

ORDINANCE NO. 2017-46

**AN ORDINANCE APPROVING AND ADOPTING
AN UPDATED PERSONNEL MANUAL**

WHEREAS, the Village of Maywood is a home-rule Illinois municipal corporation and is a unit of local government as provided by Article VII, Section 1 of the Illinois Constitution of 1970; and

WHEREAS, the Village of Maywood has previously adopted and maintained in effect a personnel manual entitled the "Village of Maywood Personnel Manual" (the "Manual"); and

WHEREAS, Section 35.01 (Statement of Equal Employment Opportunity and Adoption of Personnel Policy Manual) of Title III (Personnel Matters) of the Village of Maywood Code of Ordinances provides, in pertinent part, that "A Personnel Policy Manual shall be adopted by the President and Board of Trustees of the Village, and shall be amended from time to time by the Village Board"; and

WHEREAS, the President and Board of Trustees of the Village of Maywood (the "Village") have determined that certain revisions to the Manual are necessary in order to bring the Manual into compliance with applicable State and federal laws, Village practice and applicable collective bargaining agreements; and

WHEREAS, the recommended modifications to the Manual are attached hereto as Exhibit "A", and such recommended modifications, once approved by the Village, will update the Village's current Manual to conform to the new State law mandated requirements, including but not limited to Public Act 100-0554; and

WHEREAS, the President and Board of Trustees of the Village of Maywood find that it is in the best interests of the Village, its officials, employees, residents, property owners and the public to make certain revisions to the Village's current Manual, as set forth in attached Exhibit "A", in order to bring the Policy into compliance with new State law mandated requirements.

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MAYWOOD, COOK COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: Each of the Whereas clauses above are incorporated by reference into this Section 1 and made a part hereof as material and operative provisions of this Ordinance.

SECTION 2: The President and Board of Trustees of the Village of Maywood approve and adopt the recommended modifications to the Village's current Manual as set forth in the version attached to this Ordinance as Exhibit "A" and incorporate by reference said updated Manual as if it were fully set forth therein.

SECTION 3: The President and Board of Trustees of the Village of Maywood direct the Village Manager, or his/her designee, to provide written notice to all Village employees of the attached, updated Manual (Exhibit "A") and to issue copies of the updated Manual to each Village employee.

SECTION 4: The attached, updated Manual (**Exhibit "A"**) supersedes all prior personnel and/or employee manuals, including without limitation the last version of the Manual approved by the President and Board of Trustees.

SECTION 5: The attached, updated Manual (**Exhibit "A"**) shall remain in full force and effect in the Village of Maywood until such time as it is further revised or amended by the President and Board of Trustees.

SECTION 6: This Ordinance shall be in full force and effect from and after its adoption, approval and publication in pamphlet form as provided by law.

ADOPTED this 19th day of December, 2017, pursuant to a roll call vote as follows:

AYES: Mayor Perkins, Trustee(s) H. Yarbrough, I. Brandon, K. Wellington, M. Lightford and R. Rivers

NAYS: None

ABSENT: A. Sanchez

APPROVED by me, and attested by the Village Clerk, on this 20th day of December, 2017.

Village President

ATTEST:

Village Clerk

Published by me in pamphlet form this 20th day of December, 2017.

Village Clerk

EXHIBIT "A"

**Village of Maywood
Personnel Manual**

(attached)



VILLAGE OF MAYWOOD

PERSONNEL MANUAL

**Village Board Approval Dates: January 16, 2018; December 19, 2017;
and June 3, 2008.**

EMPLOYEE ACKNOWLEDGMENT FORM

I acknowledge having received a copy of the Village of Maywood Personnel Manual, last approved by the Maywood Village Board on January 16, 2018. I understand and agree that this Manual is not an express or implied contract of employment and does not create any rights in the nature of an employment contract. I understand and agree that, unless I am the subject of an employment contract or a collective bargaining agreement, I am an employee at will who can be terminated at any time, with or without cause and with or without notice.

I agree to read and become familiar with the contents of this Personnel Manual, to keep my Personnel Manual for future reference and to observe present and future Village personnel policies, standards and rules outlined in this Manual. I understand that my employment relationship is subject to the terms of this Manual and the direction of my supervisor(s). Furthermore, I understand that this Manual will be reviewed periodically by the Village and that the Village reserves the right to alter, amend, modify or terminate any benefits, or provisions contained in this Manual at any time it chooses with or without notice to me. I also understand and acknowledge that this Manual incorporates the terms and conditions of my employment and supersedes any and all past Manuals, handbooks, policies, procedures, understandings and standards, written and verbal, express or implied, except where an employment contract or collective bargaining agreement is applicable.

I further understand and acknowledge that no one except the Village Manager can alter or change, verbally or otherwise, any of the provisions contained in this Manual and that any changes in this Manual can only be made by the Village Manager in writing.

Employee Signature

Date

Employee Printed Name

WELCOME and congratulations on becoming a member of the work force of the Village of Maywood.

The Village has always taken pride in the abilities, dedication and accomplishments of its employees. Now, as a member of this group, you will be called upon to make a significant contribution to the continuing progress and growth of our community.

As a Village employee, your most important responsibility is to the residents of our community. Our residents are proud of their homes, schools, parks and commercial areas and have a right to expect the best possible service that we can provide. As their employee, you should always treat the citizens of our community with courtesy and consideration.

Always remember, when dealing with our residents and businesses, that you are likely to be their only contact with the Village government and, therefore, the most important. Your attitude, in their view, reflects the attitude of the entire Village. They count on you, and so do we.

Thank you for becoming a part of our working team.

WILLIE NORFLEET, JR.
Village Manager

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STATEMENT OF PURPOSE AND INTENT

The Personnel Manual is a set of guidelines for the implementation of personnel policies and procedures for Village of Maywood employees.

None of the policies or benefits in this Personnel Manual are intended to confer any rights or privileges upon the employee, or to entitle the employee to be or remain employed by the Village of Maywood. All employees of the Village, unless otherwise provided in a written employment contract or collective bargaining agreement, 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. This Personnel Manual provides information for employees at the Village of Maywood and does not constitute an express or implied contract of employment. No promise of employment or employment-related benefits for any specific period of time is offered, established, or to be implied, in or from anything in this Manual, and no representative of the Village has any authority to enter into any agreement for employment for any specified period of time or agreement for remuneration or any other benefit of employment, except its Village President and Board of Trustees, and even then only if that agreement is in writing and is signed by the Village President and employee. Any oral or written statements or promises to the contrary are expressly disavowed and should not be relied upon by any existing or prospective employee. The Village may alter or modify this Manual, or any or all of its employment practices, at any time and for any reason, with or without notice.

OPERATIONAL RIGHTS OF THE VILLAGE

The Village retains all traditional rights of an employer to manage its own operations and the employment of its employees, including without limitation the right to direct its employees; to plan, direct and control all the operations and services of the Village; to determine the method, means, organization, and number of personnel by which such operations and services are to be conducted; to assign and transfer personnel; to schedule working hours; to make and enforce reasonable rules and regulations; to change or eliminate existing methods, equipment or facilities; to amend, modify, alter or terminate any statements or policies, as well as employee benefits, and any and all other rights that are or may be exercised by an employer.

For classified personnel who are subject to the provisions of the rules and regulations of the Board of Fire and Police Commissioners, the provisions of this Personnel Manual shall apply when not inconsistent with or contrary to the provisions of the rules and regulations of the Board of Fire and Police Commissioners.

For employees covered by a separate written employment contract or collective bargaining agreement, the provisions of such contract or agreement shall apply in the event of a specific conflict with the provisions of this Personnel Manual. Whenever a collective bargaining agreement provides for different terms and conditions of

employment, the collective bargaining agreement shall control and supersede this Personnel Manual.

ORGANIZATIONAL PHILOSOPHY

The entire organization is a team made up of many committed individuals. We emphasize team goals that are supported by individual goals, and the collective efforts of individuals and management working toward a more efficient and effective Village community. Equally important are the Village's success and your success. They are both served if employees are growing and developing on and off the job. On the job this can be accomplished by arranging developmental work assignments, providing training opportunities, creating opportunities for growth, and recognizing that commitment to excellence, efficient and effective performance, cooperation between co-workers, teamwork, and a positive work environment conducive to personal growth are valuable tools for the Village. The Village supports development off the job by encouraging employee participation in the Village of Maywood and in local community activities, and by providing flexible working arrangements, whenever possible, to meet the needs of the individual employee and the Village. Employees should always strive for personal growth and seek to achieve and contribute their maximum potential and capabilities. For one of the most important attributes each employee can bring to the Village of Maywood is a personal commitment to contribute valuable ideas and energy to the vision and common mission of the Village of Maywood.

THE VILLAGE OF MAYWOOD

OVERVIEW

The Village of Maywood ("Village"), established on October 22, 1881, is an Illinois home-rule municipality having all the powers and authority granted to such municipalities pursuant to Article VII, Section 6 of the Illinois Constitution of 1970. This includes the right to exercise any power and perform any function pertaining to its government and affairs. The Village is governed by a seven member Board consisting of a President and six Trustees and operates under the Statutory Manager form of Government.

The mission of the Village is to provide its residents with police and fire protection, water services, public works, garbage collection services, code enforcement and other traditional municipal services.

There are six office locations in Maywood, Illinois as follows:

- Village Hall – 40 Madison Street
- Fire Station (Main Location) – 700 St. Charles Road
- Fire Station (No. 2) – 1220 South Seventeenth Avenue
- Water Pumping Station – Ninth Avenue & Wilcox Intersection
- Police Station and Mayor's Office – 125 S. Fifth Avenue
- Multi Purpose Center – 200 S. Fifth Avenue

SECTION I

RECRUITMENT AND SELECTION OF EMPLOYEES

1.1 Applications/Personal Information.

A. The hiring practice of the Village is equal employment opportunity at all levels in the work force commensurate with abilities, skills and qualifications.

B. All applicants for Village employment shall complete the Village's Online Application for Employment form. The Application for Employment form for employees hired will be retained in the employee's personnel file.

C. The Village maintains a personnel file for each employee. The personnel file includes information relating to the employee's hiring, training, performance evaluations, disciplinary record, changes of status and other aspects of his or her employment history.

D. Personal information regarding an applicant or Village employee shall be treated in a confidential manner and will not be disclosed to unauthorized parties. However, public information, including but not limited to the employee's job title, employment status, salary and work dates may be provided in accordance with the Illinois Freedom of Information Act.

E. Upon written request and in accord with the provisions of the Illinois Personnel Record Review Act, an employee may examine their own personnel file while in the presence of the Village Manager or Human Resources Coordinator or their designee.

F. Employees are responsible for providing the Village with accurate, up-to-date information regarding the following:

1. Name;
2. Social security number;
3. Home address;
4. Home telephone number;
5. Marital status;
6. Number of dependents;
7. Insurance beneficiaries;
8. Persons to be notified in case of emergency;
9. Immigration status and other information relevant to the employee's ability to work lawfully in the United States;
10. Other information pertinent to the administration of benefits.

1.2 *Citizenship, Hiring Practice and Residency.*

A. Except for those positions where Federal or State law requires that an employee be a citizen of the United States citizenship is not a requirement for initial or continued Village employment. However, in compliance with Federal law, documentation of eligibility for employment in the United States must be demonstrated through completion of the Immigration and Naturalization Services Employment Eligibility Verification form. In addition, alien employees must expeditiously seek to become naturalized citizens within the minimum period prescribed by federal law. Proof of an alien employee's action in this respect is required by the Village Manager, Human Resources Coordinator or an authorized representative designated by the Village Manager. Failure by the employee to act accordingly is cause for disciplinary action including termination of employment.

B. Candidates for employment with the Village shall be treated equally, without regard to race, color, sex, age, national origin, ancestry, religion, physical or mental disability, handicap, citizenship status, marital status, military discharge status, sexual orientation, pregnancy or any other category or characteristic that is protected by applicable federal, State, or local law..

C. When hired, the individual will furnish the Village with documents required by the Village and any documents required by Illinois or Federal law.

D. All new and existing employees, department heads, supervisory and administrative personnel paid either on an hourly or a salaried basis shall reside within the corporate boundaries of the Village or within a 15-mile radius of the corporate boundaries of the Village throughout their term and/or length of employment, except those persons providing services on a contractual basis. Any residency changes must be submitted to the Human Resources Coordinator by the employee on the Village residency form and signed by the employee. A Personnel Action form signed by the Department Head shall accompany the residency form.

1.3 *Discrimination.*

A. As an equal employment opportunity employer, the employment policy and practice of the Village is to provide wages and benefits, and recruit, hire, promote, upgrade, transfer, demote and terminate employees without regard to race, color, sex, age, national origin, ancestry, religion, physical or mental disability, handicap, citizenship status, marital status, military discharge status, sexual orientation, pregnancy or any other category or characteristic that is protected by applicable federal, State, and local law. It is the Village's policy to comply fully with all federal, State and local laws and ordinances which ban discrimination and harassment in the workplace.

B. Illegal or arbitrary discrimination exercised by any Village employee is grounds for disciplinary action, including suspension or termination of employment.

C. An applicant or employee shall be considered for a position solely on the basis of qualifications, including experience, training, personal and physical fitness, abilities, skills and knowledge, as required by the position the applicant or employee seeks or works.

D. A Notice relating to pregnancy and employee rights in the workplace, as required by the Illinois Human Rights Act, is attached hereto and incorporated herein by reference.

1.4 Employment of Relatives.

No two persons who are related as siblings, parent and child, whether by birth or by law, or who are married, partners in a civil union, in a dating relationship or who live in the same household shall directly supervise one another. "Supervise" is defined as the ability to actually or effectively recommend the hire, discipline, coaching, termination, and/or evaluation of staff. If employees become relatives after employment, it is the responsibility and obligation of the employees involved to disclose the existence of the relationship to the Human Resources Coordinator. The Human Resources Coordinator will determine whether the relationship is one involving direct supervision.

1.5 Medical Examination.

A. After a written offer of employment has been extended to and accepted by the applicant, a pre-employment physical examination, at the Village expense and by the Village's designated health care provider, is required to determine the applicant's physical fitness for employment.

B. Continued employment is contingent upon positive medical examination results as reported and documented by the Village's authorized health care provider.

