Support Service Coordinator	011	\$50,988	\$75,766
Utilities Service Representative	012	\$53,538	\$79,555
NONE	013	\$56,215	\$83,532
Maintenance Operator II	014	\$59,026	\$87,709
Executive Assistant	014	\$59,026	\$87,709
Management Analyst	014	\$59,026	\$87,709
Deputy Village Clerk	014	\$59,026	\$87,709
Maintenance Operator III	015	\$64,456	\$95,779
Administrative Services Coordinator	016	\$65,076	\$96,699
NONE	017	\$68,329	\$101,534
NONE	018	\$71,746	\$106,611

**APPENDIX F**

[TABLE 4 OF PAY PLAN]

**TABLE 4**  
**VILLAGE OF LINDENHURST FY 2023/2024**  
**MANAGEMENT CLASSIFICATION PAY PLAN**

<b><u>POSITION CLASSIFICATION</u></b>	<b><u>PAY GRADE</u></b>	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>
NONE	M1	\$69,944	\$103,933
ASSISTANT TO THE VILLAGE ADMIN.	M2	\$73,441	\$109,129
NONE	M3	\$77,113	\$114,586
CREW SUPERVISOR	M4	\$80,968	\$120,315
POLICE SERGEANT	M4	\$80,968	\$120,315
NONE	M5	\$85,017	\$126,331
UTILITY SYSTEM MANAGER	M6	\$89,268	\$132,647
POLICE COMMANDER	M7	\$97,480	\$144,850
SUPERINTENDENT OF PUBLIC WORKS	M7	\$97,480	\$144,850
NONE	M8	\$98,418	\$146,244
NONE	M9	\$103,339	\$153,556
DEPUTY CHIEF OF POLICE	M10	\$108,506	\$161,234
ASSISTANT VILLAGE ADMINISTRATOR	M11	\$113,931	\$169,296
DIRECTOR OF OPERATIONS	M12	\$119,628	\$177,761
CHIEF OF POLICE	M12	\$119,628	\$177,761

## APPENDIX G

### [PERFORMANCE EVALUATION SYSTEM]

#### Section I – Introduction

The Village of Lindenhurst has implemented a performance management program, utilizing an internet-based documentation system in conjunction with on-going, consistent communication.

Providing individuals with a fair and unbiased communication of their performance on a regular basis is beneficial for both the organization and the employee. Managing performance through documentation, communication and evaluations gives the employee and supervisor the opportunity to discuss goals and expectations of each, give managers and supervisors an opportunity to give employees feedback on performance in an effort to increase employee efficiency and effectiveness in real time, and fuels employee performance throughout the year. In addition, a well-maintained performance management system is an important part of the documentation trail and forms the basis of employment decisions, including termination.

Performance Management is utilized as a multi-purpose tool to:

- Maximize employee performance through ongoing motivation, coaching and training to improve skills, abilities and job knowledge.
- Measure actual performance against expected performance.
- Provide an opportunity for the employee and the supervisor to exchange ideas and feelings about job performance, projects, and expectations.
- Identify employee training and development needs and plan for career growth.
- Identify skills and abilities for purposes of promotion.
- Provide the basis for determining compensation adjustments based on merit if applicable.
- Increase employee engagement.
- Focus on future development rather than ratings.
- Revamp goal development to focus on employees' role relevant to the organization's objectives.
- Provide legal protection against lawsuits for wrongful termination.

Regular, brief conversations are necessary in Performance Management and allow a supervisor to:

- Set expectations for the upcoming week.
- Review priorities.
- Comment on recent work.
- Provide coaching, important new information and direction for continued success.
- Involve employees in accomplishment of organization's mission and goals.

It is important that supervisors keep in mind that the evaluation process is designed to assist the employee in attaining their highest productivity levels- we aim to fuel performance. This can best be obtained through consistent on-going communication and documentation. Regular communication and documentation is not meant as the setting for discipline or intimidation. Rather, the supervisor and employee should work together to improve performance where it is needed and recognize areas where an employee has exceeded job requirements.

The annual evaluation is just one *part* of ongoing dialogue that takes place throughout the year. Employees should see their daily actions contribute to overall organizational goals. Through conversations with leaders, employees should see opportunities for skill development and future learning.

It is the responsibility of the supervisor to provide regular, ongoing feedback to all employees on performance throughout the year. Nothing in the annual performance evaluation process should come as a surprise to the employee, as supervisors should be providing constant and regular feedback, documenting this feedback in the Paylocity.

## Section II – Performance Review Process

Accomplishing the objectives of performance management involves these components:

- Regular/Weekly Coaching: consistent, meaningful discussions between manager and employees.
- Management by Objectives: Set standards and goals for future needs of employees and Village of Lindenhurst.
- Quarterly Project Status Discussions.
- Annual compensation review/wrap-up.
- HR Advisory Group/ Employee Relations Team, providing employees an alternate resource for feedback and communication.

## Section III - Documentation

Paylocity, an employee performance documentation software, will be used as an on-going documentation tool for employee performance. The online system allows supervisors to create entries on a consistent basis related to employee performance, conversations, and

goals. Each year, a minimum of one performance summary meeting will be completed for each employee. These summary meetings will take place in April of each year, and are intended to be a recap of performance utilizing the entries made throughout the year. Entries in the system are reviewed on an on-going basis by the Operating Manager or his/her designee.

Supervisors are to use a performance evaluation document for formal evaluations to clearly set and manage expectations for performance and align Village vision, mission, and values to departmental and individual goals.

Managers are encouraged to follow these guidelines:

**Discuss then Document:** At least bi-weekly, and more often as necessary, discuss performance with each employee and then document in Paylocity. Consistent, meaningful discussions become the norm for performance checks and project updates.

**Make it a Habit:** Often performance is overlooked unless you make it a habit to recognize and communicate. Consistent communication diminishes the avoidance of tough conversations. Engage conversations in the moment.

**Positive and Negative:** Be aware of and document both positive and negative performance.

**Stay Timely:** Through on-going communication, performance is consistently evaluated, avoiding missed opportunities for recognition or coaching.

**Manage by Objectives:** Set standards and goals for future needs of employees and the Village of Lindenhurst.

**Stick to the Facts:** Write in a detached, clear, and professional manner.

**Wrap-Up:** An annual evaluation becomes the wrap-up for performance that has been communicated all year.

The idea is to generate consistent communication and regular tracking. Entries can and should be often. A good guideline in determining appropriate entries is to ask yourself: "Did it turn my head?" Performance- both favorable and adverse- that makes you take notice should be documented, in addition to progress toward goals. Assess the potential in your employees and define clear criteria for upward movement, increased responsibility and future success.

Using Paylocity, create an "incident" using a matching category. For example, an employee who is consistently tardy should have that documented under *Attendance*. An employee who handles a resident complaint professionally can have the incident entered under *Performance Recognition*. Suggestions for additional documentation categories should be made to assure the Paylocity is being used in the most beneficial way.

## Section III –Goals

Employee development is critical to the future success of the Village. Supervisors have a responsibility to assist employees in achieving goals and identifying employee talent and career growth opportunities.

The supervisor should discuss goals and objectives for the employee. These goals should be agreed upon by the employee and supervisor and should be specific objectives geared towards enhancing the employee's job performance. Time frames should be set in which projects and goals will be completed. The supervisor should be clear about expectations and the employee's desire to pursue professional development opportunities should be discussed.

Goals should be consistently addressed in coaching sessions and status documentation made via Paylocity, payroll software.



## VILLAGE OF LINDENHURST EMPLOYEE EVALUATION

Review Type: *Introductory*☐

3-month

☐

6-month

Annual for 20

☐

The performance evaluation, in conjunction with *Paylocity*, is intended to:

- Serve as a catalyst for a comfortable dialogue between the employee and supervisor, so that similar discussions naturally take place throughout the year between formal evaluations;
- To be an honest and objective feedback mechanism;
- Recognize employee contributions toward organization success through their achievements and job progress;
- Help supervisors gain a better understanding of an employee's abilities;
- Stimulate employee engagement and improve job performance;
- Assess areas where an employee needs or would like to grow, in ways that will benefit the organization; and
- Reinforce the Village's Core Principles both in how the supervisor mentors and assesses their subordinates, and in the employee's approach to fulfilling their job responsibilities.

### VISION

The Village of Lindenhurst endeavors to be the friendliest and most appealing community in Lake County, Illinois; enriched by small-town values and traditions, fostering an atmosphere where citizens and businesses can thrive.

### MISSION

The Village of Lindenhurst, in partnership with our community, continuously strives to provide a safe, healthy, and vibrant environment through quality customer service, public safety, progressive leadership, and financial responsibility.

### Core Principles — V A L U E

**V**ision – Embracing innovative solutions for a better future.

**A**ccountability – Demonstrating transparency through ethical, efficient government.

**L**eadership – Inspiring and expecting the best of ourselves, each other, and our community.

**U**nity – Connecting people through collaborative engagement.

**E**xcellence – Striving to be our best through integrity, teamwork and exceptional customer service– nurturing a friendly, desirable place to live.

SUPERVISOR/EMPLOYEE MEETING SIGN-OFF

POST-EVALUATION-MEETING REVIEW  
(Route after Employee Comments are completed)

# Employee Handbook

Village of Lindenhurst



(1) Evaluator	(2) Employee	(3) Supervisor	(4) Department Head	(5) Village Administrator
<hr/> (Signature)	<hr/> (Signature)	<hr/> (Initials)	<hr/> (Initials)	<hr/> (Initials)
<hr/> (Date of Meeting)	<hr/> (Date of Meeting)	<hr/> (Date)	<hr/> (Date)	<hr/> (Date)

## CURRENT GOALS

Did your job description change significantly within the evaluation period? ☐ YES

☐ NO

If yes, describe those changes:

Job Changes Text Here

### DEPARTMENTAL GOALS:

Goal #1 Text Here

Goal #2 Text Here

Goal #3 Text Here

Goal #4 Text Here

Goal #5 Text Here

### INDIVIDUAL GOALS:

Goal #1 Text Here

Goal #2 Text Here

Goal #3 Text Here

Goal #4 Text Here

General comments regarding employee's job performance based on skills and abilities, accomplishments, assessment of behavioral competencies, and achievement toward meeting expectations as outlined in the individual's job description.

General Comments Text Here

☐ Did Not Meet Expectations

☐ Met Expectations

☐ Exceeded

Expectations

## V-A-L-U-E PRINCIPLES

Describe how the employee's everyday actions, interactions, and conversations have demonstrated (or not) the Village's Core VALUE Principles (Vision, Accountability, Leadership, Unity and Excellence).

Demonstrated Core VALUE Principles Text Here

## EXPECTATIONS AND GOALS (for Upcoming Review Period)

### INDIVIDUAL GOALS:

Goal #1 Text Here

Goal #2 Text Here

Goal #3 Text Here

Goal #4 Text Here

## PROFESSIONAL DEVELOPMENT

Describe specific activities the employee will do in the next evaluation period for their professional development; including on-the-job training, offsite training, on-line training, projects, etc.

Training Text Here

## EMPLOYEE COMMENTS

*Employee comments need to be returned to supervisor within 7 business days. If employee has no comments, they shall write "No comments" below. Employee may also type comments on a separate sheet, and attach it to this evaluation.*

# **VILLAGE OF LINDENHURST**



## **Employee Handbook**

**Personnel Policy Manual**

**Salary Classification System and Pay Plan**

**Revised March 2023**

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- 4.02 Work Related Injuries
- 4.03 Drug and Alcohol
- 4.04 No Smoking Policy
- 4.05 Fitness for Duty Exams
- 4.06 Violence in the Workplace

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## **APPENDIX**

# VILLAGE OF LINDENHURST



## PERSONNEL POLICY MANUAL

## VILLAGE OF LINDENHURST PERSONNEL POLICY MANUAL

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### INTRODUCTION

The purpose of the Village of Lindenhurst Employee Handbook is to provide general information regarding the employment practices of the Village. Although these policies are not designed to replace supervisors as a source of answers to specific questions, it should provide a ready reference to the major personnel policies affecting employees of the Village. The policies and procedures found herein are guidelines and are not meant to constitute contractual terms or conditions of employment or to create any legal rights or an agreement. They may be modified to suit the circumstances, or changed from time to time, or terminated without prior notice.

*In accordance with judicial decisions, the Village intends that these policies shall establish no property or tenure rights for the employees of the Village. In addition, the existence of any provision contained within shall not establish priority or irrevocable rights for any employee. All employees of the Village, unless otherwise provided in a collective bargaining agreement or a written employment agreement approved by the Mayor and Board of Trustees of the Village, shall remain "at will" employees – meaning that the employment relationship can be terminated by either party at any time, for any reason, with or without cause, and with or without notice.*

If there is any discrepancy between the policies and procedures set forth herein and the Administrative Procedures established by the Village, the Administrative Procedures shall apply.

This Employee Handbook discusses policies and procedures of general application to all employees, including employees covered by a union contract. To the extent a union contract covers a subject contained in or conflicts with a provision of this Manual, the union contract will control.

All questions regarding the personnel policies or employment matters should be directed to your supervisor or the Village Administrator.

## **CHAPTER 1 – GENERAL PROVISIONS**

### **Sections:**

- 1.01 Employee Classifications
- 1.02 Pre-Employment Examinations
- 1.03 Probationary Period
- 1.04 Reporting to Work, Hours of Work
- 1.05 Overtime
- 1.06 Operating Regulations
- 1.07 Board of Fire and Police Commissioners
- 1.08 Ethics

### **1.01 EMPLOYEE CLASSIFICATIONS**

All Village employees fall within one of the following classifications which are relevant to determining their eligibility for benefits:

1. **Full-time employees:** Employees who are regularly scheduled to work 40 hours per week on a year-round basis. Full-time employees are eligible for all of the benefits provided by the Village.
2. **Part-time employees:** Employees who are regularly scheduled to work less than 40 hours per week on a year-round basis. Part-time employees are not eligible for the benefits provided to full-time employees unless required by law or otherwise specified in this Manual.
3. **Seasonal employees:** Employees who are hired to work for a pre-determined period of time or who do not work for the Village year-round. During their employment, temporary employees may work either a full-time or a part-time schedule. However, they are not eligible for the benefits provided to other Village employees unless required by law or otherwise specified in this Manual.

All employees also fall within one of the following classifications which are relevant to determining their eligibility for overtime pay.

1. **Exempt employees:** Exempt employees are those employees who are paid on a salaried basis and who serve in executive, administrative, professional or other “exempt” positions as defined in applicable wage and hour laws. Their salaries are intended to fully compensate them for all hours which they may

be required to work to perform their assigned responsibilities. Accordingly, they are not entitled to overtime pay.

2. **Non-exempt employees:** Non-exempt employees are those employees who are entitled to overtime pay for all hours worked in excess of forty (40) hours in any workweek.

The Village reserves the right to designate positions as exempt or non-exempt, including any change in designation, as it determines appropriate and in compliance with the applicable wage and hour laws.

## **1.02 PRE-EMPLOYMENT EXAMINATIONS**

Applicants for employment may be asked to take and pass a physical examination, psychological examination, and/or criminal background investigation, including but not limited to, employment credit reports, drivers license history, and drug screening, depending upon the position applied for. Unless an applicant is applying for the position of police officer, is under 21 years of age, is required as a condition of employment to maintain a valid commercial driver's license ("CDL") or is applying for a position funded by a federal grant, pre-employment drug screening will not include cannabis.

## **1.03 PROBATIONARY PERIOD**

All individuals hired for employment in a regular full-time or part-time position shall serve a minimum twelve (12) month probationary period commencing on the date of their employment. During the probationary period, the employee has an opportunity to demonstrate proper attitudes and abilities for the position for which they are employed. As with non-probationary employees, the employee may be dismissed without prior notice or obligation during this period. After 90 days of employment and upon completion of the probationary period, the employee should be evaluated by his/her Operating Manager. The following factors may be included in this evaluation:

1. Job performance
2. Work attendance
3. Employee attitude and ability to work with fellow employees
4. Ability to accept responsibility
5. Compliance with established safety standards for the job in question
6. Any other pertinent characteristics determined by the Department Manager

Based upon these criteria the Manager and Village Administrator will evaluate the employee at the end of the probationary period and:

1. If the performance has been satisfactory, assign the employee to non-

probationary status.

2. If the performance has been unsatisfactory, dismiss the employee from employment.
3. If there is reason to believe that an employee may develop the ability to perform satisfactorily, the probationary period may be extended for whatever period of time required for the Manager and Village Administrator to make an evaluation and for the decision of the Manager and Village Administrator to take place.

The probationary period evaluation and the resulting employment status decision will be explained to the respective employee in a meeting with the Manager.

The conclusion of the probationary period shall not end the "at-will nature" of the employment status. Either the employee or the Village may terminate the employment relationship at any time during or after the probationary period.

The provisions of this Section as they apply to police officers are subject to the rules and regulations of the Fire and Police Commission, any applicable union contract, and the laws of the State of Illinois.

## **1.04 REPORTING TO WORK, HOURS OF WORK**

All employees must report to work at their assigned or scheduled times as determined by Department or Village policies. Exceptions to this requirement are restricted to employees who have been pre-approved for one of the absence/leave classifications (Holiday, Vacation, Sick, Injury/Disability, Special Leave of Absence, Funeral, Jury/Court, Military, and School Visitation) or those employees on approved disability leave with the applicable pension group.

Work schedules shall be determined by operating managers with the approval of the Village Administrator.

## **1.05 OVERTIME - GENERAL**

All non-exempt employees who are authorized to work more than forty (40) hours in a given work week or eight (8) hours in a work day are eligible for overtime compensation. Any holiday, personal or vacation benefits within a work period that fall upon a regular work day will be paid eight (8) hours straight time and will count towards a 40-hour work week for the purposes of calculating hours for overtime compensation. Sick leave benefits do not count toward hours worked for the purposes of calculating overtime compensation. Overtime compensation is paid at a rate of 1 1/2 times the employee's hourly rate of pay.

All positions in the Village are eligible for overtime compensation except for the following exempt supervisory positions:

- Village Administrator
- Assistant Village Administrator
- Assistant to the Village Administrator
- Administrative Services Coordinator
- Police Chief
- Police Commander
- Director of Public Works/Operations/Village Engineer
- Superintendent of Public Works
- Utility Systems Manager
- Crew Supervisor (except as determined by the Village Administrator for emergencies, snow removal operations, or other like situations.)

Employees may only work overtime if they receive prior approval from their supervisor.

## **1.06 OPERATING REGULATIONS**

These rules shall not be construed as limiting the power and authority of any operating manager or the Village Administrator to make operational rules and regulations governing the conduct and performance of employees. Operational rules and regulations shall not conflict with provisions of these rules and the rules and regulations of the Board of Fire and Police Commissioners. Operational rules shall be approved by the Village Administrator. Such rules and regulations, when approved, shall have the force and effect of rules of that operating area and disciplinary action may be based upon breach of any such rules and regulations.

## **1.07 BOARD OF FIRE AND POLICE COMMISSIONERS**

The rules and regulations of the Board of Police and Fire Commissioners shall apply to all sworn employees of the Police Department except the position of Chief or other positions established by Village Code. Where the provisions of these rules conflict with those of the Board of Fire and Police Commissioners, the latter shall prevail.

## **CHAPTER 2 – EEO AND ACCOMMODATIONS**

- 2.01 Equal Employment Opportunity**
- 2.02 Policy Against Discrimination and Harassment**
- 2.03 Disability and Pregnancy Accommodations**
- 2.04 Religious Accommodations**

## **2.01 EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of the Village to provide equal employment opportunities to all employees and applicants for employment and to abide by all applicable federal, state, and local equal employment opportunity laws.

All employment decisions will be made without regard to race, color, religion, sex, national origin, ancestry, citizenship status, age, marital status, disability or handicap, unfavorable discharge from the military, sexual orientation or any other characteristic protected by law. The Village will also make reasonable accommodations, as required by law, for qualified individuals with disabilities unless doing so would result in an undue hardship.

This EEO policy governs all aspects of employment, including recruitment, advertising, application, selection, training, personnel policy, continuing education, promotion, compensation, termination, benefits, work assignment, career progression, shift assignment, and any other activity which affects the status, income, advancement, or work environment of any individual employee.

All employees and applicants for employment will be judged on the basis of non-discriminatory criteria, including such factors as ability, performance, qualifications, skill, knowledge, and experience.

