



The Village of Homer Glen Employee Handbook

Homer Glen is one of Will County's largest municipalities. The Village of Homer Glen was incorporated on April 17, 2001. The incorporation was a grassroots effort by the residents to control their own destiny, in a rapidly growing region. They desired to control the future trend of development and to create a unique village that was well-planned and balanced between community and nature – thus the village's seal – "Community and Nature in Harmony". Upon incorporation, the Village encompassed about 19.9 square miles. Currently, the Village encompasses more than 22 square miles. Homer Glen is situated approximately thirty miles southwest of Chicago in Will County. Our community includes major watersheds, Spring Creek to the south and Long Run Creek to the north. Will County Forest Preserve land traverses the southern part of the Village. Homer Glen has abundant native plants and wildlife, public open space, parks, greenways, wetlands, floodplains, woodlands, ecological diversity, farmland and scenic beauty.

In 2021, the Village and the Homer Township Road District partnered together to transfer stewardship of the village-owned roads back to the Village of Homer Glen. Previously, the roads were maintained by the Road District via an intergovernmental agreement between the two entities. This transfer of stewardship resulted in the creation of the Village's first public works department. This was also consistent with the original incorporation goal of controlling our own destiny for the future.

Village Mission Statement

The Village of Homer Glen is committed to preserving, protecting, and enhancing our community's quality of life through responsible residential and economic development while utilizing sound fiscal management. We will strive to maintain open space, preserve our unique rural character, and safeguard our natural resources. The Village encourages community involvement in order to maintain and cultivate a balance of family, agriculture, business, environment, and cultural diversity for present and future generations.

Our Core Values

- Rural Atmosphere and Concern for Environment
- Managed Growth Density & Commercial Base Development
- Inclusion-A sense of Community & Limit Intrusive Government

VILLAGE OF HOMER GLEN

RESIDENTS OF HOMER GLEN

MAYOR AND BOARD OF TRUSTEES

Village Clerk

Village Manager

Administration
Department

Building Department

Development Services
Department

Economic
Development
Department

Finance Department

Planning & Zoning
Department

Public Works
Department

Contents

SECTION 1 GENERAL PROVISIONS

.....	8
PURPOSE.....	8
AT-WILL EMPLOYMENT.....	8
SCOPE OF AUTHORITY.....	8
APPLICATION OF RULES.....	8
DEPARTMENT RULES.....	9
AMENDMENTS.....	9
DISTRIBUTION AND ACKNOWLEDGEMENT.....	9

SECTION 2 DEFINITIONS

.....	10
DEFINITIONS.....	10

SECTION 3 RECRUITMENT AND EMPLOYMENT

.....	13
GENERAL POLICY.....	13
EQUAL EMPLOYMENT OPPORTUNITY STATEMENT.....	13
IMMIGRATION LAW COMPLIANCE:.....	13
APPLICATIONS.....	13
PHYSICAL STANDARDS.....	14
DRIVER'S LICENSE.....	14
ANTI-NEPOTISM.....	15
BACKGROUND CHECKS.....	15
PROBATIONARY PERIOD.....	15
EMPLOYEE CATEGORIES.....	15
BENEFIT ELIGIBILITY.....	15
CHANGES IN PERSONAL INFORMATION.....	16
DRESS CODE.....	16
EMERGENCIES AFFECTING VILLAGE OPERATIONS.....	17
TOBACCO USE.....	17

SECTION 4 HOURS OF WORK AND OVERTIME

.....	18
WORK DAY.....	18
PAY DAY AND DIRECT DEPOSIT.....	18

TIMEKEEPING PROCEDURES FOR NON-EXEMPT EMPLOYEES	18
REPORTING FOR WORK.....	19
BREAK & LUNCH PERIODS	19
OVERTIME PAYMENT	19
COMPENSATORY TIME OFF.....	19
EMERGENCY CALL BACKS:	20
REQUIRED OVERTIME	20
POSITIONS INELIGIBLE FOR OVERTIME COMPENSATION	20
POLICY ON EXEMPT PAY.....	20
DEDUCTIONS FROM EXEMPT EMPLOYEE PAY	21

**SECTION 5
EMPLOYEE CONDUCT**

.....	22
SECTION 5	22
EMPLOYEE CONDUCT	22
ETHICS POLICY	22
CODE OF CONDUCT	22
HARASSMENT, DISCRIMINATION, RETALIATION PREVENTION POLICY	23
DRUG FREE WORKPLACE	28
PROGRESSIVE DISCIPLINE PROCEDURES:	35
CONFIDENTIALITY POLICY	37
POLITICAL ACTIVITY	38
OUTSIDE EMPLOYMENT.....	38
ATTENDANCE & PUNCTUALITY.....	38
WAGE ATTACHMENTS	38
ACCEPTANCE OF GIFTS	39

**SECTION 6
EMPLOYEE PERFORMANCE**

.....	41
PERFORMANCE REVIEW.....	41
SUBSTANDARD PERFORMANCE ON ANNUAL REVIEW	41
PERFORMANCE IMPROVEMENT PLAN.....	41

**SECTION 7
INSURANCE & OTHER EMPLOYEE BENEFITS**

.....	42
INSURANCE COVERAGES	42
QUALIFYING EVENTS.....	42

MARRIAGE AND INSURANCE BENEFITS.....	43
COBRA (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT)	43
ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)	43
LIFE INSURANCE AND ACCIDENTAL DEATH & DISMEMBERMENT.....	44
457 RETIREMENT PLAN	44
EMPLOYEE ASSISTANCE PROGRAM.....	44
EMPLOYEE WELLNESS PROGRAM.....	44

**SECTION 8
HOLIDAYS, PAID TIME OFF (P.T.O.) & LEAVES**

.....	45
HOLIDAYS	45
PAID TIME OFF (P.T.O.).....	45
PERSONAL DAYS	46
JURY DUTY/CIVIL LEAVE.....	46
EMERGENCY/BEREAVEMENT	47
LEAVES OF ABSENCE	47
FAMILY AND MEDICAL LEAVE ACT (FMLA).....	47
PERSONAL LEAVE OF ABSENCE	53
MILITARY LEAVE	54
FAMILY MILITARY LEAVE	56
VICTIMS' ECONOMIC SECURITY AND SAFETY ACT (VESSA)	57
SCHOOL VISITATION LEAVE	59
LOCAL GOVERNMENT DISASTER SERVICE VOLUNTEER ACT	59
VOTING LEAVE.....	60
BLOOD DONATION LEAVE.....	60
WORKERS' COMPENSATION	60

**SECTION 9
SAFETY & EQUIPMENT**

.....	63
SAFETY	63
VILLAGE VEHICLES, EQUIPMENT & FACILITIES	63
PHYSICAL & PSYCHOLOGICAL FITNESS FOR DUTY	63
SUBSTANCE ABUSE POLICIES.....	64
WORKPLACE VIOLENCE	64
WEAPON FREE WORKPLACE POLICY	65
SEARCH, INSPECTION, AND INVESTIGATION	65

**SECTION 10
TRAINING & DEVELOPMENT**

..... 66

TRAINING AND DEVELOPMENT 66

SEMINAR/CONFERENCE ATTENDANCE 66

TYPES OF EXPENSES 67

**SECTION 11
COMMUNICATION**

..... 69

OPEN DOOR POLICY 69

SOLICITATION 69

DONATIONS FOR CHARITABLE CAUSES AND ORGANIZATIONS 69

TECHNOLOGY RESOURCE POLICY 70

SOCIAL MEDIA 70

TELEPHONE, CELLULAR PHONE, VOICEMAIL & FAX USAGE 73

CELLULAR TELEPHONES 74

MEDIA INQUIRIES 74

**SECTION 12
EMPLOYEE SEPARATION**

..... 75

GENERAL POLICY 75

SERVICE RETIREMENT 75

EMPLOYEE INITIATED RESIGNATION 75

DISABILITY RETIREMENT 75

DISCHARGE 75

LAYOFF 75

JOB ABANDONMENT 75

RELEASE 75

FURLOUGH/REDUCTION IN PAY 76

DEATH 76

EXIT INTERVIEW 76

**SECTION 13
COMPLIANCE WITH THE LAW**

..... 77

HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT (HIPAA) 77

AMERICANS WITH DISABILITIES ACT (ADA) 77

GENETIC INFORMATION NONDISCRIMINATION ACT OF 2008 (GINA) 78

**SECTION 14
EMPLOYEE INFORMATION AND RECORDS**

..... 79

GENERAL ACCESS TO EMPLOYEE INFORMATION 79

DISCLOSURE OF EMPLOYEE RECORDS OUTSIDE OF THE VILLAGE..... 79

REFERENCE INQUIRIES 79

CREDIT VERIFICATIONS 79

EMPLOYEE ACCESS TO PERSONNEL FILES..... 79

RECORDS INSPECTION 79

**SECTION 15
ACKNOWLEDGMENT FORM**

..... 80

Employee Handbook Acknowledgement..... 80

FORMS

..... 81

Repayment Agreement for Work Boots..... 81

Reasonable Suspicion: Condition of Employee Report 81

Employee FMLA Leave Request..... 81

Certification of Qualifying Exigency for Military Family Leave 81

Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave..... 81

ILMRMA: Illinois Form 45: Employer’s First Report of Injury 81

ILMRMA: Supervisor’s Accident Investigation 81

ILMRMA: Employee’s Accident Report 81

Statement of Witness Form 81

Village of Homer Glen Application for Training/Development Reimbursement..... 81

Request to travel on Village Business 81

Travel and Expense Report..... 81

Village of Homer Glen 83

Reasonable Suspicion/Condition of Employee Report 83

SECTION 1 GENERAL PROVISIONS

PURPOSE

The Employee Handbook is designed to acquaint you with the Village of Homer Glen (hereinafter referred to as the Village) and provide you with information about working conditions and policies affecting your employment. The Employee Handbook also serves as a guide to employment and compensation practices and to ensure all employees are treated fairly and equitably, in order to best serve the community. The handbook does not create any contract rights or property rights between the Village and prospective, current employees, or other persons. No statement or promise by a Department Director or supervisor past or present may be interpreted as a change in policy nor will it constitute an agreement with an employee. Should any provision in the Employee Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Handbook, but only that particular provision. The Employee Handbook supersedes any and all other or previous Village policies whether written or oral, unless otherwise indicated.

The provisions of this Employee Handbook may be amended, altered, revoked, modified or cancelled without advance notice at any time at the Village's sole discretion. Staff members will be notified of changes to the Employee Handbook as such changes occur.

AT-WILL EMPLOYMENT

Employment with the Village is at-will. This means that neither an employee nor the Village has entered into a contract regarding the duration of his/her employment. Employees are free to terminate their employment with the Village at any time, with or without reason. Likewise, the Village has the right to terminate an employee's employment, or otherwise discipline, transfer or demote an employee at any time, with or without reason, at the discretion of the Village.

SCOPE OF AUTHORITY

The Human Resource Manager or designee, is responsible and has authority for the administration of the rules and regulations contained herein and may from time to time issue administrative directives interpreting and implementing the terms of these rules, and interpret or waive the application of these rules at any time whenever it is in the best interest of the Village.

In their absence or at their option, employees in positions of authority or responsibility may designate others to carry out the respective role, task or functions that are attributed to them in the Employee Handbook. The designated employee shall be known as a designee for the particular role, task or function which is assigned to him/her by the person in the position of authority or responsibility.

APPLICATION OF RULES

The rules, regulations, policies, and practices contained herein shall apply to all employees of the Village unless otherwise provided by State statutes or local Ordinance. Except as where otherwise required by law, these policies do not apply to elected officials.

DEPARTMENT RULES

Consistent with the rules, regulations, policies and practices contained herein and subject to the approval of the Village Manager, the various departments of the Village may communicate rules and regulations to govern individual departmental operations and procedures. The Employee Handbook supersedes any inconsistent department rules.

AMENDMENTS

The Employee Handbook shall be reviewed and updated regularly by the Human Resources Department with all substantive policy changes subject to Village Board approval. Employees will be notified of amendments to policies and provided updates of the Employee Handbook that reflect the changes made.

DISTRIBUTION AND ACKNOWLEDGEMENT

Each regular full-time, regular part-time, and temporary seasonal employee shall receive a copy of the Employee Handbook when first issued or at the time of employment and shall sign a statement acknowledging receipt. Employees will be notified of amendments to policies and will be required to acknowledge receipt.

SECTION 2 DEFINITIONS

DEFINITIONS

- **Anniversary Date:** The date an individual becomes a regular full-time or regular part-time employee of the Village.
- **Appointment:** The selection of a person to a full-time or part-time position on a regular or temporary basis with the Village who is not a present employee of the Village.
- **Base Pay:** Base pay or base salary is the hourly or weekly rate of pay received by an employee excluding any additional, authorized compensation such as overtime, other pay, allowances, reimbursements or benefits.
- **Class or Classification:** A position or group of positions that involves similar duties performed, scope of discretion and responsibility, minimum requirements of training, experience or skill and such other characteristics that the same title, tests of fitness and range of compensation have been or may be applied to each position in the group.
- **Compensation Plan:** A schedule of pay ranges in hourly, bi-weekly and annualized rates for each class within the Village service.
- **COBRA:** Consolidated Omnibus Budget Reconciliation Act, establishing Federal continuation of coverage rules for group health plans.
- **Demotion:** The movement of an employee from a position in one class to a position in another class having a lower salary range because of disciplinary reasons, incapacity to perform work, inefficiency or unsatisfactory work performance, by request of the employee or a re-organization.
- **Department:** The term "department", means a major operating functional unit of the Village government.
- **Department Head:** The term "Department Head" means the officially appointed head of any department or an employee appointed as "acting" head of any department.
- **Disciplinary Action:** An action taken against an employee which may range from a verbal reprimand up to and including termination.
- **Employee:** A person occupying an active position in the Village or a person who is on authorized leave of absence. Employee categories are defined in Section 3.
- **Exempt Position:** A classification that is not entitled to overtime payment as established by the Village Board and under the Fair Labor Standards Act (FLSA) or State wage and hour laws. Exempt employees' pay is determined on a weekly basis.
- **FLSA:** The Fair Labor Standards Act is a Federal act that establishes minimum wages, overtime and other labor standards including position classification as 'exempt' or 'nonexempt'.
- **Layoff:** A separation of an employee from Village service which has been made necessary by lack of work, funds or other reasons not related to fault, delinquency or misconduct on the part of an employee.
- **Non-Exempt Position:** A classification that is entitled to overtime payment as established under the FLSA or State wage and hour laws. Non-exempt employees' pay is calculated on an hourly basis.

- **Outside Employment:** Employment of any kind engaged in by a Village employee for which compensation is received from a source other than the Village.
- **Pay Adjustment:** Change of an employee's salary with or without change in duties or responsibilities.
- **Pay (or Salary) Range:** The minimum and maximum rates of pay the Village will compensate an employee in a position.
- **Performance Review:** A process and format used to assess an employee's performance level. The Village reserves the right to change from time to time the methods and tools used in conducting employee assessments.
- **Position:** A group of current duties and responsibilities budgeted for in a department and assigned or delegated by competent authority, requiring the full or part-time service of one employee.
- **Probationary Period:** A preliminary employment period during which time the employee's ability to perform the position is evaluated as defined in Section 3. And, in cases of discipline, a period of time in which an employee is subject to sanctions and additional evaluation.
- **Promotion:** A change in employment status from a position in one classification to a position in a higher classification involving a substantial increase in responsibility and a higher maximum pay rate.
- **Resignation in Good Standing:** Any employee who leaves the Village service and has fulfilled all obligations and met all criteria of his/her employment. Such an employee would have left under favorable conditions and preferably given two (2) weeks' notice.
- **Resignation Not in Good Standing:** Any employee who fails to meet obligations and/or criteria established in these rules. An employee that is discharged is deemed to have left "not in good standing".
- **Seasonal:** Full-time or part-time employees hired for a defined period of time annual employment is less than nine months or 1000 hours.
- **Staff Member:** Any individual employed or appointed by the Village to perform services for the Village for which he/she receives compensation on a full or part-time basis. With respect to an applicant for employment with the Village to whom a conditional offer of employment has been made by the Village the term Staff Member, except as otherwise provided herein, shall include such applicant.
- **Supervisor:** An employee below the Department Head level in charge of a work unit or other employees. Where no such level exists between an employee and the Department Head, the Department Head also acts as the supervisor.
- **Suspension:** The temporary removal with or without pay of an employee from his/her designated position.
- **Temporary Employee:** Employees hired for a defined period of time and under 1000 hours per year.
- **Termination:** The end of employment on either a voluntary or involuntary basis. Termination on an involuntary basis may also be called discharge.
- **Transfer:** The movement of an employee from one job to another, when both jobs are assigned to the same pay range. The employee is normally transferred at the same rate of pay.

- **Village:** Means the Village of Homer Glen, Will County, Illinois.
- **Village Manager:** The individual holding the position of Village Manager.

Note: This is not an all-inclusive list of definitions.

Other definitions can be found in applicable sections of the Employee handbook.

SECTION 3 RECRUITMENT AND EMPLOYMENT

GENERAL POLICY

Appointments & hiring of all positions shall be solely on the basis of the applicant's or employee's qualifications to perform the essential functions of the position, with or without reasonable accommodation. These selection procedures enable the Village to review applicant qualifications and suitability in a systematic approach.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of the Village that employment in Village government shall be based on merit and individual qualifications. No discrimination shall be exercised in any manner by a Village official or employee against or in favor of any applicant for Village employment or employee because of political or religious opinions or affiliations, race, color, sex, age, national origin, marital status, military or veteran status, order of protection status, genetic information, disability, sexual orientation, or other protected status or characteristic as established by law. An applicant or employee shall be considered solely on the basis of qualifications, abilities, skills and knowledge, with or without reasonable accommodation. Just and equitable incentives and conditions of employment are to be maintained to promote efficiency and economy in the operation of Village government. The policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, promotion, benefits, termination and all other terms and conditions of employment. The Village complies with Federal and State equal employment opportunity laws and strives to keep the workplace free from all forms of illegal harassment.

The Human Resource Department has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns regarding this policy or violation thereof, should be referred to the Human Resource Department. Complaints are investigated immediately and handled as confidentially as possible. The Village ensures that employees filing this complaint are protected against retaliation. Appropriate disciplinary action will be taken against any employee violating this policy.

IMMIGRATION LAW COMPLIANCE

All employment and all employment offers with the Village are contingent upon verification of an individual's right to work in the United States. Pursuant to the Immigration Reform and Contract Act of 1986, all new hires will be asked to provide original documents verifying their right to work in the United States and to complete and I-9 verification form as required by federal law. Failure to comply with these requirements may result in the revocation of an employment letter and/or termination of employment.

APPLICATIONS

All applications for employment with the Village shall be filed with the Human Resource Department. The Village shall, by examination or other appropriate means, evaluate the qualifications of the various applicants. Examination may include written, oral, physical, psychological, or performance tests, or any combination of these, as

appropriate under relevant legal authority and according to the requirements for each position. Applications will be kept confidential to the extent possible and will be shared on a need to know basis with others involved in the recruiting process.

PHYSICAL STANDARDS

After conditional offers of employment are made, employment shall be contingent upon the candidate or incumbent satisfactorily passing a physical examination to assure that the applicant or employee is able to perform the essential functions of a job, with or without accommodations. This will be done only when a business necessity justifies the need. Physicians designated by the Village shall give all required examinations. The results of the examination will be evaluated against the criteria of whether the person could perform the particular required duties without hazard to himself/herself or others. All physical examinations required by the Village shall be at the Village's expense.