1.6 Fingerprinting and Background Investigation.

A. All applicants considered for employment with the Village will be subject to an employment investigation which includes, but is not limited to, educational and work background and work and/or personal references. Only qualified applicants will be considered for employment.

B. Depending on the position and the nature of the work to be performed in such position, certain new employees may be fingerprinted by the Police Department.

1.7 Pre-Employment Process.

Prior to employment, a candidate, except in regard to firefighters and police officers, will be screened and interviewed by the Human Resources Coordinator, Village Manager and/or Department Head. After the pre-employment process, the Department Head shall make a written recommendation to the Village Manager as to whether the applicant should be hired but the decision to hire remains exclusively in the discretion of the Village Manager. The recommendation shall become part of the applicant's personnel file. If applicable, the candidate will be tested.

1.8 Testing.

A. Candidates for employment may be evaluated by examination or other appropriate means after a conditional offer of employment has been made. Examinations may include written, oral, physical, psychological, performance tests or any combination of these tests.

B. In addition to the testing set forth above, applicants for employment shall be evaluated by screening for the presence or use of illegal drugs as part of a pre-employment physical and medical examination. Refusal to submit to drug screening at the time specified will result in withdrawal of any offer of employment and will disqualify the application from further consideration. The presence of illegal drugs will be a cause for disqualification for employment. Job applicants for positions that require a commercial driver's license will be tested according to the U.S. DOT regulations.

C. The term **ILLEGAL DRUG** includes the following:

1. Cannabis (marijuana) as defined in the Cannabis Control Act, 720 ILCS 550, except where the applicant is a Registered Qualifying Patient pursuant to the Illinois Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/1 *et seq.* and is applying for a position where he or she is not preempted from being a Registered Qualifying Patient (see Section 16.3 below);

2. Controlled substances as defined in the Controlled Substances Act, 720 ILCS 570 (common drug and street names are set forth as illustration but do not limit those enumerated in the Act: marijuana/hashish, amphetamines, cocaine, hypnotics, PCP, LSD, mescaline, psilocybin, amyl nitrite, butyl nitrite);

The term **PRESENCE** means a positive test result, as determined by testing procedures conducted by a licensed laboratory or testing service.

Testing procedures shall include a second, confirmatory test where an initial test has indicated a positive presence of drugs;

Where test results are positive or pursuant to departmental medical examination, the Village Manager shall be authorized to initiate a preliminary investigation including a verification of an applicant's statement that he is presently taking prescribed drugs. The applicant will be given further opportunity to explain positive test results.

1.9 Certification of Employment.

Certification of hiring in any category, except in the case of firefighters and police or where a collective bargaining agreement provides for different terms and conditions, must be requested by the Department Head and approved by the Village Manager.

SECTION II

**HOURS OF WORK, PAY PERIODS, PAYROLL DEDUCTIONS,
EMPLOYMENT STATUS**

2.1 Hours of Work.

A. The Village's normal business hours are Monday thru Friday, 8:30 a.m. to 5:00 p.m. and Saturdays, 9:00 a.m. to 1:00 p.m. Employee work hours are determined by the operational requirements of each department. Failure to accept the terms of a department's work schedule shall be grounds for disciplinary action in accordance with a collective bargaining agreement, or in the case of employees not covered by a collective bargaining agreement, transfer, suspension or termination of employment. Subject to the express terms of an applicable collective bargaining agreement the Village reserves the absolute right to determine the number of hours worked and work schedule for all employees.

B. We understand situations may occur outside of an employee's control; however, these occasions should be minimal and not be an ongoing issue. An employee who is unable to report for work due to illness or other emergency circumstances must inform his/her supervisor or Department Head. Failure to inform their Department Head each day of absence, or at an agreed upon interval in the case of extended illness, may result in the loss of that day's pay. Subsequent absences without notification may lead to disciplinary action, including but not limited to loss of pay for up to 3 days, charges of absent without approval, suspension and/or termination of employment.

C. All employees are required to be punctual in reporting to their work station and to devote their entire efforts during the work day to their assigned duties. Employees who fail to report to their work stations punctually or who fail to devote their entire efforts during the work day to their assigned duties shall be subject to disciplinary action in accordance with their collective bargaining agreement, or in the case of non-covered employees, probation, suspension or termination of employment.

D. The chart below outlines notification guidelines for sick and personal leave requested prior to your scheduled start time.

	Notification required prior to the beginning of your scheduled start time.	
	<u>Sick</u>	<u>Personal</u>
Fire Fighters	30 Minutes	N/A
Fire Lieutenants	30 Minutes	N/A
Police Officers	1 Hour	24 Hours
Police Sergeants	30 Minutes	48 Hours
Public Works (Teamsters 705)	30 Minutes	Dept. Director's Approval
Technical & Clerical Staff (SEIU 73)	30 Minutes	48 Hours
Telecommunications Operators	30 Minutes	24 Hours
Balance of Village Employees	30 Minutes	Dept. Director's Approval*

(*N/A for Fire Captains)

E. Full-time employees scheduled to work seven or more are provided with two 15 minute rest periods and a 30 minute lunch period per day; however, rest periods can be applied to the 30 minute lunch period. The lunch period shall be no longer than 60 minutes, when combined with break periods, unless otherwise approved by the employee's supervisor or department head.

F. The time of lunch and rest periods and duration of rest periods shall be determined by the department head. Employees who work more than 9 hours in a day shall be provided with additional rest periods, the length and duration of which shall be determined by the department head.

G. Part-time employees, if applicable, may be provided a rest period. The time and duration of which shall be determined by the department head.

H. Employees who are nursing mothers may be provided with reasonable unpaid break time each work day to express breast milk for her infant child. The break time cannot unduly disrupt the Village's operations, and if possible, should run concurrently with any break time already provided to the employee. A private room (other than a restroom) will be made available to the employee to use for this purpose.

2.2 Pay Periods.

All Village employees are paid on a bi-weekly basis. Employees receive compensation for a 2 week period ending every other Saturday, payable on the following Friday.

2.3 Compensation; Overtime.

A. Compensation: An employee's pay rate is determined on each individual basis and may be modified at any time by the Village based upon a number of considerations, such as job duties, individual job performance, attendance record and conduct. The initial pay rate will be communicated to an employee in writing at the time of hire whenever possible, and any subsequent modifications will be communicated in writing at or near the effective date of the change.

B. Overtime Pay: The appropriate Department Head must approve all overtime worked in advance. The rate of compensation shall be at the rate of one-and-one-half (1 1/2) times the regular hourly rate. This policy shall not apply to exempt salaried employees. Hourly employees scheduled for 40 hours weekly shall be entitled to overtime pay for any hours worked in excess of 40.0 hours in one week. Hours worked includes use of compensatory time taken, vacation, personal day, and safety day.

C. Compensatory Time: While overtime is generally paid at the applicable hourly rate, Department Heads may, from time to time, permit an employee paid on an hourly basis to accrue compensatory time in lieu of overtime pay. Where compensatory time is permitted, the employee shall have the option of taking time off or being paid at the applicable hourly rate for the overtime hours worked.

1. Compensatory time shall be accrued at one and one-half times the hours worked and time off shall be subject to approval of the Department Head or their designee. Accrued compensatory time shall, if practical, be used within six (6) months of accrual. An employee shall not be permitted to accrue more than forty (40) hours of compensatory time. The Village may cash out compensatory time at any time and will cash out unused accrued compensatory time at the end of each fiscal year.

2. Department Heads shall report, to the Human Resources Coordinator, accrued compensatory time off for each eligible employee on a quarterly basis in accordance with the established time off record.

2.4. Payroll Deductions.

A. Automatic payroll deductions shall be made for federal and state income taxes, employee's pension contributions, union dues, if applicable, court ordered deductions and all other deductions required by law.

B. Voluntary payroll deductions may be deducted for such items such as AFLAC, federal savings bonds, credit union savings, payroll deductions, automatic bank deposit, and other Village approved programs. An employee may request deduction for these purposes by signing the appropriate forms and following the procedures prescribed by the Finance Department.

C. Any changes must be submitted to the Payroll Department on the Monday preceding the end of the pay period.

2.5 Part-Time Employment.

A part-time employee is regularly scheduled to work no more than 20 hours per week or 1,000 hours per year. Part-time employees have a specified part-time schedule consisting of an equal or varied number of hours per day. Regularly employed Part-time employees are eligible, on a pro-rated basis, for vacation, but are not eligible for any other Village benefits. Except in an emergency, no part-time employee shall be allowed to work 30 or more hours in a regular work week.

2.6 Temporary Employment.

Temporary employment shall apply to employees whose position normally requires regular service during a period of not more than 5 consecutive months in a 12 month period or fewer than 1,000 hours per year. Temporary employment shall also apply to seasonal employees. Temporary employees are not eligible for Village benefits, except where a collective bargaining agreement or employment contract provides for different terms and conditions.

SECTION III

PROBATION, NON-PROBATION APPROVAL, PROMOTION, PERFORMANCE EVALUATIONS AND TRANSFERS

3.1 Probation.

A. The probationary period is a period of heightened evaluation of an employee's performance. The initial probationary period is an integral part of the evaluation process and shall be utilized as an opportunity to observe an employee's work, to train the employee, and/or to identify an employee whose work performance fails to meet required work standards. Successful completion of the probationary period does not grant a property right to the position, nor does

completion of the probationary period create a contract or right to future employment.

B. Sworn personnel in the Police and Fire Department have a 12 month probationary period. All other employees have a 6 month probationary period. Employees on probation following initial employment or re-employment are not eligible to use vacation, sick, funeral or paid jury duty leaves. Employees should complete the probationary period prior to applying for another position unless otherwise approved by the Village Manager and Department Head.

C. The probationary period may be extended upon the approval of the Village Manager. Except for Police and Fire Department, the probationary period may be extended up to 12 months.

D. All probationary employees, including sworn and non-sworn Fire and Police Department probationary employees, may be terminated by the Village Manager during or at the conclusion of the probationary period and with or without cause. Such termination shall not be subject to the grievance procedure contained in this Personnel Manual or protections afforded fulltime police officers and fire fighters. Upon satisfactory completion of probation, employment status is reclassified from probation to the appropriate job classification without probation. All benefits will be accrued from the initial date of employment.

3.2 Reclassification from Probation Status.

A. An employee, except in the case of the Fire Department and Police Department, whose classification status is changed from probation to the appropriate job classification without probation must be approved by the Village Manager.

B. Changes from probationary status to the appropriate job classification without probation do not involve automatic pay increases. All pay increases should be given on the basis of merit.

3.3 Promotions.

A. As vacancies occur in positions other than those in the lowest pay ranges, every reasonable attempt will be made to fill them by promotion of qualified present employees.

B. Department heads will be notified of such vacancies and given the opportunity to recommend eligible employees.

C. If an employee desires to be considered for a position, the employee should contact his/her department head, Human Resources Coordinator or the Village Manager.

3.4 Performance Evaluations.

A. Periodic performance reviews are important to the Village and each of its employees. Periodic reviews give Department Heads an opportunity to explore the employee's progress on the job, identify effective performance, address any work-related problems, and establish goals for future performance, growth, and career development.

B. It is the Department Head's responsibility to keep his or her employees advised of their progress and performance. However, employees who feel uncertain as to how they are doing or where they stand should not hesitate to ask their Department Head, and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Performance evaluations are not a substitute for as-needed-management.

C. The Village will regularly evaluate employee performance using evaluation forms approved by the Village Manager. Generally, the Village conducts annual performance evaluations; however, operational and performance considerations may impact the frequency of evaluations. Department Heads will discuss all performance reviews with the employee and evaluations should be signed and dated by the employee and his or her Department Head. Employees will have the opportunity to express their comments on the review, in writing. The reviews and any such comments will become a part of the employee's personnel file.

3.5 Transfers.

A. Transfers of employees between departments on either a permanent or temporary basis may occur upon approval of the Village Manager.

B. Employees so transferred shall conform to the policies and procedures of the department to which they are transferred and may be required to complete a probationary period determined by the Department Head and the Village Manager, but in no event shall the probation period be longer than provided in subsections 3.1 B of this Personnel Manual.

C. Any salary adjustments shall be made according to the provisions of the Village Wage Classification Plan.

SECTION IV

WORKFORCE REDUCTIONS, DEMOTIONS AND DISCIPLINARY ACTIONS

4.1 Workforce Reductions.

A. Whenever it becomes necessary, through lack of work or funds, to reduce the number of employees in any given class, the Department Head concerned shall send to the Village Manager for approval a list of employees to be laid off.

B. Reasonable efforts will be made to transfer employees to another department rather than implement a workforce reduction. The Village Manager working closely with Department Heads will evaluate the operational needs and resources of the Village and reduce the workforce accordingly. Except in the case of firefighters and police or where a collective bargaining agreement determines different rules, procedures and conditions, the Village Manager in collaboration with Department Heads retains the exclusive right to determine which employees shall be included in a workforce reduction. Seniority will not have a direct bearing on who is or is not subject to a reduction in the workforce, rather the Village will consider what needs will fulfill the Village's objectives and mission and will implement a reduction in force based on such business reasons within its discretion.

4.2 Demotions/Transfers.

A. The Department Heads may, with the approval of the Village Manager, demote, transfer within the department or reduce the pay of any Village employee in accordance with Village policies and procedures or a collective bargaining agreement.

B. Salary adjustments in cases of demotion shall be made in accordance with the provisions of the Village Wage Classification Plan.

C. Employees who have satisfactorily passed their probationary period in the position from which they are demoted may appeal the action in accordance with their collective bargaining agreement, or in the case of non-covered employees, to the Department Head, Human Resources Coordinator or the Village Manager.

4.3 Disciplinary Procedures.

A. Unless covered by a collective bargaining agreement or other employment contract, all employees of the Village are employees at will who can be disciplined or discharged with or without cause and with or without notice. Discipline does not need to be progressive. Continued employment is subject to satisfactory job performance and adhering to conduct requirements of your job in accordance with Village policies and procedures. Employees who fail to satisfy these requirements will be subject to disciplinary action, which can range from warning notices, to suspension, to termination of employment. In each case of misconduct or unsatisfactory performance, the appropriate disciplinary action will be determined on the basis of the particular facts and circumstances. All employees are expected and encouraged to conduct themselves in a spirit of cooperation in order to assure efficient and smooth operation of the Village. Public employment requires that employees adhere to high ethical standards and any form of dishonesty related to an employee's work may result in immediate termination.