## **2.02 POLICY AGAINST DISCRIMINATION AND HARASSMENT**

### **1. General Statement of Village Policy:**

The Village is committed to providing a workplace that is free from all forms of discrimination, including harassment. Any employee's behavior that constitutes harassment is a form of misconduct which may result in disciplinary action, up to and including dismissal. Harassment could also subject the Village and, in some cases, an individual to substantial civil penalties.

The Village's policy on harassment is part of its overall affirmative action efforts pursuant to state and federal laws prohibiting discrimination based on race, color, religion, sex, national origin, ancestry, citizenship status, age, marital status, disability or handicap, unfavorable discharge from the military, sexual orientation or any other characteristic protected by law. Specifically, sexual harassment is prohibited by the Civil Rights Act of 1964, as amended in 1991, the Illinois Human Rights Act, and the State Officials and Employees Ethics Act.

Each employee and representative of the Village, including elected officials and supervisory

employees, bears the responsibility to refrain from harassment, including sexual harassment, in the workplace.

With respect to sexual harassment, no employee -male or female- should be subjected to unsolicited or unwelcome sexual overtures or conduct in the workplace. Furthermore, it is the responsibility of all supervisors to make sure that the work environment is free from sexual harassment. All forms of discrimination and conduct which can be considered harassing, coercive or disruptive, or which create a hostile or offensive environment must be eliminated. Instances of harassment must be investigated in a prompt and effective manner.

All employees of the Village, particularly those in a supervisory or management capacity, are expected to become familiar with the contents of this policy and to abide by the requirements it establishes.

## **2. Sexual Harassment:**

Pursuant to Section 2-105 of the Illinois Human Rights Act, 775 ILCS 5/2-105, the Village adopts the following policy:

**It is the responsibility of each individual employee to refrain from sexual harassment and it is the right of each individual employee to work in an environment free from sexual harassment.**

a) **Definitions of Sexual Harassment:** The Illinois Human Rights Act, defines sexual harassment as:

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 the 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 work environment.

**The courts have determined that sexual harassment is a form of discrimination that violates both federal and Illinois law.**

b) **Examples of Sexual Harassment:** Sexual harassment can be subtle or overt. Although sexual harassment is more frequently directed against women, men also can be sexually harassed. Examples of such behaviors include:

1) sexual propositions or advances

- 2) unwelcome touching, hugging, kissing, pinching, patting, intentionally brushing the body, or coerced sexual conduct or actual assault
- 3) insulting or suggestive sounds (for example, whistling, "catcalls", sexual innuendoes, or suggestive body gestures, etc.)
- 4) inappropriate references or comments about a person's body or body parts
- 5) sexually oriented jokes which degrade men or women
- 6) cartoons, pinups, calendars, pictures, slogans, etc. of naked men or women or of a sexual nature
- 7) repeated flirtations or sexual comments
- 8) turning work discussions into sexual topics
- 9) repeating insults against men or women
- 10) comments or behavior which promises benefits for sexual favors
- 11) pressuring a subordinate to go out on a date
- 12) denying a qualified individual job opportunities because of an unqualified individual's voluntary or coerced submission to sexual conduct with a superior
- 13) requiring an individual to submit to unwelcome sexual conduct in order to receive an employment opportunity.

The best guard against sexual harassment is to treat all persons whom you encounter in the course of your employment in a professional manner without regard to their gender. This is exactly what the Village expects from its supervisors and other employees.

### **3. Responsibilities under this Policy.**

This policy refers not only to supervisor/subordinate conduct, but also to conduct between co-workers, elected officials, and other Village personnel. Each individual, regardless of title, has the responsibility to refrain from harassment and discrimination, including sexual harassment, in the workplace. An individual who harasses a fellow worker is liable for his or her individual conduct. Any employee who engages in harassment will be subject to disciplinary action, up to and including possible discharge, in accordance with Village policy.

Harassment of Village employees in connection with their work by non-employees (including, without limitation, vendors, suppliers, business invitees, or residents of the Village) may also be a violation of this policy. The Village should be notified immediately of any such conduct by a non-employee so that appropriate action can be taken.

Supervisory personnel are expected to promote a professional work environment free from harassment, including sexual harassment. For example, a supervisor must address an observed incident of harassment or a complaint by promptly reporting it to the EEO Officer so that an investigation can be conducted and any appropriate action can be taken. Confidentiality should be maintained whenever possible and information should be disclosed to others only on a "need to know" basis. The supervisor should report all

complaints to the EEO Officer, even if the employee states he or she does not want to make a formal complaint.

#### **4. Procedures for Filing a Complaint:**

An employee who witnesses or experiences harassment or discrimination should clearly communicate his or her complaint to the supervisor or EEO Officer(s). Employees do not need to report their complaint to the alleged harasser. The employee should not assume that the Village is aware of the harassment/discrimination. It is the employee's responsibility to report incidents he or she knows about. It is not necessary that the harassment/discrimination be directed against the employee making a complaint. No employee should be retaliated against for making a good faith complaint of harassment or discrimination, even if the complaint is not substantiated.

If there is harassing or discriminatory behavior in the workplace, the employee may directly and clearly express his or her objection that the conduct is unwelcome and request that the offending behavior stop. Employees should also report the problem to his or her direct supervisor. If the employee does not feel that the matter can be discussed with the supervisor, he or she can request a meeting with the next level of supervisor or the EEO Officer(s).

Supervisors shall report all complaints of harassment/discrimination to the EEO Officer(s). The Village is committed to responding swiftly and objectively to complaints, and it is the responsibility of the EEO Officer(s) or their designee to promptly undertake an impartial investigation of any complaint of harassment/discrimination. Such investigation shall remain confidential to the fullest extent possible, and employees are expected to preserve such confidentiality. If the investigation leads to a determination that a complaint of harassment/discrimination is well-grounded and true, appropriate corrective measures will be taken.

#### **5. Elected Official Complaint Process**

The Village promotes civility and respectful interactions at all levels of the organization. Elected officials are prohibited from engaging in harassing behavior toward Village employees. Elected officials are also expected to treat each other in a manner consistent with the Village's anti-harassment policy. Any elected or appointed official who believes they have experienced behavior by another elected or appointed official that is inconsistent with the Village's policy against harassment may notify the Village Manager's Office. After receiving the complaint, the Village Manager's Office will initiate an investigation through the use of an independent investigator experienced in investigating workplace harassment complaints.

#### **6. Retaliation Complaints:**

It is Village policy that no adverse action shall be taken against any employee for resisting or reporting harassment or discrimination. Indeed, an employee's failure to avail himself or herself of the policies and procedures set forth above is a violation of Village policy and may result in the loss of an employee's opportunity to prevent or redress harassment. If an employee believes that he or she has been retaliated against for resisting or reporting harassment/discrimination or for participating in an investigation of a complaint, the employee should report such retaliation in the same manner as set forth above for employees who have complaints of harassment or discrimination. Persons who report allegations of sexual harassment may also have whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Illinois Human Rights Act.

Retaliation is a very serious violation of Village policy and should be reported immediately should it occur. It is the responsibility and obligation of the EEO Officer(s) to take all such actions as shall be necessary to prevent and promptly redress any such retaliation. Under the Village's policy, no Trustee, public official, commissioner, manager, or supervisor has any power to take any tangible adverse employment action against an employee, such as discharge, demotion, or undesirable reassignment, which is motivated by a desire to harass or as retaliation or as a result of an employee's resistance to harassment or retaliation. To that end, if an employee suffers or believes he or she will suffer a tangible adverse employment action as a result of harassment, discrimination, or retaliation or resistance to harassment or retaliation, the employee should either:

- i. promptly appeal the tangible adverse employment action or proposed action to the Village Administrator; or
- ii. if the tangible adverse employment action is being proposed by the Village Administrator, to the EEO Officer(s) or any member of the Village Board.

If there is an appeal, no tangible adverse employment action shall become effective or final until such action shall have been finally reviewed in accordance with the harassment complaint procedures of this policy. **All such appeals shall be in writing and shall be filed within three (3) business days after the initiation of such action.** If the proposed tangible adverse employment action was a violation of this policy, it will be overturned as null and void ab initio (i.e., from the beginning as if never taken) and be of no force and effect.

## **7. False and Frivolous Complaints:**

Given the seriousness of the consequences for the accused, a false and frivolous charge of harassment is a major offense that can itself result in disciplinary action, up to and including possible discharge. False and frivolous complaints refer to cases where the accuser is using a harassment complaint to accomplish some end other than stopping the harassment. It does not refer to charges made in good faith which cannot be proven.

## **8. Disciplinary Action:**

If an employee of the Village engages in conduct that violates the harassment, discrimination, or retaliation provisions of this policy, that employee will be subject to discipline, up to and including immediate dismissal. If any non-employee engages in conduct that violates this policy, appropriate remedial and corrective action shall be taken with respect to that individual.

## **9. External Procedures:**

It is the Village's goal to resolve all complaints of harassment/discrimination/retaliation through the procedures established by this policy. In addition to the procedures and remedies afforded in this policy, however, an employee may also contact the Illinois Department of Human Rights (IDHR) and or the Equal Employment Opportunity Commission (EEOC) about filing a formal charge: the EEO Officer(s) can provide an employee with information on how to contact these agencies. In addition, the telephone number of these agencies are listed at the end of this section of this policy. An IDHR charge must be filed within 300 days of the alleged offense. A complaint with the EEOC must also be filed within 300 days.

An employee who feels that he or she has been retaliated against after filing a charge with the IDHR or EEOC, has 300 days (IDHR) or 300 days (EEOC) from the alleged retaliation to file a retaliation charge.

## **Employee Resources:**

### Illinois Department of Human Rights

(217) 785-5100 Springfield  
(217) 785-5125 TDD Springfield  
(312) 814-6200 Chicago  
(312) 263-1579 TDD Chicago

### Illinois Human Rights Commission

(217) 785-4350 Springfield  
(217) 785-5125 TDD Springfield  
(312) 814-6269 Chicago  
(312) 263-1579 TDD Chicago

### Equal Employment Opportunity Commission

(312) 353-2713 Chicago District Office  
(312) 353-2421 TDD Chicago District Office  
(800) 669-4000 General Number  
(800) 669-6820 TDD

www.eeoc.gov website

## EEOC Officers

(847) 356-8252 Clay Johnson, Village Administrator

(847) 356-8252 Karleen Gernady, Assistant to the Village  
Administrator/Deputy Village Clerk

(847) 356-8252 Any member of the Village's Human Resources Committee

## **2.03 Disability and Pregnancy Accommodations**

The Village is committed to complying fully with all state and federal disability and pregnancy laws. If any employee or applicant believes they need an accommodation to assist them in performing their job duties due to a disability or pregnancy related issue, the individual should contact the Village Supervisor or hiring contact as soon as possible. The Village will engage in the interactive process to determine what, if any, reasonable accommodation it may provide without undue hardship. To that end, the Village may request certain information from the employee to make that determination.

## **2.04 Religious Accommodations**

The Village is also committed to complying with Title VII's religious accommodation provisions. Any employees who wish to request an accommodation for religious reasons, they should notify their supervisor of their request as soon as possible. The Village will accommodate an employee's sincerely held religious beliefs or practices so long as the accommodation does not constitute an undue hardship.



## **CHAPTER 3 - EMPLOYEE BENEFITS AND LEAVES OF ABSENCE**

### **Sections:**

- 3.01 General
- 3.02 Holiday Pay
- 3.03 Vacation Leave
- 3.04 Personal Days
- 3.05 Health and Life Insurance Benefits
- 3.06 Retirement Plan Benefits
- 3.07 Sick Leave

- 3.08 Family and Medical Leave
- 3.09 Funeral Leave
- 3.10 Jury/Court Duty Leave
- 3.11 Military Leave
- 3.12 Family Military Leave

### **3.01 GENERAL**

The Village recognizes the morale and welfare of its employees to be an important part of a responsive work force. For these reasons, a variety of “employee” benefits are included in the over-all compensation package offered by the Village. The employee should recognize that this is a significant portion of the total compensation plan, and should be viewed as a privilege, not a right. The benefits outlined in this section are summaries only except where prohibited by law. The Village reserves the right, in its sole discretion, to amend, modify or terminate, in whole or in part, any or all of the benefits described in this section.

### **3.02 HOLIDAY PAY**

1. **Eligibility:** All full-time employees and permanent part-time hourly employees who worked more than 2,000 hours the previous calendar year or are regularly scheduled for at least 32 hours per week are eligible to be compensated for holiday leave.
2. **Regular Holidays:** All eligible employees shall be compensated for the following holidays each year:
  - 1) New Year's Day
  - 2) President's Day
  - 3) Memorial Day
  - 4) Independence Day
  - 5) Labor Day
  - 6) Thanksgiving Day
  - 7) Day after Thanksgiving
  - 8) Christmas Eve (1/2 Day)
  - 9) Christmas Day
  - 10) New Year's Eve (1/2 Day)

Eligible employees are paid their normal compensation at the regular rate of pay for regular holidays. In addition to the normal compensation, full-time non-exempt employees who are called out to work on a holiday at the direction of the Operating Manager or their designee, shall be compensated for the hours worked at a rate of 1 1/2 times the employee's hourly rate of pay, regardless of whether the hours are regular or overtime hours.

Employees who work on holidays as per a pre-determined and assigned work schedule shall be paid at the employee's regular hourly rate. For purposes of this section, holiday shall be defined as the regular holiday.

When any regular holiday falls on a Saturday, the preceding Friday is considered the holiday. When any regular holiday falls on a Sunday, the following Monday is considered the holiday.

Should the two ½ day eves fall on a Saturday or Sunday, a floating holiday will be provided in place of the two eve days.

Permanent part-time employees who are regularly scheduled to work at least 32 hours per week are only eligible to be compensated for holidays that fall on a scheduled work day.

3. **Floating Holidays:** Eligible full-time employees and permanent part-time employees who are regularly scheduled to work at least 32 hours per week are also entitled to one (1) floating holiday per calendar year, the time of which shall be subject to the approval of the employee's Operating Manager. New employees hired after September 30 shall not receive a floating holiday for that calendar year. Said floating holidays must be taken during the calendar year and may not accumulate from one year to another. However, any employee who has worked six months or less may be eligible to carry unused floating holidays over to the next calendar year, subject to the approval of the Village Administrator. Employees shall not be entitled to compensation for unused floating holidays at separation with the Village.
4. **Police Officer Holiday Leave:** ~~In lieu of Holiday Pay, sworn Police Officers shall receive an additional floating holiday per calendar year for each of the regular holidays listed above. An employee must be employed with the Village at the time the holiday occurs in order to receive the additional floating holiday. Use of a floating holiday shall be subject to the approval of the Chief of Police or his/her designee. Carryover and payment at separation of floating holidays shall be in accordance with Section 2.02(3) above.~~
5. **Miscellaneous Holiday Leave Provisions:** With the exception of a floating holiday, if an observed holiday occurs during an employee's earned vacation leave, the employee shall not be charged for a vacation day for said holiday.

All part-time, seasonal and temporary employees shall receive time off without pay for all observed holidays. If a part-time, seasonal or temporary employee is required to work on an observed holiday, they shall be compensated for hours worked at their regular rate of pay.

Employees are not entitled to pay in lieu of holiday leave in the event of termination, resignation, retirement, or death.

In the event an employee who is scheduled to work does not work the day before and/or after a holiday, he/she shall not receive eight (8) hours of holiday pay until proof of sickness or excusable absence is established to the satisfaction of the employee's Operating Manager.

### **3.03 VACATION LEAVE**

1. **Eligibility:** All full-time employees are eligible to receive annual vacation with pay. Permanent part-time employees who are regularly scheduled to work at least 32 hours per week are eligible to receive annual vacation with pay on a prorated percentage based upon hours worked. (ex. 32 hours per week/40 hours per week = 80%).
2. **Vacation Allotment:** Full time employees and permanent part-time employees who are regularly scheduled to work at least 32 hours per week are entitled to annual vacation based on the number of full years of employment completed by the employee as follows:

<u>Service</u>	<u>Non-Exempt Employees</u>	<u>Exempt Employees</u>
	<u>Annual</u>	<u>Annual</u>
1-4 full years of service	10 days	15 days
5-11 full years of service	15 days	20 days
12-19 full years of service	20 days	25 days
20 full years of service	25 days	30 days

Vacation leave shall be awarded to employees at their original employment anniversary date of each year in an amount corresponding to the schedule above based upon the number of full years of employment completed. New employees are not entitled to vacation leave days until after ninety (90) days of employment. Upon ninety (90) days of employment, new employees shall receive an advancement of 5 days, which will be deducted from the total number of days awarded based upon the schedule above.

Vacation days are not cumulative. Earned days must be taken during the anniversary year following the year earned. Exceptions to this rule will be considered on a case by case basis for special circumstances. In this situation, the Village Administrator, upon recommendation of the Operating

Manager, may grant a deferral of vacation days from one anniversary year to the next. Any deferred days must be taken in the next anniversary year. Consideration for the deferral of vacation days shall be based on the employee's work load, departmental responsibilities, or other special circumstances.

Requests for vacation leave must be made a minimum of seven (7) days prior to the requested vacation leave period for foreseeable leave and as soon as practicable for unforeseeable leave by the employee and approved by the Operating Manager or Village Administrator. Requests for leave are subject to operational necessities as determined by the Operating Manager or Village Administrator.

Vacation time is charged against an employee in not less than two (2) hour increments. Every effort will be made to grant vacation periods requested by an employee, consistent with operational needs. Supervisors must schedule vacations in such a way as to not hamper the normal operating efficiency of the Village. Depending upon operational or personal circumstances, a period of vacation leave may be restricted to two weeks at any one period. Employee preference and length of service should be considered. However, work volumes and the capabilities of employees to perform each other's regular assignments must be taken into consideration when scheduling vacation.

3. **Vacation Pay - End of Service:** Employees are not entitled to receive pay in lieu of vacation time for which they are eligible, except in the event of termination, resignation, retirement, or death.

Pay in lieu of vacation time shall be at the employee's basic salary rate of pay at the time of termination, resignation, retirement, or death. Compensation shall be made for all vacation granted and accrued to date and not yet taken for the current anniversary year.

In the event of death, compensation shall be made to the person designated as the employee's beneficiary.

## **2.04 PAID LEAVE FOR ALL WORKERS' ACT (PLAWA) LEAVE – SEASONAL AND NON-REGULAR PART-TIME EMPLOYEES**

In accordance with the Paid Leave for All Workers Act (PLAWA), effective January 1, 2024, employees whose positions are considered seasonal and/or non-regular, part-time are eligible for certain paid time off benefits 90 days after hire (or after 90 days from 1/1/24 for current employees). Those employees who are classified as seasonal and/or non-regular part-time shall accrue paid-time off at the rate of one (1) hour of paid leave for every forty (40) hours of regular time worked - up to a maximum of forty (40) hours per 12-month period which shall begin on the date of hire of the employee. For employees affected by this provision hired on or before 12/31/23, accrual of PLAWA Leave shall be calculated beginning 1/1/24. Employees covered by this provision, must make their requests for the use of paid time off a minimum of seven (7) days in advance to their supervisor for foreseeable leave and as soon as practicable for unforeseeable leave. The authorization of leave is subject to the operational needs of the department as determined by the employee's direct supervisor. Accrued leave may be used in no less than two (2) hour increments. Leave cannot be front-loaded or borrowed against. Employees shall not be compensated for the balance and/or unused accrued PLAWA Leave upon resignation, termination, or retirement. However, employees who are rehired or return to the Village within 12 months from separation will have any unused PLAWA restored to their bank. PLAWA Leave hours accrued, but not used, shall convert to vacation leave for the employee if appointed to a permanent position as covered elsewhere within the Employee Handbook.

### **3.05 PERSONAL DAYS**

Full-time employees and permanent part-time employees who are regularly scheduled at least 32 hours per week are granted two (2) Personal Leave days on a calendar year basis beginning January 1. Personal Leave days may be taken anytime during the calendar year in not less than one (1) hour increments. New employees starting before June 30 of a calendar year will be eligible for two (2) Personal Leave days. New employees starting between June 30 and September 30 of a calendar year will be eligible for one (1) Personal Leave day.