- A. Pre-Employment Physical Examination: Pre-employment physical examinations shall be passed prior to the date an applicant reports to duty for all positions requiring a high degree of physical fitness. A Physician of the Village's choice shall perform these examinations.
- B. Fitness for Duty: Employees may be given a fitness for duty examination as a condition of continued employment. The Village will incur any expense for such examination.
- C. Americans with Disabilities Act (ADA): In administering this policy, the Village shall be guided by, and comply with, all Federal and State rules and regulations governing disabilities including the Americans with Disabilities Act, and the Village's policy.

DRIVER'S LICENSE

An employee who will operate a Village owned vehicle must possess a valid driver's license appropriate to the type of Village vehicle(s) to be operated. Employees who are required to drive a vehicle for Village business are expected to possess a valid driver's license at all times. Employees who are required to possess a valid driver's license as a job requirement must notify his Department Head immediately should the employee's license be suspended or revoked. Employees who are required to possess a valid driver's license and do not have one are subject to disciplinary action up to and including termination.

All applicant or employees of the Public Works Department who are either applying or currently in the following roles; director, assistant director, training manager, fleet manager, maintenance worker, foreman and superintendent must have a valid State of Illinois issued Class "B" Commercial Driver's License with an Air Brake Certificate (hereinafter referred to as a "CDL") and must be approved by the Village insurance provider as an insurable driver. For those applicants or employees to which this rule applies, the failure to have a valid CDS or CDL Operator's Permit may result in denial or termination of employment. If an employee is hired with a CDL Operator's Permit, that employee will remain as a probationary employee until such time a valid CDL is issued. All employees and applicants are subject to review of their Motor Vehicle Driving Record as allowed by law.

ANTI-NEPOTISM

To avoid conflicts of interest and the appearance of favoritism or bias and to enhance supervision, security and morale, the Village prohibits the employment of relatives in a direct supervisory relationship. In addition, this policy bars the hiring or employment of an employee's relatives in any position that would:

- Have the potential for creating an adverse impact on work performance; or
- Create either an actual conflict of interest or the appearance of a conflict of interest, such as the relative having an auditing or control relationship to the employee's job.
- "Relatives" (including blood/step/in-law) are defined as spouse, domestic partner, mother, father, sister, brother, child, uncle, aunt, niece, nephew, grandparent and grandchild.

BACKGROUND CHECKS

The Village reserves the right to perform all necessary background checks on any and all current employees and potential employment candidates, to include but not limited to criminal history checks, driving records, and educational transcripts. The Village will comply with any applicable Federal and State laws regarding background checks, including the Fair Credit Reporting Act, and will provide employees and potential employees with written notice of their rights under those laws prior to conducting a background check.

PROBATIONARY PERIOD

Employees are considered "Probationary Employees" during the period of 6 months from the first day of employment in a position or promotion to a position. During this period the employee's aptitude for the position is evaluated. An employee may be dismissed at any time with or without cause during the probationary period.

A staff member's successful completion of the introductory evaluation period does not guarantee his/her employment for any period of time thereafter; all staff members are employed at will.

EMPLOYEE CATEGORIES

For payroll purposes, the Village maintains the following employee categories:

- Regular Full-Time Employee: An employee that is routinely scheduled to work a forty (40) hour work week in a designated job.
- Regular Part-Time Employee: An employee that is routinely scheduled to work less than a twenty-nine (29) hour work week in a designated job.
- Temporary or Seasonal Employee: An employee whose employment is established for a period not to exceed 90 days or continued to a total of 180 days.

BENEFIT ELIGIBILITY

Benefits are provided to regular full-time employees according to the guidelines set out in this handbook and pursuant to the individual plan documents, which shall be the controlling documents in case of any conflict in terms with this handbook. Part-time, temporary, and seasonal employees are not entitled to employee benefits, except as required under law.

CHANGES IN PERSONAL INFORMATION

Employees are required to provide current information to the Village including, but not limited to, home address, home and cellular phone numbers, driver's license, emergency contact information, and for benefit purposes, dependents and beneficiaries. Upon hiring, the employee must complete an Emergency Contact Form with contact information and submit it to the Human Resource Department.

Employees must inform the Village on a timely basis of changes in personal information as stated herein.

DRESS CODE

At the Village of Homer Glen, our culture drives our success, which is why we have implemented a relaxed dress code. "**Dress for Your Day**" allows teammates to choose the appropriate attire for the business of each workday.

For example:

- If you are meeting with internal or external stakeholders/vendors/residents, you should wear more formal business attire.
- If your day is more low-key and/or in the field, jeans/khakis and a nice polo/sweater is appropriate.
- Village branded clothing is always appropriate.
- If employees prefer business or business casual attire, this can be worn whenever an employee desires.
- Dress for Your Day is all about appropriately showing individuality but never forgetting you represent the Village of Homer Glen.
- The bottom-line is we want team members to be comfortable at work.
- All employees should use good judgment as to what best represents the organization, and is in line with who we are culturally.

Examples of unacceptable attire include:

- Shorts
- Flip flops
- Tie-Dye
- Clothing that is dirty or unkept in appearance
- Pajama/sleep pants
- Overalls
- Sweat suits or sweat pants
- Mini skirts
- Tank tops, t-shirts, halter tops, midriff tops, low cut tops or tops with a low neckline
- Any type of shirt or clothing with objectionable wording, logo, or slogan
- Beachwear or bib overalls
- Torn or frayed clothing
- Hats (except as provided by the Village)
- Visible offensive tattoos
- Gym Shoes cannot be worn by maintenance crews for safety reasons

Uniformed Employees:

Employees required to wear standardized uniforms in the Public Works departments shall follow the particular standards established in their respective departments related to acceptable and required uniform attire including any required safety related equipment and clothing. When permitted by department policy, if a typically uniformed employee is allowed to wear non-uniform attire when performing job tasks, he shall follow the standards established for non-uniformed employees.

EMERGENCIES AFFECTING VILLAGE OPERATIONS

The Village is open for business during normal working hours; however, due to weather or other emergencies, the Village may be faced with temporary service closure, or have limited operations. The Village Manager is the only individual authorized to close Village operations.

During an emergency period the Village may require essential employees to assist with the emergency. Department Heads will notify employees if they are required to report to duty.

TOBACCO USE

The Village is committed to providing a work environment that promotes the health, hygiene, and well-being of its employees. The Village recognizes that smoking in the workplace can adversely affect employees. This includes the use of Electronic Cigarettes also known as Electronic Nicotine Delivery Systems (ENDS), e-cigarettes, and vaporizers. It also recognizes that chewing tobacco in the workplace raises hygienic issues. Therefore, smoking and chewing tobacco is prohibited inside all Village facilities. This policy applies to all Village employees and visitors while on Village premises. Tobacco use is only allowed during scheduled breaks and in designated areas. In compliance with the Smoke Free Illinois Act of 2008, smoking within fifteen (15) feet of a Village building entrance is strictly prohibited. If employees choose to use tobacco or electronic cigarettes, they must do so in designated areas and keep the frequency and duration of breaks in line with Village's policies. Tobacco users have a special obligation to keep designated smoking areas litter-free of tobacco products. Smoking or using electronic cigarettes in Village vehicles is strictly prohibited. Employees who violate the policy or Act may be subject to disciplinary action up to and including termination.

SECTION 4 HOURS OF WORK AND OVERTIME

WORK DAY

Full-time employees generally will be scheduled for an eight and one-half (8 ½) hour day, including a thirty (30) minute meal period and two fifteen (15) minute breaks. Exceptions to the length of the work day and meal period can be made upon the recommendation of the Department Head and the approval of Human Resources for specific job-related reasons. The timing of meal periods is subject to the approval of the employee's assigned supervisor. This section should not be construed as a guarantee or limitation on the number of hours of work offered to employees on a daily or weekly basis.

PAY DAY AND DIRECT DEPOSIT

Employees are paid bi-weekly on every other Friday. Each paycheck will include earnings for all work performed through the end of that payroll period (including overtime).

In the event a regularly scheduled payday falls on a day off (e.g., a holiday), employees will receive pay on the last day of work before the regularly scheduled payday.

Employees are required to participate in the Village's direct deposit program. Upon completing a direct deposit form, the employee's paychecks are automatically deposited into (a) pre-specified account(s).

TIMEKEEPING PROCEDURES FOR NON-EXEMPT EMPLOYEES

Accurately recording time worked is the responsibility of every non-exempt employee. Federal and State laws require the Village to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Non-exempt employees are required to accurately record the time they begin and end their work. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work performed but not reported on the time card. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including termination.

It is the employee's responsibility to sign their time record to certify the accuracy of all time recorded. The Department Head will review and then approve the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the Department Head must verify the accuracy of the changes by initialing the time record.

REPORTING FOR WORK

Employees shall report promptly at their designated starting time, at their designated working place, and shall devote their entire efforts during working hours to assigned duties. In the event an employee is unable to report for work as scheduled, the employee shall make his/her best effort to notify the supervisor by telephone call at least sixty (60) minutes before the designated starting time if an employee is unable to report for work or will be late. Failure to notify the supervisor as provided herein may result in disciplinary action up to and including termination.

BREAK & LUNCH PERIODS

Each Department Head shall establish a thirty (30) minute lunch period and two (2) break periods of no more than fifteen (15) minutes each during the workday and shall arrange them in the most appropriate manner for maintaining departmental operations. Upon approval from the Department Head, employees may combine their break periods with their lunch period. Employees shall not shorten the workday by use of break time or lunch period. The two (2) fifteen (15) minute break times are considered paid working time and employees are considered to be available for any assignment during any break period.

OVERTIME PAYMENT

When operating requirements or other needs cannot be met during the regular workday, employees may be required to work beyond their regularly scheduled hours. A reasonable amount of overtime, as defined by the Village, is a condition of employment. Overtime work must be approved by the employee's Department Head prior to the commencement of work.

Non-exempt employees are entitled to overtime compensation at the rate of one and one-half (1 ½) times their regular straight time hourly rate of pay for all hours worked over forty (40). Overtime shall be paid in fifteen (15) minute increments to non-exempt employees. An employee's work schedule may be adjusted by the Village during a workweek to avoid overtime. All paid leave time shall be considered as hours worked for overtime purposes, including sick leave.

COMPENSATORY TIME OFF

Subject to departmental procedures and village approval, a non-exempt employee may earn and take compensatory time off in lieu of overtime. Compensatory time off is allowed provided all of the following conditions are met:

- The employee receives one and one-half (1 ½) time for all hours over forty (40) hours worked in a work week.
- The employee agrees to compensatory time in lieu of overtime pay.
- The employee must request and be granted approval by his/her supervisor prior to taking compensatory time off which is Sunday to Sunday.
- Compensatory time must be taken in minimum increments of one (1) hour.
- Upon termination of employment the employee shall be paid out any unused compensatory time. Payable on the first day of the second month after separation
- Exempt employees are not eligible for compensatory time.
- Under FLSA, local government can award non-e

EMERGENCY CALL BACKS

The Village of Homer Glen is responsible for the safety and welfare of the community we serve every hour of every day. Therefore, we are expected to respond to any event that would jeopardize the community in any way. Employees will be expected to report to work whenever they are called upon regardless of the day or hour of the call. An employee who is called back to work outside of his/her regularly scheduled shift shall be paid for the hours worked or a minimum of two (2) hours pay at the appropriate overtime rate of pay the employee's regular straight time hourly rate of pay, whichever is greater. Such time starts when the employee clocks in. If the call back overlaps with the employee's regular shift, the employee will receive the minimum two (2) hours call back, and the employee shall continue working until the end of his/her normal quitting time. However, if employee is notified to come in at an earlier starting time prior to leaving the facility that is not considered an emergency call in situation.

REQUIRED OVERTIME

Each Department Head shall have the right to require overtime work. Overtime is considered a condition of employment, and refusal to accept it when reasonable notice has been given is cause for discipline, up to and including termination. At the Department Head's discretion and with the consent of the Village Manager and/or Human Resources, an employee's work schedule may be adjusted during a workweek to avoid overtime. Employees may not refuse overtime assignments. All overtime must be authorized in advance by Department Heads or by a designated supervisor. Employees are expected to respond to a call-out during an emergency or when overtime is assigned.

POSITIONS INELIGIBLE FOR OVERTIME COMPENSATION

Positions that are classified as exempt, having fulfilled the FLSA Salaried Basis and Job Duties Tests, are ineligible for overtime compensation.

POLICY ON EXEMPT PAY

In accordance with FLSA regulations, exempt employees who are required to be paid on a salary basis may not have their pay reduced for variations in the quantity or quality of work performed.

Exempt employees normally must receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked. However, exempt employees need not be paid for any workweek in which they perform no work at all for the Village. Time off using benefit time will be compensated as such.

Deductions from pay cannot be made as a result of absences due to the circumstances listed below. Such improper pay deductions are prohibited by the Village.

- Jury duty.
- Attendance as a witness.
- Temporary military leave.
- Absences caused by the Village.

Partial day amounts other than those specifically discussed below.

This provision covers exempt employees who are subpoenaed to jury duty or to testify in court in performance of a civic duty. Time that an employee spends in a court as a party in his own case would not be covered and would be treated like leave for personal reasons.

DEDUCTIONS FROM EXEMPT EMPLOYEE PAY

The few exceptions to the requirement to pay exempt employees on a salary basis are listed below. In these cases, deductions may be permissible as long as they are consistent with other Village policies and practices.

- Absences of one (1) or more full days for personal reasons other than sickness or disability (partial days must be paid). Such situations may occur when an employee has exhausted all applicable paid leave.
- Absences of one (1) or more full days due to sickness or disability. This exception can apply when the employee is not yet eligible for sickness/disability pay or has exhausted the paid leave benefits the Village provides.
- Fees received by the employee for jury or witness duty or military leave may be applied to offset the pay otherwise due to the employee for the week.
- Unpaid disciplinary suspensions of one (1) or more full days in accordance with the Village's disciplinary policy. Such "workplace conduct" violations should be of a serious nature, and does not apply to discipline for performance or attendance issues.
- Deductions for the first and last week of employment, when only part of the week is worked by the employee, as long as this practice is consistently applied to all exempt employees in the same circumstances.
- Deductions for unpaid leave taken in accordance with legitimate absence under the Family Medical Leave Act (FMLA)

SECTION 5 EMPLOYEE CONDUCT

ETHICS POLICY

Various laws regulate the conduct of Village employees including Illinois Public Act (5 ILCS 430 "State Officials and Employee Ethics Act"). Employees are expected to exercise ethical conduct and behaviors as outlined in these laws and the Employee Handbook.

CODE OF CONDUCT

It is the policy of the Village of Homer Glen to conduct its business activities and transactions with the highest level of integrity and ethical standards and in accordance with applicable laws and regulations. All employees must conduct themselves accordingly and seek to avoid even the appearance of improper behavior. Employees are expected to treat their co-workers as well as residents, vendors, and visitors with respect and dignity.

Certain actions are inappropriate in the work setting. Listed below are some of the behaviors that are not appropriate. This is by no means an all-inclusive list. This list is illustrative rather than exhaustive and management reserves the right to decide upon appropriate disciplinary action for breaches of conduct. Violation of these standards will result in disciplinary action up to and including termination of employment.

Activities prohibited by State and Federal statutes or Village Ordinances.

- Failure to meet prescribed standards of work.
- Unapproved absenteeism or tardiness.
- Threatening, intimidating, or coercing another employee or member of the public.
- Willful destruction or damage to Village property or the property of a fellow employee.
- Dishonesty, including falsification of Village records.
- Insubordination or refusal to follow a direct lawful order.
- Sleeping during work hours or leaving work without permission.
- Theft or unauthorized possession of Village property, the property of a fellow employee, or resident's property.
- Acceptance of any consideration from a third party intended to inappropriately influence the employee in the performance of his duties.
- Use of official position for personal advantage.
- Intoxication during working hours, including bringing intoxicating beverages, marijuana, or other illegal substances on Village property; the consuming of the same on Village property or any other violation of the Village's Substance Abuse Policy
- Violation of Village safety rules.
- Being found guilty of a crime that brings discredit to the Village or hinders the employee's ability to satisfactorily perform the essential duties and functions of his position.

- Discussion of confidential Village business with unauthorized persons.
- Misuse or illegal use of Village telephones, computer privileges, or equipment.
- Refusal to cooperate in an officially sanctioned investigation.
- Violation of the Village's policies and procedures as set forth in the Employee Handbook.

Employees have a duty to report behavior, misconduct, or activity that may be inconsistent with policies outlined in the Employee Handbook, illegal, or perceived to be inconsistent or illegal to their supervisors, Department Head, Human Resources, or Village Manager. Employees should exercise good judgement in determining to whom misconduct should be reported based on the perceived seriousness of the alleged behavior, misconduct, or activity. Additionally, employees have a duty to cooperate and comply with internal and external investigations regarding any violations of Village policy or the Employee Handbook.

HARASSMENT, DISCRIMINATION, RETALIATION PREVENTION POLICY

The Village of Homer Glen prohibits harassment, discrimination, or retaliation against claims of such in its entirety. All employees, volunteers, job applicants, elected officials and third parties (including but not limited to citizens, vendors, visitors and contractors) are expected to abide by this policy. This policy serves to ensure a workplace free of harassment, discrimination, and retaliation based on the protected characteristics including: race, color, national origin, ancestry, disability, religion, age, gender/sex, pregnancy, sexual orientation, veteran or military status, order of protection status, marital status, genetic information, and any other characteristics protected by applicable Federal, State and local laws to provide for the prompt, thorough, and effective investigation of harassment, discrimination, and retaliation reports, as well as provide a process for eliminating all such conduct.

A violation of this policy may not necessarily violate the law. The Village will not tolerate any conduct inconsistent with this policy and will enforce this policy regardless of whether the conduct itself constitutes a violation of applicable law.

Harassment, discrimination, and retaliation of, or against, any employee, co-worker, volunteer, or third party has no place in the work environment and will not be tolerated. Accordingly, the Village does not authorize and will not tolerate any form of harassment, discrimination, or retaliation by employees, volunteers, elected officials, or third parties including but not limited to citizens, vendors, visitors, and contractors.

Prohibited conduct includes, but is not limited to, verbal, physical, or visual comments of a derogatory nature and based on protected characteristics including: race, color, national origin, ancestry, disability, religion, age, gender/sex, pregnancy, sexual orientation, veteran or military status, order of protection status, marital status, genetic information, and any other characteristic protected by applicable Federal, State, and local laws. Examples of prohibited conduct include, but are not limited to:

- a) Verbal Conduct such as epithets, derogatory jokes, innuendos or comments, stereotyping, and slurs based on protected characteristics, as well as unwanted sexual advances, stereotyping, invitations, or comments;

- b) Visual Conduct such as derogatory posters, photography, cartoons, calendars, emails, text messages, magazines, music, drawings, sexually explicit materials, graffiti, computer internet sites, or gestures based on protected characteristics;
- c) Physical or Other Conduct such as unwanted touching or physical contact, assault, suggestive looks, leering, threats, blocking normal movement, interfering with work, or assigning undesirable work to create adverse working conditions for an individual because of that person's protected characteristics; and
- d) Retaliation such as threats, discipline, or any other adverse action taken against any person who reported or stated an intent to report conduct inconsistent with this policy, witnessed any such conduct, or participated in any investigation of such conduct.