B. Violations of Village rules will require disciplinary action. Certain violations can be corrected through a progressive discipline program. Except in the case of firefighters and police or where a collective bargaining agreement provides for different procedures, situations that require corrective action which the Village believes will respond to a progressive discipline will be handled in the following manner:

1. Counseling – The supervisor or Department Head will discuss with the employee the areas of concern and will outline a program of improvement or corrections.
2. Written Warning – The supervisor or Department Head will address the area of concern in written form identifying a corrective plan which may include a specific timetable for improvement.
3. Suspension – In the event that sufficient improvement has not been made, or the corrective program goals have not been met, a period of suspension without pay may be instituted.
4. Involuntary Termination – If the Village determines that an agreeable resolution cannot be worked out, termination of employment will be required.

C. When an employee's misconduct, unsatisfactory job performance, or other job performance failure is deemed by the Village Manager to be sufficiently serious, the appropriate disciplinary action may be suspension or termination of employment without first utilizing a program of progressive discipline.

D. The Village Manager can terminate an employee, except in the case of non-probationary firefighters and police officers. Under Section 5-3-7 and Section 10-2.1-4 of the Illinois Municipal Code (65 ILCS 5/5-3-7 and 65 ILCS 5/10-2.1-4), the Village Manager has the authority to terminate the employment of the Fire Chief and the Police Chief, but only after the Manager files written reasons for the termination and a majority of the Corporate Authorities vote to confirm the termination. Terminations of employment will state in writing the date of the termination and the reason for termination of employment.

E. Reasons for termination of employment may include, but are not limited to the following:

1. Incompetence, negligence, misconduct or inefficiency in the performance of assigned duties;
2. Conviction of a felony or misdemeanor or immoral conduct;
3. Violation of any regulation, order, or directive, or failure to comply with directives from a supervisor, Department Head or the Village Manager which constitutes insubordination, or where conduct has led to negligence or resulted in injury to the employee or to others;
4. Violations of the Village's Drug-Free Workplace Policy, as set forth in Section XVI of this Manual;
5. Offensive conduct or the use of offensive language toward the public, municipal officials or other employees, including acts that interfere with proper cooperation of Village employees to the detriment of efficient public service;
6. Violation of the Village's Non-Harassment (see Section 6.1 of this Manual) or Equal Employment Opportunity policies (see Section 6.2 of this Manual);
7. Negligence, carelessness or willful misconduct in the handling of Village property or equipment;
8. Inducing or attempting to induce an employee of the Village to commit an unlawful act, an improper act or any unethical conduct;
9. Dishonesty in the performance of duties or in way related to the employee's position with the Village;
10. Inability to physically or mentally handle the effective responsibilities of the job assignment within the employee's job classification in accordance with the Americans with Disabilities Act;

11. Fighting;
12. The unauthorized carrying or use of a weapon or unauthorized use of an object or device as a weapon and no employee other than a sworn police officer shall be allowed to carry a firearm at work or on Village premises;
13. Continued failure to pay water and sewer bills from the Village within 30 days of the date of the bill;
14. Continued failure to purchase vehicle stickers within the time period required for vehicles registered to addresses within the Village.
15. Violation of the rules and regulations contained in this Personnel Manual, the Village Code, the general orders and rules and regulations of the Police and Fire Departments, if applicable, and violation of any other rules, regulations or policies applicable to the employee, including but not limited to the following:
 - a. Failure to follow safety rules and regulations or to abide by safe practices;
 - b. Engaging in prohibited political activities as defined in and prohibited by Section 40.02 and 40.03 of the Village Code;
 - c. Excessive absenteeism; unauthorized absences from duty; abusing lunch and break period time limitations;
 - d. Failure or refusal to cooperate with an internal investigation;
 - e. Using the Village's equipment, property, or material for performing personal or for any other inappropriate purpose;
 - f. Using, threatening or attempting to use, personal or political influence in securing promotion, leave of absence, transfer, change of pay or other character of work;
 - g. Falsifying or altering time sheets, personnel records, employment application or any other Village records;
 - h. Withholding information or providing misleading or false information about a job-related injury, illness or accident;
 - i. Sleeping during working hours;

- j. Engaging in unauthorized personal business during work hours;
 - k. Failure to maintain a neat, clean, and businesslike appearance so as to be a credit to the Village;
 - l. Violations of the Village's Confidentiality Agreement;
 - m. Violations of the Village Credit Card Use Policy;
 - n. Violations of the Village's Travel Policy; and
 - o. Violations of the Village Expense Reimbursement Policy.
16. Any other reason determined by the Village Manager to be sufficiently serious to warrant termination, even if not specifically enumerated herein.

4.4 Suspensions.

The Village Manager may suspend an employee with or without pay. The duration of the suspension, contingent upon the cause, is at the Village Manager's discretion. Employees may be suspended with pay pending an investigation. The Police and Fire Chiefs and other Department Heads shall have the authority to suspend or remove a person from work subject to prompt notice to and confirmation by the Village Manager.

SECTION V

GRIEVANCES AND DISCIPLINARY APPEAL PROCEDURES

5.1 Grievances.

- A. Grievance procedures for employees covered by a collective bargaining agreement, police and firefighters are outlined in your respective collective bargaining agreement. The procedure set forth below shall only apply to non-probationary employees who are not covered by a collective bargaining agreement.
- B. A grievance is a difference of opinion between an employee and a supervisor with respect to the meaning or application of the Village rules and regulations applicable to the employee.
- C. In general, when a grievance arises, it shall be verbally or in written form brought to the attention of the employee's supervisor within ten (10) working days from the time of the occurrence of the first event giving rise to the grievance.

In the case where the employee's supervisor is the Department Head, the same rules of this paragraph shall apply to the Department Head. A written grievance must state the date of the grievance, the alleged rule breached and the facts to support the grievance. The supervisor will promptly discuss all relevant facts with the employee and consider and examine the grievance, attempting to expeditiously resolve the grievance within the scope of his/her authority. The supervisor's findings shall be presented to the employee in writing. If a satisfactory resolution to the employee's grievance is not achieved by the supervisor, or the employee is dissatisfied with the supervisor's response, the employee may appeal in writing to the Department Head (or where the Department Head is the supervisor, to the Village Manager) within ten (10) working days after the supervisor's (or Department Head's) response.

D. The Department Head will schedule a meeting within five (5) working days. A written response from the Department Head shall be presented to the employee within ten (10) working days after said meeting. If the Department Head is unable to resolve the grievance, the matter shall be directed to the Village Manager. If the subject matter of the grievance involves the Department Head, the employee may bypass this step and proceed directly to the Village Manager.

E. If the employee is dissatisfied with the Department Head's response, the employee may appeal in writing to the Village Manager within five (5) working days of the issuance of the Department Head's written answer. The Village Manager or a person designated by the Village Manager will conduct a hearing with the employee or if deemed necessary, all parties involved within five (5) working days. The Findings of the Village Manager will be set forth in writing and presented to the employee within ten (10) working days of the hearing. ***The Findings of the Village Manager shall be final. If the subject matter of the grievance directly involves the Village Manager, the employee may appeal in writing, under the same time frames set forth above, to the Mayor.***

5.2 Appeals from Disciplinary Action.

A. Non-probationary employees, except those covered by a collective bargaining agreement, may appeal any disciplinary action taken by a Department Head by following the same steps outlined in the grievance procedure above.

B. Final decision shall rest with the Village Manager, who shall set forth his decision in writing and forward copies to the employee and the Human Resources Coordinator.

C. In general, disciplinary action affecting police officers and firefighters is subject to the jurisdiction of the Board of Fire and Police Commissioners. The Village Manager shall be advised of any impending disciplinary action and, shall be involved in the disciplinary action.

5.3 Grievances Alleging Sexual Harassment.

All grievances or complaints of sexual harassment should be filed and processed pursuant to Section VI of this Personnel Manual.

SECTION VI

EQUAL EMPLOYMENT OPPORTUNITY; NON-HARASSMENT POLICY; PROCEDURE FOR COMPLAINTS

6.1 Equal Employment Opportunity.

The Village is committed to the principles of equal employment opportunity. The Village's practices and employment decisions regarding recruitment, hiring, assignment, promotions, compensation, training, discipline and discharge will not be based on race, color, sex, age, national origin, ancestry, religion, physical or mental disability, handicap, citizenship status, marital status, military discharge status, sexual orientation, pregnancy or any other category or characteristic that is protected by applicable federal, State or local law. Sexual harassment or unlawful harassment based on any protected group status is also prohibited.

6.2 Non-Harassment Policy.

A. The purpose of this policy is to state clearly and unequivocally that the Village prohibits sexual, racial, and other unlawful harassment based on protected group status by its employees and managerial staff members. Sexual harassment or harassment based on other protected group status is illegal.

B. Harassment consists of unwelcome statements or actions based on race, color, sex, age, national origin, ancestry, religion, physical or mental disability, handicap, citizenship status, marital status, military discharge status, sexual orientation, pregnancy or any other category or characteristic that is protected by applicable federal, State or local law that are sufficiently severe or pervasive so as to unreasonably interfere with an individuals' work performance or create an intimidating, hostile or offensive working environment. Forbidden conduct includes, but is not limited to: epithets, slurs, negative stereotyping, or intimidating acts that are based on a person's protected status; written or graphic material circulated in hard copy or via any electronic or digital means, available on the Village's computer system, or posted or distributed within the workplace that shows hostility toward a person or persons because of their protected status. Even where the conduct is not sufficiently severe or pervasive to constitute actionable harassment, the Village prohibits any such conduct, as it is unprofessional and inappropriate.

C. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other such verbal or physical 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 working environment. It exists where an employee or managerial staff member exercises or threatens to exercise his authority to affect the job, duties, earnings or career of another person working at the Village or prospective employee in order to obtain a sexual favor, as well as when unwelcome conduct of a sexual nature is sufficiently severe or pervasive so as to unreasonably interfere with an individual's work performance or create a hostile, intimidating, or offensive working environment. Examples of sexual harassment can include, by way of illustration and not limitation, repeated requests for sexual favors, unwanted sexual contact, and inappropriate communications.

D. Other sexually harassing conduct in the workplace, whether physical or verbal, committed by management or non-management personnel is also prohibited. This includes repeated offensive sexual flirtations, advances, propositions, continual or repeated verbal abuse of a sexual nature, graphic verbal commentaries about an individual's appearance, sexually degrading words used to describe an individual and the display in the workplace of sexually suggestive objects or pictures.

E. Everyone at the Village is responsible for assuring that our workplace is free from all forms of prohibited harassment. It continues to be the policy of the Village to employ positive business and personnel practices to insure the full realization of equal employment opportunity without regard to any protected group status.

F. Employees are expected to come forward promptly and report any harassment problems pursuant to this policy before the behavior becomes severe or pervasive. Complaints need not be limited to someone who is the target of the offending conduct, anyone who observes a possible violation of this policy is also encouraged to report such conduct. Complaints can be raised with the Village's EEO Officer, or the Village Manager, in the event that there is no other designated EEO Officer. In the event that the complaint involves the conduct of the EEO Officer or the Village Manager, the complaint may be brought to the Mayor. Anyone receiving such a complaint must notify the Village's EEO Officer or the Village Manager in the absence of another designated EEO Officer. The Village prohibits retaliation against anyone for having raised such a complaint, regardless of whether the complaint is substantiated. The Village also forbids that any employee treat any other employee or former employee or applicant adversely for reporting harassment, for assisting another employee or applicant in making a report, for cooperating in a harassment investigation, or for filing an administrative claim with the EEOC or a state governmental agency. All

employees who experience or witness any conduct they believe to be retaliatory should immediately follow the reporting procedures stated below.

G. Complaints will be thoroughly investigated and handled as confidentially as possible. If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, the Village will take appropriate corrective or disciplinary action, including discharge, decreased compensation or other discipline, to remedy violations of this policy.

H. Any employee who feels he or she has been subjected to sexual harassment or other prohibited harassment may also file a charge of discrimination in writing with the Illinois Department of Human Rights ("IDHR") within 180 days of the occurrence or the federal Equal Employment Opportunity Commission ("EEOC") within 300 days of the occurrence. The contact information for the IDHR is: Illinois Department of Human Rights, 100 W. Randolph Street, Suite 10-100, Chicago, Illinois 60601, (312) 814-6200. The contact information for the EEOC is Equal Employment Opportunity Commission, 500 W. Madison Street, Suite 2800, Chicago, Illinois 60661, (312) 353-2713.

6.3 Procedure for Handling Complaints of Prohibited Discrimination, Harassment and/or Retaliation.

A. Complaints of prohibited discrimination, harassment and/or retaliation may be discussed with the Village's EEO Officer or the Village Manager or with the Mayor if the complaint involves the Village Manager or the EEO Officer.

B. Any supervisor or Department Head who receives a complaint of harassment must immediately notify the Village's EEO Officer, or the Village Manager if there is no other designated EEO Officer, or the Mayor if the complaint involves the Village Manager or the EEO Officer. Failure to immediately report the complaint may result in disciplinary action. Complaints will be investigated as promptly as possible. Those persons responsible for the investigation will maintain the confidentiality of the allegations and the identity of the persons involved, subject to the need to conduct a full and impartial investigation, remedy violations, monitor compliance and administer this policy.

C. The investigation will include, but will not be limited to, discussion with the complaining party, the complained of party, and witnesses if appropriate. Investigations will be conducted by the EEO Officer or by the Village Manager if there is no other designated EEO Officer, or the Village Manager's designee. If the complaint involves the conduct of the EEO Officer or the Village Manager, the investigation will be conducted by the Mayor or by a person designated by the Mayor.

D. The complained of party and the complaining party will be advised of the results of the investigation. Employees found to have engaged in sexual or other harassment will be subject to appropriate disciplinary action up to and including termination.

E. Nothing in this policy is intended to nor shall be construed to create a private right of action against the Village or any of its employees. Furthermore, no part of this policy shall be construed to create contractual rights or other expectations.