Employees shall request approval of their Operating Manager at least three (3) days in advance of taking a Personal Leave day. Personal Leave is subject to approval by the employee's Operating Manager. Personal Leave days may not be carried over from one calendar year to the next, but may be added to accrued vacation time, subject to the approval of the Village Administrator. Employees shall not be entitled to compensation for unused Personal Leave days upon separation with the Village.

### **3.06 HEALTH AND LIFE INSURANCE BENEFITS**

Full-time employees, upon qualification by the carrier, are eligible to participate in the Village's group health, dental and life insurance plans. Enrollment will take place at time of appointment or as the conditions prescribed by the, then current, carrier dictate. The

Village may, in its sole discretion, modify plan design, extent of benefits, or change commercial insurance carriers.

### **3.07 RETIREMENT PLAN BENEFITS**

Full-time employees will be enrolled as a participating member of an appropriate retirement plan as a condition of employment. Sworn members of the Police Department, hired under the Rules of Police and Fire Commission, participate in the Police Pension Fund. All other employees who are scheduled and worked more than 1,000 hours in a calendar year are covered under the Illinois Municipal Retirement Fund.

### **3.07 SICK LEAVE**

1. **Eligibility:** All full-time employees and permanent part-time employees who are regularly scheduled at least 32 hours per week are eligible to receive sick leave benefits. Sick leave is granted for the specific purpose of covering time lost for illness. All full-time employees are granted one sick day per month served. Permanent part-time employees who are regularly scheduled to work at least 32 hours per week are granted a prorated percentage based on hours worked (ex. 32 hours per week/40 hours per week = 80%). There is no limit on the amount of sick leave an employee may accrue.
2. **Sick Leave with Pay:** Sick leave with pay is authorized only if employees notify their Operating Manager, or the Village Administrator or his/her designee, of the necessity for the absence. An employee whose work requires a substitute for a particular shift assignment should, if possible, give reasonable notification in advance of their assigned time to start work. A medical certificate or other substantiating evidence of illness may be required for any sick leave absence. Abuse of sick leave benefits may result in suspension or dismissal of the employee.

Sick leave benefits may be used in not less than one (1) hour increments and for the following purposes:

- a) Any bona fide non-occupational personal illness or injury;
- b) Quarantine for contagious disease;
- c) An employee's appointment with a health care professional during regularly scheduled work hours;
- d) When necessary for medical treatment as listed in a, b, or c above for the employee's child or stepchild, spouse or domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent.

**Sick days are not personal days or vacation days and can only be used for the above purposes.**

Sick leave pay shall not be considered a right which an employee shall use at his/her discretion, but shall be allowed as a privilege in such cases as outlined above. Any employee who has fraudulently used their sick leave compensation from the Village will be subject to disciplinary action, up to and including dismissal.

3. **Medical Certification:** As a condition to the granting of sick leave benefits, any employee may be required to file a certificate of health examination by a practicing physician approved by the Village, and conform to any medical advice contained therein, as directed by the Village. If, in the opinion of the Village Administrator, upon recommendation of the Operating Manager, an employee cannot perform the functions of his/her job because of his/her physical or mental condition, or may be jeopardizing the health or safety of other employees, such individual may be offered the opportunity to utilize accrued sick leave, accumulated vacation or personal time or floating holiday leave benefits until the condition is no longer present.
4. **Unused Sick Leave:** All full time employees and permanent part-time employees who are regularly scheduled to work at least 32 hours per week are provided with an optional plan for utilizing unused sick leave on an annual basis. Employees shall be required to accrue a minimum of 5 days annually for future sick leave. Sick days accrued and unused in the same calendar year in excess of 5 days annually for all eligible employees may be utilized in any of the following methods at the employee's option:
  - a) May be accrued for future sick leave.
  - b) May be taken as "pay in lieu". Sick days taken as "pay in lieu" will be paid in January of each respective year. Payment will be based upon a 12 month calendar period running from the prior January 1 to December 31, subject to a maximum of six days at the employee's current rate of pay.
  - c) A maximum of two days may be carried over into the following year to be used as vacation days.
  - d) Employees who are members of the IMRF pension plans are granted a maximum of one year pension service credit for unpaid, unused sick leave at the rate of 1/20 of a month for each full day of sick leave accumulated, or as provided by IMRF pension regulations as may be amended from time to time. For this purpose only, 20 days is considered one month by IMRF; any portion of a month counts as an additional month. For example, an employee with one day accumulated sick leave will receive one month of pension service credit; an employee who has accumulated 21 days of sick leave is entitled to two months of pension service credit. This option is available solely to employees terminating for retirement purposes, and the effective date of pension must be within 60 days of termination.
  - e) Employees are not eligible for compensation for any unused

accumulated sick leave upon separation of employment with the Village except for one-half of the unused days earned by the employee during the calendar year in which the employee's service with the Village ends.

### **3.08 FAMILY AND MEDICAL LEAVE ACT LEAVE**

The following provisions briefly describe the Family and Medical Leave Act (FMLA) and are intended to comply with the FMLA. The Village will be guided by the specific provisions of the FMLA and its implementing regulations when interpreting and applying this policy in individual cases.

1. **Eligibility:** Upon the approval of the Village Administrator, all employees, full time, part time, or seasonal, who have worked for the Village at least twelve (12) months and have worked at least 1,250 hours during the twelve (12) months preceding the date leave is needed, are eligible for up to twelve (12) work weeks of unpaid leave per rolling twelve (12) month period. An employee is entitled to FMLA leave for the following reasons:
  - a) for the birth of a child or placement of a child for adoption or foster care and to care for the employee's child after birth or placement for adoption or foster care,
  - b) to care for an immediate family member (spouse, child, or parent) with a serious health condition;
  - c) to take a medical leave when the employee is unable to perform the functions of his/her job because of a serious health condition.
  - d) qualifying exigency leave for families of members of the National Guard and Reserves when the covered military member is on active duty or called to active duty in support of a contingency operation.

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

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

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

This leave may extend to up to 26 weeks in a single 12-month period for an employee to care for a spouse, son, daughter, parent or next of kin covered service member with a serious illness or injury incurred in the line of duty on active duty. Next of kin is defined as the closest blood relative of the injured or recovering service member.

With respect to Section E. 1.a) only, spouses employed by the Village are jointly entitled to a combined total of twelve (12) work weeks of leave.

Employees may take an FMLA leave intermittently, which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule, if the leave is for birth or placement for adoption or foster care only if the Village Administrator provides written approval for such leave. In the case of FMLA leave for serious health conditions, the leave may be taken intermittently or on a reduced hours basis only if such leave is medically necessary.

2. **Amount of Leave:** An eligible employee can take up to 12 weeks for the FMLA circumstances (a) through (d) above under this policy during any 12-month period. The Village will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the Village will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (e) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the Village will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the Village and each wishes to take leave

for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the Village and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

- 4 **Employee Status and Benefits During Leave:** While an employee is on leave, the Village will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the Village will require the employee to reimburse the Village the amount it paid for the employee's health insurance premium during the leave period.

Under current Village policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Village Administrator's office by the 1<sup>st</sup> day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The Village will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

## 5 **Employee Status After Leave**

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This

requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. The Village may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

## **5. Use of Paid and Unpaid Leave**

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid comp, personal and sick leave prior to being eligible for unpaid leave. Sick leave may be run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy. Disability leave for the birth of the child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, if an employer provides six weeks of pregnancy disability leave, the six weeks will be designated as FMLA leave and counted toward the employee's 12-week entitlement. The employee may then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child must use all paid comp, personal or family leave prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid comp and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid comp, personal leave or sick leave (as long as the reason for the absence is covered by the Village's sick leave policy) prior to being eligible for unpaid leave.

Unpaid leave may be taken during FMLA leave, reserving earned Vacation time for future management- approved time off. All other paid time off must be exhausted prior to unpaid leave.

## **6. Intermittent Leave or a Reduced Work Schedule**

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or

workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

The Village may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the Village and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the Village before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

## **7. Certification for the Employee's and/or Family Member's Serious Health Condition**

The Village will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition or DOL Certification of Health Care Provider for Family Member's Serious Health Condition (<https://www.dol.gov/agencies/whd/fmla/forms>).

The Village may directly contact the employee's health care provider for authentication or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The Village will not use the employee's direct supervisor for this contact. Before the Village makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the Village will obtain the

employee's permission for clarification of individually identifiable health information.

The Village has the right to ask for a second opinion if it has reason to verify the certification. The Village will pay for the employee to get a certification from a second doctor, which the Village will select. The Village may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the Village will require the opinion of a third doctor. The Village and the employee will mutually select the third doctor, and the Village will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

#### **8. Certification of Qualifying Exigency for Military Family Leave**

The Village will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave (<https://www.dol.gov/agencies/whd/fmla/forms>).

#### **9. Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave**

The Village will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemember (<https://www.dol.gov/agencies/whd/fmla/forms>).

#### **10. Recertification**

The Village may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only when circumstances have changed significantly, or if the Village receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise,

the Village may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The Village may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

## **11. Procedures for Requesting FMLA Leave:**

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the Village Administrator. Within five business days after the employee has provided this notice, the Village Administrator or his/her designee will complete and provide the employee with the DOL Notice of Eligibility and Rights (<https://www.dol.gov/agencies/whd/fmla/forms>).

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the Village's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

## **12. Designation of FMLA Leave**

Within five business days after the employee has submitted the appropriate certification form, the HR manager will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice (<https://www.dol.gov/agencies/whd/fmla/forms>)

## **13. Intent to Return to Work From FMLA Leave**

On a basis that does not discriminate against employees on FMLA leave, the Village may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

## **3.09 FUNERAL LEAVE**

In the event of death in an employee's immediate family, an employee shall be granted up to three (3) consecutive days with pay as funeral leave if the employee attends the funeral. Immediate family is defined as the employee's spouse, children, mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, and grandchildren.

### 3.10\_\_BEREAVEMENT LEAVE

Pursuant to the Family Bereavement Leave Act, all employees shall be entitled to use a maximum of 2 weeks (10 work days) 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.

Bereavement leave must be completed within 60 days after the date on which the employee receives notice of the death of the covered family member or the date on which an event listed under paragraph (4) occurs.

Unless it is otherwise unreasonable or impracticable to do so, employees should notify their supervisor at least 48 hours in advance of taking bereavement leave. Employees may be required to provide appropriate (<https://labor.illinois.gov/content/dam/soi/en/web/idol/laws-rules/conmed/documents/family-bereavement-leave-act-form.pdf>) documentation to confirm the need for leave.

In the event of the death of more than one covered family member in a 12-month period, employees are entitled to up to a total of 6 weeks of bereavement leave during the 12-month period. However, this leave may run concurrently with any approved FMLA leave.

### 3.11 JURY/COURT DUTY LEAVE

1. **Jury Duty:** A full time employee selected for jury duty will be granted paid leave during their absence; provided, however, that all payments, excluding travel expenses, provided to the employee by a court for jury service shall be turned over to the Village. The employee shall provide to the Village documentation of all jury duty compensation.
2. **Court Duty:** In cases where an employee attends court sessions as a defendant, subpoenaed witness, or plaintiff, payment of salary for the period

of absence will be determined by the Village Administrator on a case by case basis.

### **3.12 MILITARY LEAVE**

Pursuant to state and federal law, leaves of absence shall be granted for all employees who are called or volunteer for military service, including training duty in a reserve component of the United States Armed Services, including the National Guard, and the Illinois State Militia. During such leave, the employee's seniority and other benefits shall continue to accrue as required by law. Employees on military leave may also be entitled to certain compensation. Employees who need military leave or have any questions about military leave should contact the Village Administrator.

### **3.13 FAMILY MILITARY LEAVE**

Employees, who have been employed by the Village for at least twelve (12) consecutive months and have worked at least 1,250 hours during that period, are eligible to receive unpaid leave to spend time with a spouse or child during the time military deployment orders are in effect. Eligible employees may take up to 30 days of unpaid leave which may be reduced by the number of days provided under the applicable FMLA provisions.

Employees must exhaust all earned and accrued, but unused, paid vacation and holiday leave before requesting this leave. Employees must consult with their supervisors in order to schedule the leave so as not to unduly disrupt the operations of the Village. Employees must provide the Village with 14 days notice prior to taking the leave if the leave will consist of five (5) or more consecutive work days. If the leave will be for less than five (5) consecutive work days, employees must provide advanced notice as is practicable. The Village may require certification of the deployment of a spouse or child prior to granting the leave.

## **CHAPTER 4 – EMPLOYEE HEALTH AND SAFETY**

### **Sections:**

- 4.01 General Health and Safety, Equipment, and Firearms
- 4.02 Work-Related Injuries
- 4.03 Drugs and Alcohol
- 4.04 No Smoking Policy
- 4.05 Fitness for Duty Exams
- 4.06 Violence in the Workplace



### **4.01 GENERAL HEALTH AND SAFETY**

The Village shall make every effort to promote among employees and in the departments maximum standards of safety and good health. 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. Operating managers and supervisors shall:
  - 1. Be responsible for the establishment and implementation of appropriate safety standards within their respective activity areas, for reviewing accidents 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. Provide and/or require equipment necessary to adequately protect the health and safety of employees.
  - 5. Immediately investigate accidents, and prepare all necessary forms for documentation and future prevention of on-the-job injuries, occupational illnesses and hazardous conditions. The Illinois Industrial Commission Form 45: Employers First Report of Injury or Illness shall be completed immediately after notification of illness or injury. The Supervisors Accident Investigation Form shall be completed within twenty-four (24) hours of the initial notification. Both forms shall be forwarded promptly to the Village Administrator or his/her designee.
- B. All employees shall:

1. Actively observe safety practices, and report unsafe or potentially dangerous conditions and accidents, injuries, or illnesses to their supervisor immediately.
  2. 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.
  3. Keep their work areas clean, orderly, and, to the extent possible, free from all recognized safety hazards.
  4. All employees shall familiarize themselves with the safety rules applicable to their jobs and consult their supervisor on any safety rule or practice not understood, or whenever work conditions present unforeseen hazards.
  5. No employee shall remove or make ineffective any safeguard, safety device or safety appliance except for the purpose of replacement, repair or adjustment.
  6. All employees shall work in appropriate clothing, including footwear, suitable for the type of work being performed and shall wear or use appropriate safety devices or personal protective equipment as provided, or directed.
  7. Any employee who suffers an on-the-job injury or illness, or is involved in an accident while operating either Village equipment, a Village owned vehicle, or a personal vehicle on Village business, shall notify their supervisor immediately. In addition, the employee shall complete a report of accident on the approved form and submit the form to the immediate supervisor, with a copy to the Village Administrator within 24-hours of an on-the-job accident, injury or illness.
- C. Usage – Village Vehicles, Equipment and Facilities:
1. **ON DUTY** – All vehicles, equipment and facilities shall be utilized safely and in a manner that will not damage any particular item by employees qualified and licensed (if required) for such use. Vehicles, equipment and facilities shall only be used for Village business and activities. These shall not be used for personal errands, personal work activities or other reasons. Non-Village employees, with the approval of appropriate Operating Manager or Village Administrator, may ride as a passenger in Village vehicles or use Village equipment or facilities as may be necessary in the carrying out of Village business or participating in Village functions or events.
  2. **OFF DUTY** – There shall be no use of Village vehicles, equipment or facilities during off duty hours, except with permission of the Village Administrator. When a vehicle is in the possession of an employee during off duty hours it should only be used for Village business when the need arises. It shall not be used for personal errands or other activities, except personal errands when commuting to and from

work. No other passengers besides the authorized employee shall use the vehicle during such hours.

3. ACCIDENTS – Any accident involving any employee on duty or any Village vehicle or equipment shall be reported immediately to the Police Department and the Village Administrator. A written report of all facts and details shall then be prepared and submitted to the Village Administrator within 24 hours. A copy of the report will be filed in the employee's personnel file.

#### D. Concealed Carry of Firearms

All employees, with the exception of sworn police officers, shall not carry on their person or in any Village vehicle a firearm or dangerous weapon. For employees who are licensed concealed carry permit holders in accordance with law, weapons including firearms may be stored inside personally owned vehicles as long as the weapon is properly incased and the vehicle is locked.

## **4.02 WORK-RELATED INJURIES**

If an employee is injured on the job due to the performance of work-related activities, no matter how slightly, they must first report the injury to the Operating Manager so that necessary reports can be filed to apply for Workmen's Compensation benefits. Medical and hospital expenses incurred due to injuries received on the job related to the performance of work related activities will be paid for in accordance with the applicable provisions of the Workmen's Compensation Act, provided proper prompt notice of the accident has been reported by the employee to the Department Manager.

If an employee has a work-related injury that has been verified by the Operating Manager, and the employee misses up to two days of work due to the work-related injury, the employee may be eligible for compensation for the purpose of covering time lost because of said work-related injury. Compensation shall be for only the time period that is not covered under the Workmen's Compensation Act. For purposes of this section, the days missed will be considered sick days, but will not be charged as sick days against the employee's accrued sick leave.

All vacation, sick, and holiday leave earned while on injury leave shall accrue at the employee's current accrual rate.

## **4.03 DRUG AND ALCOHOL POLICY**

In accordance with state and federal Drug Free Workplace Acts, 41 U.S.C. § 701 *et seq.*, and

30 ILCS 580/1 *et seq.*, the Village shall maintain a drug free workplace. The Village prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis and alcohol, on Village property or while acting on behalf of the Village. Further, the Village prohibits the use of recreational cannabis, on and off-duty, for certified law enforcement officers, employees required to possess a valid commercial driver's license ("CDL") as a condition of their employment, employees under 21 years of age and employees whose positions are funded by a federal grant.

## (A) Voluntary Treatment

It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action. The Village will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of the Village's drug and alcohol policy or other rules of conduct. Seeking such assistance will not be a defense for violating the Village's drug and alcohol policy, nor will it excuse or limit the employee's obligation to meet the Village's policies, rules of conduct, and standards, including, but not limited to, those regarding attendance, job performance, and safe and sober behavior on the job. Employees who suffer from alcohol or drug abuse are encouraged to undergo appropriate medical treatment at their own expense.

## (B) Screening and Testing

The Village may require employees whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind, or have public safety responsibilities to be screened or tested on a random basis, or may require an employee to be screened or tested following a workplace accident involving a possible violation of safety rules, during and after an employee's participation in an alcohol or drug counseling or rehabilitation program, or upon reasonable suspicion that the employee is under the influence of alcohol or drugs. The screening or testing may require an analysis of the employee's breath, urine, and/or blood or similar substance as the medical facility may recommend. Employees who undergo alcohol or drug screening or testing will be given the opportunity, prior to the collection of a specimen or other testing, to disclose the use of legal drugs and to explain the circumstances of use. If an initial test is positive, a second test will be conducted from the same sample. A confirmed positive drug and/or alcohol test shall result in disciplinary action, up to and including discharge.

Regarding the use of recreational cannabis, random drug test results indicating the presence of cannabis shall be grounds for disciplinary action for certified law enforcement officers, employees required to maintain a valid CDL as a condition of their employment, employees under 21 years of age and employees whose positions are funded by federal grants. If the Village has reasonable suspicion to believe that any

employee is under the influence of cannabis while on duty or while on call, a positive drug test indicating the presence of cannabis may be grounds for disciplinary action. If the Village has reason to believe that a workplace accident occurred as the result of an employee being under the influence of cannabis, a positive drug test indicating the presence of cannabis may result in disciplinary action. Finally, depending upon the specific circumstances, a positive drug test indicating the presence of cannabis during or after an employee's participation in an alcohol or drug counseling or rehabilitation program may result in disciplinary action.

Each Village employee is required to sign a consent form, a copy of which is attached as Appendix B to this policy, at the time the policy is distributed to the employee. Employees may also be required to sign a separate consent form requested by the medical facility conducting the screening or testing. Refusal to sign any required consent form will result in disciplinary action up to and including discharge.

## (C) Opportunity to Contest

After the Village receives a confirmed, positive drug or alcohol test and/or information indicating that the employee manifests specific, articulable symptoms that demonstrate impairment or being under the influence, the employee will have a reasonable opportunity to contest the basis for the Village's determination. However, after listening to the information provided by the employee, the Village will make a final decision regarding the outcome of the test in its sole and exclusive discretion.

## (D) Notice of Convictions

Any employee who is convicted of violating any federal or state criminal drug statute must notify the Village Administrator or his designee within five (5) days of such conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis. Failure to notify the Village Administrator or his designees may subject the employee to disciplinary Action, up to and including dismissal.