PROHIBITION ON SEXUAL HARASSMENT

It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is a policy of Village of Homer Glen to prohibit harassment of any person by any municipal official, municipal agent, municipal employee, municipal agency or municipal office on the basis of sex or gender. All municipal officials, municipal agents, municipal employees and municipal agencies or municipal offices are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

DEFINITION OF SEXUAL HARASSMENT

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- a) Submission to such conduct is made a term or condition of an individual's employment, either explicitly or implicitly; or
- b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c) 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.

Conduct which may constitute sexual harassment includes, but is not limited to:

- a) Verbal Harassment: sexual innuendos, suggestive comments, insults, humor, jokes about: sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates; or, statements of a sexual nature about other employees, even outside of their presence.

- b) Non-verbal Harassment: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls," "smacking" or "kissing" noises.
- c) Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- d) Physical Harassment: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- e) Textual/Electronic Harassment: "sexting" (electronically sending messages with sexual content, including pictures or video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (email/text/picture/video messages, intranet/online postings, blogs, instant messages and posts on social network websites, like Facebook and Twitter).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts assess sexual harassment by a standard of what would offend a "reasonable person."

PROCEDURE FOR REPORTING AN ALLEGATION OF SEXUAL HARASSMENT

An employee who either observes sexual harassment or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, and her/his immediate supervisor. It is not necessary for sexual harassment to be directed at the person making the report.

Any employee may report conduct which is believed to be sexual harassment, including the following:

- Electronic/Direct Communication. If there is sexual harassment behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
- Contact with Supervisory Personnel. At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report, a department head, human resources, the village manager or the chief elected official of the municipality.

The employee experiencing what she/he believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the municipality will not be presumed to have knowledge of the harassment.

- Resolution Outside Municipality. The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the municipality. However, all municipal employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 300 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must also be filed within 300 days.

Allegations of Sexual Harassment made against an elected official of the governmental unit by another elected official of a governmental unit. In addition to the methods of reporting included above, an elected official may request an independent review of a complaint of sexual harassment by another elected official. The request shall be made to human resources, the village manager or the chief elected official of the municipality. The official receiving the request shall take immediate action in keeping with the procurement process of the municipality to retain a qualified individual or entity for the independent review of the allegations of sexual harassment in violation of this policy. The outcome of the independent review shall be reported to the corporate authorities.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the location), including, but not limited to, written records such as letters, notes, memos and telephone messages.

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the municipality. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

PROHIBITION ON RETALIATION FOR REPORTING SEXUAL HARASSMENT ALLEGATIONS

No municipal official, municipal agency, municipal employee or municipal office shall take any retaliatory action against any municipal employee or official due to a municipal employee's or official's:

- Disclosure or threatened disclosure of any violation of this policy; or
- Providing information related to an investigation or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy; or
- Assistance with or participation in a proceeding to enforce the provisions of this policy.

For purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer or change in the terms or

conditions of employment of any municipal employee that is taken in retaliation for a municipal employee's or official's involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against, even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action, and this policy prohibits retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

- Discloses or threatens to disclose to a supervisor or to a public body an activity, policy or practice of any officer, member, agency or other employee that the employee reasonably believes is in violation of a law, rule or regulation; or
- Provides information to or testifies before any public body conducting an investigation, hearing or inquiry into any violation of a law, rule or regulation by any officer, member, agency or other employee; or
- Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act or this policy.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, before a legislative commission or committee or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a state or federal law, rule or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a state or federal law, rule or regulation. (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire to retaliate against a person because she/he has opposed that which she/he reasonably and in good faith believes to be sexual harassment in employment, because she/he has made a charge, filed a complaint, testified, assisted or participated in an investigation, proceeding or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge within 300 days of the alleged retaliation.

CONSEQUENCES OF A VIOLATION OF THE PROHIBITION ON SEXUAL HARASSMENT

In addition to any and all other discipline that may be applicable pursuant to municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable disciplinary actions or discharge by the municipality and any applicable fines and penalties established pursuant to local ordinance, state law or

federal law. Each violation may constitute a separate offense. Any discipline imposed by the municipality shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a state or federal agency.

CONSEQUENCES FOR KNOWINGLY MAKING A FALSE REPORT

A false report is a report of sexual harassment made by an accuser to accomplish an outcome other than stopping sexual harassment or stopping retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to disciplinary action or discharge pursuant to applicable municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the Illinois State Police, a State's Attorney, the Attorney General or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

DRUG FREE WORKPLACE

The Village of Homer Glen maintains a firm commitment to ensure a safe, healthy and drug-free work environment for its staff members and to ensure that its staff members perform their duties free from the effects of illegal drug use, use of controlled substances, and alcohol.

- a) "Alcohol Testing" means the analysis of blood alcohol level through the use of a breath analysis instrument.
- b) "Controlled Substance" means any drug or other substance, or immediate precursor, included in Schedules I, II, III, IV or V of Section 812 (b) of the Comprehensive Drug Abuse Prevention and Control Act (also known as the Controlled Substances Act), as it now exists or may be hereafter amended from time to time, the sale, possession, distribution or consumption of which is illegal, under the Controlled Substances Act, or a controlled substance as defined by the Illinois Controlled Substances Act or cannabis as defined in the Illinois Cannabis Control Act.
- c) "Drug Testing" means the analysis of urine and/or blood to detect the presence of illegal drugs.
- d) "Illegal Drug" means any controlled substance, the use, possession or distribution of which is unlawful under the Controlled Substances Act, other Federal and State law, and any unauthorized prescription drugs not used for their prescribed purpose or in the manner prescribed.

ALCOHOL:

The use, consumption, distribution or possession of alcohol or any alcoholic beverage while at work, on duty, or on the Village's property, is prohibited and is cause for termination of employment. Staff Members are prohibited from having a blood alcohol concentration of .01 or greater, while at work, on duty, on call, or while using the Village's property or vehicles, or otherwise engaged in the performance of their job responsibilities.

ILLEGAL DRUGS AND CONTROLLED SUBSTANCES:

The use, manufacture, sale, dispensing, distribution or possession of illegal drugs or associated paraphernalia by any Village employee at any time is prohibited. The use, manufacture, sale, dispensing or possession of a controlled substance, including cannabis or marijuana, by any Village employee at any time while on Village property or on duty is prohibited. The use of cannabis while "on-call" or in any manner that would cause impairment while on duty, and use or possession in the workplace at any time during the workday, including meal and break periods, is prohibited. The unauthorized use of prescription drugs or the use of prescription drugs for other than a prescribed purpose by a Staff Member is prohibited and is cause for termination of employment. Staff Members are prohibited from being under the influence of illegal drugs while on duty, at work, on or using the Village's property, or otherwise engaged in the performance of their job responsibilities. The Staff Member will notify the employer of any conviction of any criminal drug statute for a violation of this policy occurring in the workplace no later than five (5) days after such conviction.

Marijuana and cannabis are controlled substances and illegal "drugs" as defined by federal law. As a recipient of federal funds, the Village is required to enforce a drug-free workplace policy consistent with federal law. Therefore, employees covered by this policy and assigned to a department that receives federal funds shall continue to be prohibited from possessing or using marijuana or cannabis in any form on or off duty, even though Illinois law may permit certain individuals to possess and use marijuana and cannabis.

Staff Members using a prescription drug or medication which may affect their ability to perform job related functions must immediately inform their supervisor of such prescription drug use. For the safety of all Staff Members and to ensure that the Staff Member is capable of performing his or her job-related functions, the Village Manager will consult with the Staff Member and his or her physician, if acceptable to the Staff Member, to determine if reassignment is necessary. The Village will attempt to make reasonable accommodations to the Staff Member's needs by making a reassignment. However, in the event the Village cannot make said accommodation or if in the sole determination of the Village Manager, said accommodation would cause an undue hardship on the operation of the Village, the Staff Member may be placed on medical leave of absence.

TESTING:

A. PRE-EMPLOYMENT TESTING:

All applicants for employment with the Village shall, as a condition of any offer of employment from the Village, be required to submit to alcohol and/or drug testing in accordance with the testing procedures set forth in this Drug Free Work Place Policy. Refusal of an Applicant to submit to testing for the presence of illegal drugs or alcohol (including cannabis or marijuana) is cause for revocation of the offer of employment. Any offer made to an applicant who tests positive for the use of illegal drugs or alcohol is subject to revocation by the Village.

B. POST -EMPLOYMENT TESTING:

Reasonable Suspicion Testing

A Staff Member may be required to submit to alcohol and/or drug testing whenever the Staff Member's supervisor has reasonable cause to believe that the particular circumstances of an occurrence, the actions, the appearance or the conduct of a Staff Member indicates the use of illegal drugs, including marijuana or cannabis, or alcohol, including but not limited to slurred speech, bloodshot glassy eyes, unsteady walk, disorientation, significant or repeated lapses in concentration, emotional outbursts, substantial mood changes, the smell of alcohol or drugs on an employee's breath, behavior appearance, judgment, coordination, job performance, conduct involving an unsafe practice, reduced productivity, vehicle accidents, injury resulting to the Staff Member, other person, or use of force by the Staff Member. The actions, appearance, and/or conduct of the Staff Member, whenever possible, should be witnessed by another supervisor or Staff member. The supervisor shall document the circumstances, facts, actions, appearance and/or conduct in a report to the Village Manager. The consent of the Village Manger or the Village President must be obtained prior to ordering the Staff Member to be tested. The Village shall cause the Staff Member to be transported immediately to a facility chosen by the Village for alcohol and/or drug testing. In all instances of reasonable suspicion testing, the employee shall be removed from and not returned to service until the test results have been reported and confirmed as negative.

Post- Accident Testing

Any Staff Member involved in a work-related injury to him/her self or any other person while on duty, or any staff member whose performance could have contributed to the accident, as determined by the manager or supervisor at the scene, may be required to submit to alcohol and/or drug testing as soon as possible after the incident.

Follow-Up Testing

Staff Members may be required to submit to alcohol and/or drug testing as part of a follow-up to counseling and rehabilitation for a period of up

to one (1) year to ensure that the Staff Member is no longer engaging in illegal drug use or alcohol abuse.

Random Testing

Current Staff Members in safety sensitive positions or subject to Department of Transportation regulations may be required to submit to random unannounced illegal drug testing at the request of the Village Manager. A neutral third party will randomly select Staff Members to be tested and notify the Village Manager.

TESTING PROCEDURE:

AUTHORIZATION:

Each Staff Member shall complete a "consent and chain of custody form" assuring that procedural requirements have been complied with. The Staff Member must provide photo identification to the authorized collection personnel to positively identify him/her prior to any sample being obtained.

DRUG TESTING AND REPORTING PROCEDURES:

The Village's testing program and reporting procedures will conform to the standards established by the DOT in 49 CFR Part 40 as amended from time to time, "Procedures for Transportation Workplace Drug and Alcohol Testing Programs.

C. CONSEQUENCES FOR VIOLATING ALCOHOL AND DRUG PROHIBITIONS

Applicants for Employment

An applicant for employment covered under this policy who has a verified positive drug test result or refuses to submit to a test will be disqualified from consideration for employment with the Village.

Employees

Whenever the results of any test administered under this policy are positive, the employee shall be removed from service immediately for further disposition consistent with the provisions of this policy.

Any covered employee who violates any provision of this policy will be subject to discipline up to and including discharge (subject to the terms of any applicable collective bargaining agreement.) Any employee who is determined to be in violation of this policy or to be impaired by alcohol, cannabis or any other substance, while at work or on duty, will be afforded a reasonable opportunity to contest the finding that he or she was impaired or under the influence or otherwise in violation of this policy.

Employees offered the opportunity to return to work following a violation of the drug and/or alcohol testing policy will be required to be evaluated by a substance abuse counselor. Continued employment and/or reinstatement will be conditional based on: cooperation with the counselor; successful participation in any prescribed counseling,

treatment or aftercare, which may include follow-up drug and/or alcohol tests and other appropriate conditions; the Village's receipt of a release to return to work from the substance abuse counselor; and completion of a return to duty test with a negative test result.

D. EMPLOYEE RIGHT TO EXPLAIN TEST RESULTS

Any employee who tests positive for drugs and alcohol, including cannabis, or who is determined to be under the influence of drugs or alcohol, including cannabis, may request, in writing, the opportunity to explain the positive test result in a confidential setting, provided that the Village receives the request within three (3) calendar days after the employee has been informed of the positive test result.

E. EMPLOYEE ASSISTANCE PROGRAM:

The Village of Homer Glen recognizes that from time to time employees and their dependents (including children up to age 26) may need a little help coping or figuring out what to do. The Village provides an assistance program to help address life issues such as:

- Depression, grief, loss and emotional well-being
- Family, marital, and other relationship issues
- Life improvement, goal setting
- Addictions including drug and alcohol use
- Stress or anxiety at work or home

The Employee Assistance Program (EAP) is available to employees and their dependents 24 hours a day, 7 days a week, 365 days a year. Each employee is entitled to 3 private sessions (per event) with a licensed counselor. There is no charge for these services and sessions are confidential. Employees can call 1-800-327-1833 or visit www.workhealthlife.com/Standard3.

Employees are encouraged to speak with Human Resources for more information.

CONFIDENTIALITY AND RECORDKEEPING

Confidentiality will be maintained throughout the drug and alcohol testing process. The Village will maintain records in a manner so that the disclosure of information to unauthorized persons does not occur. Additionally, the Village, the specimen collection site, testing laboratory, and MRO will be held to strict confidentiality requirements.

All specimens must be labeled showing the date obtained and signed by the Staff Member and an authorized representative of the employer and sealed prior to being sent via overnight delivery to the laboratory.

The Staff Member-donor shall witness the procedures set forth in paragraphs C and D.

All specimens shall be analyzed for the following substances: marijuana, cocaine, amphetamines, opiates, PCP, Benzodiazepines, barbiturates, propoxyphene, methadone and methaqualone.

An initial or immunoassay screen test will be performed on the sample. In the event that a question as to the result or a positive result arises from the initial test, a confirmation test will be performed. An initial test report which is not

negative shall be classified as "confirmation pending" until a confirmation test is performed. Positive samples will be retained by the testing laboratory in a secured storage for a minimum of six (6) months. In the event that a sufficient sample remains after an: initial and a confirmation test, the Staff Member may, at his or her expense, cause an independent laboratory to test the sample.

G. ALCOHOL TESTING:

Instruments for Analysis

Any breath alcohol concentration testing instrument to be used must automatically display the test results visually to the employer and provide an automatic printed test record. Each printed recording shall also contain an automatically printed record of the reading of the testing device made immediately prior to the recording of the tested person.

Any breath alcohol concentration testing instruments to be used must be listed in the Conforming Products List of Evidential Breath Measuring Devices prepared by the National Highway Traffic Safety Administration of the U.S. Department of Transportation and of a type approved by the Illinois Department of Public Health for testing of breath for alcohol.

Obtaining Breath Analysis

The following procedures shall be followed for alcohol testing:

Continuous observation of the Staff Member for at least twenty (20) minutes prior to collection of the breath specimen, during which period the subject must not have ingested alcohol, food, drink, regurgitated, vomited or smoked. If the Staff Member vomits during said twenty (20) minute period, the process will be started over and the Staff Member will rinse the oral cavity with water.

Alcohol tests shall consist of only one (1) breath analysis based upon the instrument's internal operations calculations.

Before a breath analysis, a room-air analysis must be conducted, the results of which must be less than 0.01 reading.

Each test shall be performed according to an operation procedure approved by the Illinois Department of Public Health which shall be based upon the recommended testing procedure given by the manufacturer of the testing instrument.

An instrument must be accurate within ± 0.01 of the weight of alcohol in the volume of blood, breath or controlled reference sample to be certified. To determine accuracy of instruments, an inspector shall perform two (2) analyses on a certified controlled reference sample at least once a month at intervals not to exceed forty-five (45) days. The inspector shall record test results of his certification in the instrument log book. The original certification test results will be retained by the inspector.

Breath analysis instruments used shall be examined and certified by an inspector:

- Prior to being placed in operation.

- After being repaired or recalibrated.

The breath testing analysis shall be conducted by a person licensed by the Illinois Department of Public Health to operate breath analysis instruments. The Staff Member is required to deliver into the breath test instrument, a quantity of air sufficient to permit analysis.

Urine alcohol concentration testing will be used for testing alcohol only when breath analysis is not available or feasible. The procedures for processing urine samples set forth in the section entitled "Testing Procedures" paragraph 2, shall apply to the processing of urine samples for alcohol testing.

H. TEST RESULTS

The following procedures shall be followed with regard to alcohol and/or drug test results:

Test results and related information will be confidential and disseminated only to the Village Manager unless written authorization from the tested Staff Member is obtained to release the information to other persons, or disclosure is required by a court order, or to qualified personnel for research, audit or program evaluation.

The Village Manager shall notify the Staff Member of the results of the Staff Member's alcohol and/or drug test conducted within ten (10) days from receipt of the test results by the Village Manager.

Staff Members who have been tested for the presence of alcohol and/or illegal drugs and the results of said tests were negative shall receive a letter stating such. If the Staff Member requests, the letter will become part of his/her personnel file.

BLOOD TESTING

Blood tests will be utilized for post-accident testing only.

DISCIPLINARY PROCEDURE:

Refusal of a Staff Member to submit to testing for the presence of illegal drugs, marijuana or alcohol is cause for termination of the Staff Member from employment.

Any Staff Member who tests positive for the use of illegal drugs, marijuana or alcohol is subject to termination from employment.

With regard to any Staff Member who voluntarily notifies Human Resources prior to being requested to submit to alcohol and/or drug testing, that he/she has an illegal drug, marijuana or alcohol abuse problem, the Human Resource Manager, at his/her sole discretion, shall assist the Staff Member in locating a program for treatment. The rehabilitation and/or treatment program shall be at the Staff Member's expense.

If treatment necessitates time away from work, the Village shall provide for

the Staff Member an unpaid leave of absence period of up to one month for the purpose of participation in an in-patient treatment program, if recommended by an accredited treatment facility. A Staff Member who successfully completes a rehabilitation program may be reinstated to his/her former employment status, if work for which he/she is qualified exists. Nothing herein shall be construed as a promise of future employment or to require the Village to maintain a position of employment for such Staff Member.

Staff Members returning to work after successfully completing the rehabilitation program will be subject to testing without prior notice for a period of one year. A positive test will then result in disciplinary action as previously outlined in paragraph B of this section.

Except as provided in paragraphs A, B, and C above, failure of a Staff Member to comply with the provisions of this policy shall subject the Staff Member to disciplinary action, including termination of employment.

Any probationary Staff Member who tests positive for the use of illegal drugs or alcohol or refuses to submit to drug or alcohol testing may be immediately suspended without pay or dismissed from employment by the Village Manager.

SEVERABILITY:

The invalidity of any paragraph or subparagraph of this Policy shall not impair the validity of any other paragraph or subparagraph. If any provision of this Policy is determined to be unenforceable, such provision shall be deemed severable and this Policy may be enforced with such provision severed or modified by this Court, it being the Village's intent that the provisions of this Policy are construed so as to ensure a safe and healthy drug-free work environment.