6.4 Conflict.

In the event there is a conflict between any provisions of this chapter or any rule or regulation promulgated hereunder and a collective bargaining agreement approved by the Village's municipal authorities, or any applicable law, the collective bargaining agreement or law shall govern and prevail.

SECTION VII

FALSE CLAIMS ACT

7.1 Adoption.

The False Claims Act (740 ILCS 175/1 et seq.), (hereinafter referred to as the "Act"), formerly known as the Whistleblower Reward and Protection Act, is hereby adopted by reference and made applicable to the appointed and elected officials, officers and employees of the Village to the extent required by the Act.

SECTION VIII

BENEFITS

8.1 Eligibility.

Full-time employees are eligible for medical, dental, vision, life insurance, retirement benefits and the employee assistance program ("EAP"). The following is a general overview of Village benefits. Where the term "spouse" is referenced in these policies, the term shall include civil union partners and, effective June 1, 2014, same sex couples, in a manner consistent with State law. For more detailed information regarding your benefits, refer to your booklet. Benefits provided by the Village, including without limitation the dollar amounts set forth below, are subject to change from time to time, with or without notice to employees.

8.2 HMO Medical.

This plan requires the employee to choose a medical group and primary care physician (PCP) for each member of your family. Female members may select a Woman's Principal Health Care Provider ("WPHCP") in addition to their PCP. All care must be provided or coordinated by the PCP, WPHCP or medical group/Independent Practice Association (IPA).

8.3 PPO Medical.

As of the writing of this manual, health, vision and dental insurance are provided.

8.4 Retirement Benefits.

A. Eligible employees except police officers and firefighters are eligible for retirement benefits under the Illinois Municipal Retirement Fund ("IMRF"). IMRF is a defined benefit plan and is mandatory for employees who work the required minimum number of hours per year.

B. The amount of retirement benefit is based on a member's final salary and his/her years of service credit.

C. Vesting refers to the number of years of service credit you need to qualify for an IMRF pension and is determined by IMRF.

8.5 Employee Assistance Program ("EAP").

A. The Village of Maywood has a strong commitment to support our employees in a rapidly changing environment and to provide a program to help and encourage those in need of confidential professional services.

B. The Employee Assistance Program is a confidential voluntary program designed to identify problems and offer referral services to all employees and their eligible dependents who are covered under our health and welfare programs. Information may be disclosed only with written permission of the employee, in accordance with state and federal laws, a court or legal order or written EAP policy.

C. Some of the confidential professional services offered are for:

1. Physical illness/Health
2. Family or relationship
3. Domestic violence
4. Grief and loss
5. Alcohol/substance abuse

6. Psychological or emotional distress
7. Gambling
8. Financial
9. Divorce/Marriage

D. Employees may contact the EAP on their own. However, the Village Manager may recommend an employee referral to assist with personal issues which impact on the employee's ability to perform their duties safely and efficiently.

E. There is no cost to the employee for an EAP Referral. However, if the Referral Coordinator refers the employee to a treatment provider, the employee may be responsible for a co-pay or other charges when they meet with the treatment provider. Contact the Human Resources Department for additional information regarding the employee assistant program.

F. The EAP program does not exempt employees from satisfactory job performance or from required compliance with all Village expectations.

8.6 Insurance Continuation.

In accordance with State and Federal law, employees may be eligible for a continuation of health insurance coverage and dental insurance, at the employee's expense, following separation from employment or placement on a disability status under state law. COBRA benefits are available to any employee, who at the time of separation, was enrolled in the Village's health insurance plan. The type of coverage available under COBRA must be the same coverage received on the last day of employment. No changes to coverage type or plan may be considered. Employees should contact the Human Resources Coordinator for information applicable to individual circumstances.

8.7 Deferred Compensation.

Employees may participate in a deferred compensation plan if one is offered by the Village. Deferred compensation is a tax-sheltered retirement plan, which involves deducting a portion of the employee's salary, with the money transferred to an investment fund selected by the employee. The employee's gross or taxable income is reduced by the amount deferred; therefore, income taxes are reduced. Income taxes are paid when the funds are distributed to the employee (upon retirement, termination of Village employment or in the event of an emergency). The Finance Department can provide further information on this program.

8.8 Employee Suggestion Program.

A. The Maywood Employee Suggestion Program (ESP) provides incentives and recognition for individual and/or group ideas. Village employees may submit

suggestions to save the Village money, generate revenue through improved collection methods, and/or improve services or processes within the Village government. Suggestions are evaluated by the Village Manager's office.

B. All full and part-time employees are eligible to participate in the program. Employees may join in a group for the purpose of making a suggestion. The Village Manager, elected officials, members of Boards and Commissions, and contractors to the Village are not eligible to participate. Suggestions are eligible if they meet the following criteria:

1. Propose practical improvements to some part or function of Village government;
2. Are submitted in a timely fashion; must be submitted before the idea is implemented;
3. If they are not already being pursued; and
4. States specifically what the improvement is and how it can be made.

C. Employee Suggestion Applications must include: a summary of the problem, a summary of the solution, an estimated savings, research that has been performed, and would include the name and phone number of anyone with which the person(s) have discussed the idea. Forms are available through the Human Resources Coordinator.

Suggestions are not eligible if they involve:

1. Personal grievances or complaints;
2. Simply raising fees or taxes;
3. Matters within the scope of collective bargaining;
4. Classification and pay of positions;
5. Matters already under review by management;
6. A duplicate of another suggestion under consideration;
7. Matters which are the results of assigned or contracted audits, studies, reviews, or research;
8. New or newly modified or designed equipment, systems, procedures, etc., within the first 90 days of its use in Village operation; or
9. Concern policies or procedures that are not being followed or that are not being applied properly.

Suggestions remain valid for one year from their submission.

D. Employees may receive a cash award equal to 10% of the first year net savings (maximum up to \$10,000). Recognition Awards are given for suggestions with intangible benefits, when savings cannot be determined or if the suggestion falls within the job duties of the individual who created the idea. Cash awards normally are paid after one year so that savings can be calculated to determine the

award amount. Awards are subject to federal and state taxes, which will be withheld according to applicable regulations.

E. The decision to pay a cash award in any amount shall be made by the Village Manager in his or her sole discretion and shall be final. The submission of a suggestion pursuant to this program shall not, under any circumstances, entitle any employee to any award or compensation hereunder.

F. Suggestion boxes can be found in each of the Village workplaces. Employees may submit ideas directly to the Human Resource Coordinator, with copies to the employee's department head.

SECTION IX

SICK LEAVE PROGRAM, LEAVES OF ABSENCE, VACATION AND HOLIDAYS

9.1 Sick Leave Program.

A. *Earned Sick Leave Accumulation.*

1. All full-time non-probationary employees earn sick leave at the rate of six (6) days per year. Sick leave must be used by the employee not later than the end of the calendar year in which such leave is earned. Sick leave shall not be rolled-over or accumulated.

2. New full-time probationary employees earn paid holidays. After thirty (30) days, new full-time probationary employees are eligible for medical benefits. After the six (6) month probationary period, new full-time employees reclassified as non-probationary are eligible for sick and personal time.

B. *Earned Sick Leave Usage.*

1. A full-time non-probationary employee who is eligible for benefits may use 48 hours (or 6 days) of sick leave per calendar year due to illness, injury, or medical appointment of the employee or the employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, step-parent or civil union partner without providing medical or administrative verification. An employee may be required to provide medical documentation acceptable to the Village to establish the need for sick leave whenever the Village determines such documentation to be necessary.

2. Sick leave shall not be used in lieu of personal days, vacation, bereavement leave, jury duty or any other time off other than for the reasons stated in 1 above. Alleging sick leave under false pretenses shall

be cause for disciplinary action, including suspension or termination of employment.

C. *Earned Sick Hours.*

The Village will buy back up to six (6) sick days at the end of calendar year if not used.

D. *Limitations.*

1. Employees terminated by the Village due to reductions in the work force shall receive paid compensation for earned sick hours.
2. Employees with earned sick hours, terminated by the Village for cause, shall not be eligible for payment of earned sick hours.
3. Earned sick leave hours shall be calculated, on an individual basis, by determining the number of earned sick hours and deducting the number of sick hours used by an employee.

E. *Extended Sick Leave Benefits.*

1. In order to provide its employees with a sense of security during periods of long term illness or off duty injury, the Village acknowledges the necessity of providing extended sick leave benefits to non-probationary, full-time Village employees who have been employed by the Village for more than one (1) year. Extended sick leave will run concurrently with any available FMLA leave.
2. Probationary employees are not eligible for extended sick leave benefits, unless probation periods are extended for departmental or administrative reasons.
3. Non-probationary employees with less than 4 years of Village service must wait 40 work hours before receiving extended sick leave benefits.
4. Employees with 4 or more years of Village service must wait 24 work hours before eligible for extended sick leave benefits.
5. Employees upon completion of the waiting period and approval of the Village Manager shall receive 100% of their monthly salary for up to 45 work days of extended sick leave.

6. Extended sick leave benefits may be cancelled by the office of the Village Manager pursuant to a biweekly (or more frequent if necessary) status review and verification.

7. The office of the Village Manager shall grant extended sick leave on a case by case basis using the following criteria for determination of eligibility.

a. The long term medical illness or injury shall be verified by the personal medical physician of the employee and a medical physician determined by the Village.

b. The Village may request additional medical documentation acceptable to the Village of the need for extended sick leave whenever it determines that such documentation is necessary. Failure to provide requested documentation shall result in the forfeiture of any remaining extended sick leave.

c. The office of the Village Manager and the individual department heads shall review the status of employees on extended sick leave on a bi-weekly basis or more frequently if deemed necessary.

F. *Disability Pay.*

1. Employees who have exhausted extended sick leave shall be eligible for up to 60 work days of disability pay upon approval of the Village Manager. Disability pay benefits shall be computed at a rate of 50% of the bi-weekly salary, unless otherwise stipulated in a collective bargaining agreement. Disability leave shall run concurrently with any available FMLA leave.

2. Disability pay benefits may be cancelled by the office of the Village Manager pursuant to a biweekly (or more frequent if necessary) status review and verification.

G. *On-the-Job Injuries.*

1. Employees who are injured while performing duties for the Village shall make an immediate report of the injury to their immediate supervisor. The failure of an employee to immediately report an on-the-job injury or illness shall be deemed to be grounds for disciplinary action up to, and including termination. Every injury, including those not requiring medical attention, shall be reported in writing to the Department Head by the injured employee's supervisor immediately, or in all instances no later than two (2) hours following the injury. Department Heads shall

be responsible for notifying the Village Manager of all injuries reported by employees under their jurisdiction and shall ensure that proper written reports are prepared.

2. If an employee is injured to such an extent that the employee requires immediate medical care, the employee shall receive emergency medical treatment at an appropriate facility or go immediately to a physician designated by the Village for treatment, after notifying his or her supervisor.

3. Benefits for on the job injuries shall be provided pursuant to the Illinois Workers Compensation Act and/or other applicable law. An employee injured in the course of work for another employer other than the Village shall not be covered by the Village under the Illinois Workers Compensation Act.

9.2 Bereavement Leave.

A. Non-probationary full-time employees are eligible for emergency leave of three (3) days in case of death in the immediate family. The Village shall provide full-time employees funeral leave without loss of pay, for the death of the following family member: spouse, civil union partner, mother, father, sister, brother, children, grandmother, grandfather, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, stepmother, stepfather, stepbrother, stepsister, stepchildren, legal guardian or any other relative living in the same household. If the funeral is 250 miles or more from Maywood, Illinois for the aforementioned relatives, four (4) days may be used.

B. Employees who have been employed by the Village for at least twelve (12) months and have worked at least 1,250 hours during the prior twelve (12) month period shall be entitled to two (2) weeks (10 working days) of unpaid leave following the death of a child. Should an eligible employee experience the death of more than one child in a twelve (12) month period, the employee may take up to six (6) weeks of unpaid leave. This leave must be completed within sixty (60) days after the date the employee receives notice of the death of the child, and may be used to

1. attend the funeral or an alternative to the funeral of a child;
2. make arrangements necessitated by the death of a child; or
3. grieve the death of a child.

C. Employees shall provide at least forty-eight (48) hours of notice before taking the leave, unless it is not practicable. The Village may require documentation to verify the necessity of the leave.

D. Child bereavement leave may not be taken in addition to unpaid leave permitted under the Family and Medical Leave Act, 29 U.S.C. 2601 et seq. ("FMLA"), and may not exceed unpaid leave time allowed under the FMLA.

9.3 Jury Duty.

Non-probationary, full-time employees shall receive full pay for any time lost while serving on jury or witness duty. Any money received from the court shall be paid to the Village as reimbursement.

9.4 Military Service.

Military leave and military family leave will be provided as required by applicable laws, including, but not limited to, the Illinois Family Military Leave Act (820 ILCS 151/1, *et seq.*), the Illinois Public Employee Armed Services Rights Act (5 ILCS 330/1, *et seq.*), the Illinois Military Leave of Absence Act (5 ILCS 325/0.01, *et seq.*), the Local Government Employees Benefits Continuation Act (50 ILCS 140/1 *et seq.*), the Illinois Service Members' Employment Tenure Act (330 ILCS 60/1, *et seq.*) and the federal Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA") (codified at 38 U.S.C. §4301 *et seq.*).

9.5 Family and Medical Leave Act.

A. Eligible employees may take family/medical leave pursuant to the Family and Medical Leave Act ("FMLA") for any of the following reasons:

1. the birth of the employee's son or daughter, and to care for the newborn child;
2. the placement with the employee of a son or daughter for adoption or foster care, and to care for the newly placed child;
3. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
4. because of a serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job;
or
5. because of any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces (or National Guard or Reserves) in support of a contingency operation.

B. An eligible employee is any employee who has been employed by the Village for at least 12 months (need not be consecutive) and for at least 1250 hours of actual service during the 12-month period immediately preceding the commencement of the leave.

C. An eligible employee may take up to a total of 12 work weeks of leave during the designated 12 month period. The 12-month period in which the 12-workweek leave entitlement occurs shall be a rolling 12-month period measured backward from the date an employee uses any FMLA leave. Thus, each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the 12 workweeks which has not been used during the immediately preceding 12 months.