## (E) Inspections

To ensure that employees comply with this policy's prohibition on manufacturing, distributing, dispensing, possessing or using alcohol, controlled substances or cannabis in any form and for any purpose, employees may be subject to inspection as follows:

1. Lockers, desks, files, vehicles, equipment and other containers and property owned by the Village and which the Village permits the

employee to use during the course of the employee's employment are and remain the property of the Village at all times, and employees have no reasonable expectation of privacy regarding such property. The Village does not permit employees to keep controlled substances, cannabis in any form, including medical cannabis, or alcohol in or on such property.

2. Any such property reasonably suspected of having or holding such substances is subject to search by the Village.
3. The Village will treat any refusal to submit to such an inspection as an act of insubordination, which may result in disciplinary action up to and including dismissal.

## (F) "Under the Influence of Alcohol" Defined

For the purposes of determining whether an employee is in violation of this policy for being under the influence of alcohol, test results showing an alcohol concentration of .02 or more based upon the grams of alcohol per 100 milliliters of blood will be considered positive, and results showing an alcohol concentration of less than .02 shall be considered negative.

## (G) "Under the Influence of Cannabis" Defined

For the purpose of determining whether an employee is under the influence of cannabis in violation of this policy, this determination will be made based upon whether the employee manifests, while working or on call, specific, articulable symptoms of decreased or lessened performance of duties or tasks of the employee's position, including: the odor of burnt cannabis on or about the employee's person or work area, symptoms of the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property; disruption of a production or manufacturing process; or carelessness which results in injury to the employee or others.

## (H) Use of Prescription/Over the Counter ("OTC") Drugs

Any employee who operates or maintains a vehicle or machinery, handles hazardous materials or substances of any kind or has any other Public Safety Responsibility and who has taken a prescription/OTC drug (including medical cannabis) must report the use of such prescription/OTC drug to his or her immediate supervisor if the prescription/OTC drug may cause drowsiness or if it may alter judgment, perception or reaction time. While the Village will not penalize an employee solely for his or her status as a registered qualifying patient under the Compassionate Use of Medical Cannabis Program Act or any similar law, any employee who is a registered qualifying

patient is nevertheless required to comply with this policy. The burden is on the employee to ascertain from the employee's doctor or pharmacist whether the prescription/OTC drug may have such a potential side effect or whether the employee may perform his or her job duties safely while using the prescription/OTC drug. The agency will retain the information in a confidential manner and only disclose it to persons with a need to know. The employee's immediate supervisor, after conferring with the department head or Administrator, will decide whether the employee may safely continue to perform the job while using the prescription/OTC drug. Failure to declare the use of such prescription/OTC drugs may be cause for discipline up to and including dismissal.

## (I) Treatment

If treatment is recommended by the medical facility, the Village may, in its discretion, depending upon the circumstances, give the employee one opportunity to undergo treatment at the employee's expense in lieu of disciplinary action being taken. The Village may reinstate the employee, provided the employee submits to the Village a statement issued by the medical facility certifying successful completion of the treatment program, that the employee is released to return to work, and that the employee agrees to all conditions of reinstatement as determined by the Village, which may include, but is not limited to, future drug and/or alcohol testing.

## (J) Discipline/Penalties for Violation

1. Any employee who reports to work or is found during work hours to be or to have been under the influence of alcohol, controlled substances, or cannabis, or who manufactures, possesses, uses, sells or dispenses alcohol, controlled substances, or cannabis, while on Village property or while acting on behalf of the Village, is convicted of a drug related crime, causes financial or physical damage to Village property, its employees or patrons as a result of drug or alcohol abuse, or fails to report the use of illegal drugs in accordance with this policy, will be disciplined in accordance with the Village's disciplinary policy. In addition, or in the alternative, depending upon the circumstances as determined in the Village's sole discretion, the Village may require the employee to successfully complete an alcohol and/or drug abuse assistance or rehabilitation program approved for such purposes by the Village and by a federal, state, or local health, law enforcement, or other appropriate agency. An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the Village. Participation in a treatment program will not, in itself, protect the employee from disciplinary action should job performance remain satisfactory.

2. Employees who (1) refuse to submit to testing or screening upon request by the Village; (2) tamper in any way with the specimen given to the medical facility for purposes of screening or testing; (3) refuses to undergo recommended treatment; or (4) fails to satisfactorily complete treatment may also be subject to disciplinary action, up to and including termination.

## (K) Records

The Village will maintain medical records relating to alcohol or drug abuse, diagnosis, and treatment confidentially and in a medical file separate from the regular personnel files. Access will be limited to those who need to know. The Village will not disclose these records to persons outside the agency without the employee's consent unless disclosure of the records is necessary for legal or insurance purposes or is otherwise required by law.

### **4.04 NO SMOKING POLICY**

In accordance with the Smoke Free Illinois Act, 410 ILCS 82/1 *et seq.* and Village ordinance 06-6-1554, smoking and the use of smokeless tobacco shall be prohibited within any interior premises of any Village building, including private offices, stairwells, corridors and within 20 feet of any entrances, exits, windows that open, or in any vehicle owned, leased or operated by the Village. Violation of this policy may result in disciplinary action, up to and including termination of employment.

### **4.05 FITNESS FOR DUTY EXAMS**

If the Village has reason to believe that an employee, due to a disability or disabling condition, (a) may not be able to perform the essential functions of their position or (b) may pose a direct threat to other employees, the Village may require the employee to be examined by a medical professional to determine the employee's fitness for duty.

### **4.06 Violence in the Workplace**

Nothing is more important to the Village than the safety and security of its employees. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Village property will not be tolerated. This includes behavior that is perceived by others to be threatening, intimidating or violent. Such

behavior can include oral or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm. Any actual or implied threat of violence will be treated as a real and serious danger, and will be thoroughly investigated. Violations of this policy will lead to disciplinary action, which may include termination, arrest and prosecution.

All employees are responsible for maintaining a safe work environment and for notifying a Village Supervisor of any threats, threatening behavior or violent acts that they have witnessed, received or have been told that another person has witnessed or received. No one will be subject to retaliation for bringing good faith concerns to the Village's attention.

## **CHAPTER 5 – EMPLOYEE TRAINING AND DEVELOPMENT**

### **Sections:**

- 5.01 Training and Development, Training Seminars
- 5.02 Professional Memberships
- 5.03 Conference Attendance
- 5.04 Tuition Assistance

### 5.01

#### **5.01 – TRAINING AND DEVELOPMENT, TRAINING SEMINARS**

- A. The Village shall promote training of employees to the end that services rendered to the Village may be made more effective and that employees may become qualified for positions of higher responsibility. The following types of training are offered by the Village.
  - 1. Recruit Training: Legally mandated training programs which must be completed during the probationary period following original appointment as a prerequisite to continued employment.
  - 2. In-Service Training: Training conducted during working hours on an individual or group basis to improve skill performance, introduce new techniques, and/or keep abreast of developments in the employee's field.
  - 3. Specialized Training/Mandatory Continuing Education: Attendance of conferences, workshops, seminars, and similar programs involving professional training which directly relates to an individual's employment or is required for the employee to maintain required licenses and certifications.
  - 4. Academic Instruction: Completion by correspondence or class room attendance of course work provided by accredited educational institutions where such instruction will benefit the municipal service.
- B. Training shall be recommended by the Operating Manager and approved by the Village Administrator prior to registration. No reimbursement for training expenses shall be made without such approval.

- C. All expenses for recruit, in-service, and specialized training including tuition and fees will be reimbursed by the Village. Travel, lodging, and other related costs may be reimbursed as provided in Section D.
- D. TRAINING SEMINARS/REIMBURSEMENT OF EXPENSES RELATED TO VILLAGE BUSINESS
- a) **Purpose:** All employees are encouraged to attend training seminars or short courses, in order to enhance the employee's knowledge, skill, and ability in performing his/her job responsibilities.
  - b) **Eligibility:** All full-time employees who have completed a minimum of six (6) months of employment with the Village, and who are in good standing, are eligible to attend training seminars as determined by the Village Administrator or his/her designee.
  - c) **Administration:** Each fiscal year, the Village Board shall determine the amount of money to be allocated for employee training seminars. Payment for training seminars is subject to the availability of budgeted funds and the approval of the employee's respective Operating Manager and the Village Administrator. Therefore, eligible employees will ordinarily be allowed to attend authorized training seminars on a first-come, first-approved basis.
  - d) **Payment:** The Village shall pay for training seminars or short courses, or provide for the reimbursement of an employee's travel expenses related to official business of the Village if approved by the Village Administrator, in the following manner:
    - 1) One hundred percent (100%) registration fee.
    - 2) Single accommodations for room (if overnight stay is applicable).
    - 3) Coach fare for plane, train, bus transportation, or automobile mileage reimbursement at the rate established by the Village (whichever is applicable).
    - 4) The Village will only pay for employee expenses.
    - 5) The maximum allowable reimbursement for all travel related expenses shall not exceed \$1,500 per travel event. Expenses exceeding the maximum allowable amount shall require the approval of the Village Board.

Attendance at training seminars shall be done during Village work hours and shall be on Village time. Therefore, the employee shall receive his applicable rate of pay when attending a training seminar.

- e) All training seminars, short courses, or attendance related to Village business requiring an overnight stay need to be approved in advance by the Village Administrator or his/her designee and costs must be submitted using the Village's travel reimbursement form.
- f) Costs incurred by a spouse or other person accompanying an employee, costs for the purchase of alcoholic beverages, food, rental cars, late checkout charges, parking and other traffic fines, or costs for any other expense not otherwise provided in this section shall not be reimbursed by the Village without approval by the Village Administrator.

## **5.02 PROFESSIONAL MEMBERSHIPS**

### **1. PROFESSIONAL MEMBERSHIPS**

- a) **Purpose:** Representatives from each Department within the Village are encouraged to affiliate with professional organizations or societies for which they qualify by education or training, provided that such affiliation produces observable benefits for the Village and their respective Department. These professional memberships are separate and distinct from Village or Departmental memberships.
- b) **Eligibility:** Certain positions within the Village shall be eligible to join professional organizations or societies to act as representatives for their respective Departments. These positions reflect those which propose and recommend programs and policies to the Village Board or Village Administrator, or those who must approve recommendations for their Departments prior to their submittal. Other supervisory positions shall be eligible if designated by the Village Administrator.

The following positions shall be the representatives who are eligible for professional memberships:

Village Administrator  
Assistant Village Administrator  
Assistant to the Village Administrator/Deputy Clerk  
Chief of Police  
Police Commander

Dir. of Public Works/Operations/Village Engineer  
Supt. of Public Works  
Crew Supervisor

- c) **Administration:** Each fiscal year, the Village Board shall determine the amount of money to be allocated for professional memberships. Professional memberships are subject to the availability of budgeted funds and the approval of the Village Administrator. Therefore, eligible Department representatives shall be allowed to join professional memberships on a first-come, first-approved basis.

Eligible employees interested in joining a professional organization should submit information regarding the professional organization and the cost of membership to the Village Administrator during the annual budget process. The Village Administrator shall approve or deny the request for the professional membership.

- d) **Payment:** Both the Village and the employee receive benefits from the employee's affiliation with professional memberships. However, the Village shall pre-pay or reimburse one-hundred percent (100%) of the membership cost.

## **5.03 CONFERENCE ATTENDANCE**

- a) **Purpose:** Employees who are eligible for professional memberships are also eligible to attend the conferences associated with those memberships. These conferences shall be in addition to those conferences that may be a result of Village-wide or Departmental memberships.
- b) **Eligibility:** All employees who are eligible for professional memberships are eligible to attend the conferences associated with them. The Village shall pay for one conference per year as authorized by the Village Administrator. Permission may be granted by the Village Administrator if, in his/her opinion, there is sufficient benefit to both the employee and the Village.
- c) **Administration:** Each fiscal year, the Village Board shall determine the amount of money to be allocated for professional conferences. Payment for conferences is subject to the availability of budgeted funds and the approval of the Village Administrator. Therefore, eligible employees shall be allowed to attend conferences associated with their professional membership on a first-come, first-approved basis.

Employees interested in attending a professional conference should submit information regarding the conference and the cost of the conference to the Village Administrator during the annual budget process. The Village Administrator shall approve or deny the request for the attendance of professional conferences.

Attendance is conditional upon the following, to be determined by the Village Administrator:

- 1) Sufficient budgeted funds are available within the current fiscal year.
- 2) The conference is affiliated with one of the employee's professional memberships.
- 3) Employee workloads permit their temporary absence from duties.
- 4) Training and education can be obtained at the conference that is required as part of mandatory continuing education related to a license or certification and similar training cannot be obtained at other locations.

All registration applications, transportation, and lodging accommodations shall be arranged and administered by the Deputy Village Clerk.

- d) **Payment:** The Village shall pay for a professional conference in the following manner:

- 1) One-hundred percent (100%) registration fee.
- 2) Single accommodations for room (if overnight stay is applicable).
- 3) Coach fare for plane, train, bus transportation, or automobile mileage reimbursement at the rate established by the Village (whichever is applicable).
- 4) The Village will only pay for employee expenses.
- 5) The maximum allowable reimbursement for all travel related expenses shall not exceed \$1,500 per travel event. Expenses exceeded the maximum allowable amount shall require the approval of the Village Board.

Attendance at professional conferences shall be done during Village work hours and shall be on Village time. Therefore, the employee shall receive the normal rate of pay when attending a professional conference.

#### **5.04 TUITION ASSISTANCE**

1. **Purpose:** Tuition assistance is intended to provide monetary assistance to employees to pursue continuing education to improve and enhance on-the-job skills and training which will benefit Village operations and the employee's professional and career development.
2. **Eligibility:** The following conditions must be met in order for an employee to be eligible for tuition assistance:
  - a) The employee must be full-time, completed a minimum of twelve (12) months of employment with the Village, and be in good standing as determined by the Village Administrator.
  - b) The employee shall make reasonable efforts to exhaust all other sources of financial assistance (Veteran's benefits, scholarships and grants, etc.).
  - c) The employee shall apply for tuition reimbursement eligibility and be pre-approved no less than thirty (30) days prior to beginning course work.
  - d) At the time of the employee's application, sufficient budgeted funds are available within the current fiscal year for the employee to receive assistance.

Assistance is not guaranteed unless the employee applies for pre-approval to verify that the course qualifies for assistance and that funding is available.

3. **Administration:** Each fiscal year, the Village Board shall determine the amount of money to be allocated for tuition assistance. Tuition assistance is subject to the availability of budgeted funds and the approval of the Village Administrator. Therefore, eligible employees shall receive tuition assistance on a first-come, first-approved basis.
4. **Requesting Assistance:** Employees seeking tuition assistance should request a tuition assistance application form from the Deputy Village Clerk. Application forms must be returned and approved by the Village Administrator no less than thirty (30) days prior to beginning course work. The Village Administrator shall approve or deny all tuition assistance applications on the following basis:

- a) Sufficient budgeted funds are available within the current fiscal year.
  - b) The course is related clearly and directly to an employee's current job classification.
  - c) The number of courses an employee may enroll in during a given semester or quarter shall be reviewed during the approval process and shall not interfere with the employee's ability to perform all job duties and responsibilities.
5. **Assistance Amount:** Upon tuition assistance application approval, tuition assistance shall be made upon the following basis:
- a) 100% assistance for a course(s) offered through the College of Lake County; or
  - b) For courses offered through another educational institution, the Village may provide assistance up to, but not more than, \$2,000 in a Village fiscal year, unless otherwise authorized by the Village Administrator.
  - c) 100% reimbursement of eligible special course (non-tuition/credit hour) fees. Course related book and materials will be paid with a maximum payment of \$150 for each semester for all courses taken.

If tuition costs for courses exceed the maximum limit described above, the employee is responsible for paying the remaining balance.

Courses are to be taken on the employee's own time unless authorized by the Village Administrator.

6. **Assistance:** Upon tuition assistance approval, the Village will either pre-pay or reimburse the employee for tuition and other related costs as provided above.

In order to have the Village pre-pay for a course(s), the employee must submit copies of invoices for tuition, fees, and books to the Deputy Village Clerk prior to beginning course work. In order to be reimbursed for a course(s), the employee must submit all receipts for tuition, fees and books to the Deputy Village Clerk no later than 30 days after beginning course work.

The employee must complete the course work and achieve a grade "C" or better and submit an official grade report. If the course is Pass/Fail, the employee must "Pass" the course. If the employee fails to meet this requirement, the tuition assistance paid to the employee shall represent a monetary debt owed and due the Village by the employee. Said debt shall be

repaid by the employee or by monetary equivalent deducted from the employee's earnings.

7. **Repayment at Separation** – If an employee voluntarily leaves the employment of the Village within three (3) years of receiving tuition assistance, the employee will be obligated to repay tuition reimbursements to the Village in accordance with the following schedule:

<b>From Payment Date, If You Leave Within</b>	<b>Your Repayment to the Village Will Be</b>
Less than 1 year	100%
From 1 year to 2 years	50%
From 2 years to 3 years	25%
3 years or more	No Repayment

Repayment terms will be arranged by the Village.



## **CHAPTER 6 - MISCELLANEOUS PERSONNEL POLICIES**

### **Sections**

- 6.01 Deductions from Exempt Employees' Salaries
- 6.02 Political Activity
- 6.03 Electronic Communications Policy
- 6.04 Whistleblower Policy
- 6.05 Ethics and Conflicts of Interest
- 6.06 Outside Employment
- 6.07 Employee Conduct and Discipline Procedures
- 6.08 Management Rights

### **6.01 DEDUCTIONS FROM EXEMPT EMPLOYEES' SALARIES**

Exempt employees are not answerable merely for the number of hours they work. They work as few or as many hours as are necessary to get the job done. Accordingly, Village policy provides that salaries of exempt employees should not be reduced for any partial-day absence (other than intermittent or reduced schedule FMLA leave); any partial-week absence occasioned by the Village or its operating requirements, including holidays and partial-week shutdowns; or because of variations in the quality or quantity of work performed.

The Village reserves the right to require an exempt employee to use paid time off benefits for partial-day absences occasioned by personal reasons or by the employee's own illness or injury.

The Village also reserves the right to offset from an exempt employee's compensation any amount received in a particular workweek in jury duty fees, witness fees or military pay.

Improper deductions from the salaries of exempt employees are a serious violation of Village policy. The Village encourages any exempt employee who believes his/her salary has been improperly reduced to report the problem immediately to either his/her Operating Manager or the Village Administrator. The Village will review the deduction to determine if it was proper. The review process may require the employee to provide information or present documents to the Village. The employee will be notified of the results of the Village's review. Should the Village determine that the deduction was improper, the employee will be reimbursed for the improper deduction as soon as practicable. Employees are assured that the Village is committed to comply, and expects all supervisors and Department Managers to comply, with this policy and to carefully avoid making improper deductions from the salary of exempt employees. Employees also are assured that no retaliatory action will be taken for reporting improper deductions.

Employees who suspect retaliation should report their concerns immediately to the Village Administrator or the EEO Officer(s).

NOTE: The Village's attendance and disciplinary action policies are applicable to exempt employees even though an absence may not be one for which a deduction from salary may be taken.

## **6.02 POLITICAL ACTIVITY**

All employees are subject to the "State Officials and Employees Ethics Act", ILCS 430/1-1 et.seq and all local ethics regulations.

## **6.03 ELECTRONIC COMMUNICATIONS POLICY**

The Village of Lindenhurst recognizes the value of and the need for various manual and electronic communications systems such as regular written mail and memos, bulletin board postings, E-mail, voice mail, pager, Internet, Intranet and other inter and intra-agency computer networks and that access to all is designed to enhance productivity. The agency also recognizes that certain standards for the use of these tools must be established.

### **PROCEDURE A: General Provisions**

1. The Village's manual and electronic communication systems, whether they include contemporaneous or pre-recorded communications are subject to the Village's exclusive control and management.

All data and other electronic messages generated or stored in such system are property of the Village of Lindenhurst. This includes all of the material and information created on, transmitted by, or stored on the Village's electronic equipment. Users must realize that material or information that has been deleted can be retrieved and viewed by others. This also includes e-mail that has been deleted.