PROGRESSIVE DISCIPLINE PROCEDURES

The Village has established a Code of Conduct to govern the conduct of its employees. Disciplinary outcomes may vary depending upon the particular situation. Each case will be evaluated on its own merits with due consideration as to the nature of the offense, the cause, the background, likelihood of repetition and the attitude of the offender. In addition, the employee's work history, including performance reviews, previous disciplinary record, and length of service may be taken into consideration, as well as other relevant factors, in determining the level of discipline to be imposed.

The Village reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including but not limited to verbal and written warnings, suspension with or without pay, demotion and termination. Violations of work rules, instances of unacceptable behavior or misconduct, or continued poor performance will be subject to progressive discipline. This means that employees will be assessed penalties that become increasingly severe each time an offense is reported or a

performance improvement is not forthcoming. Repeated infractions or infractions of a more serious nature will result in a demotion, suspension or termination. Some types of misconduct are so egregious that they may be punished by suspension or termination at the first occurrence.

Types of Disciplinary Action

In general, when an employee fails to abide by the rules and regulations set forth in the Employee Handbook, does not abide by departmental regulations, or is in violation of other expectations, the employee may be subject to progressive discipline.

This process typically follows the following steps:

- 1) **Verbal Warning:** A verbal warning may be issued to an employee prior to the issuance of a written warning at the supervisor's discretion. Verbal warnings will be placed in the employee's personnel file and may be used as support for further disciplinary action.
- 2) **Written Warning:** A written warning may be issued for behavior or violations which a supervisor considers serious or where a verbal warning has not helped to change unacceptable behavior. All written warnings will be placed in the employee's personnel file and a copy of the written warning will be given to the employee and signed by that employee, acknowledging receipt of the warning. An employee's refusal to sign the written warning does not preclude placement in the employee's file.
- 3) **Suspension:** An employee may be suspended with or without pay for up to thirty (30) days subject to FLSA limitations. A Department Head shall file a written report with the Human Resources Department on the cause for suspension of an employee prior to the effective date of such suspension. An employee shall be given a written notice of suspension.
- 4) **Demotion:** A demotion is a change in employment status from a position in one classification to a position in a lower classification involving a decrease in responsibility and a lower maximum pay rate. Demotions are typically disciplinary or performance related, but can also be the result of a reorganization and subsequent elimination of the existing position, or an employee voluntarily vacating his present position and moving to an existing or new position at a lower pay grade.
- 5) **Termination:** An employee may be terminated for a major conduct violation, repetition of minor conduct violations, or for work performance falling below the established standards. Before any action is taken to terminate an employee, the employee's Department Head must file a written report and request a review by the Village Manager and Human Resource Manager. Department Heads may be terminated by the Village Manager, with the concurrence of the Mayor.
- 6) **Rehire:** It is the policy of the Village not to rehire a former employee who was terminated for policy violations, poor work performance, or resigned while

charges were pending.

7) Suspension Pending Investigation

- a. Employees who allegedly commit acts of violence or other egregious misconduct or serious safety violations can be suspended immediately, and ordered from Village property or work site. Pending an investigation and review, this suspension may be without pay. Employees who are cleared of charges pending against them will be reinstated with full back pay and no loss of benefits or seniority. Employees whose charges are upheld against them will be subject to discipline, up to and including termination.

8) Suspension without Pay for Exempt Employees

- a. Suspensions without pay for exempt employees generally must be in increments of one week. Two circumstances exist in which exception to this policy is appropriate:
- b. Violations of safety rules of major significance.
- c. Penalties for infractions of workplace conduct.
- d. A deduction in pay as a penalty for violations of safety rules of major significance can be made in any amount. Penalties for infractions of workplace conduct rules may be in one (1) or more full days for exempt employees. Such "workplace conduct" violations should be of a serious nature and does not apply to discipline for performance or attendance issues. Workplace conduct infractions may include but are not limited to sexual harassment, violence, drug or alcohol policy violations, or violations of State or Federal laws.

Employee Benefits During Suspension

The Village will continue to pay its portion of the employee's medical and dental premium costs while an employee is suspended without pay for up to thirty (30) days. The employee must abide by the terms and conditions of the insurance benefits in order to maintain coverage during such periods, including making arrangements to pay the employee's portion of the premium cost. Employees will not accrue benefit time or service credit while on an unpaid suspension.

CONFIDENTIALITY POLICY

The public, employees, and other parties with whom the Village does business entrust the Village with important information relating to their businesses and personal situations. It is the Village's policy that all information considered confidential will not be disclosed to external parties except as pursuant to judicial proceedings, legal requirements, or the Illinois Freedom of Information Act (FOIA). Employees must not release or share confidential information that may be subject to Federal and State laws, such as the Health Insurance Portability and Accountability Act (HIPAA) and the State of Illinois Identity Protection Act that protects the usage of Social Security numbers.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications. All inquiries from the media must be referred to the employee's Department Head. If there is a question of whether

certain information is considered confidential, the employee should first check with his/her immediate supervisor. Questions related to the FOIA should be addressed to the Village's FOIA officer(s).

POLITICAL ACTIVITY

In accordance with the State and Federal constitutions and with 65 ILCS 5/10- 1-27.1, Village employees have a right to engage in political activity through voluntary political contributions or voluntary political activities. However, employees may not participate in political activities while at work or on duty. This includes the display of political paraphernalia, merchandise, clothing, buttons etc. in the workplace and/or on the employee. Additionally, no employee may use or threaten to use the influence of their position to coerce or to persuade any person to follow any course of political action or to contribute or lend anything of value to a political organization or candidate for political office.

OUTSIDE EMPLOYMENT

Outside employment in addition to Village employment is permitted if it does not interfere with the employee's performance, cause a conflict of interest or appearance of impropriety with his/her Village duties and responsibilities, or reflect adversely upon the Village. Employees will not be permitted to engage in outside work that involves the use or sale of information related to Village operations. Employees shall complete an outside and/or secondary employment request form and forward to the Human Resources Department for approval. A copy of approved request form shall be placed in the employee's personnel file with the Department Head's signature acknowledging notification and consent to supplemental employment. No Village vehicles, equipment, facilities or, in cases of "uniformed" employees, uniforms shall be worn and used during such outside employment except as approved by the appropriate Department Head. In no event shall supplemental employment be permitted during the employee's regularly assigned working hours for the Village or while on duty.

ATTENDANCE & PUNCTUALITY

To maintain a safe and productive work environment, the Village expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the Village. In instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive and violations of Village policy. Either may lead to disciplinary action, up to and including termination.

WAGE ATTACHMENTS

The Village does not desire to become involved in employees' personal finances and believes it is the employees' responsibility to avoid collections by creditors. The Village must comply with any court ordered wage deduction. In the event the Village receives a garnishment notice from more than one source, the monies will be paid (to the extent they are available) to each of the creditors in the order in which notification was received and in accordance with law.

ACCEPTANCE OF GIFTS

The Village of Homer Glen as a governmental entity will comply with all provisions of the State "Gift Ban Act". No officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any Prohibited Source, as defined herein, or which is otherwise prohibited by law or ordinance. No Prohibited Source shall intentionally offer or make a gift that violates this Section.

This is not applicable to the following:

Opportunities, benefits, and services that are available on the same conditions as for the general public.

Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.

- Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.
- Educational materials and missions.
- Travel expenses for a meeting to discuss business.
- A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
- Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.
- Food or refreshments not exceeding \$75 per person in value on a single calendar

day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

- Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
- Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intragovernmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.
- Bequests, inheritances, and other transfers at death.
- Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.
- Each of the exceptions listed in this Section is mutually exclusive and independent of every other.
- Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a Prohibited Source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

SECTION 6 EMPLOYEE PERFORMANCE

PERFORMANCE REVIEW

The performance of all regular full-time and regular part-time employees shall be evaluated not less than one time per year, and as often as there are alterations in employment status, salary increase (other than cost of living), promotion, demotion, transfer, termination, or any other change in reporting status, in accordance with performance review factors as established by the Village. Each department may utilize interim reviews, depending on departmental needs. However, only annual or status change reviews will be used for salary consideration purposes.

SUBSTANDARD PERFORMANCE ON ANNUAL REVIEW

Employees performing at a "Below Standards" level at their annual review will not receive an increase for that year. Employees determined to have performed "Below Standards" levels upon their annual review will either be assigned to a six (6) month evaluation period consisting of two (2) interim three (3) month interval reviews or will be terminated, depending on the severity of the "Below Standards" performance, and/or prior interim review attempts to improve performance. If performance is not raised to a "Standards" levels upon the completion of the evaluation period, the employee will be terminated.

PERFORMANCE IMPROVEMENT PLAN

When an employee's performance is determined to be "Below Standards," a written Performance Improvement Plan may be completed by the supervisor and submitted with the employee's Performance Review. The purposes of the Performance Improvement Plan are to document the specific job-related functions or areas the employee needs to improve on, indicate specific milestones that will be used to measure the employee's progress in those areas, and establish a time frame for achieving each listed goal. The completed Performance Improvement Plan shall be discussed by the supervisor with the employee and both shall sign and date it. The employee will be given a copy and the original will be placed in the employee's personnel file.

SECTION 7

INSURANCE & OTHER EMPLOYEE BENEFITS

INSURANCE COVERAGES

The Village provides medical, dental, vision, and life insurance for all regular full-time employees and their dependents as prescribed within the terms and conditions of the health care contracts in effect. Employees enrolled in the Village sponsored plan are eligible for coverage on the first of the month following the date of hire. For example: if an employee is hired on January 3rd, the benefits is effective February 1st. The percentage paid by the Village and employees may change from time to time. Employees are required to provide proof of dependent eligibility at time of enrollment. Documentation may include birth and marriage certificates, court documents and other items deemed acceptable.

Group medical and dental insurance shall also be made available to eligible retired or disabled employees who select to continue this option, as required by the Illinois Pension Code, State insurance law, applicable collective bargaining agreements, and subject to other provisions of the Employee Handbook. Coverage available to eligible retired or disabled employees is that which they have elected on their last day of employment prior to the first day of their retirement or disability status. Retired or disabled employees are not permitted to elect to change policies and their coverage cannot increase. For example, a retired employee with single coverage cannot marry in retirement and then elect family coverage. However, an employee who retires with family coverage and then qualifies for single coverage through death of a spouse, divorce, etc. will be permitted to elect single coverage since he no longer qualifies for family or other coverage. The Village also provides Workers' Compensation benefits pursuant to the State statutes and will provide any coverage required by State Unemployment Compensation laws.

The Employee Handbook does not change or otherwise interpret the terms of the official benefit plan documents. Employee rights can be determined only by referring to the full text of the official plan documents, which are available through the Human Resources Office. To the extent that any of the information contained in the Employee Handbook is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

QUALIFYING EVENTS

Within thirty (30) days of a qualifying event, employees or dependents must notify the Human Resource Department in writing of any change in status which may affect the employee's or dependent's benefit plan coverage. Examples may include marriage, civil union, birth, adoption, or placement for adoption of a child, obtaining legal guardianship of a child; loss of eligibility for other coverage for the employee or dependent, termination of employer contributions toward the employee's or dependent's other coverage; divorce, legal separation, death or children reaching the limiting age. Failure to notify the Personnel Officer in writing on a timely basis of the qualifying event could result in the employee being responsible for the payment of the premiums or claims paid for an ineligible participant, or in denial of coverage by the insurance carrier or plan

sponsor. Additionally, notification of a qualifying event must be proceeded with documentation that verifies dependent eligibility.

MARRIAGE AND INSURANCE BENEFITS

The Religious Freedom and Marriage Fairness Act (735 ILCS 5/1-101) provides same-sex and different-sex couples and their children equal access to the status, benefits, protections, rights, and responsibilities of civil marriage. In order to become eligible for applicable insurance benefits, employees who get married are required to complete a notarized affidavit or provide a copy of the marriage license certificate to the Personnel Officer within thirty (30) days of the event occurring.

COBRA (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT)

The Village sponsored group health insurance coverage for covered employees expires on the last day of employment, leave of absence, or other qualifying event. As described in greater detail in the Village's COBRA notice provided to employees who are covered under group health insurance at the time of a qualifying event, employees, their spouses, and/or their dependents may continue health coverage, at their own expense, at the group rates, unless they are disqualified because of discharge for gross misconduct. Eligible employees may continue the health insurance coverage for up to eighteen (18) months or longer, based on COBRA regulations, from the date coverage would otherwise end. The spouse and dependent children of a Village employee may continue coverage following the death, divorce or termination of the employee, in the event the employee becomes covered by Medicare, or following another qualifying event, for up to thirty-six (36) months from the date their coverage would otherwise end. Dependent children of the employee may also be eligible to continue coverage when they cease to be dependent children. Continuation of coverage ceases if certain specific events occur.

Employees or dependents must notify the Personnel Officer in writing within sixty (60) days after a qualifying event whether or not they wish to continue their health coverage. If an employee does not choose to continue their group health insurance, eligibility will end.

If an employee is a participant in the Illinois Municipal Retirement Fund (IMRF), and retires or becomes disabled, the employee may be able to continue his health insurance under the Municipal Employee's Continuance Privilege law (215 ILCS 5/367j).

ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)

The Illinois Municipal Retirement Fund provides employees of local governments in Illinois with a sound and efficient system for the payment of retirement, disability, and death benefits. Employees are required to participate in the IMRF if employed in an IMRF qualified position and meet the 1,000 annual hourly standard. Both the employee and the Village contribute monies into the Fund.

Upon separation from employment, application may be made to IMRF for a refund of employee contributions if the employee has not yet qualified for retirement benefits. All employer contributions would be forfeited. Employees should note that applicable tax laws will apply to this refund.

If an individual becomes employed by another municipality or agency under IMRF, employee contributions are automatically transferred provided they were not previously refunded. However, employees may “buy back” earned credit that was previously refunded according to specific instructions provided by IMRF.

LIFE INSURANCE AND ACCIDENTAL DEATH & DISMEMBERMENT

The Standard is the life insurance carrier for the Village Basic employer-paid and Supplemental employee-paid life insurance benefits.

457 RETIREMENT PLAN

The Section 457 Deferred Compensation plan allows employees to elect how much salary they want to contribute and to direct the investment of their account so they can tailor their own retirement package to meet their individual needs.

Contributions to the 457 plan are automatically deducted from employees’ paychecks before Federal and State tax withholdings are calculated, thereby saving tax dollars now by having the current taxable amount reduced. While the amounts deducted generally will be taxed when they are finally distributed, favorable tax rules typically apply to 457 distributions.

Complete details of the Section 457 are described in the materials provided to eligible employees. More information about employee benefit plans is available through the Human Resource Office.

EMPLOYEE ASSISTANCE PROGRAM

The Village of Homer Glen recognizes that from time to time employees and their dependents (including children up to age 26) may need assistance. The Village provides an assistance program to help address life issues such as:

- Depression, grief, loss and emotional well-being
- Family, marital, and other relationship issues
- Life improvement, goal setting
- Addictions including drug and alcohol use
- Stress or anxiety at work or home

The Employee Assistance Program (EAP) is available to employees and their dependents 24 hours a day, 7 days a week, 365 days a year. Each employee is entitled to 3 private sessions (per event) with a licensed counselor. There is no charge for these services and sessions are confidential. Employees can call 1-800-327-1833 or visit www.workhealthlife.com/Standard3. Employees are encouraged to speak with the Human Resource Department for more information.

EMPLOYEE WELLNESS PROGRAM

The Village Employee Wellness Program exists to foster a workplace environment that promotes physical and mental wellbeing, encourages employee camaraderie, improves morale, and supports a healthy, balanced lifestyle.

The Wellness Committee regularly provides programming, information, health screenings and benefits fairs to employees and their families to inform them of the benefits available to them through their employment with the Village and to encourage wellness.

SECTION 8
HOLIDAYS, PAID TIME OFF (P.T.O.) & LEAVES

HOLIDAYS

All regular full-time employees shall be entitled to paid holidays. Regular part-time and temporary employees shall only receive pay if they are required to work on the holiday.

The Village observes the following ten (10) holidays:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday immediately following Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve.

In the event that any of the aforementioned holidays fall on a Saturday during any calendar year, such holiday shall be observed on the immediately preceding Friday, and likewise, in the event that any of the aforementioned holidays shall fall on a Sunday during any calendar year, such holiday shall be observed on the immediately following Monday.

Work on Holidays

Hours worked by a non-exempt regular full-time employee during a regular shift on a paid holiday shall be computed at one and one half (1 ½) times the employee's regular hourly rate of pay.

PAID TIME OFF (P.T.O.)

All full-time regular employees shall accrue P.T.O. days for purposes of vacation, sick leave, and all other forms of leave according to the schedule below, unless otherwise approved in an employment contract by the Village Board. The Village Manager shall have the authority to establish higher levels of leave at the time of the hiring based upon the staff member's overall experience and qualifications. Except in cases of sickness or emergency, leave shall be taken only with the advance approval of the department head or the Village Manager. Leave may not be taken in the amount greater than what has been accrued prior to the date of leave. When taking unplanned leave such as for illness, the supervisor should be notified at least one hour prior to employees scheduled start time of the day of the unplanned leave.

Years of Service

90 days to 5 years

After five year of service

After ten years of service

After twenty years of service

P.T.O.

Twenty (20) Days

Twenty-five (25) Days

Thirty (30) Days

Thirty-five (35) Days

Staff members shall accrue leave during the calendar year on a pro-rata basis which means that 1/26th of the leave is earned and accrued at the time of each bi-weekly pay period. A maximum of (20) twenty days of P.T.O. and/or compensatory time may be carried over in any one year at December 31st of each year.

The Village reserves the right to restrict the dates on which an employee may take vacation based on the Village's and/or specific departments' needs. These may be known as "blackout periods" and will be established by the Village Manager, Human Resource Manager and/or by the Department Head. Vacation is granted at the convenience of the Village, but in all cases the Village and its management will attempt to accommodate the needs of the employee. Employees are encouraged to schedule vacation so as not to be put in a position to forfeit vacation due to business restrictions or last-minute business needs.

Guidelines for PTO Usage:

- Planned PTO is expected to be approved at least one week in advance.
- PTO can be used in increments of one hour or more (no minute increments or partial hours).
- PTO requests must be submitted in writing using the PTO request form.
- Time off without pay can only be used at the discretion of management and only approved after all PTO and personal time has been exhausted.
- If an authorized holiday falls on a normal business day during employees scheduled vacation, it is not counted against your PTO.
- Special Winter PTO Week Option: Though normally all Public Works employees are required to be on call to assist in snow emergencies, one employee per week can take PTO between December 1st and March 31st. Only one employee per week will be approved and requests for this time will be taken beginning on the first Monday in October. Requests will be approved in order of seniority.

Pursuant to Illinois State Law if an employee resigns or is terminated without having taken all P.T.O. and/or compensatory time earned, the monetary equivalent of such earned P.T.O. must be paid at the employee's normal rate of pay. Payable on the first day of the second month after separation.

PERSONAL DAYS

All full-time employees are permitted to take two (2) personal days per calendar year (January 1st-December 31st).