D. An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a single 12-month period to care for the service member who has a serious injury or illness that was incurred or aggravated in the line of duty and has rendered the service member medically unfit to perform the duties of the service member's office, grade or rank; or is a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy. Leave for an injured service member may be taken only once per service member, unless that service member has a subsequent injury or illness incurred in active military duty. Such leave shall only be available during a single 12-month period, and during this single 12-month period the eligible employee shall only be entitled to a combined total of 26 workweeks of leave, inclusive of any other entitled leave.

E. For the purposes of this policy, a "serious health condition" entitling an employee to FMLA leave means an illness, injury, impairment, or physical or mental condition that involves:

1. Inpatient care (i.e. an overnight stay) in a hospital, hospice or residential medical care facility, including any period of incapacity, or any subsequent treatment in connection with such inpatient care; or

2. Continuing treatment by a health care provider. A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:

- a. a period of incapacity of more than three consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves:

- i. treatment two or more times by a health care provider, or
 - ii. treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider:
- b. any period of incapacity due to pregnancy or prenatal care;
- c. any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
- d. a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective;
- e. any period of absence to receive multiple treatments by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar without medical intervention or treatment.

F. The determination as to whether or not a condition is a "serious health condition" as that term is defined in the Family and Medical Leave Act and the federal regulations promulgated thereunder shall be made by the Village on a case-by-case basis.

G. Family or medical leave may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours employees work per workweek or workday) when medically necessary. Leave may not be taken intermittently or on a reduced leave schedule because of the birth or placement of a child for adoption or foster care, unless the mother or the child has a serious health condition. Leave may not be taken in increments of less than one hour. Employees needing intermittent leave or leave on a reduced leave schedule must attempt to schedule the leave so as not to disrupt the operations of the Village. Certification of the medical necessity of intermittent leave or leave on a reduced leave schedule may be required. Additionally, while employees are on an intermittent or reduced schedule leave for foreseeable, planned medical treatment, the Village may temporarily transfer employees to an available alternative position which better accommodates the employee's recurring leave and which has equivalent pay and benefits.

H. In any instance where the necessity for leave arises from any qualifying exigency due to a spouse, son, daughter, or parent of the employee being on active duty in the Armed Forces (or National Guard or Reserves) is foreseeable,

whether because the spouse, son, daughter or parent is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation, the employee shall provide such notice to the Village as is reasonable and practicable.

I. Health insurance shall be maintained for the duration of the FMLA leave for those employees with coverage under the Village's plan. The terms and conditions of health insurance coverage, including any applicable premium contribution by the employee, shall remain the same during the family or medical leave. Employees on leave must make timely payment of any employee portion of the medical insurance premium. If an employee's premium payment is more than 30 days late, coverage may be dropped 15 days after written notice to the employee.

J. Employees failing to return to work after expiration of family or medical leave shall be responsible for reimbursement of the Village's share of health insurance premiums to the Village for any period of unpaid leave, unless the reason the employee does not return to work is due to:

1. The continuation, reoccurrence or onset of a serious health condition of the employee or the employee's immediate family member which would otherwise entitle the employee to leave under this policy; or

2. Other circumstances beyond the control of the employee.

K. Employees must provide sufficient notice of the need for FMLA leave and must explain the reasons for the needed leave. A request for family or medical leave should be made 30 days in advance, when the need for the leave is foreseeable. Such requests should be made to the Village Manager. When unforeseen events occur that require family or medical leave, employees must give notice to the Village Manager as soon as practical, but not later than two (2) days after the employee learns of the need for leave.

L. Requests for FMLA or for extensions of such leave must be substantiated by medical certification. A form for such certification is available from the Human Resources Coordinator. The medical certification must be given within 15 days after it is requested, or as soon as possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial or delay of leave. It is the employee's responsibility, not the health care provider's, to ensure that the Village receives the fully completed medical certification by the deadline. If the Village does not receive a fully completed certification by the deadline (unless there is a legitimate reason for the delay), or if the certification does not confirm an FMLA-qualifying condition, the employee's absences will be treated according to the Village's attendance standards. The Village will also require certification in support of leave for

qualifying military exigency. The Village may also require medical recertification periodically during the leave.

M. Employees on family and medical leave shall report their status and intent to return to work to their immediate supervisor at least once every two weeks.

N. When medical leave was granted due to an employee's own serious health condition, the employee must obtain and present, at the employee's expense, certification from the employee's health care provider that the employee is able to resume work at the time the employee seeks reinstatement. Second and third opinions with respect to any medical certification may be sought by the Village at its expense. The health care provider for any such second or third opinions shall be designated by the Village.

O. Eligible employees who have any accrued paid vacation, family or personal leave must substitute all such available paid leave as part of the FMLA leave when the leave is occasioned by the birth of a child, placement of a child for adoption or foster care, or to care for a spouse, child or parent who has a serious health condition. Eligible employees who have any accrued paid vacation, family, personal or medical or sick leave must substitute all such paid leave as part of the 12 work weeks of FMLA leave when the leave is occasioned by their own serious health condition or the serious health condition of the employee's spouse, son, daughter, or parent. Employees may not substitute accrued paid sick leave when the reason for the leave does not qualify for the use of paid sick leave under the Village's sick leave policy. Upon exhaustion of all qualifying accrued paid leave that is substituted for FMLA leave, any remaining portion of FMLA leave shall be unpaid. Any time spent on paid disability leave provided by law shall constitute FMLA leave.

P. Vacation and sick days do not continue to accrue during family or medical leave. Holiday pay will be provided if the holiday falls within the period of the employee's substituted paid leave. Otherwise, no holiday pay will be paid during family or medical leave.

Q. Employees taking family or medical leave shall be restored to their previous position or to an equivalent position in accordance with the Family and Medical Leave Act, subject to any applicable exceptions. Employees have no greater right to reinstatement or other benefits and conditions of employment than if employees had not taken leave. Employees must return to work immediately after the expiration of the approved FMLA leave in order to be reinstated to the employee's position or an equivalent position.

9.6 Leaves of Absence: Other.

A. A non-probationary employee may, upon written request to the department head, be granted special leave of absence without pay, and without accrual of benefits or seniority for any of the following reasons:

1. To enable an employee to engage in a course of study that will increase usefulness to the Village service;
2. To enable an employee to take a temporary position in the Village service;
3. To enable an employee who is physically or mentally incapacitated to recover his health, or to attend to a family illness;
4. Personal business which will require an employee's attention for an extended period, such as a settlement of an estate, liquidating a business, attending court as a witness on non-Village related cases, and for purposes other than the above that are deemed beneficial to the Village service.
5. Other equally good reasons considered valid by the Village Manager.

B. Original requests for special leave of absence without pay shall be for a period not to exceed 1 year in duration. Any request for extension shall be subject to all the requirements of the original request.

C. The requesting employee shall state the reasons for the request, the date the leave begins, and the date or probable date the employee will return to work.

D. The Village Manager may approve or disapprove such request on the basis of the operational requirements of the department, job, employee's performance and attendance record, and the reason for the request.

E. Employees wishing to take special leave of absence under this Section must realize that all positions in the Village are subject to elimination by reorganization. Thus absolute assurance of reinstatement cannot be given. However, if the position is still in existence and is vacant at the conclusion of the period, the employee shall resume his same status therein. If the position no longer exists or is not vacant, reinstatement to such position or another position may not be possible.

F. Prior to reinstatement after a general leave of absence for an illness, an employee must present to the Human Resources Coordinator a physician's written statement certifying that the employee is capable of returning to work and

performing, either with or without reasonable accommodations, the essential functions of the employment position involved.

G. An employee, who fails to return from a general leave on the designated return date, either as originally agreed or as extended, shall be considered as having abandoned and resigned their employment position with the Village.

9.7 VESSA Leave.

A. Victims' Economic Security and Safety Act (known as "VESSA") provides an employee who is a victim of domestic violence, or who has a family or household member who is a victim of domestic violence, with up to twelve (12) weeks of unpaid leave per any twelve (12) month period to seek assistance in response to an act or threat of domestic violence, sexual assault, or stalking. Employees may take this leave to seek services for a victim of domestic or sexual violence if the victim is: 1) the employee; 2) a covered family member (spouse, civil union partner, child, parent); or 3) a household member (who is currently residing with the employee). VESSA leave is not allowed, however, if the employee's interests regarding the violent act are adverse to the victim's interests.

B. Employees may take VESSA leave to obtain assistance or services for a victim for the following purposes: (1) to seek medical attention for, or recover from, physical or psychological injuries caused by the domestic or sexual violence, (2) to obtain services from a victim services organization, (3) to obtain psychological or other counseling, (4) to participate in safety planning, seek temporary or permanent relocation, or take other actions to increase the safety of the victim from future domestic or sexual violence or ensure economic security, or (5) to seek legal assistance or remedies to ensure the health and safety of the victim, including preparing for or participating in any legal proceeding related to or resulting from domestic or sexual violence. If an employee misrepresents facts in order to be granted a VESSA leave, the employee will be subject to immediate termination.

C. An employee must give the Village at least 48 hours prior notice, unless providing advance notice is not practicable under the particular circumstances. If an employee is unable to provide advance notice, the employee must provide notice when he/she is able to do so, within a reasonable period of time after the absence. Failure to provide the required notice may result in treatment of the absences as unexcused. Employees may also be required to contact their Department Head or the Human Resources Coordinator on a regular basis regarding the status of their leave and their intention to return work.

D. Employees requesting VESSA leave must provide proper certification for all absences. The certification must show that: (1) the victim for whom the leave is requested is the employee, a covered family member, or a covered household member, (2) the victim was subjected to an act or threat of domestic or sexual

violence, and (3) the leave is to seek assistance for a purpose covered by the Act. The employee must provide two types of written documentation as certification: (1) a sworn statement by the employee showing that the leave qualifies for a purpose covered by VESSA and (2) written documentation from the source from whom assistance was sought or who could otherwise verify the nature of the leave, such as documentation from: (a) a representative of a victim services organization, an attorney, member of the clergy, or a medical or other professional, from whom the employee has sought services on behalf of a covered victim to address domestic or sexual violence or the effects of the violence, (b) a police or court record, or (c) other corroborating evidence. It is the employee's responsibility to ensure that the Village receives the proper certification. If the Village does not receive adequate certification within a reasonable time period after leave is requested, or if the certification does not confirm a VESSA-qualifying purpose, the employee's absences may instead be processed under other applicable leave policies and the employee will be held accountable for time taken under the Village's attendance standards.

E. VESSA leave is unpaid leave. An employee may choose, however, to use any accrued paid time off which would otherwise apply to the circumstances of the leave. For instance, if the leave was for the employee, because the employee was temporarily disabled due to domestic or sexual violence, the employee may use any accrued sick time for that portion of the leave. An employee may use accrued vacation or other personal time for any of the purposes allowed under the Act. The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period.

F. During an approved VESSA leave, the Village will maintain an employee's health benefits as if the employee continued to be actively employed. If paid leave is substituted for unpaid leave, the Village will deduct the employee's portion of the health plan premium as a regular payroll deduction. If an employee's leave is unpaid, the employee must pay the employee's portion of the premium during the leave. The employee's group health care coverage may cease if the employee fails to make timely payments of the employee's share of the premiums. If an employee does not return to work at the end of the leave period, the employee may be required to reimburse the Village for the cost of the premiums paid by the Village for maintaining coverage during the employee's unpaid leave, unless the employee cannot return to work because of the continuance, onset or recurrence of domestic or sexual violence, or other circumstances beyond the employee's control. If that is the case, the employee will be required to produce written certification to confirm the circumstances beyond the employee's control.

G. Vacation, sick time, or other benefits will not accrue while on unpaid VESSA leave. An employee will remain entitled to all of the employee's benefits which accrued prior to the employee's leave, however.

H. VESSA leave may be taken intermittently (in separate blocks of time) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday). If leave is unpaid, the Village will reduce the employee's salary based on the amount of time actually worked.

I. VESSA leave will run concurrently with any other applicable leave. For instance, leave taken under VESSA which also qualifies under the Family and Medical Leave Act ("FMLA"), will be simultaneously designated as both VESSA and FMLA leave. Likewise, absences for which an employee receives sick time or short-term disability benefits for a purpose covered under VESSA will also be designated as VESSA leave.

J. If an employee wishes to return to work at the expiration of the employee's leave, the employee is entitled to return to the employee's same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment, subject to any applicable exceptions. However, the employee has no greater right to reinstatement or other benefits and conditions of employment than if the employee had not taken leave. The employee must return to work immediately after the expiration of the employee's approved VESSA leave in order to be reinstated to the employee's position or an equivalent position. If an employee takes leave because of the employee's own medical or psychological condition, the employee is required to provide medical certification that the employee is fit to resume work, according to the Village's usual policies.

K. The Village will consider making reasonable accommodations to an employee or job applicant for a known limitation resulting from domestic or sexual violence, unless the accommodation would cause the Village an undue hardship. If an employee is an otherwise qualified individual who can perform the essential functions of the employee's job, but needs such an accommodation, the Village may provide an adjustment to the job structure, workplace facility, work requirements, or the employee's telephone number, seating assignment, or physical security of the employee's work area in response to a need covered by VESSA. The Village will also consider a request for transfer, reassignment, or modified schedule if needed due to a known limitation caused by an act or threat of domestic or sexual violence. Other safety measures may also be appropriate. Any employee covered by VESSA may make a request for leave or for a reasonable accommodation to the Village Manager or his or her designee.

L. The Village will maintain an employee's written certifications and other documentation regarding any requests for VESSA leave in a confidential file. The Village will not disclose the nature of the employee's leave other than to those specific persons who need to know in order to ensure the employee receives his/her VESSA rights.

M. The Village strictly forbids any of its employees, managers or other representatives from discriminating, retaliating, or otherwise treating an employee

unfavorably for requesting or taking VESSA leave or exercising any other rights under VESSA. If an employee feels he/she has been denied his/her VESSA rights or if an employee feels he/she has been treated unfavorably for having exercised any VESSA rights, the employee should immediately report such action to the Village Manager or Human Resources Coordinator. The Village will investigate the employee's concerns and take corrective action if it determines that someone has violated the Village's VESSA policy.