Further, employees who use such systems have no protected right of privacy. Such communications and information systems include, but are not limited to:

- A. Telephones that are used for the receipt and transmission of emergency calls
- B. Voice mail and text messages
- C. E-mail--both in-house and Internet systems

- D. Facsimile (fax) devices--whether stand-alone or PC generated
  - E. Internet and Intranet systems
  - F. Video recorders and players
  - G. Messages generated by CAD, the mobile data system, or by the LEADS/NCIC data systems
  - H. Two-way voice radio systems
  - I. Paging systems
  - J. Bulletin boards
  - K. Places where paper, mail, bulletins, announcements, and messages are posted or displayed.
2. The Village of Lindenhurst reserves the right to monitor, record, inspect, listen to and otherwise transcribe messages and data generated on or by any Village owned or provided electronic communication system.
- The Village of Lindenhurst may routinely monitor and may post some records and data for compliance to this directive; and may, if necessary, focus on specific systems or the activities of specific individuals, which may include random monitoring.
3. No encryption program(s) will be used without the approval of the Village Administrator or his/her designee. The Village of Lindenhurst reserves the right to decipher and/or delete any encrypted messages or data encountered on its systems.
4. The Village of Lindenhurst reserves the right to:
- A. Access, bypass, override, or delete any employee created password or Personal Identification Number (PIN) so as to gain access to data held under the employee's account.
  - B. Access without notice data or text caches, pager memory banks, e-mail and voice mail boxes or accounts, conversations on designated recorded emergency telephones, and any other employer provided electronic storage systems.
5. Communication systems, as broadly defined, must never be used to:
- A. Threaten, intimidate, or intentionally embarrass another person.
  - B. Send or receive or post images that contain nudity, images or words of a profane, prurient, or sexually suggestive nature, even if the employee or recipient has consented to or requested such material.

- C. Engage in any illegal, illicit, improper, unprofessional, or unethical activity, or in any activity that could reasonably be construed to be detrimental to the interests of the Village.
- D. Send or post jokes or comments that tend to disparage a person or group because of race, ethnic background, national origin, religion, gender, sexual orientation, age, verbal accent, source of income, physical appearance or agility, mental or physical disability or occupation; or to use electronic resources or manual communications in any manner which might reasonably be considered harassment or embarrassment of an individual or a group as outlined above.

Material of this nature which is received inadvertently should not be save or printed unless for the sole reason of bringing it to the immediate attention of system management.

- E. Send messages which could be harmful to workplace morale.
  - F. Send or post messages for personal commercial ventures for profit.
  - G. Solicit or address others regarding religious or political causes or for any other solicitations that are not work related.
6. All employees are expected to maintain the integrity of the sensitive, confidential, and proprietary information that is stored on or is passed through the Village of Lindenhurst communications and information systems. Such information or data may not be disseminated to unauthorized persons or organizations. This includes, but is not limited to:
- A. Personnel information including salaries, performance reviews, complaints, grievances, disciplinary records and medical records.
  - B. Criminal history information, mug shot images, police and fire investigation and intelligence records, complainant information, tactical information, and alarm subscriber information.
7. User passwords for all Village of Lindenhurst communications and information systems are confidential. It is the user's responsibility to maintain the confidentiality of their password(s). Individual users will be held accountable for the use of their password by others.
8. No employee may intentionally intercept, eavesdrop, record, read, alter, or receive another person's e-mail messages without management approval.

9. No employee shall make copies of information or data stored on Village communications and information systems without management approval, unless it shall be within the normal scope of the individual's assigned duties.
10. No e-mail or other electronic communication may be sent which hides the identity of the sender or represents the sender to be someone else or to be someone from another entity.
11. Only hardware that has been approved by management may be installed for Village use. This includes all microcomputers, peripherals, and accessories.
12. Hardware is not to be relocated, connected, or disconnected without prior approval of the Village Administrator or his/her designee, except in emergency situations in which case immediate advice must be sought or notification must be made to the Village Administrator.
13. Classified, confidential, sensitive, proprietary, or private information or data must not be disseminated to unauthorized persons or organizations.
14. The Village of Lindenhurst may impose reasonable limitations on the use of any electronic communication system due to financial reasons, or hardware and/or software problems.

The privilege to access any form of electronic communications utilized by the Village of Lindenhurst may also be restricted or denied due to disciplinary reasons.

It must be kept in mind that any such restriction could seriously jeopardize an employee's ability to perform their job and thus their continued employment may also be in jeopardy.

## PROCEDURE B: Internet and Intranet Systems

1. For purposes of this directive, Internet and Intranet will be used interchangeably unless specifically noted.
2. Depending on their work assignments, employees will have varying levels of access to the Internet. Access to the Internet is a revocable privilege. In general, only the Village approved Internet provider may be used to access the Internet. Exceptions may be made by the Village Administrator or his designee.
3. No employee may commit any Village of Lindenhurst financial resources via

Internet access or commerce without specific approval of the Village Administrator.

4. Employees must use good judgment and discretion in generating purely personal e-mail correspondence on the Internet. Use of personal e-mail must be limited and generally done on non-work time.
5. Employees with Internet access are cautioned that they are responsible for what they send, view, or download.

Downloading of application programs without the consent of the management is prohibited. The Village of Lindenhurst does not recommend downloading or installation on Village computers of any application software from the Internet. Such software may not only contain imbedded viruses, but is also untested and may interfere with the functioning of standard Village applications.

6. The Village of Lindenhurst may implement monitoring and/or filtering software to ensure compliance with its business related restrictions on use of the Internet.

## PROCEDURE C: Personal Computer Systems

1. The Village of Lindenhurst finds it advantageous to utilize various personal computer systems including desktop units and laptops, some of which may be connected together in a Local Area Network (LAN) or Wide Area Network (WAN) that may utilize one or more servers.

All such hardware and software and all data generated by and stored in such systems remains the property of the Village of Lindenhurst and is subject to the ownership and inspection guidelines outlined elsewhere in this document.

2. In an effort to ensure standardization of software, to assist in providing support, and to facilitate data exchange across individual computers and the LAN(s) or WAN(s), employees are prohibited from installing their own software on any Village-owned personal computer or on any Village LAN or WAN.
3. In an effort to protect the integrity of the Village network systems and the data which may be stored on personal computers, all Village computers will be equipped with anti-virus software.

## **6.04 Whistleblower Reporting and Anti-Retaliation Policy and Procedures**

### **1. General Policy**

As set forth Section 4.1 of the Public Officer Prohibited Activities Act, it is the policy of the Village to prohibit any official from retaliating against any employee who: (a) reports an improper governmental action, (b) cooperates in the investigation related to a report of an improper governmental action, or (c) testifies in a proceeding or prosecution of an improper governmental action. An improper governmental action is defined as follows.

“Improper governmental action” includes any action by a unit of local government employee, an appointed member of a board, commission, or committee, or an elected official of the unit of local government that is undertaken in violation of federal, State, or unit of local government law or rule; is an abuse of authority; violates the public’s trust or expectation of 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.

“Improper governmental action” does not include a unit of local government personnel actions, including, but not limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, reprimands, or violations of collective bargaining agreements, except to the extent the actions amounts to retaliation. Retaliation, in this context means retaliatory action that results from an employee’s protected activity of reporting improper governmental action, cooperating in the investigation, proceeding or prosecution of a reported improper governmental action.

Copies of this Policy and Procedure, along with Section 4.1 of the Act will be given to every employee upon hiring. Additionally, these same documents will be furnished or made available to all employees on an annual basis.

### **2. Procedures for Reporting and Investigating Reports of Improper Governmental Action**

#### **A. Reporting an “Improper Governmental Action” or Retaliation.**

1. If an employee believes that he/she has witnessed an improper governmental action, as defined in the Policy above, the employee must submit a written report of the improper governmental action to the Auditing Official, which Auditing Official has been designated in Section III.

2. If an employee believes that he/she has been retaliated against for reporting improper governmental action, or cooperating in the investigation, or procedure involving an improper governmental action, the employee must report such alleged retaliation to the Auditing Official within sixty (60) days of the retaliatory action taking place.
3. The Auditing Official may transfer the complaint to another auditing official, including the States Attorney, if he/she determines that it is appropriate.
4. If the Auditing Official is also the subject of the complaint, the Complainant may file the complaint with any States Attorney.

B. Investigation of Complaint.

1. Identity of the Complainant
  - a. The Auditing Official will keep the identity of the Complainant confidential to the extent allowed by law.
  - b. The Complainant may waive confidentiality in writing on a form presented to the Auditing Official.
2. The Auditing Official shall investigate the complaint promptly and thoroughly and conclude whether or not the evidence gathered through such investigation warrants merit of a finding that either an improper governmental action, or retaliation for filing such a complaint or complying with such investigation occurred or did not occur.
3. The investigation by the Auditing Official may include:
  - a. Interviews of the Complainant and witnesses;
  - b. Interviews of governmental officials who may have knowledge about the complaint or may be the subject of the complaint;
  - c. Inspection of documentation (in written, printed, or electronic format) relevant to the complaint;

- d. Take any other appropriate measures to ensure that the complaint has been thoroughly investigated.
- e. Make a determination whether the complaint has merit or whether the complaint does not have merit.

C. Determination and Remedial Action If Necessary.

1. If the Auditing Official determines that the complaint has no merit, he/she can dismiss the complaint.
2. If the Auditing Official determines that the complaint has merit, he/she may take remedial action on behalf of the Complainant, including reinstatement, reimbursement for lost wages or expenses, promotion, or other remedial action that the Auditing Official deems appropriate. The Auditing Official may also make his/her investigation findings available to the Complainant's attorney if the Auditing Official finds that restitution is not sufficient.
3. Any person who engages in prohibited retaliation under Section 4.1 of Act may also be subject to fines, appropriate employment action, civil or criminal prosecution, or any combination of these actions.

3. Designation of Auditing Official

The Village designates the Village Administrator to serve as the Auditing Official of the Village, with the duties and responsibilities set forth in 50 ILCS 105/4.1 and this Policy.

## 6.05 Ethics and Conflicts of Interest

The Illinois General Assembly has mandated that each unit of local government adopt an ordinance "regulating the political activities of, and the solicitation and acceptance of gifts, by the officers and employees of such units in a manner no less restrictive" than the provisions of the State Officials and Employees Ethics Act; however, the Ethics Code provides very clear descriptions of the prohibited activities and consequences of any violations. All definitions of terms within this Code of Ethics policy are as defined in the Illinois State Statutes, 5 ILCS 430/15.

A. Conflicts of Interest

Services provided by the Village shall be performed in an impartial manner, free of unlawful personal and/or political consideration. Personal information obtained through contact with citizens or patrons of the Village or through any other source must remain confidential to the extent appropriate. Employees must take care to avoid any possible conflict of interest or the

appearance of misconduct as described in the Personnel Policies and Procedures Manual, Village Ordinances and applicable State and Federal laws.

## B. Prohibited Political Activities

1. In accordance with the state and federal constitutions and with 5 ILCS 430/1-5, Village employees have a right to engage in political activity through voluntary political contributions or voluntary political activities. However, while at work or on duty, employees may not participate in political activities while on Village property or while using Township equipment or vehicles.
2. No employee shall intentionally require any other officer or employee to perform any prohibited political activity (1) as part of that employee's duties, (2) as a condition of employment, or (3) during any compensated time off (such as holidays, vacation or personal time off). Additionally, no employee shall be required at any time to participate in any prohibited political activity in consideration for that employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.
3. Full-time and part-time employees of the Village who run for partisan or nonpartisan elective office in the Village may be required to take a leave of absence. The leave of absence would commence upon the filing of the candidate's petition for office. The leave would end upon the completion of all activities associated with seeking or obtaining the office.
4. Full-time and part-time employees of the Village who are elected to partisan or non-partisan political office by means of an election conducted in the Township may be required to take a leave of absence. The leave of absence would commence at the time the individual is sworn into office and would end upon the completion of all activities associated with the office.
5. Nothing in this section shall be construed to prevent employees from becoming or continuing to be members of any lawful political organization, from attending lawful political meetings, from expressing their views on political matters, or from voting with complete freedom in any election.

## C. Gift Ban Policy

Each employee and official of the Village is subject to the State Officials and Employees Ethics Act, 5 ILCS 430/10-10, et seq. No employee or official of the Village shall intentionally solicit or accept any gift from any prohibited source or in violation of any Federal or State statute, rule or regulations. However, an employee or official of the Village may accept any item or items

from any one prohibited source during any calendar year having a cumulative total value of less than \$100.00. "Prohibited source" shall have the same meaning as in 5 ILCS 430/1-5, and may be amended from time to time. In the event an employee or an Elected Official receives gifts or gift cards from a prohibited source for the benefit of the employees of the Village, the cumulative total value set forth herein shall apply and the gift cards shall be used for purchases to benefit the employees of the Village. Notwithstanding the foregoing, the following exceptions shall apply:

1. Opportunities, benefits and services that are made available on the same conditions as for the general public.
2. Anything for which the officer or employee or his or her spouse or immediate family member pays the fair market value.
3. Any contribution that is lawfully made under the Election Code or activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss Township business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship, unless the officer or employee has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the officer or employee or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the officer or employee shall consider the circumstances under which the gift was offered, such as the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; whether to the actual knowledge of the officer or employee, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and whether to the actual knowledge of the officer or employee, the individual who gave the gift also at the same time gave the

same or similar gifts to other officers or employees, or their spouses or immediate family members.

8. Food or refreshments not exceeding seventy-five dollars (\$75.00) per person in value on a single calendar day; provided that the food or refreshments are either consumed on the premises from which they were purchased, prepared, or catered. For purposes of this section, “catered” is defined as food or refreshments that are purchased ready to eat and delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee) of the officer or employee or the spouse of the officer or employee, if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. For the purpose of this section, “intra-governmental gift” means any gift given to an officer or employee of the Township from another officer or employee of the Township; and “inter-governmental gift” means any gift given to an officer or employee of the Township by an officer or employee of another governmental entity.
11. Bequests, inheritances and other transfer at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than one hundred dollars (\$100.00).

## **6.06 EMPLOYMENT OF RELATIVES (ANTI-NEPOTISM)**

The Village will consider an employee’s relative for employment if the applicant possesses all of the qualifications for employment for the position. A relative may not be hired, however, if the employment would create a direct (or indirect) supervisor/subordinate relationship with a family member, or create an actual conflict of interest or the appearance of a conflict of interest. This provision may be waived by the Village Administrator if the Village Administrator determines that the best interests of the Village would be served.

Employees who are relatives may continue employment or apply for promotions/internal transfers as long as there is not a direct or indirect supervisor/subordinate relationship between the employees, or an actual conflict of interest or the appearance of a conflict of interest. In the event that employees become relatives, the employees must disclose the

relationship to their department head. If the Village is unable to accommodate the employees by, for example, transferring one of the employees, the Village Administrator will determine the appropriate course of action which may include termination.

## **6.07 Outside Employment**

Regular full-time and part-time employees of the Village may not be employed in any other capacity without prior written approval of the department head. Outside work is defined as any gainful employment, other than the performance of official duties.

Outside work is permitted to the extent that it does not prevent employees from devoting their primary interest to the performance of their work for the Village and does not create a conflict between the private interest of the employee and the employee's official responsibility. An employee shall not perform outside work:

- Which may be construed by the public to be an official act of the Village or a Village department
- Which involves Village facilities, equipment or supplies
- Which involves the use of official information not available to the public
- Which might appear as a conflict of interest to the public
- If the work is something that the employee would be expected to do as part of his/her regular duties
- If the work would tend to influence impartial judgment on any matter coming before the employee in the course of the employee's official duties

Further, to the extent that the secondary employment violates local Village codes or ordinances or brings disrepute onto the Police Department and/or Village, the approval of secondary employment may be rescinded. All requests for outside employment, whether approved or disapproved, shall be forwarded to the Village and a copy placed in the employee's personnel file.

## **6.08 EMPLOYEE APPEARANCE**

Employees represent the Village in their interactions with members of the public. As such, all employees must dress appropriately and professionally. Employees must maintain a clean, well-groomed appearance in conjunction with the position they hold, suitable for the work they perform. Supervisors are responsible for monitoring employees' dress, personal appearance and hygiene, and will discuss the subject of personal appearance, dress or hygiene with the employee if the employee's personal appearance, dress or hygiene does not positively reflect the Village. If necessary, supervisors may require that an employee leave work to remedy their personal appearance, dress or hygiene.

## **6.09 EMPLOYEE CONDUCT AND DISCIPLINARY PROCEDURES**

### A. Employee Conduct

#### A. General Provisions

Village employees are expected to follow all Village policies and perform their duties and responsibilities in a professional and appropriate manner. Employees that violate these dictates may be subject to discipline, up to and including, termination. The following are some examples of conduct that could lead to discipline. Note, this list is not meant to be exhaustive. However, this list along with common sense and good judgement should be used as a guide in determining appropriate conduct whether, or not, that conduct occurs on or off duty.

1. Theft or destruction of Village property or the property of other employees;
2. Abusing, threatening, or intimidating other employees;
3. Use of obscene, disruptive or abusive language, or rowdy behavior;
4. Willful or negligent performance of duties and unsatisfactory work performance;
5. Use or possession of weapons on Village property or while on Village business;
6. Excessive tardiness or absence, or failure to report to work in a timely manner;
7. Falsification of records such as time cards, application materials, or personnel or employment records;
8. Engaging in unlawful or other off-duty conduct which brings the Village into disrepute.
9. Violation of any safety rules.
10. Failure to keep the work place neat, clean, and orderly.
11. Failure to report any known problems with or defects in equipment.
12. Failure to report all accidents and injuries immediately, regardless of the severity of the injury.
13. Violation of any Village policy including, but not limited to, its anti-harassment, conflicts of interests, or ethics policies.
14. Insubordinate behavior or failure to follow supervisor directions.

#### B. Disciplinary Procedures

The objective of discipline is to improve the behavior of an employee, rather than to punish the employee. The degree of severity of a disciplinary action will depend on the individual employee, the nature of the problem, the employee's past performance, length of employment, and any extenuating circumstances. Disciplinary action will never be taken on

account of political considerations, personal bias or prejudice.

It is the responsibility of every employee to attempt to correct any faults in job performance when called to his/her attention, and to make every effort to avoid conflict with the personnel policies of the Village.

It is the responsibility of every Operating Manager and Supervisor to discuss improper or inadequate performance with the employee in order to correct the deficiencies. Unless otherwise set forth in a written contract of employment, or unless provided by the Board of Fire and Police Commissioners, employees of the Village of Lindenhurst are at-will and can be discharged at any time at the sole discretion of the Village. Discipline may include, but is not limited to the following:

1. Reprimand – given orally or in writing;
2. Suspension;
3. Demotion; and
4. Discharge.

With the exception of a verbal reprimand, employees will be notified in writing of any disciplinary action taken against them. The Operating Manager shall consult with and notify the Village Administrator of any recommendations for any disciplinary action including, but not limited to, reprimand, suspension, demotion or discharge of an employee. Notwithstanding any provisions of this Manual, discipline of exempt salaried employees shall be in accordance with the Fair Labor Standards Act.

## **6.10 MANAGEMENT RIGHTS**

The Village shall retain the sole right and authority to establish and administer all matters of inherent managerial policy, including but not limited to the functions of the Village government and its departments, standards of service, budgeting, organizational structure, the selection of new employees, and the direction of employees. The Employee Handbook is not to be construed as a contract or agreement between the employee and Village.

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## **CHAPTER 7 – SEPARATION FROM VILLAGE EMPLOYMENT**

### **Sections**

7.01 Resignation

7.02 Retirement

7.03 Return of Village Property

7.04 Exit Interview

### **7.01 RESIGNATION**

Employees are expected to give at least ten (10) days notice to their Operating Manager, to the extent such notice is possible. All resignations are filed by the Operating Manager with the Village Administrator. The Village Administrator will check with the Operating Manager and the personnel record of the employee as to Village property and accrued leave status, and make the proper payments and/or deductions, if any.

### **7.02 RETIREMENT**

Retirement will be pursuant to the requirements of the employee's respective retirement fund, and further information on the subject may be obtained from the employee's Operating Manager or the Deputy Village Clerk.

### **7.03 RETURN OF VILLAGE PROPERTY**

An employee, who is separated from Village service, whether through resignation, lay-off, retirement, disability, or dismissal, is responsible for returning any Village property which they may have in their possession. Failure to return Village property will result in the final paycheck being held and/or the amount of outstanding property deducted from same. The Deputy Village Clerk will develop and provide a checklist of such items in accordance with this policy.