JURY DUTY/CIVIL LEAVE

A regular full-time employee may be granted leave when summoned to appear as a witness before a court, grand jury, or other public body or commission, when not appearing as a regular part of their normal work duties. An employee may be granted Civil Leave to cover the time off. A regular full-time employee may be granted leave with pay when required to be absent from work for jury duty. Any compensation received by the employee for such duty shall revert to the Village during the time for which compensation was paid to the employee under this section. Documentation of

serving jury duty must be provided by the employee to the employee's supervisor. To be eligible for this benefit, the employee must notify his supervisor promptly upon receipt of a jury summons and provide a copy of the summons to his Department Head. The employee must provide a copy of the check(s) received. Pay will be computed at the employee's current hourly rate or salary in effect at the time of jury duty. The employee must maintain contact with his supervisor, the frequency of which is determined by the Department Head. Time spent on jury duty is not counted as hours worked for the purpose of computing overtime pay.

An employee's absence for jury duty is job protected and an employee may not be disciplined or discharged for absences due to jury duty. Any employee who is having any issues with regard to performance of jury duty service should report those concerns to the Personnel Officer.

EMERGENCY/BEREAVEMENT

A regular full-time employee may be granted up to three (3) paid days to attend to family emergencies or to attend the wake and/or funeral of an immediate family member. Immediate family members include spouse, domestic partner, mother, father, son, daughter, sister, brother, grandmother, grandfather, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, step- father, step-mother, step child, half-brother, half-sister, grandparents of employee's spouse or grandchildren, legal guardian or members of the employee's immediate household. One (1) paid day off may be granted to attend the funeral of an aunt or uncle. If more time is needed for long distance travel or to wrap up the decedent's affairs, additional paid or unpaid days may be granted upon submission of a written request, recommendation of the Department Head and approval by the Human Resources Manager.

LEAVES OF ABSENCE

At the Village of Homer Glen, we realize there are times when family and medical issues necessitate employees to take time away from work. The Village will provide employees with a leave based on their tenure with the Village and their eligibility under the Family Medical Leave Act (FMLA) or related State laws. It is the intent of this policy to comply with applicable Federal and State laws. The Village prohibits discrimination or retaliation against employees for requesting or taking a leave of absence. Using a leave of absence for any purpose other than its intended purpose may result in corrective action up to and including termination. Moreover, accepting employment or becoming self-employed while on leave is not permitted. Anyone obtaining employment or becoming self-employed while on leave will automatically be considered to have voluntarily resigned from employment with the Village.

Leave of absence requests will be considered for Family Medical Leave (FMLA), Personal Leave of Absence, Military Duty, VESSA Leave (Victims of Economic Security and Safety Act) and any other leaves of absence as dictated by applicable law. Where applicable, leaves will run concurrently.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Up to a total of twelve (12) weeks of unpaid job-protected leave during any rolling twelve (12) month period may be available for eligible qualifying events. Employees

are not required to use FMLA leave in a block of twelve (12) weeks. Leave may be taken on an intermittent or reduced schedule basis if medically necessary. All FMLA leave will count towards the FMLA leave entitlement even though employees may receive compensation such as paid time off, workers' compensation, short-term disability, or any other type of salary continuance during the FMLA leave.

- **Eligibility**

- Village employees may be eligible for a leave of absence caused by certain family or medical reasons. To be eligible for such a leave, employees must have completed at least one (1) year of service and worked at least 1,250 hours during the twelve (12) months preceding the leave of absence. Time spent on paid or unpaid leave does not count as hours worked for purposes of determining the 1,250 hours eligibility requirement.

- **Qualifying Events**

- Under FMLA, employees may be eligible for a temporary unpaid leave of absence from work for one of the following Qualifying Events:
 - Medical: Due to an employee's own serious health condition;
 - Parental: Due to the birth of a child, or the adoption or foster care placement of a child, within twelve (12) months of birth or placement;
 - Family Care: To care for an employee's child, spouse or parent who suffers from a serious health condition;
 - Any qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty or;
 - Military caregiver leave to care for an injured or ill service member or veteran.

- **Definitions**

- Month Period means a rolling twelve (12) month period measured backward from the date an employee uses any FMLA leave in the FMLA year.
- Serious Health Condition means an illness, injury, impairment, or physical or mental condition that involves either:
 - Inpatient care – (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity (i.e., inability to work or perform other regular daily activities); or Continuing treatment by a health care provider, which includes:
 - A period of incapacity lasting more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also includes:
 - Treatment two (2) or more times by or under the supervision of a health care provider (i.e., in-person visits, the first seven (7) days; and both within days of the day of incapacity); or
 - One (1) treatment by a health care provider with a continuing regimen of

treatment (i.e., prescription medication, physical therapy); or

- Any period of incapacity related to a pregnancy or for prenatal care. A visit to a health care provider is not necessary for each absence; or
- Any period of incapacity for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice per year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; or
- A period of incapacity that is permanent or long term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; or
- Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three (3) days if not treated.

Child means an employee's biological, adopted, foster, stepchild, legal ward, or child for whom an employee has day to day responsibility to provide care and financial support, so long as the child is under eighteen (18) years of age or unable to take care of himself due to a disability. For purposes of Military Family Need, or Military Family Care Leave, child will also include an employee's adult children.

Parent means an employee's biological parent, step parent, foster, or the person who had day to day responsibility to provide care and financial responsibility to an employee as a child. Parent does not include parent-in-law.

Spouse does not include unmarried domestic partners. If both spouses work for the Village their leave in any twelve (12) month period may be limited to an aggregate of twelve (12) weeks for certain types of FMLA leave.

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

The Village will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

Covered Active Duty means (a) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and (b) in the case of a member of a reserve component of the Armed Forces, duty during deployment of the member with Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 101(a)(13)(B) of title 10, United States Code.

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

Covered Service Member Leave also known as military caregiver leave is for an employee whose spouse, son, daughter, parent, or next of kin is a covered service member who may take up to twenty-six (26) weeks in a single twelve (12) month period to take care of that service member.

Covered Service Member means (a) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (b) 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 five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

Serious Injury or Illness (a) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating; and (b) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in the line of duty while on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty in the Armed Forces) and manifested itself before or after the member became a veteran.

The Village will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification must be provided using the DOL Certification for Serious Injury or Illness of Covered Service Member.

Notification

It is the responsibility of the employee to notify the Village of a potential condition that could qualify for a family medical leave. If the leave is foreseeable, the employee must give sixty (60) days' notice to the Village of his intention to take FMLA leave. Examples of foreseeable need are the birth/adoption of a child or scheduled surgery. If the need for FMLA leave is unforeseeable, the employee must give the Village notice as soon as practicable, generally the same day or the next day the employee learns of the need for leave. The notification shall be made to the employee's supervisor. The supervisor will in turn notify the Human Resources Department.

Medical Certification

The Village may require a written medical certification from a health care provider indicating that the employee is unable to perform the functions of the position of the employee or that the employee is needed to care for a spouse, child or parent of the employee before FMLA leave will be approved. The certification form for use by a health care provider is available from the Human Resources Department. The employee shall provide a written medical certification from a health care provider supporting the medical necessity of the leave request. Unless otherwise impractical, the Village shall allow the employee fifteen (15) days after the employee's request for FMLA leave to provide the written medical certification. The Village may require additional written medical certification if the Village has reason to question the appropriateness of the leave or its duration. Completed forms should be returned to the Human Resources Department.

If an employee fails to satisfy the medical certification requirements, within fifteen (15) calendar days, if practicable, the Village may deny the requested FMLA leave until the required certification is provided. A failure to provide requested documentation of the reason for an absence from work may lead to disciplinary action, up to and including termination. During FMLA leave, the Village may request the employee provide re-certification of a serious health condition at intervals in accordance with FMLA.

All documentation related to the employee's or the family member's medical condition will be held in strict confidence and maintained in the employee's medical records file.

Additional Medical Information

If the Village has reason to question the employee's initial medical certification, the Village may: (a) request the employee provide additional information or clarification in writing from his health care provider; (b) with the employee's permission, have a Village designated health care provider contact the employee's health care provider in an effort to clarify or authenticate the initial certification; and/or (c) require the employee to obtain a second opinion by an independent Village designated provider at the Village's expense. If the initial and second certifications differ, the Village may, at its expense, require the employee to obtain a third, final and binding certification from a jointly selected health care provider.

Return to Work Medical Certification

As a condition of restoring an employee whose FMLA leave was occasioned by the

employee's own serious health condition, the Village requires a written certification from a health care provider, in a form and manner acceptable to the Village, indicating that the employee is able to return to work.

Notification of Leave Status

The Village may require the employee on FMLA leave to maintain weekly contact with his supervisor concerning the employee's status and intent to return to work. If the employee clearly gives notice of intent not to return to work, the obligation to maintain health benefits (except under COBRA) and to rehire the employee ceases. In that case, the employee will be considered to have voluntarily resigned.

Insurance Payments

While on FMLA leave, the employee and the Village shall continue to pay for their proportionate share of the Village's group health, dental, and vision coverage, if the employee is enrolled in said plans at the time FMLA leave starts. Failure of the employee to make his proportionate health insurance payments may result in cessation of coverage for the employee.

While on paid leave, the Village will continue to take payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must make this payment, either in person or by mail. The payment must be received in the Finance Department by the 15th day of each month. If the payment is more than thirty (30) days late, the employee's health care coverage may be dropped for the duration of the leave. The Village will provide fifteen (15) days' notification prior to employee's loss of coverage. If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee, or the employee's family member, or a circumstance beyond the employee's control, the Village will require the employee to reimburse the Village the amount paid for the employee's health, dental, and vision insurance during any period of an unpaid leave. The Village will require written medical certification of the continued serious health condition that prevents the employee's return.

Use of Paid and Unpaid Time

Employees are required to use paid leave, including disability and worker's compensation leave, to the extent that it qualifies, concurrently with FMLA leave and in a manner consistent with the Villages' paid leave policies. The employee will use paid leave first and take the remainder of the twelve (12) weeks unpaid.

If an employee uses leave because of a serious medical condition of an immediate family member, the employee must use all PTO time, and will then be eligible for unpaid leave the remainder of the twelve (12) weeks.

Accruals

During a Family Medical Leave, pension service may continue to accrue in certain circumstances; however, no PTO, or seniority benefits will accrue for the employee during an unpaid leave.

Intermittent or Reduced Work Schedule

Intermittent leave is leave taken in separate blocks of time. A reduced work schedule

leave is a leave schedule that reduces an employee's usual number of hours per work week or hours per work day.

Leave because of an employee's own serious health condition, or to care for an employee's spouse, child, or parent with a serious health condition may be taken all at once, or where medically necessary, intermittently, or on a reduced work schedule. Intermittent or a reduced schedule for a leave to care for a newborn or for a newly placed child may only be granted for up to 120 days with the Supervisor's and the Human Resources Department's consent.

The Village may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

For part-time employees and those who work variable hours, the FMLA leave is calculated on a pro-rata basis. A weekly average of hours worked over the twelve (12) weeks prior to the beginning of the leave will be used for calculating the employee's normal work week.

Employee Status after Leave

An employee who takes leave under this FMLA policy will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. An employee is entitled to reinstatement only if he would have continued to be an employee had FMLA leave not been taken. An employee would not be entitled to reinstatement if, because of a layoff, reduction in force, or other reason, the employee would not be employed at the time job restoration is sought.

Key Employees

The Village may exempt certain highly compensated employees, called "key" employees from this requirement and not return them to the same or similar position. Under the FMLA, "key" employees, or employees who are salaried and whose earnings place the employee in the top ten percent (10%) of those employees of the Village, may be denied the right to return to the same or equivalent job if it would cause substantial and grievous economic injury to the Village. Employees with questions regarding this policy are encouraged to consult with the Human Resources Department.

PERSONAL LEAVE OF ABSENCE

In an effort to recognize the needs of employees who require time off and do not meet the eligibility requirements for a leave under FMLA or any other type of leave, employees may request a personal leave of absence. All full-time regular employees that have a minimum of thirty (30) days of service may be eligible for a medical or personal leave absence not to exceed ninety (90) days. Job performance, absenteeism, and departmental requirements will all be taken into consideration before a request is approved. Requests for personal leave may be denied or granted by the Village for any reason or no reason and are within the sole discretion of the Village. Personal leave requests will require the approval of both the Department Head and Human Resource Manager.

Procedure

In the event an eligible employee requires more than five (5) consecutive days off, the employee needs to submit a request in writing to his immediate supervisor and the Human Resource Manager stating the reason for the leave and the expected duration. The employee should be reasonable and understand that all requests for personal leaves are not granted.

An employee, who has been on an approved personal leave for up to ninety (90) days, will be reinstated into a comparable position upon his/her return from leave only if he/she would have continued to be an employee had personal leave not been taken. An employee would not be entitled to reinstatement if, because of a layoff, reduction in force or other reason, the employee would not be employed at the time job restoration is sought.

In the event the personal leave is requested because of the employee's own medical needs, the employee must provide medical certification in support of the request.

While on paid leave, the Village will continue to take payroll deductions to collect the employee's share of the health care premium. While on unpaid leave, the employee must make this payment, either in person, or by mail. The payment must be received in the Treasurer's Office by the 15th day of each month. If the payment is more than thirty (30) days late, the employee's health care coverage may be dropped for the duration of the leave. The Village will provide fifteen (15) days notification prior to employee's loss of coverage.

Employees are expected to be available for work by the end of their approved leave time. If the employee is unable to return on the originally scheduled return date, he must request an extension of the leave in writing. If the Village does not extend the leave, the employee must then return to work on the originally scheduled return date or be considered to have voluntarily resigned. Extension of leave will only be considered on a case-by-case basis.

Any employee on a Personal Leave of Absence for his own personal medical condition must obtain certification from his health care provider prior to returning to work. The certification must address when the employee can return to work and perform his regular duties with or without a reasonable accommodation or set forth the restriction(s) that prevent the employee from resuming his regular duties.

MILITARY LEAVE

The following procedures and guidelines will apply to employees who serve in the United States Uniformed Services and who are absent due to active military service or training. This policy/procedure also clarifies the continuation of benefits and compensation during the period of leave.

Uniformed Services Employment and Reemployment Rights Act (USERRA)

Military Leave of Absence will conform to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). All employees who serve are covered by the Uniformed Services Employment and Reemployment Rights Act (USERRA) whether full-time or part-time.

An employee who is required to be absent from work because of service in the uniformed services of the United States will be granted a leave of absence. This includes voluntary or involuntary active duty, active duty training, inactive duty training, full-time National Guard duty or absence for examination to determine fitness for these types of duty.

If an employee is called or volunteers for such military service, he will need to notify the Human Resources Department as soon as possible prior to commencement of the leave.

Military Leave by Type and Corresponding Pay and Benefits: Leave Due to Mobilization by Presidential Order

In accordance with the Local Government Employees Benefits Continuation Act (50 ILCS 140/1), full and part-time employees who are members of any reserve component of the United States Armed Forces, including the Illinois National Guard, are entitled to leave and differential pay. This becomes effective when the employee is mobilized to active duty by an order from the President of the United States and only for the duration of his active military service.

Differential pay is defined as the difference between an employee's pre-service regular pay and the employee's military base pay when the regular pay is the higher of the two. In cases where the military base pay is higher than the employee's regular pay, no differential will be paid.

Health insurance and any other benefits that the employee was receiving at the time of mobilization will continue during this leave period as well.

Employees mobilized by order of the President must submit copies of the orders and documentation of military base salary prior to deployment, if possible.

Leave Due to Annual Training

In accordance with the Military Leave of Absence Act (5 ILCS 325/1), full-time employees who are members of any reserve component of the United States Armed Forces or Illinois State Militia are entitled to leave and full pay to attend annual training. The employee's seniority and other benefits shall continue to accrue during this leave period. Part-time employees are provided leave but will not receive pay.

Leave Due to Basic Training

Full-time employees who are members of the aforementioned Military Services are entitled to leave and to differential pay to attend basic training. The employee's seniority and other benefits shall continue to accrue. Part-time employees are granted leave but no pay to attend basic training.

Procedures for Differential Pay and Benefit Continuation

Differential pay will be paid to the employee in the form of a 1099. Differential payments are not subject to FUTA, FICA or income taxes. In accordance with the Public Employee Armed Services Rights Act (5 ILCS 330/1), vacation and sick time will continue to accrue while the employee is on leave. Any benefits the employee had before taking leave are preserved as well. Health insurance premiums may be deducted from the differential payments. In the event there is no deduction made for

health insurance premiums, the employee is responsible for remitting payment to the Village for monthly premiums.

Procedures for Reporting Back to Work

In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), employees must adhere to the following procedures in reporting back to work after the military assignment is completed:

Service of 1 - 30 days: The employee must report to work on the next scheduled work day following completion of service, safe travel home from the military duty location, and an eight (8) hour rest period.

Service of 31 – 180 days: The employee must request reinstatement no later than fourteen (14) days after completion of the military service.

Service of 181 or more days: The employee must request reinstatement no later than ninety (90) days after completion of the military service.

The Village reserves the right to request documentation for military leaves of absence in excess of thirty-one (31) days. If the employee fails to report to work or request reinstatement within the required time limits, he may be subject to the Village's unexcused absences procedure.

FAMILY MILITARY LEAVE

In accordance with the Family Military Leave Act (820 ILCS151/1), the Village will grant up to thirty (30) days of unpaid leave to the spouse or parents of a soldier called to active military duty for more than thirty (30) days. The Village will require certification from the proper military authority to verify employee eligibility for family military leave.

Family military leave is unpaid. Before taking unpaid family military leave, employees must exhaust all accrued PTO. During unpaid family military leave, employees may continue their benefits at the expense of the employee.

Employees who take family military leave will be reinstated to the same position or a position with the same seniority, status, benefits, pay and other terms and conditions of employment. The Village is not required to reinstate employees if they are not reinstated because of conditions that are not related to taking family military leave.

The Village will not interfere with, restrain, or deny employees' rights to family military leave. The Village will not discipline, or in any manner discriminate against employees who take family military leave.

Employees must give the Village at least fourteen (14) days' notice of the date they intend to start taking family military leave of five (5) or more consecutive work days. To the extent possible, employees must consult with the Village to schedule the leave so as to not unduly disrupt the Village's operations. Employees taking family military leave of less than five (5) consecutive days must give the Village as much advanced

notice as practicable.

VICTIMS' ECONOMIC SECURITY AND SAFETY ACT (VESSA)

In accordance with the Illinois Victims' Economic Security and Safety Act (820 ILCS 180/1), known as VESSA, an employee is entitled to up to twelve (12) weeks of unpaid leave per year, and/or reasonable accommodation for one of the following reasons:

To seek medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or an employee's family or household member; or

To obtain services from a victim services organization for the employee or an employee's family or household member; or

To obtain psychological or other counseling for the employee or an employee's family or household member; or

To participate in safety planning, temporarily or permanently relocating or taking other actions to increase the safety of the employee, or an employee's family or household member from future domestic or sexual violence or to ensure economic security; or

To seek legal assistance or remedies to ensure the health and safety of the employee or an employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

An eligible employee is entitled to up to twelve (12) work weeks of unpaid leave during a rolling twelve (12) month period from the date of occurrence. Said leave may be taken on an intermittent or reduced work schedule basis. VESSA leave will run independent of any other applicable leave. For instance, leave taken under VESSA which also qualifies under FMLA, will be exclusively considered VESSA leave. Likewise, absences for which an employee receives short term disability benefits for a purpose covered under VESSA will be designated as VESSA leave.