9.8 Vacation.

A. Non-probationary full-time employees are eligible for paid vacation after one year of service.

B. Vacation for non-union employees is as follows:

<u>Length of Service</u>	<u>Vacation</u>
1 year but less than 7 years	2 weeks
7 years but less than 10 years	3 weeks
10 years or more	4 weeks

C. Police, firefighters, and other union employees should refer to their respective collective bargaining agreement.

D. Department heads shall receive 3 weeks' vacation after 1 year of service, unless otherwise agreed upon. Upon completion of 5 years of service, an additional week of vacation time shall be granted. Department heads will submit their vacation request to the Village Manager for approval.

E. Vacation for an individual employee shall cease to accrue when an employee's number of accrued days added together is the equivalent of the maximum number of weeks of vacation for which they are entitled based on their length of service. Upon falling below such equivalent, accrual of vacation days for a particular employee shall recommence.

F. All Village employees must use their earned vacation time in the same calendar year the vacation time is earned. Vacation time not utilized in the year the vacation time is earned shall be forfeited unless the Village Manager extends the period within which the employee is allowed to utilize the vacation time. Extensions granted by the Village Manager shall not exceed ninety-days (end of first quarter of subsequent year) and will be on a case-by-case basis taking into account the operational needs of the Village and justification for the request. Extensions for use of vacation time earned by the Village Manager may only be granted by the President and Board of Trustees.

G. In January of each year, all employees receiving a vacation benefit will submit their vacation selections to their Department Head by the third Friday of

the month of January at 5:00 p.m. Vacation schedules are to be determined by the Department Head. While due consideration for individual employee convenience may be given, the needs of the Village in scheduling workloads will be the controlling criterion. After review, Department Heads will have their department's respective schedules finalized and submitted to the Human Resources Department by January 31 of the same year.

H. Upon termination of employment, the employee shall receive the monetary equivalent of all unused earned vacation time based on the employee's final rate of pay.

9.9 Holidays.

A. Full time employees shall receive the following holidays with pay:

New Year's Day
Martin Luther King Day
President's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
The Day after Thanksgiving
Christmas Day

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

C. If an employee is on vacation when a holiday occurs, the employee will be granted an additional day off within the same calendar year at a time mutually agreed upon by the employee and the employee's department head.

D. If full-time non-supervisory employees are required to work on a holiday, they will be paid at the applicable overtime rate for all hours worked or, in the case of employees subject to a collective bargaining agreement, in accordance with their collective bargaining agreement.

E. In the event an employee is absent from work the day before or the day after a holiday, he or she shall not receive holiday pay.

F. Each non-probationary full-time and part-time employee shall also receive a "Birthday Holiday" which shall accrue each year on the employee's birthday. The Birthday Holiday may be used on the employee's birthday, or within the

sixty (60) days following the employee's birthday. If not used, the Birthday Holiday is forfeited.

9.10 Holidays: Temporary or Part-Time Employees.

Temporary or part-time employees paid on an hourly basis shall not receive holiday pay allowance.

SECTION X

**RETIREMENT, RESIGNATION, REINSTATEMENT
AND DEATH OF AN EMPLOYEE**

10.1 Retirement.

- A. Eligible employees are included in 1 of 3 separate pension funds.
 - 1. Illinois Municipal Retirement Fund for general employees;
 - 2. Police Pension Fund for police officers;
 - 3. Firemen's Pension Fund for firefighters.
- B. Detailed information concerning these pensions can be obtained from the Village Manager's office or members of the respective pension boards.

10.2 Resignation.

- A. An employee in good standing who terminates employment with the Village shall give at least a ten (10) business days' notice to the Department Head and provide a written notice of resignation stating the reason for leaving.
- B. An employee who terminates employment with the Village without providing a verbal or written notice may be denied future reinstatement for employment in the Village. When an employee is absent from work three (3) days or longer without communicating the cause for the absence to the applicable Department Head, this shall be construed as job abandonment and that the employee has resigned his/her employment position, whether or not confirmed by the employee.
- C. An employee, leaving Village employment, whether through resignation, lay-off, or dismissal, shall return any Village property, which he/she may have in his or her possession. Failure to return all Village property may result in criminal prosecution.

D. Any time an employee permanently terminates employment with the Village, the Human Resources Coordinator may request an exit interview with the employee. The separating employee may be requested to complete an Exit Interview Questionnaire. The employee is encouraged to provide input into matters directly associated with their employment with the Village, such as:

1. Job satisfaction
2. Training both in-house and outside
3. Employee's impressions of supervision
4. Compensation and employee benefits
5. General suggestions for improvement of the delivery of services to residents.

E. The final compensation for any employee shall be paid on the next regular pay period following the effective date of said employee's termination.

F. In the case where a collective bargaining agreement provides for different terms and conditions, employees must comply with the agreement when resigning.

10.3 Reinstatement.

A. An employee in good standing who has resigned or has been laid off may, within one year of his leaving the Village service, apply for reinstatement. The application shall be in writing and submitted to the Human Resources Coordinator.

B. Candidates for reinstatement may be given preference in filling positions in the Village service.

C. A reinstated employee shall be classified as a new employee in regard to seniority.

D. Any employee who resigns while disciplinary action is being taken against said employee shall not be eligible for reinstatement.

10.4 Death of an Employee.

On the death of an employee, the employee's estate shall receive compensation for unused vacation allowance and all accrued overtime and shall receive the balance of the pay period's compensation for the period in which the employee died.

SECTION XI

GENERAL RULES AND REGULATIONS

11.1 Uniform Employee Dress Code.

A. Uniformed employees shall only wear the following devices on uniforms, whether on or off duty:

1. Official hat badge and shield
2. Village or departmental service awards
3. Name plate
4. Length of service pin and chevrons
5. Departmental emblem on top part of right sleeve
6. Indication of rank chevrons or bars

B. Ornaments which shall not be worn on the Village uniform or by an employee while on duty include, but are not limited to, political, organizational or expressive pins, emblems or devices and advertising materials.

C. Beards and moustaches must be trimmed neatly at all times.

11.2 Non-Uniform Employee Dress Code.

A. At all times, Village employees must project a professional image for our constituents, customers, potential employees, community visitors, officials and the Village of Maywood as a whole. All employees must exercise professional judgment in their choice of work attire. If you are uncertain about acceptable work attire, please ask your supervisor, department head, or Human Resources Coordinator.

B. Non-uniform personnel shall comply with 11.1 B. and C. of this Manual.

C. Fraternal or service club membership pins and Village award pins are permitted.

D. Fridays and Saturdays have been deemed casual dress days. Jeans and other appropriate casual attire are permitted. Flashy athletic shoes, casual thong style footwear, flip-flops, and slippers are not acceptable in the office. All clothing worn on dress down days shall conform to this Section of the Personnel Manual. Torn, dirty or frayed clothing is unacceptable.

11.3 Compliance.

- A. Department heads shall take appropriate action to insure compliance with the dress code.
- B. If work clothing is not in compliance, the employee will be asked not to wear the inappropriate item or will be required to change clothing. If the problem persists, the employee may receive a verbal warning. If dress code violations continue to occur, progressive disciplinary action will be applied.

11.4 Political Activity.

- A. Village employees shall have the right to engage in political activities, including the right to petition, make speeches, campaign door-to-door, and to run for public office, so long as the employee does not use his official position to coerce or influence others, does not engage in political activities while at work or on duty, and does not otherwise engage in any prohibited political activity as set forth in Section 40.02 and 40.03 of the Village Code.
- B. Since, as a public employee, employees of the Village have the responsibility of serving the entire community equally, the following regulations shall apply to the political activities of Village employees.

- 1. No political activities shall be carried on by an employee while on duty or during working hours or while wearing a Village uniform or insignia.
- 2. No political literature, stickers or other materials may be affixed, attached to, or located on or within any Village vehicle, equipment, building or property.
- 3. No political pins, emblems or other such devices shall be worn by a Village employee during working hours.
- 4. No Village employee may use his or her official position of employment to coerce or inhibit others in the free exercise of their political rights.

11.5 Outside Employment.

- A. Employees of the Village, with the exception of persons employed on a part-time, temporary or seasonal basis, shall not be employed in other occupations without the advance approval of the Village Manager. This applies to any form of non-Village activity, whether part-time, temporary or permanent, for which the employee receives money, goods, services or other forms of compensation.

B. Employees wishing to hold outside jobs shall apply in writing to the Village Manager. In granting or withholding permission, the Village Manager shall consider whether or not the outside employment will be considered a conflict of interest or interfere with the employee's value or job performance in the Village. Each change in outside employment shall require separate approval.

C. Village employees who have received approval for outside employment shall be limited to a maximum of 20 hours per week at such outside employment.

D. All requests, whether approved or disapproved, shall be placed in the employee's personnel file.

E. Village employees who fail to report outside employment or violate any of the provisions of Section 11.5 of the Personnel Manual shall be subject to disciplinary action, including suspension or termination of employment.

11.6 Attendance at Board Meetings.

A. Board Meetings are public forums where Village matters are discussed and decided upon. Attendance at Board Meetings by Village employees is not prohibited. Employees are encouraged to discuss Village matters with their Department Head or the Village Manager.

B. Department heads shall not attend or participate in meetings of Village commissions or boards which are the responsibility of another Department Head unless otherwise directed by the Village Manager. Such restriction does not apply if the Department Head is an appointed member of such board. Such appointed members include, in some cases, the Village Manager, Police Chief, Fire Chief and Finance Director.

11.7 Dealing with Elected Officials.

A. Except for the purpose of inquiry, elected Village officials are required to deal with the administrative service only through the Village Manager.

B. If an elected official attempts to direct the activity of an employee, such employee shall confer with his Department Head or the Village Manager prior to taking any action.

C. Employees should not discuss personnel matters, administrative matters or any Village related confidential activity with elected officials. Procedures for discussing such matters should be in accordance with the Village's channels of communication such as the Village Manager, Human Resources Coordinator, or Department Head.

11.8 Union and Association Membership.

- A. Village employees are not required to be members of any association or union if they do not wish.
- B. Union activities shall not be carried on by employees during working hours.
- C. Supervisory personnel, other than police sergeants, shall not be members of any union or association which represents Village employees. If an employee is promoted to a supervisory position, he shall relinquish union or association membership at such time.

11.9 Village Manager Authority.

The Village Manager is the administrative head of the Village and is responsible for the efficient administration of all departments. The Village Manager has (1) the authority to promulgate and issue rules and regulations for the purpose of implementing and enforcing the provisions of this chapter, and (2) the authority to issue rules and regulations relating to personnel matters which are not inconsistent with the provisions of this chapter or any applicable collectible bargaining agreement, law, ordinance, rule or regulation approved by the Village municipal authorities.

11.10 Workplace Violence.

The Village is committed to promptly responding to situations that involve the potential for violent behavior that are brought to the Village's attention. Any employee who threatens or attempts to intimidate or commit an act of violence toward any other employee, member of the public, or other third party on Village premises or in the performance of Village duties will be subject to discipline, up to and including termination. Any employee who is subject to or witnesses such conduct by an employee or third party should report the incident immediately to any supervisor and to the Human Resource Coordinator or the Village Manager. Any supervisor who witnesses or receives a report of conduct contrary to this policy is expected to promptly report such concerns to the Human Resources Coordinator or the Village Manager.

11.11 Workplace Inspections.

The Village wishes to maintain a work environment that is free of illegal drugs, alcohol, unauthorized firearms, explosives, or other improper materials. The Village requires the cooperation of all employees in administering this policy. Desks, lockers and other storage devices may be provided for employee convenience but remains the sole property of the Village. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the Village at any time, with or without prior notice. These areas are not private and no employee should have any expectation of privacy in them. The Village also reserves the right to conduct searches and inspections of Village-provided materials such as boxes, desks, computer files,

cabinets, file drawers, or packages without notice. If you refuse to submit to a search or are found in possession of prohibited articles you will be subject to disciplinary action, up to and including dismissal. The Village is not responsible for loss of or damage to personal property on the job.

11.12 Media Contact.

The Village Manager and, with the permission of the Village Manager, Department Heads shall be responsible for all official contacts with the news media during working hours, including answering of questions from the media. The Village Manager may designate specific employees to give out procedural, factual or historical information on particular subjects or issues. Employees shall direct all media inquiries to the employee's Department Head or Village Manager and are not authorized to comment on behalf of the Village or disclose internal matters that involve the operations and management of the Village and its departments, except as authorized by the Village Manager.

11.13 Americans with Disabilities Act Compliance.

A. It is the policy of the Village of Maywood to comply with all provisions of the Americans with Disabilities Act ("ADA"). The Village will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of his/her physical or mental disability. The Village will make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments required by the job.

B. Reasonable accommodation generally involves modification or adjustment of a job, employment practice, or the work environment which makes it possible for an individual with a disability to perform the essential functions of their job and/or to otherwise enjoy equal employment opportunities. Whenever an employee or applicant believes that he or she may need a workplace accommodation, the employee should contact the Human Resources Coordinator to obtain a Reasonable Accommodation Request Form. Once a Reasonable Accommodation Request Form has been submitted, the employee requesting an accommodation will be given the opportunity to engage in an interactive dialogue with the Village over the requested accommodation. As part of the interactive process, the Village may request the employee to provide certain information from his or her health care provider related to his or her ability to perform the essential job functions, with or without reasonable accommodation.

C. All information regarding a disability will be kept confidential except that (1) appropriate supervisory personnel will be informed of any restrictions on work assignments and/or reasonable accommodations that must be provided; (2) safety personnel will be informed of any emergency treatments or first aid that a person with a disability may require; and (3) government officials investigating

compliance with federal, state or local laws may be informed of a person with a disability and any accommodation that is being provided.

D. Any employee who believes that he or she has been discriminated against due to a physical or mental disability should immediately report the problem or incident to his or her supervisor, the Human Resources Coordinator or the Village Manager. All complaints of discrimination due to a disability shall be investigated immediately, and the findings of the investigation and any remedial actions taken shall be reported to the complainant.