### **7.04 EXIT INTERVIEW**

Every employee who leaves employment with the Village for any reason, except discharge, may have a separate exit interview with the employee's Operating Manager and/or the Village Administrator. Except in extraordinary circumstances, an exit interview will be conducted on the employee's last day of employment. The purpose of this interview is to determine, as closely as possible, the reasons the employee is leaving the employ of the Village, to return Village property, to discuss the continuation of any

benefit coverages and any other matters that the Village or the employee wish to discuss.

# VILLAGE OF LINDENHURST



## SALARY CLASSIFICATION SYSTEM AND PAY PLAN

# **VILLAGE OF LINDENHURST**

## **SALARY CLASSIFICATION SYSTEM AND PAY PLAN**

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### **INTRODUCTION**

The function of the Village of Lindenhurst Salary Classification System and Pay Plan is to provide a structure and plan which enables the Village to recruit and retain competent employees. The Salary Classification System and Pay Plan is designed to accomplish these goals by:

- Establishing pay rates which compare with those of public and private organizations competing for employee skills similar to those utilized by the Village.
- Facilitating adjustments to changing economic and employment conditions requiring changes in pay levels.
- Providing for equal compensation for work of equivalent responsibility.
- Establishing a method for annual employee performance review.

## **CHAPTER 8.00 - SALARY CLASSIFICATION SYSTEM**

### **Sections:**

- 8.01 Purpose
- 8.02 Pay Grade System
- 8.03 Position Classification Plan
- 8.04 General Administration

### **8.01 PURPOSE**

The Salary Classification System is the general structure upon which the Pay Plan is based. It is comprised of two major components: (1) a Pay Grade System; and (2) a Position Classification Plan.

### **8.02 PAY GRADE SYSTEM**

In order to appropriately compensate employees with varying levels of responsibility, experience, and educational achievement, the Village utilizes a two-part pay grade system, which includes the following:

1. Operations Classification Pay Grade System
2. Management Classification Pay Grade System

Table 1 sets forth the basic series of pay grades and ranges for the Operations Classification Pay Grade System. The plan consists of 16 pay grades (ranges of pay). Each pay grade represents a pay span of approximately 35 percent from the minimum to maximum rate. This series of pay grades and ranges is uniform in order to facilitate organizational unity and equity between employees who serve in similar positions in different parts of the organization.

Table 2 sets forth the basic series of pay grades and ranges for the Management Classification Pay Grade System. The plan consists of 11 pay grades (ranges of pay). Each pay grade represents a pay span of approximately 35 percent, from a minimum to a maximum rate. This series of pay grades and ranges provides a method to be used for the fair and equitable compensation of management level employees.

### **8.03 POSITION CLASSIFICATION PLAN**

The Position Classification Plan provides a systematic arrangement of positions into the pay grade system. In evaluating each position, a quantitative point factor comparison method is used. The factor comparison method cross compares all jobs on each level of each factor, using eight factors. Jobs of a different character or in different organizational units are compared against all other jobs on all factors. The factor points are weighted to reflect overall organizational missions, goals, and values.

Each position is classified based upon supervisory responsibility, and the level of educational achievement or equivalent work experience necessary for the position to provide the knowledge, ability, and skill required for successful work performance. The eight factors used to evaluate each position are as follows:

1. Preparation and Training
2. Experience Required
3. Decision Making and Independent Judgment
4. Responsibility for Policy Development
5. Planning
6. Contact with Others
7. Work of Others (supervision exercised)
8. Working Conditions

Like the Salary Classification System, the Position Classification Plan is separated into two parts, which are as follows:

1. Operations Classification Pay Plan
2. Management Classification Pay Plan

Table 3 is the Operations Classification Pay Plan, which shows the assignment of each position classification to a pay grade, and indicates the present pay range for each position classification. Table 4 is the Management Classification Pay Plan, which lists the pay grade and compensation ranges for the Village's management level positions. The ranges of pay are intended to be gross compensation for service in the various position classifications. The ranges of pay do not include bonus pay. These classifications of positions and the resulting salary classification system form the basis for the Pay Plan.

## **8.04 GENERAL ADMINISTRATION**

1. **AMENDMENTS:** All amendments to the two components of the Salary Classification System (the Pay Grade System and Position Classification Plan) must be approved by the Village Board. The Village Administrator or his/her designee shall apprise the Village Board from time to time regarding the appropriateness of the Salary Classification System.
2. **IMPLEMENTATION:** The Village Administrator shall be responsible for the implementation, administration, and interpretation of the Salary Classification System defined herein. The Village Administrator is further responsible for establishing and administering the Pay Plan within the limits of the Salary Classification System defined herein.

## **CHAPTER 9 - PAY PLAN**

### **Sections:**

- 9.01 Purpose
- 9.02 Employee Performance Review
- 9.03 Base Pay
- 9.04 Bonus Pay

### **9.01 PURPOSE**

The Pay Plan is the mechanism which utilizes the Salary Classification System to evaluate and compensate employees based upon job performance. It is comprised of three components: (1) Employee Performance Review; (2) Base Pay; and (3) Bonus Pay.

### **9.02 EMPLOYEE PERFORMANCE REVIEW**

#### **1. GENERAL ADMINISTRATION**

The intent of employee performance review is to provide an opportunity for the supervisor and employee to discuss and review annual performance to determine progress made from the previous year. It shall be the responsibility of the Village Administrator to make sure that all employees receive, at minimum, an annual performance review. The Village Administrator shall have the direct responsibility to conduct annual performance reviews for all Operating Managers and supervisory personnel. It shall be the responsibility of all Operating Managers and supervisory personnel to conduct annual performance reviews for all non-supervisory personnel under their direct supervision.

- a) **OPERATING MANAGER/SUPERVISOR ANNUAL PERFORMANCE REVIEW:** All Operating Managers and supervisors shall receive an annual employee performance review which shall be the basis for adjustments in base pay and bonus pay. It shall be the responsibility of the Village Administrator to conduct all performance reviews for Operating Managers and supervisory personnel, as indicated below:<sup>1</sup>

Assistant Village Administrator  
Assistant to the Village Administrator/Deputy Clerk  
Chief of Police  
Police Commander  
Director of Public Works/Operations/Village Engineer

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<sup>1</sup> Although the Police Commander, Superintendent of Public Works, and Crew Supervisor, are supervisory positions, they may be evaluated by their Operating Managers in a format acceptable to the Village Administrator.

## Superintendent of Public Works Crew Supervisor

Prior to each fiscal year, the Village Administrator shall meet with each Operating Manager and/or supervisor and develop goals, objectives, and specific projects to be completed by the employee throughout the year. From this discussion, a memo shall be given to the Operating Manager and/or supervisor to be utilized as a guideline throughout the year. At the end of each fiscal year, the Village Administrator shall review with the Operating Manager and/or supervisor to review his/her performance based upon the employee's ability to successfully achieve the specific goals, objectives and projects outlined within the memo and any other pertinent factors as determined by the Village Administrator.

- b) NONSUPERVISORY PERSONNEL ANNUAL PERFORMANCE REVIEW: All nonsupervisory personnel shall receive an annual employee performance review which shall be the basis for adjustments in base pay and bonus pay. It shall be the responsibility of the Department Operating Managers and/or supervisors to conduct all performance reviews for nonsupervisory personnel under their direct supervision.

Prior to each fiscal year, the Operating Manager and/or supervisor shall complete a performance evaluation on all employees utilizing the performance evaluation system established by the Village Administrator (Appendix G). At the end of each fiscal year, the Operating Manager and/or supervisor shall review the individual employee's performance based upon the employee's overall performance review and the employee's ability to successfully achieve the specific goals or objectives established for the employee within the performance review system.

### **9.03 BASE PAY**

Each employee shall receive base pay in accordance with his/her respective position classification within the Salary Classification System. Only base pay is included within the pay range.

#### **1. GENERAL ADMINISTRATION**

The total aggregate base pay amount allocated towards base salaries shall be included in the budget and approved by the Village Board.

The Village Administrator or his/her designee shall be responsible for the administration and interpretation of the Pay Plan and shall set base salaries for all employees within the limits of the Salary Classification System.

- a) ORIGINAL APPOINTMENT AND PROBATIONARY PERIOD: Employees shall normally be appointed at the minimum pay range level for the corresponding position classification. However, the Village Administrator shall have authority to establish initial base pay at any salary level within the pay range authorized for the position classification.
- b) EMPLOYEE RECLASSIFICATION: An employee may be re-classified by the Village Administrator to a higher or lower position classification to properly reflect assigned duties and responsibilities.
- c) BASE PAY ADJUSTMENTS: Base pay adjustments shall be approved by the Village Administrator based upon Operating Manager recommendations. Evaluation of employee base salaries shall be completed prior to each fiscal year. The base pay of each employee may only be adjusted based upon factors such as economic conditions, employee reclassification, annual employee performance review, or other factors determined by the Village Administrator. An employee's annual base pay adjustment provided as part of the annual employee performance review shall not exceed 5%, unless specifically reviewed by the Village Board.
- d) PENSION ELIGIBILITY: All base pay is eligible for pension benefits.

## **9.04 BONUS PAY**

The intent of annual employee performance review and bonus pay is to:

- Recognize and reward employees for exemplary and outstanding performance, beyond normal performance expectations.
- Encourage employees to pursue professional development in order to strengthen both the individual and the organization.

Bonus payments are comprised of two major components: (1) General Merit Bonus; and (2) Operating Manager/Supervisor Merit Bonus.

### **1. GENERAL ADMINISTRATION**

The total aggregate amount allocated towards bonus pay shall be included in the budget and approved by the Village Board.

The Village Administrator or his/her designee shall be responsible for the administration and interpretation of all Bonus Pay within the Pay Plan. The following provisions pertain to the administration of all bonus pay:

- a) **EVALUATION REVIEW:** All eligible employees shall be reviewed a minimum of once annually during the Annual Employee Performance Review process. The review shall be performed each year on or about April 1. The April evaluation review is the only review eligible for the bonus payments.
- b) **TIME OF PAYMENT:** Bonus payments shall be paid in one lump sum during a pay period in May of the next fiscal year following the evaluation period. It shall be paid in accordance with the pay procedure outlined in each Bonus Pay section. This bonus is a one-time annual payment and does not count towards the base pay of any employee for purposes of base pay adjustments.
- c) **FORFEITURE OF BONUS:** In the event of termination, retirement, or death, the employee shall not receive any bonus pay.
- d) **PENSION ELIGIBILITY:** In accordance with pension eligibility standards, all bonus payments shall only be eligible for those employees covered under the Illinois Municipal Retirement Fund.

## 2. **GENERAL MERIT BONUS:**

All full-time employees in the Village are eligible for a general merit bonus.

- a) **IMPLEMENTATION:** The Operating Manager or his/her designee shall be responsible for implementing the performance review for the General Merit Bonus. If it is deemed by the Village Administrator that certain positions affect multiple departments, the Village Administrator or his/her designee may also be responsible for implementing the performance review.
- b) **METHOD OF REVIEW:** Each Operating Manager shall use the performance review system and methods for review as established by the Village Administrator for the General Merit Bonus. At a minimum, the review should consist of the completion of the performance review form and the creation of specific goals and objectives for the employee to achieve. The issuance of any merit bonus shall be based upon the employee's ability to successfully achieve established goals and objectives, exemplary work performance beyond expectations and other factors determined by the Village Administrator and Operating Manager.
- c) **PAYMENT PROCEDURE:** Each year, an employee is eligible for a lump-sum bonus pay of up to an amount established by the Village Board as included in the annual budget to be awarded in increments of \$500.

## 3. **OPERATING MANAGER/SUPERVISOR MERIT BONUS:**

The Operating Manager/Supervisor Merit Bonus shall apply to the supervisory personnel outlined in Section 9.02 above.

- a) **IMPLEMENTATION:** The Village Administrator or his/her designee shall be responsible for evaluating all Operating Managers and supervisors.
  - b) **METHOD OF EVALUATION:** Prior to each fiscal year, the Village Administrator shall meet with each Operating Manager and/or supervisor and develop goals, objectives, and specific projects to be completed by the employee throughout the year. From this discussion, a memo shall be given to the Operating Manager and/or supervisor to be utilized as a guideline throughout the year. At the end of each fiscal year, the Village Administrator shall review with the Operating Manager and/or supervisor to discuss his/her performance based upon the goals, objectives, projects outlined within the memo, and other factors as determined by the Village Administrator.
  - c) **PAYMENT PROCEDURE:** Each year, an employee is eligible for a lump-sum bonus pay of up to an amount established by the Village Board as included in the annual budget to be awarded in increments of \$500.
4. **ADDITIONAL DUTY PAY:**

The intent of additional duty pay is to recognize additional effort beyond the employee's normal job description. This is in keeping with Village practice of reducing Village costs through maximum use of existing personnel. The standard for awarding additional duty pay shall be that the additional duties must represent skills not normally associated with the position classification as determined by the Village Administrator.

~~Employees assigned an additional duty position by the Village Administrator shall be eligible for additional duty pay paid annually in accordance with the following list of additional duty assignments and corresponding payments:~~

<b><u>Additional Duty Assignments</u></b>	<b><u>Compensation Amount</u></b>	<b><u>Maximum # Allowed</u></b>
Office Team Leader	\$3,000	1
Fleet Maintenance Coordinator	\$2,000	1
Building Permit Coordinator	\$3,000	1
Police Administrative Support Coordinator	\$3,000	1

## **Sections:**

### **~~9.05—Overtime—Police Court Pay~~**

### **~~9.05—OVERTIME – POLICE COURT PAY~~**

~~Court pay for sworn Police personnel shall be paid at the rate of one and one half (1.5) times the regular hourly rate with a minimum of two (2) hours pay, only when the employee is not scheduled for duty. On duty court appearances are paid at the regular hourly rate of pay.~~

*THE POLICIES AND PROCEDURES FOUND HEREIN ARE GUIDELINES AND ARE NOT MEANT TO CONSTITUTE CONTRACTUAL TERMS OR CONDITIONS OF EMPLOYMENT OR TO CREATE ANY LEGAL RIGHTS. THE POLICIES AND PROCEDURES FOUND HEREIN MAY BE CHANGED OR DELETED AT ANY TIME AT THE DISCRETION OF THE EMPLOYER. IN ACCORDANCE WITH JUDICIAL DECISIONS, THE VILLAGE INTENDS THAT THESE POLICIES SHALL ESTABLISH NO PROPERTY OR TENURE RIGHTS IN THE EMPLOYEES OF THE VILLAGE. IN ADDITION, THE EXISTENCE OF ANY PROVISION CONTAINED WITHIN SHALL NOT ESTABLISH PRIORITY OR IRREVOCABLE RIGHTS IN ANY EMPLOYEE. ALL EMPLOYEES OF THE VILLAGE, EXCEPT THOSE POSSESSING AN ACTUAL WRITTEN CONTRACT APPROVED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE, SHALL REMAIN "AT WILL" EMPLOYEES*

## APPENDIX A

### EMPLOYEE ACKNOWLEDGMENT FORM

I, the undersigned, hereby acknowledge and affirm that I am an employee of the Village of Lindenhurst, Illinois, and I have received and read a copy of the Village of Lindenhurst Employee Handbook and Policy Against Discrimination and Harassment.

I further acknowledge and understand that, in the future, should I have questions about the Policy or any of its contents, I will present those questions to my supervisor or the appropriate Village employee or official as my supervisor might direct me.

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE'S NAME (please type or print)

## APPENDIX B

**CONSENT TO DRUG AND/OR ALCOHOL SCREENING OR TESTING**

I hereby voluntarily consent to submit to drug and/or alcohol screening or testing by a physician, clinic, laboratory or medical facility chosen by the Village of Lindenhurst (the "Village") at the Village's expense. I hereby consent to the physician, clinic, laboratory or medical facility taking and analyzing a sample or specimen of my breath, urine, saliva, blood and other similar substance. I also authorize the physician, clinic, laboratory, or medical facility to disclose his, her or its findings, conclusions and opinions regarding the drug and/or alcohol screening or testing to a Village official or a designated representative.

I hereby further consent to the Village contacting my physician or pharmacist to verify my reported use of legal drugs in accordance with the Village's Drug and Alcohol Abuse Policy and authorize my physician or pharmacist to provide all information requested by the Village regarding my use of such drugs, including without limitation the possible effects of such use on my performance of job functions.

I also acknowledge receiving, reading and understanding the Village's Alcohol and Drug Abuse policy. I understand that, in accordance with this policy, failure to execute this document and submit to drug and/or alcohol screening or testing, or failure to report to the Village the use of legal drugs as required by this policy, may result in disciplinary action, up to and including termination.

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

## APPENDIX C

[TABLE 1 OF PAY PLAN]

**TABLE 1**  
**VILLAGE OF LINDENHURST**  
**OPERATIONS CLASSIFICATION PAY GRADE SYSTEM**  
**FISCAL YEAR 2023/2024**

<b><u>PAY</u></b> <b><u>GRADE</u></b>	<b><u>MINIMUM</u></b>	<b><u>MIDPOINT</u></b>	<b><u>MAXIMUM</u></b>
O1	\$31,303	\$38,908	\$46,514
O2	\$32,868	\$40,854	\$48,839
O3	\$34,511	\$42,896	\$51,281
O4	\$36,237	\$45,041	\$53,846
O5	\$38,048	\$47,293	\$56,538
O6	\$39,951	\$49,658	\$59,365
O7	\$41,949	\$52,141	\$62,334
O8	\$44,046	\$54,748	\$65,450
O9	\$46,249	\$57,486	\$68,723
O10	\$48,560	\$60,359	\$72,158
O11	\$50,988	\$63,377	\$75,766
O12	\$53,538	\$66,546	\$79,555
O13	\$56,215	\$69,874	\$83,532
O14	\$59,026	\$73,367	\$87,709
O15	\$64,456	\$80,117	\$95,779
O16	\$65,076	\$80,887	\$96,699
O17	\$68,329	\$84,932	\$101,534
O18	\$71,746	\$89,178	\$106,611

## APPENDIX D


[TABLE 2 OF PAY PLAN]

**TABLE 2**  
**VILLAGE OF LINDENHURST**  
**MANAGEMENT CLASSIFICATION PAY GRADE SYSTEM**  
**FISCAL YEAR 2023/2024**

<b><u>PAY GRADE</u></b>	<b><u>MINIMUM</u></b>	<b><u>MIDPOINT</u></b>	<b><u>MAXIMUM</u></b>
<b>M1</b>	<b>\$69,944</b>	<b>\$86,938</b>	<b>\$103,933</b>
<b>M2</b>	<b>\$73,441</b>	<b>\$91,285</b>	<b>\$109,129</b>
<b>M3</b>	<b>\$77,113</b>	<b>\$95,849</b>	<b>\$114,586</b>
<b>M4</b>	<b>\$80,968</b>	<b>\$100,642</b>	<b>\$120,315</b>
<b>M5</b>	<b>\$85,017</b>	<b>\$105,674</b>	<b>\$126,331</b>
<b>M6</b>	<b>\$89,268</b>	<b>\$110,957</b>	<b>\$132,647</b>
<b>M7</b>	<b>\$97,480</b>	<b>\$121,165</b>	<b>\$144,850</b>
<b>M8</b>	<b>\$98,418</b>	<b>\$122,331</b>	<b>\$146,244</b>
<b>M9</b>	<b>\$103,339</b>	<b>\$128,448</b>	<b>\$153,556</b>
<b>M10</b>	<b>\$108,506</b>	<b>\$134,870</b>	<b>\$161,234</b>
<b>M11</b>	<b>\$113,931</b>	<b>\$141,614</b>	<b>\$169,296</b>
<b>M12</b>	<b>\$119,628</b>	<b>\$148,694</b>	<b>\$177,761</b>

**APPENDIX E**  
**[TABLE 3 OF PAY PLAN]**  
**TABLE 3**

**VILLAGE OF LINDENHURST FY 2023/2024  
OPERATIONS CLASSIFICATION PAY PLAN**

<b><u>POSITION CLASSIFICATION</u></b>	<b><u>PAY GRADE</u></b>	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>
NONE	01	\$31,303	\$46,514
Part-Time Records Clerk	02	\$32,868	\$48,839
Part-Time Customer Service Representative	03	\$34,511	\$51,281
NONE	04	\$36,237	\$53,846
Part-Time Community Service Officer 	05	\$38,048	\$56,538
NONE	06	\$39,951	\$59,365
Laborer	07	\$41,949	\$62,334
Finance Clerk	08	\$44,046	\$65,450
Customer Service Representative	08	\$44,046	\$65,450
Community Service Officer	08	\$44,046	\$65,450
Records Assistant	08	\$44,046	\$65,450
NONE	09	\$46,249	\$68,723
Maintenance Operator I	010	\$48,560	\$72,158
Administrative Assistant	010	\$48,560	\$72,158
Community & Support Service Coordinator	011	\$50,988	\$75,766
Utilities Service Representative	012	\$53,538	\$79,555
NONE	013	\$56,215	\$83,532
Maintenance Operator II	014	\$59,026	\$87,709
Executive Assistant	014	\$59,026	\$87,709
Management Analyst	014	\$59,026	\$87,709
Deputy Village Clerk	014	\$59,026	\$87,709
Maintenance Operator III	015	\$64,456	\$95,779
Administrative Services Coordinator	016	\$65,076	\$96,699
NONE	017	\$68,329	\$101,534
NONE	018	\$71,746	\$106,611

**APPENDIX F**  
**[TABLE 4 OF PAY PLAN]**

**TABLE 4**  
**VILLAGE OF LINDENHURST FY 2023/2024**  
**MANAGEMENT CLASSIFICATION PAY PLAN**

<b><u>POSITION CLASSIFICATION</u></b>	<b><u>PAY GRADE</u></b>	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>
NONE	M1	\$69,944	\$103,933
ASSISTANT TO THE VILLAGE ADMIN.	M2	\$73,441	\$109,129
NONE	M3	\$77,113	\$114,586
CREW SUPERVISOR	M4	\$80,968	\$120,315
POLICE SERGEANT	M4	\$80,968	\$120,315
NONE	M5	\$85,017	\$126,331
UTILITY SYSTEM MANAGER	M6	\$89,268	\$132,647
POLICE COMMANDER	M7	\$97,480	\$144,850
SUPERINTENDENT OF PUBLIC WORKS	M7	\$97,480	\$144,850
NONE	M8	\$98,418	\$146,244
NONE	M9	\$103,339	\$153,556
DEPUTY CHIEF OF POLICE	M10	\$108,506	\$161,234
ASSISTANT VILLAGE ADMINISTRATOR	M11	\$113,931	\$169,296
DIRECTOR OF OPERATIONS	M12	\$119,628	\$177,761
CHIEF OF POLICE	M12	\$119,628	\$177,761

## APPENDIX G

### [PERFORMANCE EVALUATION SYSTEM]

#### Section I – Introduction

The Village of Lindenhurst has implemented a performance management program, utilizing an internet-based documentation system in conjunction with on-going, consistent communication.