Employees can substitute, or the Village may require substitution of PTO leave for unpaid VESSA leave as is appropriate for the employee's situation. Such paid leave must be taken in accordance with the terms of this manual. The substitution of paid leave for unpaid leave under VESSA does not extend the twelve (12) week leave period. In the event there is no deduction made for health insurance premiums, the employee is responsible for remitting payment to the Village for monthly premiums.

The employee is required to provide the Village with at least forty-eight (48) hours advanced notice, if possible, of her/his intention to take a VESSA leave. If employees are unable to provide advanced notice, they must provide notice when they are able to do so within a reasonable period of time. Failure to provide the required notice may result in treatment of the absences as unexcused.

Employees are required to submit a certification that the employee or the employee's family or household member is a victim of domestic or sexual violence and that a leave is needed for one of the listed VESSA purposes.

Definitions

Domestic Violence means domestic abuse, sexual assault, or stalking.

Family or Household Member, means a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household.

Parent means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.

Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under eighteen (18) years of age, or is eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability.

VESSA Certification may be satisfied by a sworn statement from the employee and other corroborating evidence (police or court record, documentation from a victim service organization, attorney, clergy or medical professional), once received by the employee.

Insurance Payments

While on VESSA leave, the employee and the Village shall continue to pay for their proportionate share of the Village's group health, dental, and vision coverage, if the employee is enrolled in said plans at the time VESSA leave starts. Failure of the employee to make his proportionate health and dental insurance payments may result in cessation of coverage for the employee. The Village can recover the cost of any premiums paid on behalf of employees on VESSA leave who fail to return to work after exhausting their leave, unless the continuation, recurrence or onset of domestic or sexual violence or an event beyond the employee's control prevents their return.

Confidentiality

All information provided to the Village shall be retained in the strictest confidence, except to the extent that disclosure is requested or consented to in writing by the employee or otherwise required by applicable Federal or State law.

Accruals

During a VESSA leave, pension service will continue to accrue in certain circumstances; however, PTO or seniority benefits will not be accrued by the employee during an unpaid leave. Employees remain entitled to their benefit time that accrued prior to the leave.

Employee Status After VESSA Leave

If an employee wishes to return to work at the expiration of his/her leave, the employee is entitled to return to the same position or to an equivalent position with equal pay, benefits, and other terms and conditions of employment. If an employee takes leave because of his own medical condition, the employee is required to provide medical certification that the employee is fit to resume work.

Reasonable Accommodations

The Village supports the Victims' Economic Security and Safety Act and will attempt to provide reasonable accommodations for people who are entitled to protection under this Act in a timely fashion, unless such accommodations would present an undue hardship for the Village.

Reasonable accommodation applies to applicants and employees who are otherwise qualified individuals and may include adjustment to a job structure, workplace facility, or work requirement, transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure or assistance in documenting domestic or sexual violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic or sexual violence.

A qualified individual is an individual who, but for being a victim of domestic or sexual violence or with a family or household member who is a victim of domestic or sexual violence, can perform the essential functions of the employment position that such individual holds or desires.

Should an employee or applicant wish to request a reasonable accommodation pursuant to this policy, the person should contact the Human Resources Department in writing.

SCHOOL VISITATION LEAVE

All full-time and part-time employees are granted leave of up to a total of 8 hours during any school year, and no more than 4 hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or academic meetings related to the employee's child if the conference or meeting cannot be scheduled during nonwork hours; however, no leave may be taken by an employee of an employer that is subject to this Act unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave. Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours' notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer.

LOCAL GOVERNMENT DISASTER SERVICE VOLUNTEER ACT

In accordance with the Local Government Disaster Service Volunteer Act (50 ILCS 122), the Village may grant leave to an eligible employee from his work with pay for not more than twenty (20) working days in any twelve (12) month period to participate in specialized disaster relief services for the American Red Cross or for the Illinois Emergency Management Agency, as the case may be, upon request of the American Red Cross or the Illinois Emergency Management Agency for the services of that employee and upon the approval of the Human Resources Department, without loss of seniority, pay, PTO leave, or earned overtime accumulation. The Village will compensate an employee granted leave under this Section at her/his regular rate of

pay for those regular work hours during which the employee is absent from work (minus the amount of any pay for disaster service work received from any other organization). Leave under this Act shall not be unreasonably denied for services related to a disaster within the United States or its territories.

VOTING LEAVE

In accordance with the Illinois Election Code (10 ILCS 5/17-15), an employee will be permitted up to two (2) hours of paid leave for voting purposes during a general or special election, unless the employee has time to vote before or after work while the polls are open. Such leave will be granted only if the employee's normal work schedule begins less than two (2) hours after the opening of the polls and ends less than two (2) hours before the closing of the polls. Employees should notify their supervisors at least one (1) day in advance of the absence. The supervisor may specify the hours during which the employee may be excused with pay to vote.

BLOOD DONATION LEAVE

In accordance with the Employee Blood Donation Leave Act (820 ILCS 149/1), employees may be granted up to one (1) hour of paid leave every fifty-six (56) days to donate blood. The employee must have his time off approved by his supervisor in advance and provide verification of the donation upon request.

WORKERS' COMPENSATION

Employees may be entitled to receive workers' compensation disability benefits when they lose time from work as a result of a work-related injury or illness in accordance with the Illinois Workers' Compensation and Workers' Occupational Diseases Act (820 ILCS 305) or the Public Employee Disability Act (5 ILCS 345), as applicable and with the understanding that not all injuries are compensable under said Acts. Established herein are the general guidelines to be used to administer workers' compensation disability benefits.

Reporting Requirements

Employees are required to promptly report any accident, injury, or illness that is incurred or contracted at work to their immediate supervisor; on the day the injury is incurred or the illness is contracted, in writing using an Employee Incident Report (employee statement). This is mandatory regardless of whether the injury results in lost work time or requires medical attention. Failure to promptly report can result in a delay or denial of benefits.

Upon receipt of the Employee Incident Report, the supervisor shall conduct a thorough investigation and complete and forward a Supervisor's Injury Report (supervisor's report) and Employer's First Report of Injury to the Human Resources Department within three (3) working days of the injury.

Upon determining an employee will lose three (3) or more scheduled work days, the Human Resources Department shall complete a Workers' Compensation Wage Statement.

The Human Resources Department will forward the Wage Statement to the IMLRMA for calculation of the hourly temporary total disability (TTD) benefit amount.

Benefits:

The Workers' Compensation Act provides that employees with a compensable work-related injury continue to be compensated at a rate of pay equal to sixty-six and two-thirds percent (66-2/3%) of their gross average weekly wage based on wages during the year before the injury. Said compensation is paid only after the loss of three (3) scheduled work days resulting from a work-related injury.

The Workers' Compensation Act does not require the Village to pay Total Temporary Disability (TTD) benefits for the first three (3) scheduled work days lost (need not to be consecutive days) due to a work-related injury unless the work-related injury continues for fourteen (14) or more calendar days.

Employee Responsibilities

All employees are expected to promptly report any accident, injury, or illness that is incurred or contracted at work to their immediate supervisor; on the day the injury is incurred or the illness is contracted and in writing using an Employee Incident Report.

Employee is expected to maintain weekly verbal contact with their immediate supervisor and/or the Human Resources Department while on work related injury leave and following every medical exam.

Employee shall arrive promptly for all scheduled exam/therapy sessions and to schedule all subsequent medical visits so as not to cause any unnecessary delay in medical treatment/progress.

Employee shall provide the Human Resources Department with a phone number where the employee can be reached during business hours and to promptly return calls.

Transitional Duty

A Transitional Duty program may be valuable in the rehabilitation of injured employees and may potentially reduce workers' compensation costs. The purpose of establishing a Transitional Duty program is to provide temporary work for employees who are temporarily disabled and cannot be assigned to regular work duties but are able to perform another type of production work. The duties to be performed by the employee will consist of bona fide work that will be limited in duration and is intended for employees who are expected to return to full duty in the near future. The Village is not obligated to provide Transitional Duty assignments.

Medical Examinations

The Village may require, at its expense, the employee be examined by a qualified physician and/or another appropriate medical professional selected by the Village to determine an employee's fitness for duty or fitness to return to duty following a layoff, injury, or illness. The employee may be asked to attend such appointments while she/he is on leave or while she/he is working a transitional duty assignment. The foregoing requirement shall be in addition to any requirement that an employee provides, at his/her own expense, a statement from his/her own physician upon

returning from sick leave, Family Medical Leave, a medically related personal leave or from an on-the-job injury leave.

SECTION 9 SAFETY & EQUIPMENT

SAFETY

Employees shall abide by all safety directives contained within Department Policies, and as issued orally or in writing by their supervisors. These directives may pertain to the safe and proper method for operating vehicles and equipment, utilizing Village facilities and safety gear, and other safe work practices. Failure to proceed or act in a safe manner, and thereby causing danger to oneself, other employees, or Village property shall be cause for disciplinary action up to and including termination. Unsafe working conditions, injuries or damage to equipment or property, regardless of cause, must be reported immediately by employees in accordance with established procedures to their immediate supervisor or Department Head.

VILLAGE VEHICLES, EQUIPMENT & FACILITIES

On Duty

All vehicles, equipment, and facilities shall be utilized appropriately, safely, and in a manner that will not damage any particular item. Any willful negligence or avoidable accident resulting in damage to Village property may be cause for disciplinary action. Vehicles, equipment, and facilities shall only be used for Village business and activities, or as authorized by the Village Manager. These shall not generally be used for personal errands or other personal reasons. Only Village employees shall ride as passengers in Village vehicles or use Village equipment or facilities except as may be necessary in carrying out Village business or as specifically approved by the Village Manager, or as authorized by the Department Head.

Off Duty

There shall be no use of Village vehicles, equipment or facilities during off duty hours. The only exception to this rule is the granting of Village vehicles to employees for the purposes of conducting Village business when such arises or by the conditions of an individual Village employment agreement. When a vehicle is in the possession of an employee during off duty hours, it shall be used for Village business when the need arises. It shall not be used for personal errands or other activities, except for personal errands on the way to and back from work (provided this time is not compensated). No other passengers besides the authorized employee(s) shall use the vehicle during such hours.

Accidents

Any damage resulting to Village vehicles, equipment, and/or facilities shall be reported immediately, but in no event later than the end of the work shift, to the employee's supervisor who shall submit a written report to the Human Resources Manager. Damage to a Village vehicle shall also be reported to the Police Department.

PHYSICAL & PSYCHOLOGICAL FITNESS FOR DUTY

When the Village has reasonable suspicion to believe an employee is unfit to continue working in his assigned position, the Village may require any employee to undergo physical, medical and/or psychological examinations to be performed by an

independent medical examiner or psychologist to establish the fitness of the individual to continue work within his/her assigned position, with said cost being the Village's responsibility and in accordance with applicable law. Upon advice of the independent medical examiner, the Village may impose a health maintenance program, as a condition of continued employment, with said cost being the employee's responsibility, to the extent not covered by his/her insurance.

SUBSTANCE ABUSE POLICIES

Substance abuse by Village employees creates an unacceptably dangerous work environment, results in unproductive work days, sick leave abuse, and generally creates a risk to the safety and well-being of all employees and the residents the Village serves. The Village also believes the residents of our community are entitled to expect employees who serve them obey the law, are reasonably fit, healthy, and free from the effects of substance abuse.

The Village has established a Code of Conduct, Section 5, regarding substance abuse. Screening and treatment programs exist for employees and potential employees of the Village in addition to all Commercial Driver's License (CDL) drug and alcohol testing policy requirements.

WORKPLACE VIOLENCE

The Village will make every reasonable effort to provide a safe working environment for all employees and for all persons who conduct business with the Village. Any employee that has experienced or witnessed an act of violence, or a threat of such, in a Village workplace is to immediately advise his supervisor and/or the Human Resource Manager. Violence is defined as, but not limited to, the following:

- Any physical behavior that involves pushing, fighting, spitting, kicking, squeezing, pinching, scratching, twisting, biting, throwing objects or intentional behavior that would injure another or attempt to injure another.
- Any verbal communication which involves threatening physical harm, either directly or implicitly through direct threats, veiled threats, conditional threats, or written, telephonic, or electronic threats.
- Any physical or verbal behavior that would involve intimidation such as stalking, surveillance, criminal damage to property or communicating an endorsement of the inappropriate use of firearms or weapons.

The Village does not tolerate workplace violence. Threats, threatening language or any other acts of aggression or violence made toward or by any Village employee will not be tolerated.

Employees who violate this policy will be disciplined according to the severity of the incident. Discipline will be issued based on the need to effectively correct the inappropriate conduct, up to and including termination.

The Village's prohibition against threats and acts of violence applies to all persons involved in Village operations, including but not limited to employees, volunteers,

contract workers, temporary workers and anyone else on Village property.

WEAPON FREE WORKPLACE POLICY

To ensure the Village maintains a workplace safe and free of violence for all employees, the Village prohibits the possession or use of dangerous weapons on Village property or while conducting Village business. Any employee in violation of this policy will be subject to prompt disciplinary action, up to and including termination. All Village employees are subject to this provision, including volunteers, contract and temporary employees.

"Village property" is defined as all Village owned and leased buildings and their contents and surrounding areas such as sidewalks and walkways under the Village's ownership or control and work sites where Village employees are engaged. This policy applies to all Village owned or leased vehicles.

"Dangerous weapons" include but are not limited to, firearms, explosives and other weapons or devices that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.

SEARCH, INSPECTION, AND INVESTIGATION

It is the Village's policy, when deemed necessary by the Human Resource Manager or designee, for authorized persons to search and inspect both Village property in use by an employee (i.e., locker, work area and/or vehicle) and personal items, including vehicles, brought onto Village property. Refusal to cooperate in a search, inspection, or investigation may result in disciplinary action up to and including termination. The Village will conduct searches, inspections and investigations consistent with applicable laws. It is Village policy that no employee has a reasonable expectation of privacy regarding the use of any Village owned locker, vehicle, or other work area.

SECTION 10 TRAINING & DEVELOPMENT

TRAINING AND DEVELOPMENT

The Village, in an effort to advance the skills and professionalism of its staff, encourages employees to pursue both individual and professional development opportunities. The Village and various departments within the Village, offer periodic in-service training opportunities, as well as on-line and outside training. Employee growth and development are key to the success of the Village's service delivery and is expected of every employee. Furthermore, employees are encouraged to enhance their job-related knowledge and skills and to remain aware of best practices in their respective fields by pursuing formal training opportunities and by joining professional associations.

Funding for training and development is subject to annual budget amounts established for such purposes.

The Village's Employee Development Program may include:

- certification exams, exam preparation courses, and related materials;
- certificates and credentials;
- courses offered by an accredited institution, including e-learning;
- workshops, seminars, and conferences;
- membership in professional organizations;
- business journal subscriptions.

SEMINAR/CONFERENCE ATTENDANCE

The Village may pay for expenses for attending a seminar/conference for regular full-time employees. This permits attendance at certain job-related seminars and conferences. The following are general eligibility guidelines that will be considered by the Department Head when reviewing requests to attend seminars or conferences:

The seminar(s) or conference(s) selected must be directly related to the employee's present position, or work that he may reasonably be expected to perform for the Village in the future. All seminar(s) or conference(s) must be approved by the Department Head, in advance of registration. Approval for Department Heads must be obtained by the Village Manager.

Decisions on out-of-state seminars and conferences are made subject to budget approval and available funds.

Eligible employees are those employees who have a satisfactory work record.

Prior to making any travel arrangements, an employee must complete and submit to the Department Head the Request to Travel on Village Business Form. This form is used for both approval of the travel, as well as for advance payment of certain expenses such as registration and lodging confirmation. All travel and attendance at seminars and conferences must be approved by the Village Manager and is subject to the availability of funds in the annual budget.

Registration and training fees will normally be paid directly by the Village. Requests should be submitted with sufficient documentation detailing the event and costs involved with sufficient time to generate the required payment. Employees must complete a Village purchase order prior to the seminar/conference to estimate the costs and request an advance. The completed purchase order should be submitted to the Department Head for approval and forwarded to the Finance Department.

The Village will issue an advance for reasonable expenses set forth on the Village Purchase Order. After an employee returns from a seminar, conference, or other training, he should complete the Travel and Expense Report and Village Purchase Order form to itemize the actual costs within five (5) business days. If the actual expenses incurred for attendance at the seminar/conference exceed the advance, the reasonable expenses will be reimbursed. If actual expenses are less than the advance, the employee will return any unused portion of the advance.

TYPES OF EXPENSES

Transportation

When practical, a Village vehicle should be used as the first option for transportation. Travel should be by the most economical mode available, with consideration given to travel time, cost, and work requirements. The cost of transportation to the site of the event and return is reimbursable if a personal vehicle is used. Reimbursement for using personal vehicles shall be calculated on a mileage basis as set forth by current IRS guidelines. If two (2) or more employees will be attending the same meeting, they are encouraged to minimize expenditures by carpooling.

Accommodations/Lodging

Every effort must be made to obtain arrangements at a hotel/motel honoring the 'government rate' or honoring the 'conference/seminar rate'. Employees must be conservative when expending Village funds by contacting a reasonable number of hotels/motels to obtain the most economical rates.

Meals

Meals during the events that are not made available as a part of the registration fees are reimbursable. Meals while traveling, the day before or following the day in which the last official function is held may be reimbursable with prior approval. Employees are encouraged to attend all functions for which meals are provided as a part of the registration fee. Only meals occurring during work or travel time are eligible for per diem reimbursement.

The per diem schedule for breakfast, lunch and dinner is as follows:

- Breakfast: \$10.00
- Lunch: \$15.00
- Dinner: \$25.00

Miscellaneous Expenses

Reasonable miscellaneous expenses such as taxi fares, parking, tolls, tips, etc. are generally reimbursable. Some expenses for the day immediately preceding the first official function and the day following the day in which the last function is held may be reimbursable with the approval of the Department Head.

Non-reimbursable expenses

- Some travel expenses are not reimbursable. Some examples of non-reimbursable expenses include:
 - Alcoholic beverages
 - Entertainment
 - Early check-in or late check-out charges, unless appropriate circumstance exist and are pre-approved by the Department Head.
 - Parking tickets or traffic tickets
 - Pay per view movies
 - Expenses incurred by a spouse, dependents and/or additional guests
 - Any non-work-related charges

Following an employee's return to work, the employee shall itemize expenses as required on the Travel and Expense Report. Completed purchase orders and Travel and Expense Reports must be submitted to the employee's Department Head within five (5) business days after the employee's return to work. All receipts must be submitted with the Travel and Expense Report including documentary evidence for expenses such as taxis and parking. When two (2) or more employees on Village business jointly incur expenses, each participant, when practical, will pay and report individual expenses. Where this is not practical, the employee requesting reimbursement shall list the names or identify the group of other employees for who expenses being reported have been incurred. If certain required receipts are not available, a statement signed by the employee documenting the amounts paid may be acceptable.

SECTION 11 COMMUNICATION

OPEN DOOR POLICY

Open communication between management and employees is an important philosophy of the Village. The Village believes employees should have a method to express their concerns, ideas and suggestions and an avenue to receive information on matters relating to their employment. When issues cannot be resolved through discussions with the immediate supervisor, employees are encouraged to speak to the next level of supervision or the Human Resources Manager. If at any time an employee feels that the situation has not been satisfactorily resolved, the employee may contact the Human Resources Manager.