11.14 Use of Village Telephone – Personal Calls.

Employees are permitted to use the Village telephones and cellular telephones for personal local calls in cases of necessity. Phone usage on Village phones may be monitored and employees will be invoiced and/or disciplined if continual and repeated personal use of the phone is detected. Employees are likewise expected to limit use of personal cell phones for personal calls or texting or other personal use during work hours and in work areas only to cases of necessity. Employees are expected to devote working time to performance of job duties, and any use of personal cell phones during working time for functions other than a brief and necessary phone call is strictly prohibited. The Village will not be liable for the loss of personal cell phones brought into the workplace.

11.15 Village Technology Resources.

A. Village employees use the Village's computers, network and Internet services in order to perform their job duties. All computers and any information or software on the computers are the property of the Village. Employees cannot copy software on any Village computer or bring software from outside sources for use on Village computers without prior permission from the Village Manager. Employees may not use the computers, network or internet services to engage in "hacking" or other unlawful activities or to cause harm to others or damage to others property.

B. Employees have full responsibility for their online behavior and are expected to use the computers, network and Internet services in a professional and legal manner. Any data sent out from or downloaded to the employee's computer or the computer in use by that employee is the sole responsibility of said employee. Employees may not download any software that is not properly licensed for use by Village employees, and cannot copy, delete, or remove any information or data on the Village's computers or servers without the express permission of the Village Manager. Any personal information or personal email sent or received on Village computers may be subject to release in response to a FOIA request or court order. Employees are not permitted to use the Internet for commercial or political activities, for illegal activities, to access pornographic or gambling-related websites or to store non-work related files on the Network.

Employees should not use the Village's computers or Internet access to harass others.

C. The computers, network and Internet services are made available to employees for the purpose of providing an effective method to communicate, perform research and obtain information that will assist in performing job-related tasks. Examples of appropriate use of computers, network and Internet services may include tasks such as:

1. Accessing external databases to obtain job-related data;
2. Disseminating appropriate Village documents to other individuals or organizations;
3. Participating in e-mail groups that may provide insight and assistance for job-related functions;
4. Communicating with other Village employees;
5. Communicating with other professionals with similar issues and jobs to share ideas and problem-solve;
6. Obtaining information from vendors on products and services; and
7. Professional development.

D. Employees should have no expectation of privacy when using the Village's computers, network or Internet access. The Village reserves the right to access, monitor and disclose the contents of employee electronic messages, Internet access or files saved on the Network or hard drive, at any time and for any reason. Electronic media, specifically the Internet and e-mail, are not a secure communication network, and personal or privileged information sent via these media could potentially be read by individuals other than the desired recipients.

E. Employees using electronic media have the responsibility to respect the privacy and rights of others, and should not intentionally seek information on, obtain copies of, or modify files, communications, passwords or other data that belong to other users. The employee in whose name an account is issued is responsible at all times for its proper use.

F. The Village reserves the right to access, monitor and disclose the contents of employee electronic messages, but will do so only when it has a legitimate business need to do so. Legitimate business needs may include, but are not limited to, the following:

- 1 Investigation of suspected misuse of electronic media;
2. Investigation related to pending or anticipated litigation;
- 3 System maintenance;
4. Compliance with applicable laws, ordinances, or court orders;
- 5 To retrieve lost messages; and
6. To recover from system failures or monitor system performance.

G. Violations of this policy may result in termination of access to the Internet or other forms of electronic media, and may also result in disciplinary or legal action up to and including termination of employment, and or criminal or civil penalties or other legal action against the employee.

11.16 Gifts & Gratuities.

Elected and appointed officials and employees of the Village must fully comply with provisions set forth in the Illinois State Officials and Employees Ethics Act and with Sections 40.01 and 40.04 of the Village Code adopting the Act and setting forth applicable provisions relative to gifts. Failure to do so shall be subject to disciplinary action up to, and including discharge or removal from office, as appropriate.

11.17 Conflict of Interest.

It is the intention of the Village to avoid any and all business and financial transactions where there may be a possible conflict of interest. Therefore, it is the policy of the Village that, no employee or elected or appointed officers or officials shall have a financial interest, direct or indirect, in any contract with the Village, or be financially interested, directly or indirectly, in the sale to or by the Village of land, materials, supplies, or services, except on behalf of the Village as an employee. Further limitations are set forth in Section 40.06 of the Village Code, and are incorporated by reference into this Section 11.17 of the Personnel Manual.

11.18 Compatibility of Office.

No person elected to the Office of Village President or Village Trustee or appointed to the office of Village Manager shall be employed in any other capacity with the Village during the term that he or she holds appointed or elected office. Immediate family members (i.e., spouses, children [birth, step, adopted], brother, sister, brother-in-law, sister-in-law, grandchildren) of the Village President, Village Trustees, Village Manager, and Department Heads, shall not be hired as Village employees in any capacity during the person's tenure in office.

11.19 Confidentiality.

A. Employees subject to the Village of Maywood Confidentiality Agreement adopted by the Village must fully comply with its terms regarding access and use of sensitive and confidential information.

B. "Confidential Information" means all records, documents, information, passwords, and other materials whether original, duplicated, computerized, memorized, handwritten, or in any other form, including but not limited to any intellectual property of the Village, resident information, employment information, financial data, staff or official proposals or memoranda, real property related information, potential or actual litigation information, strategic plans, and

other data disclosed, entrusted or made available to Employee by the Village, obtained through Employee's own efforts while working for the Village or developed by Employee while employed by the Village, and which are not available to the public at-large.

C. Any Confidential Information viewed, received, obtained or generated during the course of an employee's work for the Village is to be held in the strictest confidence and may only be used in the completion of the employees services.

D. Confidential Information is the sole and exclusive property of the Village and should not be removed from offices of the Village without authorization from the Village Manager.

E. Employees are prohibited from disclosing or revealing, in any manner or for any reason, any Confidential Information, while working with the Village or at any time thereafter, to any person or entity without receiving express written authorization from the Village Manager. Employees shall make all reasonable, necessary and appropriate efforts to safeguard the Confidential Information from disclosure to any person, other than as permitted by this Confidentiality Agreement.

F. Further limitations are set forth in the Village of Maywood's Confidentiality Agreement, and are herein incorporated by reference into this Section 11.19.

11.20 Record Retention.

The Illinois Local Records Act prohibits a public entity from destroying public records without first receiving approval from the Local Records Commission. The Local Records Act defines a public record as " any book, paper, map, photograph, born digital electronic material, digitized electronic material, electronic material with a combination of digitized and born-digital material, or other official documentary material regardless of physical form or characteristics, made, produced, executed or received by any agency or officer pursuant to law or in connection with the transaction of public business and preserved or appropriate for preservation by such agency or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein." 50 ILCS 205/2. A public record may take the form of an electronic record, including but not limited to, emails (and/or attachments thereto), text messages, or other electronic data. In order to ensure compliance with the Local Records, Act, employees are prohibited from altering, destroying, or deleting public records unless and until appropriate approval has been received from the Local Records Commission. Any questions with respect to this policy should be directed to the Village Manager.

SECTION XII

SMOKING

12.1 Effective January 1, 2008, the Illinois legislature has passed the Smoke Free Illinois Act, 410 ILCS 82/ 1 et seq., which repeals the Illinois Clean Indoor Air Act and creates new state-wide smoking regulations. The Village has adopted an ordinance that adopts the new Illinois state smoking regulations contained in the Smoke Free Illinois Act.

A. "Smoke" or "smoking" means the carrying, smoking, burning, exhaling of any kind of lighted pipe, cigar, cigarette, hookah (e.g., shisha or sheesha), weed, herbs, or any other lighted smoking equipment.

B. No person shall smoke in a public place or in any place of employment or within 15 feet of any entrance to a public place or place of employment. No person may smoke in any vehicle owned, leased, or operated by the State or a political subdivision of the State. Smoking is prohibited in indoor public places and workplaces unless specifically exempted by Section 35 of the Act.

C. A person who smokes in an area where smoking is prohibited under the Smoke Free Illinois Act shall be fined in an amount that is not less than \$100 and not more than \$250. A person who owns, operates, or otherwise controls a public place or place of employment that violates the Smoke Free Illinois Act shall be fined (i) not less than \$250 for the first violation, (ii) not less than \$500 for the second violation within one year after the first violation, and (iii) not less than \$2,500 for each additional violation within one year after the first violation.

D. Further limitations are set forth in Section 92.04 of the Village Code, and are incorporated by reference into this Section 12.1 of the Personnel Manual.

SECTION XIII

JOB RELATED TRAINING

13.1 Job related training provides eligible employees with the opportunity to accomplish career goals, and maintain or improve their skills, knowledge and job-related capabilities through personal career development by participating in courses of study at accredited universities, colleges and organizations which specialize in job and career-related training and education.

A. The Village shall pay for all approved employee training, including any training required to obtain or renew licenses or certifications required for the employee's current position.

B. In the case where an employee's required license has expired or lapsed due to the employee's negligence, such employee may be required by the Village to pay the cost of renewing the license. Employees shall be paid at the appropriate rate for all hours spent in Village authorized training.

SECTION XIV

REIMBURSEMENT

14.1 Tuition Reimbursement.

A. **Generally:** Full-time employees of the Village are encouraged to enroll in college, university or technical school courses or participate in other types of studies, which are designed to improve job skills. As an incentive for employees seeking to improve their education, the Village may budget training funds and make them available for tuition reimbursement.

B. **Basis of Reimbursement:** Tuition reimbursement for college credit may be based upon the following priorities:

1. The amount of budgeted training funds available;
2. The direct and immediate benefit derived by the Village as a result of this particular employee completing the course;
3. The specific job-related nature of the course or field of study;
4. The overall performance of the employee;
5. The length of time which the employee has served the Village;
6. The employee's technical or supervisory responsibility;
7. The compatibility of the course schedule and the employee's work schedule;
8. Other factors which may be relevant.

C. **Qualifications:** In addition, the following conditions apply to any proposed reimbursement:

1. Courses taken or a degree sought must be related to the employee's job or career development path within the Village.
2. Courses or degree programs must be at accredited colleges, universities or organizations. Proof of acceptance for a degree must be submitted to the Department Head and Village Manager.

3. Courses at accredited colleges and universities must grant college level credit.
 4. Employees may enroll in a maximum of two (2) courses per term.
 5. Prior to enrollment, the employee must submit a request in writing to the Department Head and Village Manager. All requests must be approved by the Department Head and the Village Manager prior to enrollment, which approval may be denied in their sole discretion.
 6. Except where a collective bargaining agreement may provide for different terms and conditions, tuition reimbursement will be granted based on the following grade level:
 - a. Grade "A" or "B" – 100% reimbursement
 - b. Grade "C" – 50% reimbursement
 7. In general, reimbursement shall not be granted if the employee's reimbursement is covered by Veteran's benefits or another tuition abatement program.
 8. Employees will be required to sign an agreement stating that if an employee separates from Village employment within one (1) year after receiving reimbursement, the employee agrees that he or she will re-pay the amounts reimbursed in full.
- D. **Depletion of Funds:** When requests for training and reimbursement exceed funds specifically budgeted for that purpose, the Village Manager may provide partial reimbursement of expenses in order to extend training opportunities to as many employees as possible.

14.2 Reimbursement Agreement For Recovery Of Training And Certification Costs Required From Applicants For Entry Level Firefighter And Police Officer Positions.

All persons who apply for entry level firefighter and police officer positions with the Village shall, as a condition of application for employment with the Village, sign a reimbursement agreement that requires the repayment, on a prorated basis, of the training and certification costs that the Village pays on behalf of the applicant after he or she is hired by the Village, in the event that the applicant's employment with the Village ends within thirty-six (36) months of being hired by the Village due to any reason other than termination by the Village or injury or illness that prevents continued employment. The reimbursement agreement shall be in a form that has been approved by the Village

Manager and shall be utilized in conjunction with applications for entry level firefighter and police officer positions.

SECTION XV

USE OF PUBLIC FUNDS; VEHICLE USE; REIMBURSEMENT OF TRAVEL AND BUSINESS EXPENSES

15.1 Use of Public Funds.

A. Pursuant to Section 36.06 of the Village Code, it is the policy of this Village that the President, Board of Trustees, and all Village officials, employees or agents, shall use public funds, property or credit only for public purposes.

B. Section 36.06 of the Village Code provides that certain expenditures and expenses incurred by the President and Board of Trustees in support of events, activities and charities organized by, sponsored by or conducted by nonprofit organizations or businesses that support or benefit the Village as a whole, may be made only in accordance with the guidelines and procedures for pre-approval and reimbursement set forth in the "Village of Maywood Expense Approval Policy" as approved and modified from time to time by the Village Board.

C. Additional regulation of and limitations on the use of public funds are set forth in Section 36.06 of the Village Code, and are incorporated by reference into this Section 15.1 of the Personnel Manual.

15.2 Village Vehicle Use.

A. Certain authorized Department Heads and the Village Manager, may be granted use of a Village vehicle under a separate policy and/or employment agreement. All other Village owned vehicles shall be limited to official business with no other employee being authorized daily portal to portal or personal use, unless, during the course of and as a result of the necessity of official business as authorized by the Village Manager and/or Department Head.

B. All employees occupying positions which require the operation of a Village vehicle or personal vehicle for Village business, shall be required to supply their driver's license number to their Department Head for verification on an annual basis. If an employee uses his/her personal vehicle for Village business, proof of insurance may be required. Employees are required to report immediately any tickets, convictions or other impairments on the employee's ability to lawfully operate a vehicle (e.g., a DUI or excessive speeding tickets).

C. Employees who drive a vehicle in the course of performing their job duties, whether regularly or occasionally, will refrain from using their phone for text messaging or checking e-mails while driving. Under no circumstance are

employees allowed to place themselves at risk to fulfill business needs. Under all circumstances, employees must comply with traffic laws. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. Violations of this policy will be subject to discipline, up to and including discharge.

15.3 Credit Card Use.

A. The purpose of Village credit cards is principally for use in the purchase of lodging, transportation and travel expenses, and registration costs pertaining to training sessions for Village employees and elected officials.

B. Only Village personnel and officials who have been authorized by the Village Manager shall use a village credit card. All credit card use by authorized personnel and officials shall be in accordance with the Village's "Written Policy Governing Purchases and the Control and Use of Village Credit Cards" as approved and modified from time to time by the Village Board, and incorporated by reference into this Section 15.3 of the Personnel Manual.