Providing individuals with a fair and unbiased communication of their performance on a regular basis is beneficial for both the organization and the employee. Managing performance through documentation, communication and evaluations gives the employee and supervisor the opportunity to discuss goals and expectations of each, give managers and supervisors an opportunity to give employees feedback on performance in an effort to increase employee efficiency and effectiveness in real time, and fuels employee performance throughout the year. In addition, a well-maintained performance management system is an important part of the documentation trail and forms the basis of employment decisions, including termination.

Performance Management is utilized as a multi-purpose tool to:

- Maximize employee performance through ongoing motivation, coaching and training to improve skills, abilities and job knowledge.
- Measure actual performance against expected performance.
- Provide an opportunity for the employee and the supervisor to exchange ideas and feelings about job performance, projects, and expectations.
- Identify employee training and development needs and plan for career growth.
- Identify skills and abilities for purposes of promotion.
- Provide the basis for determining compensation adjustments based on merit if applicable.
- Increase employee engagement.
- Focus on future development rather than ratings.
- Revamp goal development to focus on employees' role relevant to the organization's objectives.
- Provide legal protection against lawsuits for wrongful termination.

Regular, brief conversations are necessary in Performance Management and allow a supervisor to:

- Set expectations for the upcoming week.
- Review priorities.
- Comment on recent work.
- Provide coaching, important new information and direction for continued success.
- Involve employees in accomplishment of organization's mission and goals.

It is important that supervisors keep in mind that the evaluation process is designed to assist the employee in attaining their highest productivity levels- we aim to fuel performance. This can best be obtained through consistent on-going communication and documentation. Regular communication and documentation is not meant as the setting for discipline or intimidation. Rather, the supervisor and employee should work together to improve performance where it is needed and recognize areas where an employee has exceeded job requirements.

The annual evaluation is just one *part* of ongoing dialogue that takes place throughout the year. Employees should see their daily actions contribute to overall organizational goals. Through conversations with leaders, employees should see opportunities for skill development and future learning.

It is the responsibility of the supervisor to provide regular, ongoing feedback to all employees on performance throughout the year. Nothing in the annual performance evaluation process should come as a surprise to the employee, as supervisors should be providing constant and regular feedback, documenting this feedback in the Paylocity.

## Section II – Performance Review Process

Accomplishing the objectives of performance management involves these components:

- Regular/Weekly Coaching: consistent, meaningful discussions between manager and employees.
- Management by Objectives: Set standards and goals for future needs of employees and Village of Lindenhurst.
- Quarterly Project Status Discussions.
- Annual compensation review/wrap-up.
- HR Advisory Group/ Employee Relations Team, providing employees an alternate resource for feedback and communication.

## Section III - Documentation

Paylocity, an employee performance documentation software, will be used as an on-going documentation tool for employee performance. The online system allows supervisors to create entries on a consistent basis related to employee performance, conversations, and

goals. Each year, a minimum of one performance summary meeting will be completed for each employee. These summary meetings will take place in April of each year, and are intended to be a recap of performance utilizing the entries made throughout the year. Entries in the system are reviewed on an on-going basis by the Operating Manager or his/her designee.

Supervisors are to use a performance evaluation document for formal evaluations to clearly set and manage expectations for performance and align Village vision, mission, and values to departmental and individual goals.

Managers are encouraged to follow these guidelines:

**Discuss then Document:** At least bi-weekly, and more often as necessary, discuss performance with each employee and then document in Paylocity. Consistent, meaningful discussions become the norm for performance checks and project updates.

**Make it a Habit:** Often performance is overlooked unless you make it a habit to recognize and communicate. Consistent communication diminishes the avoidance of tough conversations. Engage conversations in the moment.

**Positive and Negative:** Be aware of and document both positive and negative performance.

**Stay Timely:** Through on-going communication, performance is consistently evaluated, avoiding missed opportunities for recognition or coaching.

**Manage by Objectives:** Set standards and goals for future needs of employees and the Village of Lindenhurst.

**Stick to the Facts:** Write in a detached, clear, and professional manner.

**Wrap-Up:** An annual evaluation becomes the wrap-up for performance that has been communicated all year.

The idea is to generate consistent communication and regular tracking. Entries can and should be often. A good guideline in determining appropriate entries is to ask yourself: "Did it turn my head?" Performance- both favorable and adverse- that makes you take notice should be documented, in addition to progress toward goals. Assess the potential in your employees and define clear criteria for upward movement, increased responsibility and future success.

Using Paylocity, create an "incident" using a matching category. For example, an employee who is consistently tardy should have that documented under *Attendance*. An employee who handles a resident complaint professionally can have the incident entered under *Performance Recognition*. Suggestions for additional documentation categories should be made to assure the Paylocity is being used in the most beneficial way.

## Section III –Goals

Employee development is critical to the future success of the Village. Supervisors have a responsibility to assist employees in achieving goals and identifying employee talent and career growth opportunities.

The supervisor should discuss goals and objectives for the employee. These goals should be agreed upon by the employee and supervisor and should be specific objectives geared towards enhancing the employee's job performance. Time frames should be set in which projects and goals will be completed. The supervisor should be clear about expectations and the employee's desire to pursue professional development opportunities should be discussed.

Goals should be consistently addressed in coaching sessions and status documentation made via Paylocity, payroll software.



## VILLAGE OF LINDENHURST EMPLOYEE EVALUATION

Review Type: *Introductory*☐

3-month

☐

6-month

Annual for 20

☐

The performance evaluation, in conjunction with *Paylocity*, is intended to:

- Serve as a catalyst for a comfortable dialogue between the employee and supervisor, so that similar discussions naturally take place throughout the year between formal evaluations;
- To be an honest and objective feedback mechanism;
- Recognize employee contributions toward organization success through their achievements and job progress;
- Help supervisors gain a better understanding of an employee's abilities;
- Stimulate employee engagement and improve job performance;
- Assess areas where an employee needs or would like to grow, in ways that will benefit the organization; and
- Reinforce the Village's Core Principles both in how the supervisor mentors and assesses their subordinates, and in the employee's approach to fulfilling their job responsibilities.

### VISION

The Village of Lindenhurst endeavors to be the friendliest and most appealing community in Lake County, Illinois; enriched by small-town values and traditions, fostering an atmosphere where citizens and businesses can thrive.

### MISSION

The Village of Lindenhurst, in partnership with our community, continuously strives to provide a safe, healthy, and vibrant environment through quality customer service, public safety, progressive leadership, and financial responsibility.

### Core Principles — V A L U E

**V**ision – Embracing innovative solutions for a better future.

**A**ccountability – Demonstrating transparency through ethical, efficient government.

**L**eadership – Inspiring and expecting the best of ourselves, each other, and our community.

**U**nity – Connecting people through collaborative engagement.

**E**xcellence – Striving to be our best through integrity, teamwork and exceptional customer service– nurturing a friendly, desirable place to live.

SUPERVISOR/EMPLOYEE MEETING SIGN-OFF

POST-EVALUATION-MEETING REVIEW  
(Route after Employee Comments are completed)

(1) Evaluator	(2) Employee	(3) Supervisor	(4) Department Head	(5) Village Administrator
_____ (Signature)	_____ (Signature)	_____ (Initials)	_____ (Initials)	_____ (Initials)
_____ (Date of Meeting)	_____ (Date of Meeting)	_____ (Date)	_____ (Date)	_____ (Date)

## CURRENT GOALS

Did your job description change significantly within the evaluation period? ☐ YES

☐ NO

If yes, describe those changes:

Job Changes Text Here

### DEPARTMENTAL GOALS:

Goal #1 Text Here

Goal #2 Text Here

Goal #3 Text Here

Goal #4 Text Here

Goal #5 Text Here

### INDIVIDUAL GOALS:

Goal #1 Text Here

Goal #2 Text Here

Goal #3 Text Here

Goal #4 Text Here

General comments regarding employee's job performance based on skills and abilities, accomplishments, assessment of behavioral competencies, and achievement toward meeting expectations as outlined in the individual's job description.

General Comments Text Here

☐ Did Not Meet Expectations

☐ Met Expectations

☐ Exceeded

Expectations

## V-A-L-U-E PRINCIPLES

Describe how the employee's everyday actions, interactions, and conversations have demonstrated (or not) the Village's Core VALUE Principles (Vision, Accountability, Leadership, Unity and Excellence).

Demonstrated Core VALUE Principles Text Here

## EXPECTATIONS AND GOALS (for Upcoming Review Period)

### INDIVIDUAL GOALS:

Goal #1 Text Here

Goal #2 Text Here

Goal #3 Text Here

Goal #4 Text Here

## PROFESSIONAL DEVELOPMENT

Describe specific activities the employee will do in the next evaluation period for their professional development; including on-the-job training, offsite training, on-line training, projects, etc.

Training Text Here

## EMPLOYEE COMMENTS

*Employee comments need to be returned to supervisor within 7 business days. If employee has no comments, they shall write "No comments" below. Employee may also type comments on a separate sheet, and attach it to this evaluation.*

## JOB EVALUATION INSTRUMENT

### FACTOR 1: PREPARATION AND TRAINING

Preparation and Training measures the minimum level of knowledge required by the job. Here, the concern is with knowledge that is normally (but not necessarily) acquired through formal schooling, as distinguished from work experience. Knowledge includes theoretical/academic knowledge, technical knowledge, computer hardware and/or software knowledge, and practical, "hands-on" knowledge learned through specialized training or apprentice programs.

Degree	Definition	Point Value
1	Work requires a level of knowledge of reading, writing, and arithmetic below that normally attained in high school graduation.	1 0
2	Work requires a high school level of knowledge of several subjects in order to prepare reports, perform calculations, keep records, and/or deal effectively with other people.	3 0
3	Work requires, in addition to the skills normally acquired through a general high school education, specialized or technical training which may be obtained in high school commercial, technical, computer, or shop courses or by a very brief (six months or less) period of intensive preparation outside of school.	4 0
4	Work requires, in addition to the skills normally acquired through a general high school education, specialized or technical training which may be obtained in high school commercial, technical, computer, or shop courses or by a relatively brief period (more than six months but less than one year) of intensive preparation outside of school, including certification and/or licensure training programs.	5 0
5	Work requires elementary technical training such as that which would be acquired in the first year of college, technical school, apprentice program, certification and/or licensure training programs, or business school.	6 0
6	Work requires extensive technical or specialized training such as that which would be acquired in the first two or three years of college, technical school, apprentice program, certification and/or licensure training programs, or business school.	7 0
7	Work requires a professional level of knowledge in a specialized field, which is equivalent to that which would be acquired by completing a regular four-year college program.	9 0
8	Work requires a professional level of knowledge in a specialized field, which is equivalent to that which is acquired through the completion of graduate work equal to a master's degree.	1 1 0

## JOB EVALUATION INSTRUMENT

### FACTOR 2: EXPERIENCE REQUIRED

The degree of this factor is determined by the amount of time that an average, regular, supervisory, or professional employee would require to be able to assume full responsibility for the work and perform it effectively. This experience will almost always be a combination of (a) experience on the job being evaluated and (b) experience on related jobs. Such experience may normally be acquired with the municipality or elsewhere. Under this factor, do not consider the preparation and training required to provide the individual with the knowledge necessary to qualify for the job (that is considered under Factor 1) but rather the practical, on-the-job experience necessary to assume the basic responsibilities of the position.

Degree	Definition	Point Value
1	Up to one year experience is required.	5 0
2	Between one year and up to three years' experience is required.	7 5
3	Between three and up to six years' experience is required.	1 0 0
4	Between six and up to ten years' experience is required.	1 2 5
5	At least ten years' experience is required.	1 5 0

# JOB EVALUATION INSTRUMENT

## FACTOR 3: DECISION MAKING, INDEPENDENT JUDGMENT

Decision making and independent judgment are exercised to some extent in all jobs. Such jobs differ, however, both in terms of (a) the level of discretion or judgment the individual exercises in making decisions and (b) the potential impact of such decisions or judgments on the overall success of the organization. This factor is intended to take both of these dimensions into consideration.

Level of Discretion	Potential Impact of Erroneous Decisions or Judgment			
	<b>Minor:</b> Some inconvenience and delays but little cost in terms of time, money, or public/employee good will.	<b>Moderate:</b> Significant costs in time, money, or public/employee good will would be incurred. Delays in important projects/schedules likely.	<b>Serious:</b> Important goals would not be achieved and the financial, employee or public relations posture of the City would be seriously affected.	<b>Very Serious:</b> Critical goals and objectives would be adversely and very seriously affected.
<u>Little discretion or independent judgment exercised.</u> Decisions virtually always determined by specific instructions from supervisor or existing policies and procedures.	5	15	35	60
<u>Some discretion or judgment exercised.</u> Revision normally available.	15	25	45	70
<u>Often requires independent action.</u> Decisions in the absence of specific policies and/or guidance from superiors. Some direct instruction received from superiors.	25	35	55	80
<u>Level of discretion.</u> Decisions frequently restricted by broad organization-wide policies. Little direct guidance from superiors.	35	45	65	90
<u>High level of discretion.</u> Decisions nearly always restricted by only the most restrictive policy. Normally made by high level or top official.	45	55	75	100

## JOB EVALUATION INSTRUMENT

### FACTOR 4: RESPONSIBILITY FOR POLICY DEVELOPMENT AND EXECUTION

The degree of this factor is determined by the extent to which the job requires the employee to participate in the development of policies at both the intradepartmental and interdepartmental levels.

Degree	Definition	Point Value
1	Jobs which involve only the execution of policies developed by higher management.	1 5
2	Jobs which involve some participation in the development of policies/procedures for a small unit within a larger organizational component.	3 0
3	Jobs which involve the development of policies/procedures for a small unit within a larger organizational component as well as the interpretation and execution of broader policies.	4 5
4	Jobs which include the primary responsibility for the development of policies/procedures for a large unit within a larger organizational component, recommendations for changes in policies/procedures that affect the entire department, or recommendations for changes in policies/procedures that affect all departments of municipal government.	6 0
5	Jobs that involve the primary responsibility for the development of department policies/procedures or regularly involve participation in the development of organization-wide policies.	7 5
6	Jobs that involve the primary responsibility for the development of department policies/procedures and regularly involve participation in the development of organization-wide policies.	9 0
7	Jobs which have primary responsibility for the development of organization-wide policies.	1 0 5

## JOB EVALUATION INSTRUMENT

### FACTOR 5: PLANNING

All jobs require their incumbents to plan either their own work or to plan for the optimal utilization of resources (manpower, equipment, supplies, etc.) in the attainment of work group, departmental, and organization-wide objectives. The degree of this factor, then, is determined by the level of planning and analysis required by the job being evaluated.

Degree	Definition	Point Value
1	A minimum level of planning and analysis is required. Planning of routine operations for their own work.	2 0
2	Planning is required to ensure that unit activities are performed according to established procedures or standards.	4 0
3	An above-average ability to analyze data and develop sound plans is definitely required. For example, (a) the development of performance plans for a large organizational component or (b) the development of plans where a number of difficult technical and/or administrative problems must be dealt with.	6 5
4	A high level of analytical ability is required to develop performance plans in complex situations. For example, (a) the integration of the plans of a number of diverse organizational components, or (b) the development of plans which entail the findings of solutions to several difficult technical and/or administrative problems.	9 5
5	An extremely high level of planning and analysis is required. Planning at this level (a) is often long-range (five years or more) and (b) virtually always requires finding solutions to difficult technical and/or administrative problems.	13 0

## JOB EVALUATION INSTRUMENT

### FACTOR 6: CONTACT WITH OTHERS

Consider the extent to which the work requires meeting, dealing with, and influencing other persons as well as making commitments on behalf the municipality. Such contacts may be made in person or otherwise and may be with other municipal employees as well as outsiders, such as contractors, suppliers, professional associations, other governmental agencies, and members of the general public.

Degree	Definition	Point Value
1	Little or no contacts except superior, subordinates, and other professional and/or technical and office personnel at the same organizational level.	1 5
2	Frequent internal contacts and regular contacts with outsiders, but generally on routine matters such as furnishing or obtaining information.	3 0
3	Frequent internal contacts and regular contacts with outsiders generally on routine matters, but includes contacts with irate or disturbed outsiders. Requires some public relations skill, such as the ability to handle complaints.	4 5
4	Frequent internal and external contacts which require considerable public relations skill in handling. Contacts involve non-routine problems and require in-depth discussion and/or persuasion in order to gain concurrence or to resolve case problems and gain cooperation.	6 0
5	Frequent internal and external contacts (a) which require skill in dealing with and influencing others and (b) which could have a significant impact on the municipality.	7 5
6	Frequent internal and external contacts in which the employee may act as a principal spokesperson for the municipality and/or be authorized to make commitments on behalf of the municipality in important matters.	9 0
7	Frequent internal and external contacts where the employee may represent the municipality and/or be authorized to make commitments in matters of critical interest to the municipality.	1 0 5

## JOB EVALUATION PLAN

### FACTOR 7: WORK OF OTHERS

This factor measures the responsibility placed on a person to plan work for, check the work of, and/or instruct or direct other employees.