SOLICITATION

Employees are prohibited from soliciting on behalf of for-profit organizations anytime during the Village's hours of operation. Soliciting by employees for non-profit organizations is prohibited during the working time of the employee who is soliciting and employee being solicited in any work area. This shall include canvassing, collection of funds, pledges, circulating petitions, solicitation of members, or any similar type of activity. "Working time" means the time when the employee actually is scheduled to work as opposed to his mealtime, breaks, and before and after work.

Employees are prohibited from distributing hard copy and electronic literature, including but not limited to handbills, leaflets, circulars and other similar matter at any time in any work area. Solicitation and distribution is also prohibited in any work area where the public has access for the purpose of transacting business related to the Village government, even if during non-working time.

Solicitation and distribution by non-employees are prohibited at all times on Village property not open to the public or only open to the public for the purposes of conducting business with the Village.

DONATIONS FOR CHARITABLE CAUSES AND ORGANIZATIONS

No employee shall be required or pressured to donate funds to any charitable cause or charitable organization as a function of that person's employment with the Village. Employees may voluntarily donate monies to charitable organizations either directly or through the Village as provided by State statute, law, administrative determination, or by ruling of a court or tribunal of competent jurisdiction.

Employees may solicit voluntary donations where a member of the family of a fellow worker has passed away, milestone events, or for similar cause, provided such solicitation efforts are conducted indirectly (pass the envelope), and provided such efforts are conducted in conformity with the provisions set forth above concerning the time and place for solicitations or request for donations. In general, voluntary collections as a tribute to a fellow worker or to a member of the worker's family should be limited to the death or serious injury or illness of the employee or the employee's spouse, child or other member of the employee's household.

TECHNOLOGY RESOURCE POLICY

The Village provides technology resources to its employees to assist them in performing their duties. These resources are to be used properly and professionally and include electronic networks and communication tools including:

- Desktop, laptop, and tablet computers
- Servers, networks, and printers
- Software
- Telephone, cellular phone, and voicemail
- Internet use and email
- Facsimile machines, scanners, and photocopiers.

Use of the Village's technology resources is a privilege, and not a right. These policies and procedures cover computer and network security, electronic mail usage, internet usage and the relationship of non-Village owned computer equipment to the use of and connection to the Village's system. Violations of the Technology Resource Policy will result in disciplinary action up to and including termination.

Technology resources must never be used to threaten, intimidate or intentionally embarrass another person. Employees may not send, receive, post or view images which contain nudity or are of a suggestive nature. Technology resources should not be used to disparage a person or group based on any protected status of that group or in any matter which could reasonably be considered to harass any individual or group. The Village's technology resources may not be used for any personal commercial venture.

Employees should be aware that records of electronic communications on Village technology resources are Village -owned, with a limited expectation of privacy, and may be considered public information subject to disclosure under the Freedom of Information Act (FOIA) including; telephone numbers called, length and date of call, emails, text messages, voicemails, and any other digital files recorded using Village technology. Additionally, communications transacted on personal devices pertaining to the transaction of public business may also be subject to disclosure under FOIA.

SOCIAL MEDIA

The Village of Homer Glen recognizes the popularity of Internet social media, such as Facebook, Twitter, blogs and wikis. We also recognize the possible value to the individual and our organization of being able to access and share information on such sites and that employees have the right to engage in concerted activities. However, employees' use of social media can compromise confidential and proprietary information, damage the reputations of individuals and organizations, and expose the Village of Homer Glen, and employees as individuals, to liability for damages.

To minimize these risks, avoid declines in employee productivity and job performance, and ensure that our IT resources and communications systems are used only for legitimate purposes, the Village expects its employees to adhere to the following guidelines regarding the use of social media.

Compliance with Related Policies and Agreements

First and foremost, individuals must recognize that they are individually responsible for everything they post or disseminate on social media, and that postings can be and often are viewed and re-circulated much more widely once they appear on a particular site. This can occur very rapidly, with the result that something intended for a limited audience quickly is shared with a much wider, unintended audience. Also, once an item is on the internet, it may live there forever, despite attempts to retract it.

Therefore, social media should never be used in a way that violates any other Village of Homer Glen policies or employee obligations. If your post would violate any of the Village of Homer Glen's policies in another forum, it will also be a violation in an online forum. For example, employees are prohibited from using social media to:

- Violate the Village of Homer Glen's IT resources and communications systems policies.
- Violate the Village of Homer Glen's confidentiality and proprietary rights policies.
- Circumvent the Village of Homer Glen's ethics and standards of conduct policies.
- Harass other employees in any way.
- Circumvent policies prohibiting unlawful discrimination against employees or applicants for employment.
- Violate the Village of Homer Glen's privacy policies (for example, to access private password protected sites of co-workers or others without permission).
- Violate any other laws or ethical standards.

Employees who violate the Village of Homer Glen's policies and in any of these ways and who are not engaging in concerted activity may be subject to discipline, up to and including termination of employment.

Employees also should refrain from posting recommendations or references for other employees of the Village of Homer Glen on social or professional networking sites, as such references, whether positive or negative, can create or exacerbate potential legal liability for the employee and the Village of Homer Glen.

Personal Use of Social Media

Personal use of social media is never permitted on working time or by means of the Village of Homer Glen's computers, networks or other IT resources and communications systems.

NO EXPECTATION OF PRIVACY

An employee should not use the Village of Homer Glen's resources and communications systems for any matter that the employee desires to be kept private or confidential. All contents of the Village of Homer Glen's IT resources and communications systems are the property of the Village of Homer Glen. Therefore, employees should have no expectation of privacy in any message, files, data, document, facsimile, telephone conversation, social media post, conversation or message, or any other kind of information or communications transmitted to, received or printed from, or stored and

recorded on the Village of Homer Glen's electronic information and communication system.

Employees are expressly advised that in order to prevent misuse, ***the Village of Homer Glen reserves the right to monitor, intercept and review, without further notice, every employee's activities using our IT resources and communications systems, including but not limited to social media postings and activities, and employees consent to such monitoring by acknowledgement of this policy and an employee's use of such resources and systems.*** This might include, without limitation, the monitoring, interception, accessing, recording, disclosing, inspecting, reviewing, retrieving and printing of transactions, messages, communications, postings, log-ins, recordings and other uses of the systems as well as keystroke capturing and other network monitoring technologies.

The Village of Homer Glen may also store copies of such data or communications for a period of time after they are created, and may delete such copies from time to time without notice.

Business Use of Social Media

If an employee is authorized or expected to use social media as part of the employee's job, the employee should carefully review the Village of Homer Glen's social media business use guidelines. If an employee's job duties involved speaking on behalf of the Village of Homer Glen in a social media environment, the employee must first obtain, seek approval for, such communication from the Village Manager or his/her designee. Likewise, if an employee is contacted for comment by the Village of Homer Glen for publication, including in any social media outlet, the employee should not respond without written approval, rather inquiries should be directed to the Village Manager or his/her designee.

Guidelines for Employee's Responsible Use of Social Media

The above material covers specific rules, policies and contractual obligations that employees must follow in using social media, whether for personal or business purposes, in consideration of their employment and subject to discipline for violations. The following sections of the policy provide employees with common-sense guidelines and recommendations for using social media responsibly and safely, in the best interests of the Village of Homer Glen. These guidelines reflect the "duty of loyalty" every employee owes its employer, and are intended to add to, not limit or replace, the applicable rules, policies and obligations set forth above.

Protect Village of Homer Glen's Good Will and Reputation

The Village of Homer Glen's policies prohibit employees from making disparaging or defamatory statements about the Village or its activities when speaking as a public employee on matters that are not of a public concern, or concerted activities. Employees should always strive to be accurate in your communications about the Village and remember that statements have the potential to result in liability for the employee or the Village. In addition, employees should also avoid social media communications that, although innocent in intent, might be misconstrued or misunderstood so as to damage the Village's goodwill and reputation. Protecting the Village's goodwill and reputation is every employee's job.

Employees should make it clear in their social media postings that they are speaking on their own behalf. Postings should be written in the first person and employees should use their personal e-mail address when communicating via social media. If an employee discloses his or her affiliation

as an employee of the Village, the employee should also include a disclaimer that the employee's views do not represent those of the Village of Homer Glen. For example, language such as "the views in this posting do not represent the views of my employer" should be considered. Employees should use good judgment about what they post and remember anything said can reflect on the Village of Homer Glen even if the employee includes such a disclaimer.

If an employee is uncertain or concerned about the appropriateness of any statement or posting, the employee should refrain from making the communication until it is discussed with his or her supervisor.

If an employee sees content in social media that disparages or reflects poorly on the employee, the employee's department or on the Village of Homer Glen, the employee should not retaliate or take it upon him or herself to immediately reply. Rather the employee should consult with the employee's immediate supervisor or the Village Manager.

Respect Other's Intellectual Property and Confidential Information

The Village of Homer Glen's policies also restrict employee's use and disclosure of confidential information and intellectual property. Even beyond those mandatory restrictions, however, employees must protect proprietary and other confidential information and intellectual property, and refrain from doing anything to jeopardize them, through the employee's use of social media.

To protect the Village of Homer Glen and its employees against liability for copyright infringement, employees should include source references for particular information that he/she posts or uploads, and sources must be accurately cited. If an employee has questions about whether a particular post or upload might violate the copyright or trademark of any person or company, the employee should ask the Village Manager before making the communication.

Respect Your Co-Workers and Colleagues

Employees should not post anything that their co-workers or the Village of Homer Glen's affiliates, partners, constituents, clients, vendors or others might find offensive. Ethnic jokes or slurs, sexist or other discriminatory comments, or insults or obscenity should not be included in anything posted by an employee.

TELEPHONE, CELLULAR PHONE, VOICEMAIL & FAX USAGE

Telephone systems and all information transmitted, received or stored in these systems are the property of the Village and are to be used for business purposes only. Any personal use should be minimal.

Voicemail, fax and text messages are neither personal nor private communications. The Village reserves the right to monitor, log and listen to voicemail or intercept and read fax or text messages. Voicemail, fax and text messages should not be used to send any discriminatory, harassing, sexually oriented or otherwise inappropriate messages. Village policy prohibits discrimination, harassment, and retaliation and this policy applies to voicemail, fax, and text messages.

While personal phone calls are not prohibited, their frequency, duration and volume should not interfere with the work environment or distract fellow employees. Abuse of this privilege may lead to disciplinary action up to and including termination.

CELLULAR TELEPHONES

Where job or business needs demand, the Village may issue cellular phones to certain employees for work related communications. Employees in possession of Village issued cellular telephones are expected to protect them from being lost, stolen, or damaged.

As with any equipment, it is important to keep safety in mind when using a cellular telephone. Employees are expected to abide by State and local laws with regard to using a cellular phone while operating a motor vehicle including the use of Bluetooth technology or 'hands free' driving while talking on a cellular telephone.

In addition, employees are prohibited from conducting or performing any of the following actions (when the vehicle is in motion) while operating a Village owned or operating any vehicle on authorized Village business:

- Any form of texting (preparing, sending or reading)
- E-mailing (preparing, sending or reading)
- Accessing and using the Internet

The Village is not responsible for tickets received by employees who are not abiding by State and local laws with regards to the use of cellular phones while operating a motor vehicle.

MEDIA INQUIRIES

Employees shall obtain permission from their Department Head prior to filling speaking engagements or publishing articles as an official representative of the Village. In addition, no employee shall act as a correspondent to a newspaper or periodical, nor shall he discuss publicly or for publication matters pertaining to departmental personnel procedures or policies without the prior approval of the Village Manager.

SECTION 12 EMPLOYEE SEPARATION

GENERAL POLICY

Termination of employment with the Village can arise from a variety of circumstances involving certain action on the part of the employee, the Village or both. Therefore, termination of employment may be voluntary or involuntary. Depending on the type of termination, procedures will vary.

SERVICE RETIREMENT

Service Retirement is voluntary termination after having satisfied the age and length of employment requirements to immediately begin collecting a pension under the Illinois Municipal Retirement Fund (IMRF).

EMPLOYEE INITIATED RESIGNATION

An Employee Initiated Resignation is voluntary termination of employment for any reason other than formal retirement. An employee wishing to leave the Village in good standing shall provide a written resignation to his immediate supervisor at least fourteen (14) calendar days prior to the effective date of resignation when possible. The resignation shall include the reason for leaving as well as the proposed effective date. A two (2) week notice is understood to mean the resigning employee will be available for work during this time to aid in the training of his replacement. Failure to give a two (2) week notice may be considered a resignation not in good standing.

DISABILITY RETIREMENT

Disability Retirement is voluntary termination necessitated by an injury or illness, which renders the employee incapable of performing his usual job. Action may be initiated by the employee, his legal representative, or the Village, but in all cases must be supported by medical evidence, acceptable to Human Resources.

DISCHARGE

Discharge is termination of an employee by the Village.

LAYOFF

Layoff is termination of an employee by the Village for lack of work, lack of funds or other changes that have taken place.

JOB ABANDONMENT

Employees who fail to report to work or contact their supervisor for three (3) consecutive work days may be considered to have abandoned the job without notice effective at the end of their normal shift on the third day. The Department Head shall notify Human Resources at the expiration of the third work day and may initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible for rehire.

RELEASE

Release is the end of temporary or seasonal employment.

FURLOUGH/REDUCTION IN PAY

The Village may institute at its discretion a reduction in the amount of employee work hours and/or pay which may typically, but is not limited to, occur as a response to unfavorable economic conditions or as a result of a reorganization of the work force.

DEATH

All termination benefits or remuneration shall be paid to the named beneficiary, deceased estate or other appropriate individual as provided by law.

EXIT INTERVIEW

An exit interview will be scheduled for the employee with the Human Resources Manager prior to the last day of employment. Temporary employees or employees who are discharged do not participate in the exit interview process. The results of the exit interview will be shared with the Village Manager and maintained in the employee's personnel file. Summaries of any areas of concern will be made available to respective Department Heads. During the exit interview, if applicable, COBRA, retirement benefits and the return of Village property will be discussed.

SECTION 13 COMPLIANCE WITH THE LAW

HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT (HIPAA)

The Village and its health plans subscribe to all HIPAA privacy and security laws. Any concerns with HIPAA laws shall be directed to the Human Resources Department.

AMERICANS WITH DISABILITIES ACT (ADA)

The ADA requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of the Village to comply with all Federal and State laws concerning the employment of persons with disabilities. It is the Village's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment. The Village will reasonably accommodate qualified individuals with a disability so they can perform the essential functions of a job. An accommodation is not reasonable if it imposes an undue hardship. An individual who can be reasonably accommodated for a job without undue hardship will be given the same consideration for that position as any other applicant.

The Village has an obligation to provide a safe work environment for all employees, customers, and residents. Accordingly, all employees are required to comply with safety standards. The Village will take reasonable precautions to ensure that an employee's disability, or any attempted reasonable accommodation, does not pose a direct threat to the health and/or safety of the employee with a disability or to others.

Definitions

As used in this policy, the following terms have the indicated meaning and will be adhered to in relation to the ADA policy.

"Disability" means a physical or mental impairment that substantially limits one (1) or more major life activities of the individual; a record of such an impairment; or being regarded as having such an impairment. Major life activities include the following:

In general, major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

"Major bodily functions" – A major life activity also includes the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

"Direct threat" means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.

“Qualified individual” means an individual, who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

“Reasonable accommodation” may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modifications of equipment or devices, appropriate adjustment or modifications of examination, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

“Undue hardship” means an action requiring significant difficulty or expense by the Village.

“Essential functions of the job” refers to those job activities that are determined by the Village to be essential or core to performing the job; these functions cannot be modified.

GENETIC INFORMATION NONDISCRIMINATION ACT OF 2008 (GINA)

The Federal law referred to as GINA prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, the Village asks that employees and health care providers not submit any genetic information when responding to a request for medical information (e.g., to support an employee’s request for reasonable accommodation under the ADA or a request for a leave of absence). “Genetic information”, as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual, or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

SECTION 14

EMPLOYEE INFORMATION AND RECORDS

GENERAL ACCESS TO EMPLOYEE INFORMATION

The personnel and medical files of all Village employees are maintained by the Human Resources Department. Only the Human Resources Manager and/or the Village Manager may have access to and use of an employee's personnel records. The Finance Department and other employees with a valid work-related reason may have access to and use of an employee's personnel records, in part, subject to the approval of the Human Resource Manager.

DISCLOSURE OF EMPLOYEE RECORDS OUTSIDE OF THE VILLAGE

Records about an individual which identify him/her by name or in any other way shall not be disclosed to people or organizations outside the Village without the individual's written permission, except as pursuant to judicial proceedings, legal requirements, or the Freedom of Information Act. All requests by outside parties as to an employee's work record must be directed to the Human Resources Department.

REFERENCE INQUIRIES

All inquiries made by outside parties (i.e., potential employers, investigative agencies, etc.) with regard to employment history of former or present employees, including but not limited to general reputation, character, personal characteristics, performance, ability, attendance or salary circumstances should be directed to the Human Resources Department for response.

CREDIT VERIFICATIONS

The usual reference and verifications of employment of present employees for the purpose of establishing credit, bank loans, etc., should be released only by the Human Resources Department.

EMPLOYEE ACCESS TO PERSONNEL FILES

All employees shall be permitted to review and copy their personnel records as well as attach their own position statement to disputed materials in their files, in accordance with the Illinois Personnel Record Review Act (820 ILCS 40/1 et seq.). Personnel records allowed to be viewed by an employee include all documents and data intended to be used in determining the employee's qualifications for employment, promotion, transfer, additional compensation, discharge or other disciplinary action.

RECORDS INSPECTION

An employee shall be permitted inspection of his file two (2) times per calendar year at reasonable intervals. The request to view the file must be put in writing. Inspection of the record will be permitted within seven (7) working days of the request and under the supervision of the Human Resources Manager. Records may not be removed from the place of inspection. The employee will be permitted to request photocopies of his/her personnel records. If the employee disagrees with any part of the record, the Village and the employee may mutually agree to remove or correct the information. This agreement should be in writing. If an agreement cannot be reached and the employee desires to submit an explanatory written statement, the statement will be attached to the disputed record. Inclusion of the employee's statement in the personnel file does not mean that the Village concurs with the employee's statement.

SECTION 15
ACKNOWLEDGMENT FORM

Employee Handbook Acknowledgement

I understand and acknowledge that the Employee Handbook describes important information about the Village of Homer Glen and that I should consult my supervisor or the Human Resources Department about any questions not answered in this manual. I have entered into my employment relationship with the Village voluntarily and acknowledge that there is no specific length of employment or an individual contract that provides otherwise. Accordingly, either I or the Village can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable Federal or State law.

I hereby acknowledge receiving the Village of Homer Glen’s Employee Handbook. By signing this form, I also acknowledge that I understand the following:

This Employee Handbook is not a contract of employment or a legal document and the Village of Homer Glen makes no promises of any kind in this handbook.

Since the information, policies, and benefits described here are subject to change, I acknowledge that revisions to the Employee Handbook may occur, except to the Village’s policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. I further acknowledge that this Employee Handbook supersedes all prior versions that I have received.

By signing this acknowledgement form, I acknowledge that I have read, understand and will abide by all of the policies and procedures contained within the Employee Handbook and any revisions made to it.