15.4 Travel Reimbursements.

A. Employees and appointed and elected officials who incur expenses while performing Village duties will receive reimbursement in accordance with current Internal Revenue Service (IRS) regulations for expenses and in accordance with the "Village of Maywood Travel Policy" as approved and modified from time to time by the Village Board, and incorporated by reference into this Section 15.4 of the Personnel Manual.

B. The Village of Maywood Travel Policy is available from the Office of the Village Manager and the Finance Department, and on-line at the Village's website, and provides, among other things, that in order to qualify for reimbursement, all employees and appointed and elected officials must submit a detailed expense statement, including original receipts and invoices, and that certain travel shall only be reimbursed if pre-approved by the Village Board.

15.5 Business Expenses.

Business expenses incurred by Village employees, or by elected or appointed officials (other than those expenses incurred by elected officials under the budget allocation provided for in Section 36.06 of the Village Code), for which reimbursement is sought shall be submitted on a request form provided by the Human Resources Coordinator or Finance Department and shall only be reimbursed after approval by the Human Resources Coordinator or Finance Department and when submitted in full conformance with any applicable Village Code provisions, policies and provisions of this Manual, relating to reimbursements and use of Public Funds.

SECTION XVI

DRUG FREE WORKPLACE POLICY

16.1 Introduction.

A. Drug and alcohol misuse is inconsistent with the Village's longstanding commitment to the principle that professionalism in the delivery of public service can only be maintained through an alcohol and drug-free work environment. Accordingly, this Drug Free Workplace Policy applies to all employees, including any employee covered by a collective bargaining agreement or employment contract to the extent the policy is not inconsistent with such agreements and contracts. Employees who violate this policy are subject to appropriate discipline up to and including discharge.

B. Drug use poses a number of risks to the health and well-being of employees. Drugs can cause such health problems as lung cancer, obstructive pulmonary disease, chronic respiratory infections, high blood pressure, cardiac disease, and seizures. Drug abusers are at an increased risk for AIDS and hepatitis. Drug and alcohol abuse frequently result in increased motor vehicle and workplace injuries, affecting not only the employee but coworkers as well.

C. Drugs and alcohol can also rob the user of his or her ability to plan for and reach long-term goals, to deal constructively with stress and anxiety, or to have successful and satisfying friendships and family relationships. Lives can be ruined when illegal drug users are arrested, jailed or injured by drug-related violence.

D. In recognition of such problems and consequences, any employees who use drugs or abuse medication or alcohol are urged to seek treatment. The Village may utilize an Employee Assistance Program ("EAP") to assist employees with drug and alcohol problems to select a course of action. Further information on this option may be obtained through your immediate supervisor or the Human Resources Coordinator.

16.2 Policy.

A. It is the policy of the Village to take all reasonable steps to ensure a workplace free of drugs. Accordingly, employees are strictly prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession or use of drugs, being under the influence of alcohol, medical cannabis, or other intoxicating substance, or from abusing any drug although legally obtained (such as a prescription drug) by not using the drug for prescribed purposes or not taking the drug according to prescribed dosages, while on the Village's property, while on duty, while acting in any capacity in his or her employment with the Village or while operating a vehicle or machine leased or owned by the Village. Village property includes all buildings, offices, lockers, facilities, grounds, parking lots,

places and vehicles owned, leased or managed by the Village. This policy does not prohibit the limited and responsible consumption of alcohol at professional functions an employee may attend in relation to the employee's job that does not otherwise interfere with the performance of job duties.

B. For purposes of this policy, drugs shall be defined as any controlled substance as listed in the Illinois Controlled Substances Act (720 ILCS 570) or Cannabis Control Act (720 ILCS 550), and substances listed in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. § 812, any drug which is not legally obtainable and/or any drug which is legally obtainable, such as a prescription drug, but which is not legally obtained, is not being used for prescribed purposes, and/or is not being taken according to prescribed dosages. Drugs include: narcotics (heroin, morphine, etc.), cannabis (marijuana, hashish), stimulants (cocaine, crack, diet pills, etc.), depressants (tranquilizers), and hallucinogens (PCP, LSD, "designer drugs," etc.).

C. All employees performing work under government contracts, subcontracts or grants held by the Village must agree to abide by this prohibition as a condition of continued employment in such capacity.

D. This policy does not prohibit employees from the lawful use and possession of prescribed medication (other than medical cannabis, which is addressed in Section 16.3 below). Employees must, however, consult with their doctors about the medication's effect on their ability to work safely and must promptly disclose any restrictions to their supervisor. Employees should not, however, disclose the underlying medical condition unless specifically directed to do so.

E. Employees may be required to submit to alcohol or drug testing in any of the following situations:

1. Fitness for Duty/Reasonable Suspicion: The Human Resources Coordinator or a Department Head, with the approval of the Village Manager, may direct an employee to submit to drug or alcohol testing if he or she reasonably suspects them of using or being impaired or otherwise under the influence of alcohol or drugs while they are on duty, while acting in any capacity in his or her employment with the Village, or while operating a vehicle or machine leased or owned by the Village, or are present on Village property. The determination that an employee may be under the influence of alcohol or drugs may be based on any significant and observable impairment or changes in performance, appearance, behavior, speech, bodily odors, agility, coordination or other characteristics providing reasonable suspicion of the influence of alcohol or drugs.

2. Post-Accident: Employees are subject to testing when they cause or contribute to accidents which seriously damage a vehicle or Village machinery or equipment, or result in an injury to the employee or any other person requiring emergency medical treatment away from the scene of the accident.

3. Random Testing. Any employee holding a safety-sensitive position may be asked, at any time and on a random basis, to submit to a drug or alcohol test. Any employee who has tested positive on any alcohol or drug test, and who is allowed to return to work after such test, may be asked, at any time during the 12-month period following such return, to submit to a drug or alcohol test.

F. Employees with Commercial Drivers Licenses shall be subject to testing pursuant to Department of Transportation regulations.

16.3 Medical Cannabis.

A. All employees, including Registered Qualifying Patients as defined in the Compassionate Use of Medical Cannabis Pilot Program Act, are strictly prohibited from possession, distribution, transfer, purchase, sale, use or being under the influence of medical cannabis, or from impairment due to use of medical cannabis, while on the Village's property, while on duty, while acting in any capacity in his or her employment with the Village or while operating a vehicle or machine leased or owned by the Village.

B. Qualifying Patients who test positive for cannabis may not be penalized solely for his or her status as a Registered Qualified Patient unless failing to do so would:

- Put the Village in violation of federal law; or
- Cause the Village to lose a monetary or licensing-related benefit under federal law or rules.

C. All employees who are Registered Qualifying Patients, as defined by the Compassionate Use of Medical Cannabis Pilot Program Act, must submit to the Human Resources Coordinator documentation illustrating that they are a Registered Qualifying Patient, including documentation of the employee's diagnosis of a "debilitating medical condition" and the employee's Register Identification Card. All Registered Qualifying Patients are expected to consult with their personal physician to determine if the use of medical cannabis will have any potential negative effects on job performance. All Registered Qualifying Patients are required to report to their supervisor if there is any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment and provide appropriate medical verification on restrictions in the performance of duties. The following employees are preempted

from becoming a Registered Qualified Patient: active duty police officers, firefighters, correctional officers, probation officers and CDL holders.

D. Each Qualifying Patient must carry his/her Registry Identification Card, issued by the Department of Public Health. Law enforcement personnel will have access to a verification system maintained by the Department of Public Health.

16.4 Testing Procedure.

A. Employees subject to alcohol testing shall be sent or driven to a Village designated health clinic and directed to provide breath specimen. Specimen shall be collected by trained technicians using federally-approved testing devices which are regularly calibrated and capable of producing printed results that identify the employee.

B. Employees subject to drug testing shall be sent or driven to a Village designated clinic and directed to provide a urine specimen. Employees may provide split specimens and may provide specimen in private unless they appear to be submitting an altered, adulterated or substitute specimen. Collected specimen shall be sent to a federally-certified laboratory and tested for evidence of, at a minimum, marijuana, cocaine, opiate, amphetamine, PCP and all other "controlled substances" as defined by the federal Controlled Substances Act (21 U.S.C. § 812), the Illinois Controlled Substance Act (720 ILCS 570), or the Illinois Cannabis Control Act (720 ILCS 550). A chain of custody shall be established from the time specimens are collected through testing and storage.

C. The laboratory shall transmit positive drug test results to a medical review officer (MRO) retained by the Village, who shall offer persons with positive results a reasonable opportunity to establish whether their results are caused by prescribed medicines or lawful substances. Persons with positive test results may ask the MRO to have their split specimen sent to another federally-certified lab to be tested at their own expense. Such requests must be made within three days of the notice of test results. If the second lab fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as having passed the test.

D. Testing of employees with Commercial Drivers Licenses shall be subject to Department of Transportation regulations.

16.5 Consequences.

Employees who refuse to cooperate in required tests, who test positive for being under the influence of alcohol or drugs, or who are found to be impaired or otherwise in violation of this Policy will be subject to discipline up to and including discharge, and may be criminally prosecuted. Refusal to cooperate means to obstruct the collection process, to submit an altered, adulterated or substitute sample, or to fail to promptly

provide specimen for testing when directed. The Village, in its sole discretion and in addition to any disciplinary action, may require an employee who has tested positive on any alcohol or drug test to participate in an approved alcohol or drug counseling or rehabilitation program as a condition to being allowed to return to work.

16.6 Notice of Conviction.

Any employee who is convicted of, pleads guilty or no contest to, or is sentenced for a crime involving drugs in the workplace must report the conviction, plea or sentence to the Human Resources Coordinator within five (5) days after such conviction, plea or sentence. If an employee who is convicted of, pleads guilty to or is sentenced for a crime involving prohibited substances performs work directly relating to the Village's contracts or grants with the state or federal government, the Village will report such conviction, plea or sentence to the government within ten (10) days after it receives notice of the conviction, plea or sentence. Employees may be subject to discipline or discharge relating to any such conviction, plea or sentence or for failure to notify the Village of such conviction, plea or sentence.

16.7 Confidentiality.

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the Medical Review Officer shall be kept confidential and shall be maintained in secure files separate from normal personnel files. Such records and information may be disclosed among Department Heads and supervisors on a need to know basis and may be disclosed where relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

SECTION XVII

CONCEALED CARRY

17.1 Purpose.

Public Act 98-0063 created a new "Firearm Concealed Carry Act" and also amended portions of many other statutes, creating a system whereby Illinois residents can apply for and receive a license to carry concealed firearms.

17.2 Policy.

All property, buildings, or portions of buildings, as well as Village vehicles, owned or under the control of the Village are designated as "Prohibited Areas" for concealed carry licensees to carry their firearm. All Prohibited Areas that are buildings must clearly and conspicuously display a 4" x 6" sign on the premises, which states that concealed firearms are prohibited. Signs shall be in accordance with the design approved by the Illinois State Police. The Village Manager shall determine placement of these

signs at all building and restricted parking area entrances. The Village Manager, or his designee, shall be responsible for the placement and maintenance of the signage.

All employees, regardless of whether they are licensed under Illinois law, are strictly prohibited from carrying a concealed firearm or weapon into any Prohibited Area, and from carrying a concealed firearm or weapon while acting in any capacity in his or her employment with the Village.

A firearm may be transported into a parking area within an employee's personal vehicle if the firearm and its ammunition remain locked in a case out of plain view within the parked vehicle. "Case" is defined as a glove compartment or console that completely encases the firearm and its ammunition, the trunk of the vehicle or a firearm carrying box, shipping box or other container. The firearm may only be removed for the limited purpose of storage or retrieval from within the trunk of the vehicle. A weapon or firearm must first be unloaded before removal from the vehicle. All employees who are storing their firearm in their personal vehicle, pursuant to Illinois law, must inform Village Manager of the location that their vehicle is parked.

17.3 Enforcement.

Any employee found to have carried a weapon or firearm onto a Prohibited Area knowingly, or found to be carrying a weapon or firearm under circumstances in which the employee should have known that he or she was in possession of a weapon or firearm, may be subject to discipline up to and including, but not limited to, immediate termination of employment, subject to such other employment rules or regulations as may be applicable.

Any individual visiting or conducting business on Village property found to have carried a weapon or firearm into a Prohibited Area knowingly, or under circumstances in which the person should have known that he or she was in possession of a weapon or firearm, may be banned from Village property.

Any individual found to have carried a weapon or firearm into a Prohibited Area knowingly, or found to be carrying a weapon or firearm under circumstances in which the individual should have known that he or she was in possession of a weapon or firearm, may be subject to administrative action by the Village and possible arrest and prosecution. Violations of this Policy may result in referrals to external law enforcement agencies.

17.4 Exception.

The provisions of this Policy do not apply to the possession of weapons or firearms in any Prohibited Area if the weapon or firearm is carried by a sworn law enforcement officer required to carry a weapon or firearm as a condition of his or her employment.

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CLERK'S CERTIFICATE

I, Viola Mims, Clerk of the Village of Maywood, in the County of Cook and State of Illinois, certify that the attached and foregoing is a true and correct copy of that certain Ordinance now on file in my Office, entitled:

ORDINANCE NO. 2017-46

**AN ORDINANCE APPROVING AND ADOPTING
AN UPDATED PERSONNEL MANUAL**

which Ordinance was passed by the Board of Trustees of the Village of Maywood at a Regular Village Board Meeting on the 19th day of December, 2017, at which meeting a quorum was present, and approved by the President of the Village of Maywood on the 19th day of December, 2017.

I further certify that the vote on the question of the passage of said Ordinance by the Board of Trustees of the Village of Maywood was taken by Ayes and Nays and recorded in the minutes of the Board of Trustees of the Village of Maywood, and that the result of said vote was as follows, to-wit:

AYES: Mayor Perkins, Trustee(s) H. Yarbrough, I. Brandon, K. Wellington, M. Lightford
and R. Rivers

NAYS: None

ABSENT: A. Sanchez

I do further certify that the original Ordinance, of which the foregoing is a true copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Village of Maywood, this 20th day of December, 2017.

[SEAL]

Village Clerk