Degree	Size of Group	Point Value
1	No responsibility for the work of others.	0
2	Responsible for the lead or direction of at least one employee.	1 0
3	Responsible for the supervision of an operation with between 1 and 6 full-time employees, or an operation with a group of full-time and part-time employees which together equals between 1 and 6 FTE.	3 0
4	Responsible for an operation with between 7 and 17 full-time employees, or an operation with a group of full-time and part-time employees which together equals between 7 and 17 FTE.	5 0
5	Responsible for an operation with between 18 and 50 full-time employees, or an operation with a group of full-time and part-time employees which together equals between 18 and 50 FTE.	7 0
6	Responsible for an operation with at least 51 full-time employees, or an operation with a group of full-time and part-time employees which together equals at least 51 FTE.	9 0

## JOB EVALUATION INSTRUMENT

### FACTOR 8: ADVERSE WORKING CONDITIONS

Consider those physical conditions surrounding the job that are beyond the employee's control, but which may be physically demanding, unpleasant, strenuous, and/or hazardous and, thus, affect the employee's physical well-being.

Degree	Definition	Point Value
1	Good working conditions, almost complete absence of physically demanding, unpleasant, strenuous, and/or hazardous elements.	1 5
2	Job involves occasional exposure to physically demanding, unpleasant, strenuous, and/or hazardous elements.	3 0
3	Frequent exposure to physically demanding, unpleasant, strenuous, and/or hazardous elements.	4 5
4	Continuous exposure to particularly physically demanding, unpleasant, strenuous, and/or hazardous elements.	6 0



## **Village of Lindenhurst – Job Description Building Permit Coordinator**

### **Position Summary**

This position is responsible for coordinating Village building department functions. This position independently processes building permits, schedules inspections, and coordinates building department functions with the Lake County Building Inspector. The Building Permit Coordinator is also responsible for general customer service and clerical duties within the office. Tasks include greeting customers at the front desk and by phone, addressing their needs, and directing them to the appropriate resource. Work is performed under the general supervision of the Assistant to the Village Administrator. Work is largely autonomous.

### **Job Content**

The following major duties and related tasks have been identified as being essential to the proper and effective performance of the job. The Building Permit Coordinator should expect to perform all of the following duties.

- **Coordinates the Village Building Permit Application and Review Process**

#### **Essential Tasks**

1. Serves as the primary contact for the Village Building Department by providing high-quality and timely service to residents about building department procedures.
2. Explains the permit process to prospective and current applicants, including the applicable regulations, permit approval process, and the timelines to expect.

3. Reviews permit applications to ensure applications are complete and include all required supplemental materials (plans, permit bond, licenses, etc.)
4. Reviews and issues basic over-the-counter permit applications (examples include but are not limited to fences, roofs, and HVAC).
5. Maintains up-to-date permit information in building department software.
6. Coordinates scheduling inspection process with Lake County.
7. Coordinates with the Lake County Building Inspector to communicate any plan review comments to applicants. Requests re-submittal if needed.
8. Prepares monthly building department reports that summarize building department activity.
9. Tracks expiration dates on permits. Prepares and mails letters of expiration notice to applicants.
10. Assists in the management of permit and inspection records, including hard files, electronic files, and archived records for both open and closed permits.
11. Coordinates upkeep and maintenance of vacant lots in the Village through correspondence with the property owners and the landscaping company.
12. Maintains the Village's Home Owners Association (HOA) list for Village staff and residents.
13. Mails False Alarm Letters.

- **Performs Customer Service Duties**

- Essential Tasks**

1. Greets customers at Village reception area, including primary telephone reception, involving considerable public contact and facilitates their specific need or request either directly or through referral to the appropriate individual or department.
2. Maintains general knowledge of Village ordinances commonly referred to by the public, including policies on lakes, streets, garbage, animals, and new resident requirements.
3. Registers voters, and serves as notary public.
4. Process customer requests into the customer request management database; enter requests into the database system, communicate with customers concerning their requests, and ensure assigned requests are completed.
5. Coordinates residential refuse and recycling issues.

6. Processes a variety of payments, such as stamp sales, yard waste stickers, and utility bill transactions.
7. Serves as Freedom of Information Act Officer.

- **Performs Essential Office Tasks as directed by the Village Administrator.**

**Essential Tasks**

1. Opens and distributes daily mail for internal routing.
2. Orders the Village's supply of stamps.
3. Operates various office equipment, including computer data processing, copy machine, and cash register.
4. Assists office staff with mailings and other related projects.

## **Work Requirements**

This position requires an individual to read, write, hear, and speak the English language sufficiently to effectively meet performance expectations. The position requires an individual to walk, sit, stand, operate the equipment required for the position and perform the essential functions listed in this job description. The individual in this position must possess the minimum skills, knowledge and abilities required for the position.

Graduation from high school, supplemented by courses in accounting and commercial subjects and/or similar job experience is required, one to three years of experience in bookkeeping, word processing, and/or general office work or any equivalent combination of training and experience that provides the following minimum knowledge, skills and abilities:

- Possess strong typing/word processing skills as well as experience with computer applications e.g., Word, Windows, Excel.
- Knowledge of modern office equipment including, but not limited to computers, calculators, copiers, typewriters, and related office equipment.
- Possess good verbal and written communication skills.
- Ability to use computers and other office equipment.



## **Village of Lindenhurst – Job Description Finance Assistant**

### **Position Summary**

This position helps maintain the financial health of the Village by managing accounting duties and utility billing processes. This multifaceted role requires a detail-oriented individual capable of working independently while collaborating seamlessly with fellow Village employees and the Treasurer. A primary responsibility of this role is to ensure accurate and timely financial records, thereby contributing to the Village's overall fiscal transparency and integrity. This role requires the ability to work independently and manage multiple tasks simultaneously. Providing exceptional customer service to Village residents is a significant aspect of this role. Addressing inquiries, clarifying billing concerns, and assisting with financial matters require a professional and courteous demeanor. Work is performed under the general supervision of the Assistant to the Village Administrator and is largely autonomous.

### **Job Content**

The following major duties and related tasks have been identified as being essential to the proper and effective performance of the job. The Finance Assistant should expect to perform all the following duties. Other duties may be assigned from time to time as determined by the Assistant to the Village Administrator or Village Administrator.

- **Perform Various Accounting Duties**

#### **Essential Tasks**

1. Perform accounting duties for all Village funds through proper maintenance of the following computer systems: cash receipt journals, disbursement journals, general journals, and general ledger.
2. Provide ongoing financial oversight on monthly revenues and expenditures by preparing and monitoring monthly financial statements and bill reports

reviewing the status of budget, and line-item detail, and making corrections as needed.

3. Prepares monthly financial reports for the Village Administrator, Village Board, and Department Managers relating to accounting activity and budgetary performance. Also performs reconciliation activity and accounting entries as required for the Village Treasurer and other duties as assigned.
4. Assist with the preparation of the annual audit, serving as the main Village point of contact with the auditing firm.
5. Coordinate and manage the work of all outside accounting personnel to ensure work is complete and in accordance with Village internal controls.

- **Administers Utility Billing and Collection Procedures**

- **Essential Tasks**

1. Produce and maintain systems as required to produce sewer, water, refuse, and recycling utility billing to all Village customers, including data entry, maintenance, scheduling, production, verifications, and mailings.
2. Adhere to all scheduling requirements for billings, late notices and disconnections as appropriate, enforcing ordinance guidelines as relates to those procedures.
3. Communicate with residents regarding all billing and new account inquiries. Provides explanations of services, Village policy, etc. May negotiate payment terms and late fees with residents as appropriate to both ensure service and protect provider's interest.
4. Coordinates and schedules various maintenance tasks for residents in relation to the water distribution system.
5. Performs annual certification of backflow prevention devices for all underground watering systems.
6. Develop and file liens with Lake County for accounts chronically delinquent in the payment of utility bills.

- **Provide Clerical and Customer Service Assistance**

- **Essential Tasks**

1. Assist as back up to front counter reception as required, including voter registration, notary public services, stamps, and yard waste stickers.
2. Monitors and prepares developer and building escrow reports for Village Administrator.
3. Processes customer requests into the customer request management database; enters requests into the database system, communicates with

customers concerning their requests, and ensures assigned requests are completed.

## **Work Requirements**

This position requires an individual to read, write, hear, and speak the English language sufficiently to effectively meet performance expectations. The position requires an individual to walk, sit, stand, operate the equipment required for the position and perform the essential functions listed in this job description. The individual in this position must possess the minimum skills, knowledge and abilities required for the position.

Graduation from high school, supplemented by courses in accounting and commercial subjects and/or similar job experience is required, one to three years of experience in bookkeeping, word processing, and/or general office work or any equivalent combination of training and experience that provides the following minimum knowledge, skills and abilities:

- Possess strong typing/word processing skills as well as experience with computer applications e.g., Word, Windows, WordPerfect, Excel.
- Knowledge of modern office equipment including, but not limited to computers, calculators, copiers, and related office equipment.
- Possess good verbal and written communication skills.
- Ability to use computers and other office equipment.



## **Village of Lindenhurst – Job Description Administrative Services Assistant**

### **Position Summary**

Under the direction of the Village Administrator, but using independent judgment, this position is responsible for performing a variety of human resources, financial, and clerical functions. The Village's Administrative Services Assistant is a pivotal role responsible for supporting the smooth operation of the village's administrative functions. This position involves providing assistance across human resources, financial activities, and clerical/customer service areas. By maintaining accurate records, facilitating communication, and ensuring compliance, the Administrative Services Assistant contributes to the efficient functioning of the Village's administrative processes. This role requires strong organizational skills, attention to detail, and effective communication abilities to collaborate with various departments and stakeholders. Work is performed under the general supervision of the Assistant to the Village Administrator.

### **Job Content**

The following major duties and related tasks have been identified as being essential to the proper and effective performance of the job. The Administrative Services Assistant should expect to perform all of the following duties. While the following major duties have been identified, other duties may be assigned from time to time as determined by the Village Administrator.

- **Assists in the Administration of Human Resources Functions**

#### **Essential Tasks**

1. Performs payroll processing for all Village employees and ensures all payroll processes are in compliance with State, Federal, IMRF, and Union payroll deduction requirements.
2. Monitors compliance and manage process and reporting activities related to the First Reports of Injury and the CDL Drug & Alcohol Testing Program.
3. Coordinates the administration of the Village's employee benefit plans; schedules and coordinates annual open enrollment.
4. Maintains personnel-related records to ensure compliance with State laws.
5. Supports the recruitment and hiring process by organizing the interview process, scheduling appointments, completing background and reference checks, maintaining records and information, and following up with applicants through various stages of the hiring process.
6. Responds to inquiries from employees and retirees regarding Human Resources functions.
7. Maintains insurance verification for applicable service providers as required by IMLRMA (Illinois Municipal League Risk Management Association).

- **Provides Assistance on Financial Activities.**

- **Essential Tasks**

1. Prepares monthly reports to Village Administrator, Village Board, and Department Managers relating to invoices presented for payment, prepares and mails checks, and performs other related duties.
2. Performs accounting duties for all Village funds through proper maintenance of the following computer systems: cash receipt journals, disbursement journals, general journals, and general ledger.
3. Reviews, routes, and tracks all incoming invoices for goods and services received by the Village for accuracy, timely system input, and subsequent issuance of payment.

- **Provides Clerical and Customer Service Assistance**

- **Essential Tasks**

1. Maintains the Village's record management system, including the operation and maintenance of the Village's electronic records management system. Recommends and implements document destruction in accordance with state law. Ensures that information of a sensitive or confidential nature is properly secured.
2. Conducts annual business license renewals that include: maintenance, mailing and follow-up, processing, and issuing licenses (liquor and business). Updating

and maintenance throughout the year as businesses move in, move out, or make changes to their licenses.

3. Serves as backup website editor to assist in posting meeting minutes, agendas, news and notices, events, and updating information as directed by the Village Administrator.
4. Assists as back up to front counter reception, as needed, including voter registration, notary public services, stamps, and yard waste stickers.
5. Answers incoming phone calls, takes messages and directs calls to appropriate personnel.
6. Processes customer requests into the customer request management database; enters requests into database system, communicates with customers concerning their requests, and ensures assigned requests are completed.

## **Work Content**

The work is primarily inside, office work, but outside work may be required from time to time. The inside work is primarily administrative, office work where little or no physical discomforts associated with changes in weather such as rain, cold, snow, heat or discomforts associated with noise, dust, dirt, and the like. But the individual may be called outside at any time when performing the job duties of the position. Work frequently produces mental/visual fatigue associated with various duties and responsibilities. Work sometimes generates significant levels of stress and requires work under pressure. Equipment used in this position includes the use of a computer and other standard office equipment.

## **Work Requirements**

This position requires an individual to read, write, hear, and speak the English language sufficiently to effectively meet performance expectations. The position requires an individual to walk, sit, stand, operate the equipment required for the position, and perform the essential functions listed in this job description. The individual in this position must possess the minimum skills, knowledge, and abilities required for the position.

Graduation from high school, supplemented by courses in accounting and commercial subjects and/or similar job experience, is required, one to three years of experience in bookkeeping, and/or general office work or any equivalent combination of training and experience that provides the following minimum knowledge, skills and abilities:

- Possess strong typing/word processing skills as well as experience with computer applications e.g., Word, Windows, Excel.
- Knowledge of modern office equipment including, but not limited to, computers, calculators, copiers, and related office equipment.
- Possess good verbal and written communication skills.
- Ability to use computers and other office equipment.



## **Village of Lindenhurst - Job Description Customer Service Representative**

### **Position Summary**

Perform various customer service and clerical functions.

This position performs customer service duties and related clerical tasks required within the capacity of greeting all customers at the front desk and by phone, addressing their needs or directing them to the appropriate resource. Duties involve cash register transactions including postal activity, considerable public contact where non-technical information is provided and computer system data base maintenance is performed. In addition, work includes processing building permits, coordinating building department inspections and performing other building department activities, including interfacing with customers and contractors. Work is performed under general supervision of the Deputy Village Clerk. Work is largely autonomous.

### **Job Content**

- **Performs customer service activities as a primary job duty.**

#### **Essential Tasks**

1. Greet customers at Village reception area, including primary telephone reception, involving considerable public contact and facilitates their specific need or request either directly or through referral to the appropriate individual or department.
2. Maintain general knowledge of Village ordinances commonly referred to by the public, including policies on lakes, streets, garbage, animals and new resident requirements.
3. Registers voters, and serves as notary public.
4. Process customer requests into customer request management database; enter requests into database system, communicate with customers concerning their requests, and ensure assigned requests are completed.
5. Mail "new resident" letters to all new residents.

- **Provide building department clerical assistance.**

#### **Essential Tasks**

1. Primary assistant to the building department for the preparation of building permits detailed by the Building Inspector and interfacing with customers as to readiness.
  2. Schedule building department inspection requests.
  3. Through the Building Coordinator, coordinate the issuance of permits.
- **Perform essential office tasks as directed by the Village Administrator.**

#### **Essential Tasks**

1. Opens and distributes daily mail for internal routing.
2. Acts as cashier, receiving money, making change and keeping records of receipts; provides postal services including stamp sales, registered and certified mail, disburses mail into lock boxes and processes all regular domestic mail services according to USPS guidelines.
3. Operates various office equipment including computer data processing, copy machine, cash register, postal scales and meter.
4. Assists office staff with mailings and other related projects.

### **Work Requirements**

This position requires an individual to read, write, hear, and speak the English language sufficiently to effectively meet performance expectations. The position requires an individual to walk, sit, stand, operate the equipment required for the position and perform the essential functions listed in this job description. The individual in this position must possess the minimum skills, knowledge and abilities required for the position.

Graduation from high school, supplemented by courses in accounting and commercial subjects and/or similar job experience is required, one to three years of experience in bookkeeping, word processing, and/or general office work or any equivalent combination of training and experience that provides the following minimum knowledge, skills and abilities:

- Possess strong typing/word processing skills as well as experience with computer applications e.g., Word, Windows, WordPerfect, Excel.
- Knowledge of modern office equipment including, but not limited to computers, calculators, copiers, typewriters, and related office equipment.
- Possess good verbal and written communication skills.
- Ability to use computers and other office equipment.

### **Building Permit Coordinator Additional Duties**

- Coordinate building permit application and review process
  - If needed, transmit copy of application and materials to County for review.
  - Ensure County review is completed timely.
  - Coordinate and communicate any plan review comments to applicant. Request re-submittal as needed.
  - Calculate permit fees – seek clarification and assistance as needed.
  - Issue permit.
  - Coordinate inspection process.
- Maintain and update permit software system/permit database
- Maintain and generate monthly permit fee/County review and inspection fee calculation
- Maintain and generate monthly permit and CO reports
- Respond to resident/applicant questions related to fees, process and code provisions. Seek help from County/Administrator as needed.
- Respond to questions on signs
  - Permit process
  - Code interpretation – seek help as needed
  - Temporary signs
- Prepare transmittals, reports, copies, etc. as requested
- New Developments – Coordinate inspection of public improvements through Public Works or engineering consultants as needed
  - Water mains & Sewer – Chaz Hernandez
  - Stormwater management – Kurt Bauman, Baxter & Woodman
  - Provide New Construction Document Submittal checklist to applicants
- Maintain contractor database and monitor bond status
- Provide monthly permit activity and CO copies to Assessor, Management Analyst



## **Village of Lindenhurst - Job Description Utility Service Representative**

### **Position Summary**

This position is responsible for maintaining systems that produce the sewer, water, refuse and recycling service billings to all customers. This position independently performs maintenance of the system including strict scheduling requirements for billings, notices, and disconnection, which includes accurate and timely system administration of residential data. Requires a great deal of public interface, communications, and negotiations, including collection activity and delinquency payment scheduling and follow up. Work includes other clerical work, including identifying and developing new work procedures as directed by the Village Administrator. Work is performed under the general supervision of the Deputy Village Clerk and is largely autonomous.

### **Job Content**

- **Administers billing and collection procedures**

#### **Essential Tasks**

1. Produce and maintain systems as required to produce sewer, water, refuse and recycling utility billing to all Village customers including data entry, maintenance, scheduling, production, verifications and mailings.
2. Adhere to all scheduling requirements for billings, late notices and disconnections as appropriate enforcing ordinance guidelines as relates to those procedures.
3. Communicate with residents regarding all billing and new account inquiries. Provides explanations of services, Village policy, etc. May negotiate payment terms and late fees with residents as appropriate to both ensure service and protect provider's interest.

- **Performs payroll processing for all Village employees**

#### **Essential Tasks**

1. Review employee timecards to ensure accuracy.
  2. Input data into electronic database for processing.
  3. Ensure compliance with all State, Federal, IMRF and union payroll deduction regulations.
- **Coordinates completion of systems maintenance with residents**

#### **Essential Tasks**

1. Performs scheduling of various maintenance tasks for residents and communicates same with maintenance staff.
  2. Performs annual certification of backflow prevention devices for all underground watering systems.
  3. Coordinates other activities as directed by the Superintendent of Public Works.
- **Provide clerical and customer service assistance**

#### **Essential Tasks**

1. Performs specialized clerical work requiring a detailed knowledge of Village operations; independently gathers facts and prepares reports requiring research and personal inquiries.
  2. Performs front counter duties as required including voter's registration and performs notary public duties.
- **At times, performs computer systems administration, payroll administration and other technical matters.**

### **Work Content**

The work is primarily inside, office work, but outside work may be required from time to time. The inside work is primarily administrative, office work where little or no physical discomforts associated with changes in weather such as rain, cold, snow, heat or discomforts associated with noise, dust, dirt and the like. But the individual may be called outside at any time when performing the job duties of the position. Work frequently produces mental/visual fatigue associated with various duties and responsibilities. Work sometimes generates significant levels of stress and requires work under pressure. Equipment used in this position includes the use of a computer and other standard office equipment.

## **Work Requirements**

This position requires an individual to read, write, hear, and speak the English language sufficiently to effectively meet performance expectations. The position requires an individual to walk, sit, stand, operate the equipment required for the position and perform the essential functions listed in this job description. The individual in this position must possess the minimum skills, knowledge and abilities required for the position.

Graduation from high school, supplemented by courses in accounting and commercial subjects and/or similar job experience is required, at least three years of experience in bookkeeping, word processing, and/or general office work or any equivalent combination of training and experience that provides the following minimum knowledge, skills and abilities:

- Considerable knowledge of bookkeeping principles and/or strong statistical aptitude.
- Knowledge/experience in operation and care of modern computer equipment and software applications.
- Ability to plan and organize work as to maintain specific and detailed schedules.
- Ability to make work decisions according to rules, regulations and departmental policies and procedures.
- Ability to establish and maintain effective working relationships with peers, management and the public through strong verbal and written communication skills.
- Skill in the operation and care of office equipment.