Signature

Print Name

Date

FORMS

Repayment Agreement for Work Boots
Reasonable Suspicion: Condition of Employee Report
Employee FMLA Leave Request
Certification of Qualifying Exigency for Military Family Leave
Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave
ILMRMA: Illinois Form 45: Employer's First Report of Injury
ILMRMA: Supervisor's Accident Investigation
ILMRMA: Employee's Accident Report
Statement of Witness Form
Village of Homer Glen Application for Training/Development Reimbursement
Request to travel on Village Business
Travel and Expense Report

Repayment Agreement for Work Boots

This Repayment Agreement ("Agreement") is made between _____ ("Employee") and the Village of Homer Glen (Village)

RECITALS

- A. Employee has accepted employment with the Village and the Village and the Employee acknowledge that employment is probationary during the period of 6 months from the first day of employment.
- B. In acknowledgement of such, an employee may be dismissed from employment at any time with or without cause during the probationary period.
- C. In connection with such employment, Employee is permitted to purchase one pair of work boots with a minimum 6-inch shank costing up to \$200 and paid for by the Village.
- D. The Employee acknowledges that if the boots the Employee desires to purchase cost more than \$200 that the Employee is responsible for any additional taxes or cost beyond the \$200 limit.
- E. The Employee and the Village acknowledge that should the Employee voluntarily terminate employment during this probationary period that the Employee is responsible for repayment of the work boots purchased and paid for by the Village.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- 1. Amount of Payment. In the event Employee voluntarily terminates employment during probationary period, Employee will pay the Village _____ (Village paid cost of work boots).
- 2. Method of Payment. Employee will pay the Village the total amount stated through deductions from Employee's wages. Employee will execute all necessary forms and other documents for withholding the stipulated amount from his/her wages. If the total amount is not repaid by the time of Employee's separation from employment, the unpaid balance shall become due and payable immediately. The Village reserves the right to deduct the unpaid balance from any final salary payment.
- 3. Entire Agreement. The parties acknowledge that this Agreement constitutes the sole agreement in this matter, that is supersedes any prior oral or written agreements, and that any modifications may only be affected by a writing signed by all parties to this Agreement.
- 4. If any provision of this Agreement is found to be unenforceable, then the remaining provisions shall remain valid and enforceable.
- 5. Employee acknowledges that he/she has read and understands this Agreement and that he/she affixes his/her signature hereto voluntarily and without coercion.

EMPLOYEE SIGNATURE: _____

Village of Homer Glen Reasonable Suspicion/Condition of Employee Report

Name of Observed Employee: _____ Job Title: _____
 Observation Date/Day of Week: _____ / _____ Time Relieved of Duty: _____

Location Relieved of Duty: _____

Appearance/Behavior/Mood	Yes	No	Comments
• Glassy Eyes			
• Blank Stare			
• Bloodshot eyes			
• Flushed face			
• Alcohol smell			
• Marijuana smell			
• Altered appearance			
• Slurred speech			
• Confused speech			
• Staggering			
• Poor coordination			
• Tremors/shakes			
• Confused			
• Disoriented			
• Drowsiness			
• Sleeping			
• Hearing things			
• Seeing things			
• Black out			
• Belligerent			
• Mood Changes			
• Nervousness			
• Aggressive			
• Unusually quiet			
• Unusually talkative			

Did employee provide reason(s) for his/her physical conditions? If so, provide reason(s):

Was employee directed to take a breath and urinalysis test? Yes No
 Did employee refuse to undergo the breath and urinalysis test? Yes No
 Was employee informed of the consequences for refusing the test? Yes No

Name of supervisor: _____

Signature of supervisor: _____ Date: _____

Name of additional supervisor: _____ Signature of additional supervisor: _____
 Date: _____ Note: Observation by a

second supervisor is recommend but not required.

Employee FMLA Leave Request

(Family/Medical Leave Request Form)

Eligible employees are entitled under the Family and Medical Leave Act (FMLA) to take up to 12 or 26 weeks of job-protected leave for certain family and medical reasons. Submit this request form to your human resources manager at least 30 days before the leave is to begin, when possible. When 30 days' advance submission of the request form is not possible, submit the request as soon as possible. Our Company reserves the right to deny or postpone leave if you do not give adequate notice when permitted under federal and/or state law.

Employee Information

Please print.

Name: _____ Employee ID #: _____

Department: _____ Job Title: _____

Today's Date: _____ Hire Date: _____ Supervisor: _____

Status: Full-Time Part-Time Temporary

Reason for Requesting Leave

I am requesting family/medical leave for the following reasons: (check all that apply)

- Birth of my child; to care for my newborn child
- Placement of a child with me for adoption foster care
- Leave to care for a family member with a serious health condition

Relationship of family member to you: _____

- My own serious health condition
- Qualifying exigency because a family member is on or has been called to covered active duty in the Regular Armed Forces (including the National Guard and Reserves) to a foreign country

Relationship of family member to you: _____

- Leave to care for a family member who is a current member of the Armed Forces (including the National Guard and Reserves) or a covered veteran and who is undergoing medical treatment, recuperation, or therapy, is in outpatient status or on temporary disability retired list for a serious injury or illness

Relationship of family member to you: _____

- Other (please explain) _____

Duration of Leave

Leave expected to begin: _____ Leave expected to end: _____

If intermittent or reduced-leave schedule is being requested, please explain why it is needed and the proposed leave schedule:

Employee Certification and Signature

I certify that the above information is true and correct to the best of my knowledge:

Employee signature: _____ Date: _____

EMPLOYER: This form should be treated as a medical record and must be maintained separately from employee personnel files, in locked cabinets with only designated personnel having access. As an employer, you should retain this original and provide a photocopy of the form to your employee along with the Company Response form within a reasonable period of time.

This product is designed to provide accurate and authoritative information. However, it is not a substitute for legal advice and does not provide legal opinions on any specific facts or services. The information is provided with the understanding that any person or entity involved in creating, producing or distributing this product is not liable for any damages arising out of the use or inability to use this product. You are urged to consult an attorney concerning your particular situation and any specific questions or concerns you may have.

Certification for Serious Injury
Labor or Illness of a Veteran for
Military Caregiver Leave
(Family and Medical Leave
Act)

U.S. Department of
Wage and Hour Division



DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE EMPLOYEE

OMB Control Number: 1235-0003
Expires: 5/31/2018

Notice to the EMPLOYER

The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking military caregiver leave under the FMLA leave due to a serious injury or illness of a covered veteran to submit a certification providing sufficient facts to support the request for leave. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 CFR 825.310. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees or employees' family members, created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 CFR 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 CFR 1635.9, if the Genetic Information Nondiscrimination Act applies.

SECTION I: For completion by the EMPLOYEE and/or the VETERAN for whom the employee is requesting leave

INSTRUCTIONS to the EMPLOYEE and/or VETERAN: Please complete Section I before having Section II completed. The FMLA permits an employer to require that an employee submit a timely, complete, and sufficient certification to support a request for military caregiver leave under the FMLA leave due to a serious injury or illness of a covered veteran. If requested by the employer, your response is required to obtain or retain the benefit of FMLA-protected leave. 29 U.S.C. 2613, 2614(c)(3). Failure to do so may result in a denial of an employee's FMLA request. 29 CFR 825.310(f). The employer must give an employee at least 15 calendar days to return this form to the employer.

(This section must be completed before Section II can be completed by a health care provider.)

Part A: EMPLOYEE INFORMATION

Name and address of employer (this is the employer of the employee requesting leave to care for a veteran):

Name of employee requesting leave to care for a veteran:

First Middle Last

Name of veteran (for whom employee is requesting leave):

First Middle Last

Relationship of employee to veteran:

Spouse Parent Son Daughter Next of Kin (please specify relationship):

Part B: VETERAN INFORMATION

(1) Date of the veteran's discharge:

- (2) Was the veteran **dishonorably** discharged or released from the Armed Forces (including the National Guard or Reserves)? Yes No
- (3) Please provide the veteran's military branch, rank and unit at the time of discharge:

-
- (4) Is the veteran receiving medical treatment, recuperation, or therapy for an injury or illness? Yes No

Part C: CARE TO BE PROVIDED TO THE VETERAN

Describe the care to be provided to the veteran and an estimate of the leave needed to provide the care:

SECTION II: For completion by: (1) a United States Department of Defense (“DOD”) health care provider; (2) a United States Department of Veterans Affairs (“VA”) health care provider; (3) a DOD TRICARE network authorized private health care provider; (4) a DOD non-network TRICARE authorized private health care provider; or (5) a health care provider as defined in 29 CFR 825.125.

INSTRUCTIONS to the HEALTH CARE PROVIDER: The employee named in Section I has requested leave under the military caregiver leave provision of the FMLA to care for a family member who is a veteran. For purposes of FMLA military caregiver leave, a serious injury or illness means an injury or illness incurred by the servicemember in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the servicemember's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the servicemember became a veteran, and is:

- (i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
- (ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
- (iii) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
- (iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans' Affairs Program of Comprehensive Assistance for Family Caregivers.

A complete and sufficient certification to support a request for FMLA military caregiver leave due to a covered veteran's serious injury or illness includes written documentation confirming that the veteran's injury or illness was incurred in the line of duty on active duty or existed before the beginning of the veteran's active duty and was aggravated by service in the line of duty on active duty, and that the veteran is undergoing treatment, recuperation, or therapy for such injury or illness by a health care provider listed above. Answer fully and completely all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as “lifetime,” “unknown,” or “indeterminate” may not be sufficient to determine FMLA military caregiver leave coverage. Limit your responses to the veteran's condition for which the employee is seeking leave. Do not provide information about genetic tests, as defined in 29 CFR 1635.3(f), or genetic services, as defined in 29 CFR 1635.3(e).

(Please ensure that Section I has been completed before completing this section. Please be sure to sign the form on the last page and return this form to the employee requesting leave (See Section I, Part A above). **DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION.**)

Part A: HEALTH CARE PROVIDER INFORMATION

Health care provider's name and business address:

Telephone: () _____ Fax: () _____ Email: _____

Type of Practice/Medical Specialty: _____

Please indicate if you are:

- a DOD health care provider
- a VA health care provider
- a DOD TRICARE network authorized private health care provider
- a DOD non-network TRICARE authorized private health care provider
- other health care provider

PART B: MEDICAL STATUS

Note: If you are unable to make certain of the military-related determinations contained in Part B, you are permitted to rely upon determinations from an authorized DOD representative (such as, DOD Recovery Care Coordinator) or an authorized VA representative.

- (1) The Veteran's medical condition is:
- A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating.
 - A physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service Related Disability Rating (VASRD) of 50% or higher, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave.
 - A physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment.
 - An injury, including a psychological injury, on the basis of which the covered veteran is enrolled in the Department of Veterans' Affairs Program of Comprehensive Assistance for Family Caregivers.
 - None of the above.

(2) Is the veteran being treated for a condition which was incurred or aggravated by service in the line of duty on active duty in the Armed Forces? Yes No

(3) Approximate date condition commenced: _____

(4) Probable duration of condition and/or need for care: _____

(5) Is the veteran undergoing medical treatment, recuperation, or therapy for this condition? Yes

No If yes, please describe medical treatment, recuperation or therapy:

PART C: VETERAN'S NEED FOR CARE BY FAMILY MEMBER

“Need for care” encompasses both physical and psychological care. It includes situations where, for example, due to his or her serious injury or illness, the veteran is unable to care for his or her own basic medical, hygienic, or nutritional needs or safety, or is unable to transport him or herself to the doctor. It also includes providing psychological comfort and reassurance which would be beneficial to the veteran who is receiving inpatient or home care.

- (1) Will the veteran need care for a single continuous period of time, including any time for treatment and recovery? Yes No

If yes, estimate the beginning and ending dates for this period of time: _____

- (2) Will the veteran require periodic follow-up treatment appointments? Yes No

If yes, estimate the treatment schedule: _____

- (3) Is there a medical necessity for the veteran to have periodic care for these follow-up treatment appointments? Yes No

- (4) Is there a medical necessity for the veteran to have periodic care for other than scheduled follow-up treatment appointments (e.g., episodic flare-ups of medical condition)? Yes No

If yes, please estimate the frequency and duration of the periodic care:

Signature of Health Care Provider: _____ **Date:** _____

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years, in accordance with 29 U.S.C. 2616; 29 CFR 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. **DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION; RETURN IT TO THE EMPLOYEE REQUESTING LEAVE (As shown in Section I, Part “A” above).** _

Certification of Qualifying Exigency
For Military Family Leave
(Family and Medical Leave Act)

U.S. Department of Labor
Wage and Hour Division



OMB Control Number: 1235-0003
Expires: 5/31/2018

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA leave due to a qualifying exigency to submit a certification. Please complete Section I before giving this form to your employee. Your response is voluntary, and while you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 CFR 825.309.

Employer name: _____

Contact Information: _____

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II fully and completely. The FMLA permits an employer to require that you submit a timely, complete, and sufficient certification to support a request for FMLA leave due to a qualifying exigency. Several questions in this section seek a response as to the frequency or duration of the qualifying exigency. Be as specific as you can; terms such as "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Your response is required to obtain a benefit. 29 CFR 825.310. While you are not required to provide this information, failure to do so may result in a denial of your request for FMLA leave. Your employer must give you at least 15 calendar days to return this form to your employer.

Your Name: _____
First Middle Last

Name of military member on covered active duty or call to covered active duty status:

First Middle Last

Relationship of military member to you: _____

Period of military member's covered active duty: _____

A complete and sufficient certification to support a request for FMLA leave due to a qualifying exigency includes written documentation confirming a military member's covered active duty or call to covered active duty status. Please check one of the following and attach the indicated document to support that the military member is on covered active duty or call to covered active duty status.

A copy of the military member's covered active duty orders is attached.

Other documentation from the military certifying that the military member is on covered active duty (or has been notified of an impending call to covered active duty) is attached.

I have previously provided my employer with sufficient written documentation confirming the military member's covered active duty or call to covered active duty status.

PART A: QUALIFYING REASON FOR LEAVE

1. Describe the reason you are requesting FMLA leave due to a qualifying exigency (including the specific reason you are requesting leave):

2. A complete and sufficient certification to support a request for FMLA leave due to a qualifying exigency includes any available written documentation which supports the need for leave; such documentation may include a copy of a meeting announcement for informational briefings sponsored by the military; a document confirming the military member's Rest and Recuperation leave; a document confirming an appointment with a third party, such as a counselor or school official, or staff at a care facility; or a copy of a bill for services for the handling of legal or financial affairs. Available written documentation supporting this request for leave is attached.

Yes • No • None Available •

PART B: AMOUNT OF LEAVE NEEDED

1. Approximate date exigency commenced: _____

Probable duration of exigency: _____

2. Will you need to be absent from work for a single continuous period of time due to the qualifying exigency?
Yes • No •

If so, estimate the beginning and ending dates for the period of absence:

3. Will you need to be absent from work periodically to address this qualifying exigency? Yes • No •

Estimate schedule of leave, including the dates of any scheduled meetings or appointments:

Estimate the frequency and duration of each appointment, meeting, or leave event, including any travel time (i.e., 1 deployment-related meeting every month lasting 4 hours):

Frequency: _____ times per _____ week(s) _____ month(s)

Duration: _____ hours _____ day(s) per event.

PART C:

If leave is requested to meet with a third party (such as to arrange for childcare or parental care, to attend counseling, to attend meetings with school, childcare or parental care providers, to make financial or legal arrangements, to act as the military member's representative before a federal, state, or local agency for purposes of obtaining, arranging or appealing military service benefits, or to attend any event sponsored by the military or military service organizations), a complete and sufficient certification includes the name, address, and appropriate contact information of the individual or entity with whom you are meeting (i.e., either the telephone or fax number or email address of the individual or entity). This information may be used by your employer to verify that the information contained on this form is accurate.

Name of Individual: _____ Title: ____

Organization: ____

Address: _____

Telephone: (____) _____ Fax: (____) _____

Email: _

Describe nature of meeting: ____

PART D:

I certify that the information I provided above is true and correct.

Signature of Employee

Date

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. 2616; 29 CFR 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution AV, NW, Washington, DC 20210. DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION; RETURN IT TO THE EMPLOYER.

PRINT NAME:

DATE:

Illinois Form 45: Employer's First Report of Injury

Please type or print

Employer's FEIN		Date of report	Case or file #	Is this a lost workday case? Yes · No ·
Employer's name			Doing business as	
Employer's mailing address			Employer's email address	
Nature of Business or Service			SIC Code	
Name of Workers' Compensation Carrier/Admin. Illinois Municipal League Risk Management Association		Policy/Contract #		Self Insured? YES ·
Employee's full name			Birth date	
Employee's mailing address			Employee's email address	
Gender Male · Female ·	Marital status Married · Single ·	# Dependents	Employee's average weekly wage	
Job Title or Occupation			Date hired	
Time employee began work AM / PM	Date and time of accident		Last day employee worked	
If the employee died as a result of the accident, give the date of death		Did the accident occur on the employer's premises? Yes · No ·		
Address of accident (include city, state & zip code)				
What was the employee doing when the accident occurred?				
How did the accident occur?				
What was the injury or illness? List the part of body affected and explain how it was affected.				
What object or substance, if any, directly harmed the employee:				
Name and address of physician/health care professional				
If treatment was given away from the worksite, list where it was given				
Was the employee treated in an emergency room? Yes · No ·		Was the employee hospitalized overnight as an inpatient? Yes · No ·		
Report prepared by	Signature	Title and telephone #	Email address	

Return this form by email to imlrmaclaimsreports@ccmsi.com or by fax to (312) 455-6477.

TO THE EMPLOYEE: This report must be completed by you as soon as possible after your injury. Read the questions carefully and make your answers complete and accurate.

RETAIN ONE COPY IN ORIGINATING DEPT. -- SEND TWO COPIES TO YOUR MUNICIPAL RISK MANAGEMENT

EMPLOYEE'S PERSONAL INFORMATION			
Last name :	First name:	Middle name:	
Street address:			
City:	State:	Zip:	
Home phone:	Cell phone:	Work phone:	
Date of birth:	Gender:		
Job title:	Years on job:		
Supervisor:			

INCIDENT INFORMATION		
Date of injury:	Time of injury: a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	Did you immediately report your injury to your supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'YES' please indicate the date and time of the report:		
If you did not immediately report your injury to your supervisor, please state the reason:		
Location where injury occurred:		
Describe what happened to cause your injury:		
What is the nature of your injury (<i>what parts of your body have been injured</i>):		
Were there witnesses (<i>people present at the time of injury or incident</i>): Yes <input type="checkbox"/> No <input type="checkbox"/>		
Name:	Phone:	
Name:	Phone:	
Name:	Phone:	
Have you previously had a similar injury and/or an injury to the same body part(s)? Please explain.		

Employee's signature:	Date:
Supervisor's signature:	
Risk Management Coordinator's signature:	
Date of meeting:	

VILLAGE OF HOMER GLEN
STATEMENT OF WITNESS FORM

Name of Employee Injured:
Date of Injury:

Name of Witness:
Address of Witness:
Phone Number of Witness:

1. Witness to accident or injury is required to answer all of the following questions:
2. Did you actually witness the accident or injury?
3. What part of the body was injured? (head, back, neck, etc.) Describe the injury.
(strain, bruise, cut, etc.)
4. What did the injured employee say at the time of the accident or injury? _
5. Did the injured employee complain of pain? If so, where? _
6. Explain what the employee was doing at the time the accident or injury occurred?
7. In your opinion, could this accident have been prevented?

Witness' Signature

Date

Witness' Signature

Date